

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission, Redevelopment Authority and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, October 7, 2013
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Mayor Merkes – Introduce Administrative Services Director Margaret (Peggy) Steeno
 - 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. Board of Health, 8/14/13
 - b. City Hall Safety Committee, 8/1/13
 - c. Committee on Aging, 8/1/13
 - d. Landmarks Commission, 8/28/13
 - e. Library Board, 9/19/13
 - f. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 9/24/13
 - g. Neenah-Menasha Sewerage Commission, 9/5/13
 - h. Personnel Committee, 9/16/13
 - i. Plan Commission, 9/10/13
 - j. Public Works/Parks Safety Committee, 8/27/13Communications
 - k. Brian Tungate, PRD, to Mayor Merkes and the Common Council, 10/2/13; Gilbert Site Grant
 - l. Joshua Falk, WisDOT, to Mark Radtke, 9/9/13; US Hwy. 41 Menasha Sign
 - m. Department of Public Works July/August 2013 Disposal Violations, 9/18/13
 - n. VFW Post 2126 to Common Council, 9/24/13
 - o. Community Foundation for the Fox Valley Region to Mayor Don Merkes, 9/26/13; K-9 Unit Donation
 - p. Menasha Historical Society News, October 2013
- G. CONSENT AGENDA
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
Minutes to approve:
 - 1. Common Council, 9/16/13
NMFR Joint Finance & Personnel Committee, 9/24/13 – Recommends the Approval of:
 - 2. Accepting the proposal from Affinity Occupational Health for a total of \$12,798.50 and all services, with the exception of the lab work, to be performed in 2014.
Personnel Committee, 9/16/13 – Recommends the Approval of:
 - 3. Healthy Workplace Policy (Anti-Bullying)
- H. ITEMS REMOVED FROM CONSENT AGENDA
- I. ACTION ITEMS
 - 1. Accounts payable and payroll for the term of 9/19/13 to 10/03/13 in the amount of \$1,246,962.86.
 - 2. Change of trade name for Mr. Taco LLC, 403 Racine Street, Menasha from Mr. Taco to Mrs. Fajitas

3. Reserve "Class B" liquor license application for Margaritaville Lounge LLC, d/b/a Margaritaville, 6 Tayco Street, Menasha, Marco A. Rodriguez Contreras, agent, to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.
4. Reserve "Class B" liquor license application for Shelly Lynn VanDehy, d/b/a Sliders Bar and Grill, 890 Lake Park Road, Menasha to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.
5. Outdoor Alcoholic Beverage Permit for 2013-2014 licensing year for Shelly Lynn VanDehy, d/b/a Sliders Bar and Grill, 890 Lake Park Road, Menasha.
6. Beverage Operators License Applications for the 2013-2015 licensing period.
7. Accept and move forward with application for the Alcohol Traffic Enforcement Grant 2013-2014

J. ORDINANCES AND RESOLUTIONS

1. R-15-13 – Resolution to Return the August Settlement to Winnebago County of the City's Portion of 2011 Property Taxes for 1304 Midway Road. (Introduction by Ald. Taylor and Ald. Sevenich)

K. APPOINTMENTS

1. Mayor's reappointment of Sue Pawlowski, 1249 Meadowview Dr., Menasha, to the Parks and Recreation Board for the term of October 2013-October 2016.
2. Mayor's appointment of Tom Marshall, 1166 Fieldview Dr., Menasha, to the Parks and Recreation Board for the term of October 2013-October 2016.
3. Mayor's appointment of John Ruck, 1108 Stardust Dr., Menasha; Tom Stoffel, 1041 Garda Ct., Menasha; Lee Murphy, 812 Ida St., Menasha; Sue Steffen, 936 London St., Menasha; Mary Lueke, 836 Ida St., Menasha; Joyce Klundt, 976 8th St., Menasha; and Greg Keil, Government Representative, to the Community Development Block Grant Citizen Participation Ad-Hoc Committee.

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

1. Recommended by the Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee to approve Claim 12-14, Gary & Kathy Skibba vs. City of Neenah and City of Menasha, settlement for a total of \$11,000.
2. May adjourn into closed session pursuant to Wis. Stats. Sec. 19.85(1)(g) for the purpose of conferring with legal counsel who will render oral or written advice regarding Claim 12-14, Gary & Kathy Skibba.

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
(five (5) minute time limit for each person)

O. ADJOURNMENT

MEETING NOTICE

Common Council – Monday, OCTOBER 21, 2013 – 6:00 pm
Committee meetings to follow Common Council

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
BOARD OF HEALTH
Minutes
August 14, 2013**

- A. Meeting called to order at 10:17 AM by Chairman C. Rusin.
- B. Present: Candyce Rusin, Lori Asmus, Dr. Teresa Rudolph, Ruth Neeck, Susan Nett
Also Present: Todd Drew
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from June 21, 2013 meeting made by T. Rudolph and seconded by R. Neeck. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. June and July 2013 Communicable Disease Reports distributed. T. Rudolph had questions regarding the salmonella and cryptosporidium cases.
 - 2. Wisconsin Local Health Department Survey 2011 discussed. The revenues per capita at \$25.65 continue to be the highest compared to other health departments in the area and \$9.91 per capita on the tax levy is one of the lowest in the area.
 - 3. Pertussis Update-Annual 2012 Summary, July 2013, August 2013. S. Nett distributed recent reports from the state on pertussis. While the number of confirmed cases has dropped considerably, there are still cases being reported.
 - 4. Oral Health Program – State Report was distributed. S. Nett pointed out the state now has a new chief dental officer.
 - 5. Weight of the Fox Valley News was distributed. The United Ways of the Fox Valley and Oshkosh will be the backbone organization. Individuals are continuing to be recruited for the leadership team.
 - 6. Bedbugs – Continued Discussion. T. Drew was present to discuss how adding language to the city's existing ordinance on extermination of insects and pests could cover bedbugs as well. L. Asmus questioned if some of the language from the Chicago ordinance might be useful. S. Nett discussed how the City of Appleton uses their existing ordinance on extermination of insects and pests when dealing with bedbugs outside of licensed establishments. Board members requested T. Drew to bring a draft of the proposed additional language to the next meeting. L. Asmus reminded board members that an alderman will be needed to review what is being proposed and asked to sponsor the change to the ordinance.
 - 7. Memory Café Project Update. S. Nett reported that each month there has been an increase in participants largely due to increased publicity of the project.
 - 8. 60+ Health Screening Grant 2014. S. Nett reported she received an email from Mark Weisensel, Director of Winnebago County Aging services indicating funding for the 60+ Health Screening program will remain stable at the same amount as this current year.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Health Department at 967-3520 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

Board of Health Members: Ruth Neeck, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Rudolph

9. Emergency Preparedness Grant 2013-14 funding remains the same as the previous funding period.

E. ACTION ITEMS

1. Approve grant agreement with prepayments between the State of Wisconsin DHS and Menasha Health Department for Emergency Preparedness 7-1-13 through 6-30-14 in the amount of \$32,702 and authorize signature. S. Nett explained the language in the grant agreement has been simplified. There are different objectives for this grant period and the dollar amount has remained the same. Motion to approve the grant agreement with prepayments between the State of Wisconsin DHS and Menasha Health Department for Emergency Preparedness 7-1-13 through 6-30-14 in the amount of \$32,702 and authorize signature made by T. Rudolph and seconded by L. Asmus. Motion carried.
2. Approve asbestos compliance inspection contract agreement between the State of Wisconsin DNR and the City of Menasha Health Department for 7-1-13 through 6-30-14 in the amount of \$7500 and authorize signature. S. Nett explained this is the agreement for asbestos inspections and remains unchanged from the previous agreement. The contract amount also remains unchanged. Motion to approve the asbestos compliance inspection contract agreement between the State of Wisconsin DNR and the Menasha Health Department for 7-1-13 through 6-30-14 in the amount of \$7500 and authorize signature made by T. Rudolph and seconded by R. Neeck. Motion carried.
3. Approve contract for services between Children's Hospital of Wisconsin, Inc. on behalf of Children's Health Alliance of Wisconsin and Menasha Health Department for MHD Sealant Program for 7-1-13 through 6-30-14 in the amount of \$4500 and authorize signature. S. Nett explained Children's Hospital is the fiscal agent and Children's Health Alliance provides the oversight for the dental sealant program statewide. The grant award is slightly higher than the previous year. Contract language is exactly the same as in the previous contract. Motion to approve the contract for services between Children's Hospital of Wisconsin, Inc. on behalf of Children's Health Alliance of Wisconsin and Menasha Health department for MHD sealant program for 7-1-13 through 6-30-14 in the amount of \$4500 and authorize signature made by R. Neeck and seconded by L. Asmus. Motion carried.

F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 11:35 made by L. Asmus and seconded by T. Rudolph. Motion carried. Next meeting Sept. 11, 2013.



City Hall Safety Committee Meeting

August 1, 2013
Minutes

Meeting called to order at 1:15 PM.

Present: Adam Alix, Kristi Heim, Kate Clausing, Pam Captain, Vicki Lenz, Sue Nett
Brian Tungate

Excused: Todd Drew, Sue Seffker

A. Motion to approve minutes from July 19, 2013 meeting made by V. Lenz and seconded by K. Clausing. Motion carried.

B. Old Business

1. Security Assessments. No update for this meeting.
2. Baseball bat inspection concerns. B. Tungate explained the inspection that is needed to assure the baseball bats are acceptable for games. The bats need to have the acceptable insignia ingrained into the bat. The bat is then stickered to show it has been checked. He offered this protocol as a possibility to reduce the number of individuals walking into city hall with a bat to be checked. He would require that all bats be brought to the captain's meeting which is held at the beginning of the season. He would accept stickers that have been issued by Appleton and Neenah Park and Rec departments. And for those who would be considered the stragglers, he would have them make an appt. to have their bat checked at city hall. He would then send out an email to city hall employees about the appt time. A. Alix asked if the umpires could check the bats at the game and if not on the list, then the bat is not allowed. B. Tungate replied he didn't want the umpires to have to take the time to be checking a list. He felt it was more efficient to have the bat stickered prior to the game. B. Tungate would like to try the suggested protocol next season and evaluate it and make any necessary changes at that time. Committee members were in agreement with the suggested protocol.

C. New Business

1. Monthly Safety Topic distributed and reviewed. This month's safety

topic stresses the importance of safety rules and violation of safety rules needs to be taken seriously. All employees need to be aware of safety rules.

2. Injury Review. No injuries to report.
3. Proposed change to meeting day and time – Committee members discussed meeting on a different day and time. Some suggestions were to meet in the morning at 8 or soon thereafter on a Friday morning and meet at city hall. The committee decided to meet at the same day and time but change the location to the first floor conference room at city hall. K. Heim will reserve the conference room. S. Nett will cancel the Gegan Room reservation for the remainder of the year.
4. Additional new items for discussion. None

D. Training

1. Fire Extinguisher Training – schedule/location. Nothing new to report.
2. Security / Safety Training – need / discussion. Once the security assessments are completed, a training session will be offered.
3. Additional training items for discussion –B. Tungate asked about the training for summer help. Discussion centered around having general safety training completed before the summer help start next year. S. Nett mentioned only a few Rec employees completed the safety manual review this year and several that completed the review failed the quiz after the review. An email will be sent to B. Tungate to give him those names.

E. Motion to adjourn at 1:52 PM made by V. Lenz and seconded by P. Captain.
Motion carried.

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**CITY OF MENASHA
COMMITTEE ON AGING
Minutes
8-1-13**

- A. Meeting called to order at 7:53 AM by Chairman J. Klundt.
- B. Present: John Ruck, Mary Lueke, Sue Steffen, Lee Murphy, Tom Stoffel, Jean Wollerman, Joyce Klundt, Susan Nett
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from July 11, 2013 meeting made by M. Lueke and seconded by S. Steffen. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Senior Center Older Adult Director, J. Wollerman informed committee members she didn't have attendance numbers for July as they were finishing being compiled. She will have attendance figures for both July and August at the September meeting. The quilting group's quilt sale is today at the senior center.
 - 2. Public Health Director S. Nett reported she had emailed Mark Weisensel at Winnebago County to question grant dollars for 2014 and had received a response back indicating the grant funding for the senior center and for the 60+ health program would remain the same as in 2013.
- E. New Business
 - 1. Senior Center Committee Reorganization. J. Wollerman reviewed the current committees at the senior center which include the Committee on Aging and a planning committee. She indicated it has been difficult getting volunteers to serve on the planning committee as that group has often had to fund raise in addition to planning events and many seniors shy away from fundraising. She proposed have a program planning committee and a fund raising committee. Fundraising would include such events as bake sales, brat fries, Packer Family Night ticket sales, card sales, etc. The planning committee would be chaired by the program instructor and fundraising would be chaired by the active older adult coordinator. The program committee would continue to meet monthly and the fundraising committee would meet as determined by the group. Committee members discussed the effectiveness of having the two separate committees. The question was raised if there should be a third committee, Building and Grounds which could meet on a quarterly basis. S. Nett requested this item be placed on hold for further discussion at next month's meeting.
- F. HELD OVER BUSINESS
 - 1. Architectural Design Project Update
 - a. The sub-committee met on July 22nd to discuss funding of the proposed project and naming rights of rooms. J. Wollerman informed committee members the project is not eligible for funds from the Frank Shattuck Community Foundation grant as these monies won't fund a government

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building. An informational session on the block grant funding is being held on August 8th. It was suggested to wait and see if the city is eligible to apply for the block grant funding before doing an informational presentation to the common council at the August 19th Common Council meeting.

G. Motion to adjourn at 9:07 AM made by S. Steffen and seconded by L. Murphy. Motion carried. Next meeting September 12, 2013.

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
August 28, 2013
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Comm. Grade at 4:36 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan, Commissioners Tom Grade, Paul Brunette, Peg Docter, and Kristi Lynch

LANDMARKS MEMBERS EXCUSED:

LANDMARKS MEMBERS ABSENT: Commissioner James Taylor

OTHERS PRESENT: CDD Keil

C. MINUTES TO APPROVE

1. **Minutes of the August 14, 2013 Landmarks Commission Meeting**

Motion by Ald. Keehan, seconded by Comm. Brunette to approve the August 1, 2013 Landmarks Commission meeting minutes.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE RESPONSIBILITIES OF THE LANDMARKS COMMISSION

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. **Final Consideration of 68 Racine Street Application**

Commissioners discussed the preservation of certain architectural details and the status of the facade grant and loan fund balance as it may relate to future projects/requests. The appearance of the billboard sign on the north side of 68 Racine Street was also discussed.

Motion by Comm. Docter, seconded by Ald. Keehan to approve the Façade Improvement Grant request in the amount of \$7,500 for the three building facades with the following conditions:

- That architectural details be preserved and left exposed, including the cast iron window sills and the decorative arches above the windows.
- That the windows and cladding be the colors as proposed (beige and green).
- That the billboard sign be removed from the north side of the building at 68 Racine Street.

The motion carried.

G. DISCUSSION ITEMS

1. None

H. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

I. ADJOURNMENT

Moved by Comm. Grade, seconded by Ald. Keehan to adjourn at 5:55 PM.

The motion carried.

Respectfully submitted by CDD Keil.

MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

Elisha D. Smith Public Library

September 19, 2013

Call to order at 4:01 p.m. by President Murray

Present: Crawmer, Wicichowski, Eisen, Golz, Kiley, Murray, Nichols, Harvey, VanderHeyden
Also present: Director Lenz, K. Beson (Head of Children's Services), C. Brandt (Head of Support Services)

Harvey arrived at 4:05 p.m.

Public Comment/Communcation

Kiley presented a Facebook communication with a library patron about why she prefers one library over another.

Authorization of Bills

Motion to authorize payment of the September list of bills from the 2013 budget as presented by Nichols and seconded by Golz. Motion carried unanimously.

Consent Business

The following Consent Business items were presented for the board's consideration:

- Approve Library Board meeting minutes from August 15, 2013
- Accept Building and Grounds Committee minutes from August 8, 2013
- Accept Policies and Personnel Committee minutes from August 12, 2013
- Accept Fundraising Committee meeting minutes from August 22, 2013
- Accept Investments Committee meeting from August 27, 2013

Motion to approve the Library Board meeting minutes of August 15, 2013, and accept the Building and Grounds Committee meeting minutes from August 8, 2013, Policies and Personnel Committee meeting minutes from August 12, 2013, Fundraising Committee meeting minutes from August 22, 2013, and Investments Committee meeting minutes from August 27, 2013, made by Crawmer and seconded by Nichols. Motion carried unanimously.

Director's Report/Information Items

1. August Statistics. Eisen noted that use of the library's website has doubled since last year. Crawmer indicated that the site is easier to use; Wicichowski pointed out that patrons downloading ebooks probably start there, and their statistics doubled over the past year as well.
2. Current Budget Status. The status of this year's budget was reviewed.

3. Staff Reports.

- Proceeds from the Friends of the Library's fall book sale were high compared to other years, totaling more than \$2800.
- Wrap-ups of this year's summer reading programs were included in the packet. Nichols thanked Beson and Teen Librarian Vanessa Taylir for their reports.

4. Library Logo.

Trustees narrowed the logo choices down to three; a vote will be taken at the next meeting.

Discussion/Action Items

6. Out-of-state Travel Request. The library's personnel policy requires board approval for out-of-state travel. Adult Services Supervisor Bongers is considering attending next year's PLA convention in Indianapolis. Discussion of that policy's provisions for travel reimbursement ensued.

Motion

Motion to approve Bongers' travel to next year's PLA convention in Indianapolis by Eisen, seconded by Crawmer. Motion carried unanimously.

7. Chapter IX: Public Relations Policy. The Policies and Personnel Committee recommends eliminating Chapter IX: Public Relations Policy and incorporating parts of the policy into the duties of the director as laid out in the Organizational Structure Policy and the section on patron privacy in the Patron and Circulation Policies.

Motion

Motion to eliminate Chapter IX: Public Relations Policy from library policies by Nichols and seconded by Golz. Motion carried unanimously.

8. Chapter VI: Organizational Structure. Revisions recommended by the Policies and Personnel Committee were presented to the board for their consideration at the last board meeting. Changes according to that discussion were made, and this policy was presented for approval.

Motion

Motion to approve the Organizational Structure policy as presented by Nichols and seconded by Crawmer. Motion carried unanimously.

VanderHeyden arrived at 4:27 p.m.

9. Chapter I: Introduction. The Policies and Personnel Committee has modified the Introduction to the policies to more closely match the library's recent strategic plan. It was presented for review and discussion; it will be presented for approval at the next board meeting.

10. Chapter II: Patron and Circulation Policies. The Policies and Personnel Committee presented revision recommendations to Patron and Circulation Policies for consideration. The board will be asked to approve these changes at their October meeting.

11. Recommendations of the Investments Committee: The Investments Committee recommended cashing out the endowment's certificates of deposit as they mature and investing the funds instead at the Community Foundation of the Fox Valley Region, in the library's already-established trust fund. They also recommended reallocating the endowment's checking account funds so that funds from the general fund are transferred to those for materials and programming.

Motion

Motion to accept the recommendations of the Investments Committee as presented by Eisen and seconded by Wicihowski. Motion carried unanimously.

Announcements

Review of Trustee Essential's Chapter 12. Nichols reviewed Library Standards, and trustees reviewed how the library measures up in the Quantitative Service Targets for Wisconsin Public Libraries section of the standards, which were used during the recent strategic planning process. Crawmer will present next time on Trustee Essentials Chapter 13.

Adjournment

Motion to adjourn the meeting at 4:45 p.m. by Crawmer and seconded by Nichols. Motion carried unanimously.

Respectfully submitted,
Kathy Wicihowski, Secretary

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee
Meeting Minutes
September 24, 2013 – 5:30 p.m.
Hauser Room – City of Neenah

Present: Ald. Benner, Ald. Englebert, Ald. Langdon, Ald. Stevenson and Ald. Ramos.

Excused: Ald. Ahles.

Also Present: Chief Auxier, Director Easker, AC Green and Office Manager Theisen.

Members of the Public Present: Jamie Leonard, Al Wroblewski and Jim Dunbar.

Ald. Benner called the meeting to order at 5:30 p.m.

Public Forum: No members of the public spoke.

Approval of Meeting Minutes: The Committee reviewed the meeting minutes of June 25, 2013. **MSC Englebert/Stevenson to approve the meeting minutes of June 25, 2013, all voting aye.**

Review of Monthly Budget Report: The Committee reviewed the August 2013 monthly budget. Ald. Stevenson asked about the decrease in the FLSA wages and why that line item budget is decreased. Chief Auxier explained the members accrue the wages based on them working a 56-hour work week versus a 40. This extra time is converted into FLSA time. We have more members who are taking time off and then the FLSA wages are not incurred. **MSC Langdon/Ramos to approve the August 2013 budget report and place on file, all voting aye.**

Review of Monthly Activity Reports: The Committee reviewed the August activity and automatic aid reports. Chief Auxier noted when comparing the call volume from this year to last year during the same time period the numbers are close. Ald. Englebert questioned why we are having a large number of runs to one specific address. Chief Auxier noted that this can happen due to medical issues and when this starts happening other outside agencies will become involved and then the calls will start going back down to that area. Ald. Stevenson asked about the false alarm reports and the difference between the different codes for the false alarms. Chief Auxier noted they are similar to each other and it's the code the Officer decides to use as what they feel best fits the type of the call. **MSC Ramos/Langdon to accept the monthly activity and automatic aid reports and place on file, all voting aye.**

Review of Automatic Aid Response Times: The Committee reviewed the information regarding the response times for automatic aid. Comparisons were shown using response times were before Station 36 moved, what they are with the current station location and with Appleton Fire Department's response. Discussion was held on response times and

how dispatching is done through a system where the engine that is closest to the call is dispatched versus the old system of having assigned beats for each engine company. The Committee thanked Chief Auxier for the information and was pleased with how well automatic aid is working between the two Departments.

Review of the Re-Inspection Ordinance: The Committee reviewed City of Neenah Ordinance #2013-17 Creating Code 7-34 relating to fees for fire re-inspection or missed appointments and City of Menasha Sec. 5-3-5 Re-inspections or missed appointments in Chapter 3 of the Fire Prevention Code. The Committee felt both met the intent of what the Department is looking for. Discussion was held on developing a departmental policy on how the re-inspection fees will be applied so if there are issues in the future we can show we are being fair and consistent with applying these fees. This would support the inspector's decision for scheduling a re-inspection for compliance.

Consideration of Re-inspection Fee Schedule: The Committee reviewed the fees the Committee can consider relating to actual costs. AC Green discussed how the costs for inspections were averaged and the time it takes for each inspection. Ald. Englebert felt with having to be governed by the actual costs it takes the punitive aspect of when the property owner ignores the requirement to fix the violation. Discussion was held on the costs incurred with the Department's time in trying to gain compliance.

MSC Englebert/Ramos directed Chief Auxier to review all actual costs the Department incurs for inspections and re-inspections, develop a suggested fee schedule for the re-inspections, develop a departmental policy on how re-inspection fees will be applied and bring the ordinance, department policy and suggested re-inspection fees for review at the next meeting, all voting aye.

Dive Team Update: Chief Auxier noted the Committee we did have one person withdraw himself from active status on the dive team due to a personal issue. He noted training continues with all members and we continue to seek ways to fund the dive team trust.

Review of 2014 Medical Evaluations Proposal: The Committee reviewed the 2014 medical evaluation proposal. Chief Auxier noted the EKG's would be completed on a bi-annual basis versus an every year basis. It was noted the 2013 budget had a savings due to not having the EKG's and Chief Auxier will ask the Committee next year for consideration of a carry forward of funds from 2013 to 2014 for the additional cost. The Committee asked that we look at some of the bi-annual testing to see if there is a way we can do half each year to save the money. **MSC Ramos/Englebert recommends the City of Neenah and the City of Menasha Common Council's accept the proposal from Affinity Occupational Health for a total of \$12,798.50 and all services, with the exception of the lab work, to be performed in 2014, all voting aye.**

2013 Cost Sharing Budget Formula: Chief Auxier noted Menasha's share for the cost distribution formula will increase by .9% and this is directly relating to the increase in service calls for the City. When the service calls for Menasha were reviewed the automatic aids Appleton Fire Department responded into the City of Menasha were

included in Menasha's total and not the calls our Department responded into Appleton Fire Department's jurisdiction. Director Easker noted that this part of the formula only weighs 20% for the overall cost formula. Ald. Englebert asked Chief Auxier to bring the average of run calls to the Menasha budget workshops. **MSC Englebert/Stevenson to accept the 2013 cost sharing budget formula and place on file, all voting aye.**

2014 Budget Review: The Committee reviewed the 2014 budget. Chief Auxier noted the budget only a proposal at this time. Mayor Scherck and Director Easker have reviewed this proposal. He will be meeting with Mayor Merkes in the near future. The overall increase for the proposed budget is .9%. Ald. Englebert asked about the budget requests for new engines. Chief Auxier said these vehicle replacements have been pushed back a few years already and are to the point where we need to start funding replacements. Director Easker has suggested both Cities meet to work on a plan for budgeting these bigger purchases. Ald. Stevenson asked about the telephone line item. Director Easker noted this is to pay back the City of Neenah for the Department's share of the phone system and the total payment will be divided over seven years. Director Easker discussed the fringe line item. He noted the WRS contribution rate historically included a percent of 6.6% to cover duty disability. This is for employees who were disabled in the line of service, prior to the 1980's and paid for the disability. The State of Wisconsin notified us they have more money in the fund of what is actually needed and significantly reduced the rate. The percentage has now dropped to .9% and this is why we have the decrease in this line item. The union employees will pay the same as non-union employee's share of the WRS contribution which will be 7% for 2014

Director Easker said there was a program brought over from the merger that allowed union members to be paid out 2/3 percentage of the excess of sick leave hours banked above 2,160. The excess percentage was used upon retirement towards health insurance premiums. It was noted this liability has doubled over the years for the two Cities. Due to employees not using their sick time there are more employees reaching the maximum sick leave bank accruals, therefore, the budget includes an increase of funding for this. Director Easker stated 2.5% of the savings from the duty disability payment would be utilized to offset the projected cost of the sick leave payout.

At 7:10 p.m. the meeting was moved to the Council Chambers due to the Hauser room being booked for another meeting at 7:00 p.m. Everyone present at the meeting moved to the Council Chambers.

Review of Stipend Request for Shift Mechanic: The Committee reviewed the memo from Chief Auxier for his stipend request for a fourth mechanic stipend. He noted he did discuss his request both Mayors. This request was posted within the Department to see if any union members were interested in this position. There was one employee meets the qualifications and has expressed interest in this position. Chief Auxier noted it saves the Department a lot of money having mechanics performs route maintenance, fix issues as they arise and/or trouble shoot issues versus sending work to outside vendors. Ald. Ramos asked for clarification on this. It was noted there are no mechanic positions within the Department and the current mechanics are performed by drivers that are paid a

stipend for performing these additional duties above the current driver's position. Ald. Langdon asked if we approve this additional stipend if it would decrease our need to send out work for repairs and Chief Auxier confirmed this. Ald. Stevenson asked if this fee is a contractual fee and Chief Auxier noted this rate is agreed upon in the contract. He asked if there is a process in place for making sure employees are qualified. Chief Auxier noted there is a process in place for qualifying individuals. Ald. Stevenson asked if we could review the number of stipends that are paid out to ensure the pay matches the amount of work that is being performed. Chief Auxier said this is evaluated and can be adjusted in the future. Ald. Stevenson asked we put in the City of Neenah's budget narrative that we are compensating stipends for mechanics and identifying the number of mechanics. **MSC Ramos/Englebert to approve a fourth mechanic stipend for the 2014 budget and directed Chief Auxier to assign this stipend to a qualified individual from Neenah-Menasha Fire Rescue, all voting aye.**

MSC Englebert/Stevenson to convene in closed session pursuant to Wis. Stats. Sec. 19.85(1)(g) for the purpose of conferring with legal counsel who will render oral or written advice regarding Claim 12-14, Gary & Kathy Skibba, Ald. Langdon, Stevenson, Benner and Englebert voting aye and Ald. Ramos abstained and excused himself from the meeting.

MSC Stevenson/Englebert to reconvene in open session at 8:00 p.m., all voting aye.

MSC Stevenson/ Langdon recommends the City of Neenah and City of Menasha Common Councils approve Claim 12-14, Gary & Kathy Skibba claim settlement for a total of \$11,000, as negotiated by City Attorney James Godlewski, all voting aye.

MSC Stevenson/Englebert to adjourn at 8:01 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Thursday September 5, 2013

Meeting was called to order by Commission President Youngquist at 1:00 p.m.

Present: Commissioners Mike Sambs, Tim Hamblin, Gordon Falck, Raymond Zielinski, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

Excused: Commissioners Kathy Bauer, Jim Gunz.

Also Present: Tom Kispert, Amy Vaclavik (McMAHON); Rob Franck (MCO); Mark Radtke (City Menasha); Don Verbrick (Town Neenah S.D. 2).

August 27, 2013 meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Sambs to approve the minutes from the August 27, 2013 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. August 29, 2013 letter to Mr. Kevin LaPlante, 816 Milwaukee Street, Menasha from Randall Much, NMSC.
RE: Response to request for placement of storage unit on NMSC property.
- B. August 29, 2013 letter to NMSC Contract Users from Roger Voigt, NMSC.
RE: Update on new user charge system being established for the NMSC.

Old Business

There is no Old Business to discuss.

New Business

Operations, Engineering, Planning

Tom Kispert discussed proposed change order #23 for the contract with August Winter & Sons for a sludge conveyor in the loading garage. The quote from Jim Meyer & Sons for the complete unit with a liner is \$40,450. The quote from Custom Conveyor is \$51,445. Tom reminded the Commission the cost to replace the screw only in the conveyor unit is \$8,950. Tom recommends accepting the Jim Meyer & Sons quote and would like approval for change order #23. After discussion motion by Commissioner Sambs second by Commissioner Falck to approve change order #23 for the purchase of the sludge conveyor unit from Jim Meyers & Sons at a cost of \$40,450. Motion carried unanimously.

Tom discussed blower sound enclosures damaged in shipping and the offer from the insurance company for a credit of \$3,717. The damages are cosmetic only and do not affect the performance of the unit. After discussion motion by Commissioner Sambs second by

Commissioner Zielinski to authorize Tom Kispert to accept the offer from the insurance company in the amount of \$3,717. Motion carried unanimously.

Tom Kispert reported on the digester painting. The skirts on the east and west digesters will be blasted and painted; Tom further discussed the process on how this will be accomplished.

Tom Kispert discussed the letter received from Crane Engineering regarding the leaking Diaphragm Metering Pumps used for the Sodium Hypochlorite and the steps to be taken to solve this issue. Tom further explained the issues that occurred and the proposed steps recommended for fixing the issue. Four of the eight units will be fixed per their proposed solution; if this fixes the problem the remaining four units will also be fixed. Crane Engineering will also increase the 1-year warranty to a 3-year parts and labor warranty from startup on the pumps (May 1, 2013). Crane Engineering will also replace any components damaged by corrosion from the sodium hypochlorite.

Manager Much discussed the blower system issues reporting there are problems having at least three blowers running at the same time; we are unable to get anyone here to service the problem. The biggest issue is the lack of response by HSI. Manager Much requested permission to have Attorney Thiel review the contract with HSI and recommend options to the Commission for recourse. After discussion it was the consensus of the Commission to have Manager Much contact Attorney Thiel regarding this matter.

Commission President Youngquist addressed the email from Attorney Thiel on his comments regarding use of NMSC owned property by adjoining property owners. President Youngquist requested the Commissioners to review this email and discuss the matter at the Regular Meeting on September 24, 2013.

Budget, Finance, Personnel

Commissioners further discussed the User Charge System and the letter presented in Correspondence (Item B). After discussion it was decided to include the User Charge System on the agenda for the Regular Meeting of September 24 for approval.

Accountant Voigt discussed the conversation held with President Youngquist concerning the current Commission policy of capitalizing purchases for equipment at \$500. It was pointed out that there are numerous items listed in the Replacement Fund account that fall in this category. After discussion motion by Commissioner Falck second by Commissioner Hamblin to change the capitalization policy to capitalize equipment purchases over \$5,000 and to have the new policy effective starting on January 1, 2014. Motion carried unanimously.

President Youngquist discussed holding two meetings per month for the months of October and November 2013 and in January 2014. Commissioners discussed days available during the second week of these months. Commissioners agreed to a second meeting day with them possibly being held on Wednesday.

Accountant Voigt discussed his memo on changes made to the draft budget presented at the August 27th meeting and the effect of these changes in the loading rates by using the new User

September 5, 2013
Special Meeting
Page 3

Charge System. After discussion and hearing no addition requests for changes, the current draft budget will be presented at the Public Hearing on September 24, 2013 at 8:00 am prior to the Regular Meeting.

Motion made by Commissioner Zielinski, seconded by Commissioner Falck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 2:30 p.m.

President

Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY SEPTEMBER 24th 2013.

DRAFT

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
September 16, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 6:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Langdon, Keehan, Zelinski, Englebert, Nichols, Taylor, Sevenich, Mayor Merkes

EXCUSED: Alderman Benner

ALSO PRESENT: CA/HRD Captain, Clerk Galeazzi

C. MINUTES TO APPROVE

1. Personnel Committee, 8/19/13

Moved by Ald. Langdon, seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Healthy Workplace Policy (Anti-Bullying)

CA/HRD Captain explained the new policy. The City currently has a policy regarding bullying in the workplace in accordance to State Statute. There are some gaps in the State law on which employees are covered. This policy covers all employees regarding bullying in the workplace.

General discussion ensued on wording in the policy on appropriate disciplinary action. Suggestion was made to include a list of people employees can file a complaint with.

Moved by Mayor Merkes, seconded by Ald. Keehan to recommend to Common Council Healthy Workplace Policy (Anti-Bullying)

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 7:15 p.m. into Closed Session pursuant to Wis. Stats. §19.85(1)(f): Preliminary consideration of specific personnel problems against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such problems. (Personnel Issues)

Motion carried on roll call 8-0.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
September 10, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:36 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner, DPW Radtke, and Commissioner Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt, DeCoster and Cruickshank.

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil and PP Homan

C. MINUTES TO APPROVE

1. Minutes of the July 16, 2013 Plan Commission Meeting

Motion by DPW Radtke, seconded by Comm. Sturm to approve the July 16, 2013 Plan Commission meeting minutes. The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

E. DISCUSSION

1. Ordinance Requirements as Related to the Height of Fences at Intersections and Driveways

CDD Keil explained that there are conflicting provisions in the Menasha Code of Ordinances between the sections dealing with the regulation of the height of fences in vision clearance areas at intersections and the general fence height requirements in the zoning code. The zoning code establishes a maximum height of three feet for solid fences, while the vision clearance requirements provide for a maximum height of three feet with the fence being two thirds open.

Commissioners discussed aesthetic, privacy and safety considerations relating to the height of fences. There was consensus that staff should prepare ordinance changes to reconcile the conflicting provisions.

2. Ordinance Requirements as Related to Setbacks from Drainage Easements for Structures

CDD Keil described what he felt to be unintended consequences of a provision that was added to the zoning ordinance in 2009 that created a ten foot setback from drainage easements. In some instances, the additional 10 feet of setback severely constrains the type of home that can be built on a lot, particularly when the drainage easement is in the side yard. The requirement also further constrains the placement of accessory structures and fences on lots having drainage easements. He recommended removing this requirement from the zoning ordinance. Additional width can be required at the time of platting if additional width is deemed necessary for the conveyance of storm water and/or access to the drainage way for maintenance purposes. In addition, the drainage easement would be known to a prospective lot purchaser because it would be shown on the subdivision plat, whereas the additional ten foot setback would not be indicated.

Commissioners discussed considerations of the drainage easement setback with regard to protection of structures, safety, and the placement of encumbrances on properties. Ald. Benner needed to leave the meeting at this point with a resulting loss of quorum. Discussion is to resume at a future meeting.

ACTION ITEMS

1. None

G. ADJOURNMENT

Motion by DPW Radtke, seconded by Comm. Sturm to adjourn at 4:05 p.m. The motion carried.

Minutes respectfully submitted by CDD Keil.



**Public Works / Parks Safety Committee
August 27, 2013
Minutes**

Meeting called to order at 8:20 AM.

Present: Randy Losselyong, Adam Alix, Todd Drew, Eric Whitman, Pamela Captain, Tim Jacobson, Kevin Schmahl, Vince Maas
Absent: Corey Gordon, Jeff Nieland, Mark Radtke, Brian Tungate

Approval of minutes from July 23, 2013 motion by P. Captain second V. Maas
Motion passed

B. Old Business

1. **Work Zone Safety/ MPD Enforcement** – No additional issues related to work zone safety have occurred since previous meeting. Work has been done quiet streets. T. Jacobson suggested that MPD be notified regarding parking issues on adjoining streets for residents when work is being done. Further updates in September.
2. **Leaf Truck Significant Program Award** – CVMIC to make decisions in October.
3. **Microwave issue City Hall Cell Towers –update** – Awaiting a letter from Cellcom regarding the safety of working on the roof which they identified as safe based measurement.
4. **Power washer exhaust stack** – T. Jacobson reported that the exhaust stack had been completed. Stack was extended and discharges above roof line.

C. New Business

1. **Monthly Safety Topic** – distributed and discussed. Requested to be posted in appropriate department.
2. **Injury Review.** – 2 injuries reported Parks Department:
 - **Pool Pump House** – employee cut left index finger when the razor knife that was being used to cut PEX water line slipped. No medical attention or loss time. Recommendation is to obtain the proper tool for cutting this type of material to avoid this type of accident, and not cutting toward the body when using a razor knife.

- **Jefferson Park Pavilion** – employee suffered a hernia when lifting and setting a grill onto a pedestal. Employee received medical attention and resulted in significant lost time (3.5-4 weeks). A request was made by the committee to have additional information provided regarding the weight of the grill to determine if this may have been preventable.

T. Jacobson cited that employees should provide as much detail as possible when submitting reports so that it is clear what occurred. Injury report regarding cut finger was cited as not providing enough detail.

3. **New items for discussion** – No new items discussed

D. Training

1. **Fire Extinguisher Training** – Drew attempting to schedule fire extinguisher training 2nd or 3rd week in October.
2. **Confined Space Training** – to be scheduled for the 2nd week of October.
3. **Lifting Training** – Drew to coordinate training with B. Rank for October.
4. **Chain Saw Training** – two Parks Department employees will attend the training R. Losselyong and Larry Losselyong. T. Jacobson stated he will not be sending employees due to cost.

E. Motion to adjourn at 9:20 AM made by P. Captain and seconded by R. Losselyong.



MEMORANDUM

To: Mayor Merkes and Common Council

From: PRD Tungate *BT*

Date: October 2, 2013

RE: Gilbert Site Grant

I was recently notified during a telephone conversation with a DNR grant official that the City of Menasha has been tentatively awarded a park development grant for the Gilbert site. The amount of the grant would be \$499,400 which amounts to 50% of the total estimated project cost of \$998,800.

Written confirmation of the grant should take place in the next 45-60 days. During this time final project engineering bid specifications and cost estimates will be determined including the city's funding match for the project.

Mark Radtke

From: Falk, Joshua - DOT [Joshua.Falk@dot.wi.gov]
Sent: Monday, September 09, 2013 8:40 AM
To: Mark Radtke
Subject: RE: USH 41 Menasha sign
Attachments: 02-15-03.pdf; mutcd2009.pdf

Mark,

The sign in question was involved in a driver knockdown and due to policy changes over the past couple of years, this sign will not be reinstated due to the policies below (page 12). In the TGM 2-15-3, it states that supplemental signing should not be allowed for freeway to freeway directions or trailblazing. The "Menasha Next Exit" was doing just that by directing traffic to use NB STH 441 (freeway) from USH 41 SB (freeway). Supplemental signing should only be placed on the freeway that passes through the city limits, which USH 41 does not run through any part of the City of Menasha. The current sign on NB STH 441, "Menasha Next 4 Exits", immediately before the Little Lake Butte Des Morts bridge, is the proper sign that follows the guidelines in the TGM and MUTCD. STH 441 passes through the city limits of Menasha and the exits referred to on the sign are for service interchange exits.

Therefore, we not be able to reinstate this supplemental sign on USH 41. The current sign on NB STH 441 will stay in place and will continue to stay there after the STH 441/USH 10 Mega project is completed in the next 5 years as well. Let me know if you have any further questions.

Thanks,

Joshua D Falk, PE

Traffic Engineer
Systems, Planning & Operations Section
WisDOT - Northeast Region
Phone: 920-492-7165

From: Mark Radtke [mailto:mradtke@ci.menasha.wi.us]
Sent: Tuesday, September 03, 2013 12:15 PM
To: Schuurmans, Robert - DOT
Cc: Tim Montour
Subject: USH 41 Menasha sign

Hi Bob,

Could you please route me to the correct WisDOT person regarding the following issue that was brought up by one of our alderpersons? Apparently there was a sign along southbound USH 41 south of the CTH BB (Prospect) interchange that indicated - Menasha Next Exit. That sign was either removed or damaged, and not replaced. The City Council would like the sign reinstalled.

Thanks Bob -
Mark

Mark Radtke

Director of Public Works
City of Menasha
Phone: (920)967-3610
Fax: (920)967-5272
mradtke@ci.menasha.wi.us

As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of Menasha are subject to these laws. Unless otherwise exempted from the Open Records law, senders and receivers of City e-mail should presume that any e-mail is subject to release upon request.

Signing needs to be evaluated and signs installed in descending order of the priorities indicated as long as adequate space between signs is maintained, thus avoiding information overload and confusion to the driver.

It may be necessary to prioritize sign requests. An example of this situation would be where there are more qualifying traffic generators than can be accommodated under the established guidelines. In these circumstances, the several qualifying generators will be ranked according to which generator exceeds, by the greater percentage, the minimum criterion for signing. Those exceeding the warrants by the greatest percentage will be given priority. Where specific criteria are not applicable, those traffic generators closest to the intersection where signing is requested shall determine the priority for signing.

PART 4 - FREEWAY & EXPRESSWAY GUIDE SIGNING **GENERAL POLICY CRITERIA & RESTRICTIONS**

Guide signing can be divided into two basic categories: primary and supplemental. Each category is subject to various practical requirements.

Primary signing includes standard interchange and intersection signing, destination signs, distance signs, required motorist services signs, plus regulatory, warning, and route marker signs. This type of signing always takes precedence in the signing scheme of any intersection or interchange because it is directly related to the primary purpose of the intersection or interchange.

Supplemental freeway signing includes signing to places of lesser importance. Signing for traffic generators is considered secondary to primary signing needs. Highway signing is not intended for the purpose of advertising or promoting the facility, but to direct and guide traffic seeking that facility.

As stated in the Manual on Uniform Traffic Control Devices Section 2E-32:

Support:

Supplemental Guide signs can be used to provide information regarding destinations accessible from an interchange, other than places shown on the standard interchange signing. However, such Supplemental Guide signing can reduce the effectiveness of other more important guide signing because of the possibility of overloading the road user's capacity to receive visual messages and make appropriate decisions.

Guidance:

No more than one Supplemental Guide sign *should* be used on each interchange approach.

A Supplemental Guide sign (see Figure 2E-17) *should not* list more than two destinations. Destination names *should* be followed by the interchange number (and suffix), or if interchanges are not numbered, by the legend NEXT RIGHT or SECOND RIGHT or both, as appropriate. The Supplemental Guide sign *should* be installed as an independent guide sign assembly.

Where two or more Advance Guide signs are used, the Supplemental Guide sign *should* be installed approximately midway between two of the Advance Guide signs. If only one Advance Guide sign is used, the Supplemental Guide sign *should* follow it by at least 245 m (800 feet). If the interchanges are numbered, the interchange number *should* be used for the action message.

States and other agencies *should* adopt an appropriate policy for installing supplemental signs using “The AASHTO Guidelines for the Selection of Supplemental Guide Signs for Traffic Generators Adjacent to Freeways.” In developing policies for such signing, such items as population, amount of traffic generated, distance from the route, and the significance of the destination *should* be taken into account.

Standard:

Guide signs directing drivers to park and ride facilities shall be considered as Supplemental Guide signs (see Figures 2E-18 and 2E-19).

(End of MUTCD reference)

Placement of supplemental guide signs for a traffic generator **shall** be limited to the nearest freeway or expressway. Signing which would require a motorist to travel on the crossroad beyond another state highway and/or through a community **shall not** be permitted.

Supplemental signs **shall not** be permitted in advance of a system interchange connecting two freeways in which all legs or roadways are declared freeways.

The minimum spacing between guide signs *should not* be less than 800 feet on freeways and expressways (see **Figure 1** on page 15). Actual sign installation will depend on whether there is sufficient longitudinal space to accommodate the new sign installation without violating the minimum allowable 800 feet spacing between signs.

Along a freeway, only one supplemental guide sign **shall** be permitted in each direction of travel for a traffic generator. Signs for generators are to be located in advance of the interchanging roadway that provides the most direct and best route to the facility. In determining the most direct and best route, the Department will consider all relevant conditions including directness of route, speed of travel, length of travel, and ease of locating the facility.

Information relating to more than two traffic generators **shall not** be displayed on supplemental guide signs in advance of an interchange. Both traffic generators **shall** be shown on a single supplemental guide sign installation except where a traffic generator message is included as part of a major guide sign destination. The traffic generator message on the major guide sign **shall** count as one of the two acceptable signs, but an additional sign installation *may* be allowed in such cases.

In the event that there are more than two qualifying facilities, the two facilities that generate the greatest need for providing directional information to motorists **shall** have signs displayed. In determining which signs are most necessary, the Department will consider such factors as the amount of traffic generated, distance from the freeway exit, and ease of locating the facility. If a quantitative comparison is needed, the Principal Destination formula in TGM 2-15-5 *may* be used, substituting comparable attendance or enrollment figures for the population.

Standard:

- 06 If used, the first sign in the series shall be located in advance of the first Advance Guide sign for the first interchange.
- 07 Where the exit direction is to the left, a LEFT (E11-2) sign panel (see Figure 2E-13) shall be displayed on the same line immediately to the right of the interchange name or route number.
- 08 Interchange Sequence signs shall not be substituted for Exit Direction signs.

Guidance:

- 09 Interchange Sequence signs should be located in the median. After the first of the series, Interchange Sequence signs should be placed approximately midway between interchanges.

Standard:

- 10 Interchange Sequence signs located in the median shall be installed at overhead sign height (see Section 2A.18).

Option:

- 11 Interchange numbers may be displayed to the left of the interchange name or route number.

Section 2E.41 Community Interchanges Identification Signs

Support:

- 01 For suburban or rural communities served by two or three interchanges, Community Interchanges Identification signs are useful (see Figure 2E-32).

Guidance:

- 02 In these cases, the name of the community followed by the word Exits should be displayed on the top line; the lines below should display the destination, road name or route number, and the corresponding distances to the nearest 1/4 mile.

- 03 The sign should be located in advance of the first Advance Guide sign for the first interchange within the community.

Option:

- 04 If interchanges are not conveniently identifiable or if there are more than three interchanges to be identified, the NEXT XX EXITS sign (see Section 2E.42) may be used.

Section 2E.42 NEXT XX EXITS Sign

Support:

- 01 Many freeways or expressways pass through historical or recreational regions, or urban areas served by a succession of several interchanges.

Option:

- 02 Such regions or areas may be indicated by a NEXT XX EXITS sign (see Figure 2E-33) located in advance of the Advance Guide sign or signs for the first interchange.

Guidance:

- 03 The sign legend should identify the region or area followed by the words NEXT XX EXITS.

Figure 2E-31. Interchange Sequence Sign

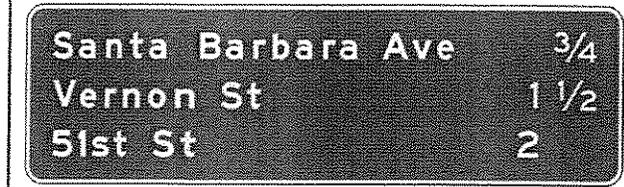


Figure 2E-32. Community Interchanges Identification Sign

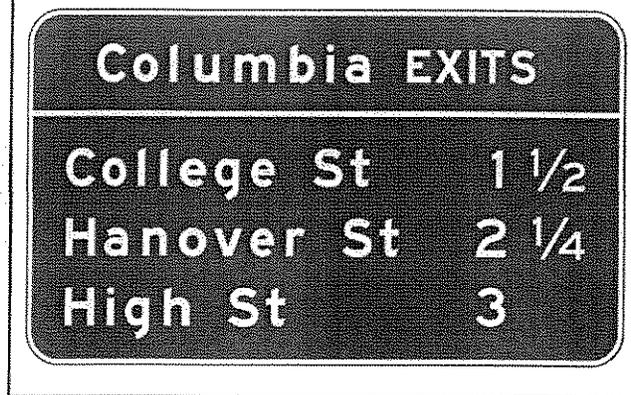
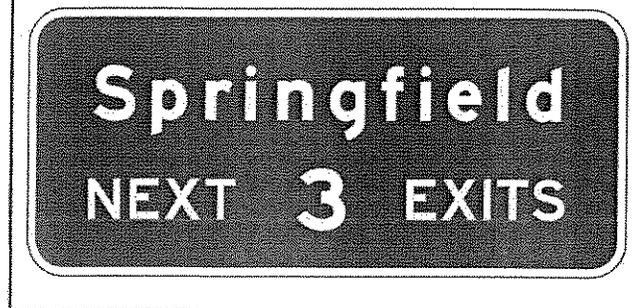


Figure 2E-33. NEXT EXITS Sign



September 24, 2013

Menasha City Council
City of Menasha
140 Main St.
Menasha WI 54952

Dear Council Members:

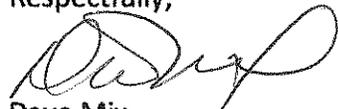
We cordially invite you to our annual Veterans' Day dinner on November 11 at Stone Toad Bar and Grill on Oneida Street in Menasha. The social hour begins at 5:00 followed by dinner at 6:00. Tickets are \$12.50 and can be purchased from Dave Mix, Commander, VFW Post 2126, Menasha.

We would also like to invite you to our annual Veterans' Day celebration at the Menasha Public Library at 10:45 a.m. There will be a salute to veterans followed by songs from the St. Mary's Grade School choir and closing with playing to taps.

We hope you can attend both events. Please reply to me via email at mr42@new.rr.com.

Thank you for continually supporting our organization.

Respectfully,



Dave Mix
Commander



Helping Donors Share
**Community
 Foundation**
 FOR THE FOX VALLEY REGION, INC.

Mission

We strengthen our community for current and future generations by helping people make a difference in the lives of others.

September 26, 2013

Don Merkes
 City of Menasha
 140 Main Street
 Menasha, WI 54952

Directors and Officers

- Jack Rhodes
Chairman
- Keith Depies
Treasurer & Vice Chair
- Jeff Werner
Secretary & Vice Chair
- John Bykowski
Vice Chair
- Jim Eagon
Vice Chair
- Mark Smith
Vice Chair
- Dave Vander Zanden
Vice Chair
- Al Zierler
Vice Chair

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- John Hogerty
- Steve Hooyman
- Mike Lokensgard
- Barb Merry
- Paul Mueller
- Kathi Seifert
- Jon Stellmacher
- Raquel Strayer
- Cathie Tierney

President/CEO

Curt S. Detjen

Dear Mayor Merkes:

I am pleased to inform you that the Community Foundation's Board of Directors has approved a grant to your organization of \$500.00 from the *David L. Erdmann Memorial Fund* to support the K-9 Unit. A check for this amount is enclosed.

The IRS stipulates that no tangible goods or benefits from this grant may be received by the donor who established this fund, the donor advisor(s) or related parties. Further, this grant may not be used to satisfy a pledge or personal financial obligation.

No tax receipt is required to be sent to the Community Foundation or the donor, donor advisor or related party who has recommended this grant. However, if you wish to express your appreciation we will forward it promptly. If you plan to publicize your receipt of this award, please refer to it as a grant from the "*David L. Erdmann Memorial Fund* within the Community Foundation for the Fox Valley Region," or call me to discuss any additional public references to this gift.

If you have any questions, please call me at 920-830-1290. Thank you for the difference your organization makes in the lives of others. Together, we are strengthening your community for current and future generations.

Cordially,

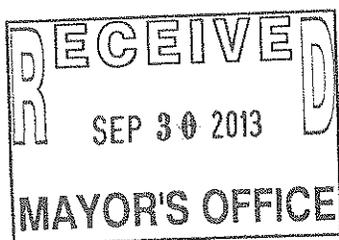
Shelly M. Leadley
 Director of Donor Services

Enclosure: Check

35244 ERDM

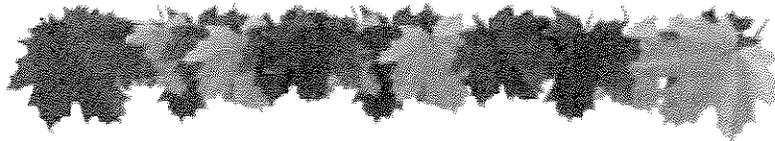


Committed to Compliance
 with National Standards for
 U.S. Community Foundations



MENASHA HISTORICAL SOCIETY NEWS

October 2013



Scrumptious food was enjoyed by 32 persons who attended our annual Potluck in the Park on a beautiful sunny September day. No two dishes were alike and even those "cooks and bakers" who tried new recipes are to be complimented. A big thanks goes to Dolores Gear who made the delicious Spanish hamburger which was furnished by the society. After lunch the group gathered at the Memorial Bldg. to admire the newly renovated society's museum area. A great way to start the new season. Hopefully, we'll see you all at our forthcoming programs.

WEDNESDAY, OCTOBER 2

(note change of day)

7:00 p.m.

ELISHA D SMITH LIBRARY-COMPANY E ROOM

"LIFE ON THE MENASHA LOCK"

Christine Williams of the Fox-Wisconsin Heritage Parkway will present a program on the Menasha Lock along with the unique life of the lockmasters and their families along the Fox River. She will discuss the history and geography of the Fox River and how the lock system tamed the Fox for industry.

Our programs are always open to the public so bring you friends, neighbors, spouses or relatives and enjoy the evening. Refreshments follow the evening program.

After serving many years Nancy Ropella has retired her position as Treasurer of our society. She will continue her services by working at the resource center/museum and will remain as a member on the Board of Directors. We thank her for years of dedication.

Nick Jevne will now fill the position as Treasurer.

Kathy Humski has accepted the appointment to serve on the Board of directors. Welcome Aboard!

Our condolences to Bettie Gilbert on the passing of her husband, Gilbert. She was so kind, thoughtful, and generous to suggest memorials be sent to our Menasha Historical Society. In the near future we will be using that money to purchase necessary equipment or another much needed display case to further the, "moving forward and preserving", path which we have so enthusiastically begun. Thank you, Bettie, and may God grant you peace.

We would like to expand our collection of St. Mary yearbooks (Renards) as we presently have only a limited number of editions in our possession.

Congratulations to Tom Konetzke for being awarded the Isle of Valor Outstanding Citizen Award for the service and volunteer work that he does for the city and the county.

REMINDER TO PAY YOUR ANNUAL DUES
\$15/INDIVIDUAL - \$25/COUPLE
MENASHA HISTORICAL SOCIETY
P. O. BOX 255
MENASHA, WI 54952

UPCOMING DATES & EVENTS

Nov. 14 – 7:00 p.m. Elisha D. Smith Library
WWII Veterans presented by Mark Ropella

Dec. 12 – 5:00 p.m. TBA
Annual Christmas Banquet
Menasha High School Fire Disaster

April 10 – 7:00 p.m. Elisha D. Smith Library
Hayride Disaster presented by Dick Loehning

May Tour – TBA

Suggestions would be appreciated as to where you would like to visit, time, day (weekday or weekend), and distance. We “aim to please” so this would be of great help. Thanks.

Call Jean 722-7349 or email jchew2366@yahoo.com



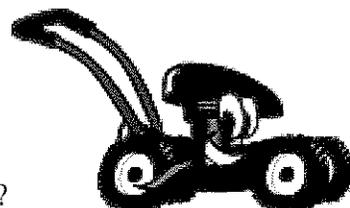
Thoughts for the Day

Why is it that no matter how many electrical outlets there are, the furniture always seems to be in the way?

If you want to see flying saucers, startle a waitress.

The only things most of us save for rainy days are new shoes and picnics.

Why do the wheels come off the mower the same day the guarantee runs out?



RESOURCE CENTER & MUSEUM

(Located at 640 Keyes Street)

P.O. Box 255

Menasha, WI 54952

jchew2366@yahoo.com

menashahistorical@yahoo.com

www.menashahistorical.webs.com

OFFICERS & BOARD OF DIRECTORS

PRESIDENT

Bob Smarzinski

VICE-PRESIDENT

Jean Chew

SECRETARY

Dolores Gear

TREASURER

Nick Jevne

Nancy Barker

Paul Brunette

Sylvia Biebel

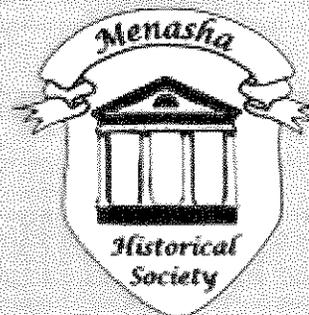
Stacey Hoekstra

Kathy Humski

Tom Konetzke

Dick Loehning

Nancy Ropella



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, September 16, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Langdon, Keehan, Zelinski, Englebert, Nichols, Taylor, Sevenich

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, PRD Tungate, PHD Nett, LD Lenz, Clerk Galeazzi

D. PUBLIC HEARING

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

(five (5) minute time limit for each person)

Matt Cooper, 1682A Drum Corp Drive. Support installation of storm sewer on Drum Corp Drive.

Patsy Vegter, 1678B Drum Corp Drive, Support installation of storm sewer on Drum Corp Drive.

James Taylor, 340 Broad Street. Need for facilities study of City buildings.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Presentation by K-9 Corps.

PC Styka presented Officer Matt Spiegle with a memorial plaque of police K-9 Gommez. Gommez passed away on Aug 16, 2013. Officer Spiegle and Gommez were partners since 2012.

Terri Reuss, representative of the K-9 Corp, addressed the Council on the goals of the K-9 Corp to fundraise for another police K-9.

2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

a. Administrative Committee, 9/3/13

b. Board of Public Works, 9/3/13

c. Neenah-Menasha Sewerage Commission, 8/27/13

d. Police Commission, 8/22/13

e. Water and Light Commission, 8/28/13

Communications

f. 2013-2014 Common Council Scheduled Meetings and Budget Review Sessions, 9/2013

g. Sue Nett, Health Department, 9/11/2013; Health Department Building Rent Information

h. Menasha Historical Society News, 9/2013

i. Customers First! The Wire Newsletter, 9/2013

j. Debra Schmitzer to Mayor Merkes, 9/9/13, Ditches on Drum Corps Drive

k. Todd Drew to Mayor Merkes, 9/11/13, Blue-Green Algae

l. Waverly Sanitary District Meeting Minutes, 7/9/13, 8/2/13, 8/6/13, 8/13/13

m. Town of Menasha Utility District Commission Meeting Minutes, 7/8/13, 7/22/13, 8/12/13, 8/26/13

Moved by Ald. Sevenich, seconded by Ald. Keehan to receive Minutes and Communications A-M.

Motion carried on voice vote.

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. Common Council, 9/3/13

Administration Committee, 9/3/13 – Recommends Approval of:

2. First Amendment to Ground Site Lease Agreement dated March 30, 2001 between City of Menasha and TeleCorp Realty, LLC (New Cingular Wireless PCS, LLC predecessor in interest)
3. Third Amendment to the Lease Agreement dated March 17, 2008 between City of Menasha and Morton Martin 1 LLC and Dumke and Associates, LLC.

Board of Public Works, 9/3/13 – Recommends Approval of:

4. Street Use Application – 20th Annual St. Joe's 5K Run/Walk; Saturday, October 12, 2013; 8:00 AM – 10:00 AM (Pacesetter's – Fox Cities)
5. Street Use Application – Menasha High School Homecoming Parade; Friday, September 27, 2013; 5:30 PM – 6:15 PM
6. Street Use Application – St. Mary's Central Homecoming Parade; Friday, September 27, 2013; 5:00 PM – 6:00 PM
7. Request for Street Light on Pole in Front of 344 Grandview Avenue

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve Consent Agenda items 1-7.
Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 9/5/13 to 9/12/13 in the amount of \$ 526,171.34.

Moved by Ald. Nichols, seconded by Ald. Englebert to approve accounts payable and payroll.
Motion carried on roll call 7-0.

2. Beverage Operators License Applications for the 2013-2015 licensing period.

Moved by Ald. Nichols, seconded by Ald. Keehan to approve Beverage Operators License Application as submitted.

Motion carried on roll call 7-0.

3. "Class B" liquor license application for Wiseguys Pizzeria LLC, d/b/a Wiseguys Pizzeria & Pub, 1440 S. Oneida Street, Suite J, Appleton, Brenda Jean Jorgensen, agent to deal in intoxicating liquor and fermented malt beverages for the 2013-2014 licensing year.

Moved by Ald. Nichols, seconded by Ald. Keehan to approve "Class B" liquor license for Wiseguys Pizzeria LLC for the 2013-2014 licensing year.

Motion carried on roll call 7-0.

4. Motion to remove from the table – Tower and Ground Space Lease Agreement between City of Menasha and Sprint Spectrum L.P. at 455 Baldwin Street

Moved by Ald. Sevenich, seconded by Ald. Keehan to remove from the table Tower and Ground Space Lease Agreement between City of Menasha and Spring Spectrum L.P. at 455 Baldwin Street.

Motion carried on roll call 7-0.

Moved by Ald. Sevenich, seconded by Ald. Keehan to approve Tower and Ground Space Lease Agreement between City of Menasha and Spring Spectrum L.P. at 455 Baldwin Street contingent on Public Works Director's receipt and approval of structural analysis.

Motion carried on roll call 7-0.

DRAFT

J. ORDINANCES AND RESOLUTION

1. O-4-13 - An Ordinance Amending Section 11-1-1 of the Code of Ordinances (Unlawful Use of Telephone and Computer) (Introduced by Mayor Merkes and Ald. Keehan)

Moved by Ald. Keehan, seconded by Ald. Zelinski to adopt O-4-13.
Motion carried on roll call 7-0.

2. R-13-13 - Resolution Concerning the City of Menasha and the Menasha Joint School District to Jointly Raise Awareness of Bullying and Recognizing September 26, 2013 as "Bullying Awareness Day".

Moved by Ald. Keehan, seconded by Ald. Nichols to adopt R-13-13.
Motion carried on roll call 7-0.

3. R-14-13 - Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property.

Moved by Ald. Taylor, seconded by Ald. Sevenich to adopt R-14-13.
General discussion ensued on the project and process of special assessments.
Matt Cooper addressed the Council on the condominium association's request for installing storm sewer.
Larry Vegter addressed the Council on the importance of installing storm sewer.
Motion carried on roll call 7-0.

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)
No one spoke.

O. ADJOURNMENT

Moved by Ald. Keehan, seconded by Ald. Langdon to adjourn at 6:41 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

how dispatching is done through a system where the engine that is closest to the call is dispatched versus the old system of having assigned beats for each engine company. The Committee thanked Chief Auxier for the information and was pleased with how well automatic aid is working between the two Departments.

Review of the Re-Inspection Ordinance: The Committee reviewed City of Neenah Ordinance #2013-17 Creating Code 7-34 relating to fees for fire re-inspection or missed appointments and City of Menasha Sec. 5-3-5 Re-inspections or missed appointments in Chapter 3 of the Fire Prevention Code. The Committee felt both met the intent of what the Department is looking for. Discussion was held on developing a departmental policy on how the re-inspection fees will be applied so if there are issues in the future we can show we are being fair and consistent with applying these fees. This would support the inspector's decision for scheduling a re-inspection for compliance.

Consideration of Re-inspection Fee Schedule: The Committee reviewed the fees the Committee can consider relating to actual costs. AC Green discussed how the costs for inspections were averaged and the time it takes for each inspection. Ald. Englebert felt with having to be governed by the actual costs it takes the punitive aspect of when the property owner ignores the requirement to fix the violation. Discussion was held on the costs incurred with the Department's time in trying to gain compliance.

MSC Englebert/Ramos directed Chief Auxier to review all actual costs the Department incurs for inspections and re-inspections, develop a suggested fee schedule for the re-inspections, develop a departmental policy on how re-inspection fees will be applied and bring the ordinance, department policy and suggested re-inspection fees for review at the next meeting, all voting aye.

Dive Team Update: Chief Auxier noted the Committee we did have one person withdraw himself from active status on the dive team due to a personal issue. He noted training continues with all members and we continue to seek ways to fund the dive team trust.

Review of 2014 Medical Evaluations Proposal: The Committee reviewed the 2014 medical evaluation proposal. Chief Auxier noted the EKG's would be completed on a bi-annual basis versus an every year basis. It was noted the 2013 budget had a savings due to not having the EKG's and Chief Auxier will ask the Committee next year for consideration of a carry forward of funds from 2013 to 2014 for the additional cost. The Committee asked that we look at some of the bi-annual testing to see if there is a way we can do half each year to save the money. **MSC Ramos/Englebert recommends the City of Neenah and the City of Menasha Common Council's accept the proposal from Affinity Occupational Health for a total of \$12,798.50 and all services, with the exception of the lab work, to be performed in 2014, all voting aye.**

2013 Cost Sharing Budget Formula: Chief Auxier noted Menasha's share for the cost distribution formula will increase by .9% and this is directly relating to the increase in service calls for the City. When the service calls for Menasha were reviewed the automatic aids Appleton Fire Department responded into the City of Menasha were



October 3, 2013

TO: Common Council

FROM: Pamela A. Captain, CA/HR Director

RE: Healthy Workplace Policy

For your consideration please find the attached proposed HEALTHY WORKPLACE policy recommended for adoption by the Personnel Committee at its September 16 meeting. You will notice language added (underlined) about what steps an employee should take if he or she is the recipient of such behaviors. This is the same language/procedure that is used in the City's anti-harassment policy.

CITY OF MENASHA POLICY		TITLE: Healthy Workplace	
ISSUE DATE:	LAST UPDATE:	SECTION:	
POLICY SOURCE:	AUDIENCE: All employees, volunteers, elected and appointed officials, contractors and vendors	TOTAL PAGES: 2	
Reviewed by Attorney's Office	Personnel Committee Approval Date: 9/16/2013	Council Approval Date:	

I. PURPOSE

The City desires to create a healthy workplace in which all individuals are treated with respect and dignity, free from forms of behavior that are contrary to high performance expectations for workers and healthy competition.

Workplace bullying is defined as “the deliberate, hurtful and repeated mistreatment of an employee by one or more employees.” Bullying behaviors will not be tolerated. Bullying behaviors may include: hostile verbal and nonverbal behaviors directed at a person such that the person’s work is negatively affected; deliberate sabotage to the reputation of a co-worker by spreading lies or rumors about the co-worker’s performance and character; teasing or joking that a reasonable person would consider unacceptable; comments that a reasonable person would consider offensive; rumor-mongering and gossiping, comments, questions or actions which offend a reasonable person; giving the silent treatment or social exclusion; intimidating physical gestures, including finger pointing and slamming or throwing objects; yelling, screaming, and/or cursing at the target; angry outbursts or temper tantrums; insulting or belittling the target, often in front of other workers; withholding needed information.

All department heads, supervisors and employees, as part of their job requirements, are responsible for preventing and eliminating workplace bullying in their respective departments. Each employee shall be responsible for taking all reasonable measures with the goal of preventing acts of workplace bullying.

Each employee who believes that he or she has been the subject of workplace bullying should promptly take the following steps:

- a. Firmly state to the person who is doing the workplace bullying how you feel about his or her actions and request that the person immediately cease such behavior.

- b. If the workplace bullying continues or if you believe some employment consequences may result from your request that the action stop, report the matter as soon as possible to the Department Head, Personnel Director, Administrative Services Director or the Mayor.

After appropriate investigation, any employee found to have repeatedly engaged in workplace bullying will be subject to appropriate disciplinary action, up to and including discharge.

City of Menasha Disbursements

Accounts Payable	9/19/13-10/3/13 Checks # 43734-43959	\$ 912,843.37
Payroll	9/19/13-10/3/13	<u>\$ 334,119.49</u>
	Total	<u><u>\$ 1,246,962.86</u></u>

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

United Way-Employee Donations

Wisconsin Support Collections-Child/Spousal Support

WI SCTF-Child Support Annual Fee

**A gap in check numbers is due to more invoices being paid than fit on the check stub.
The last check stub used is the check number that will appear on the check register.

AP Check Register

Check Date: 9/19/2013

Date: 9/25/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description		
ACCURATE	43734	9/19/2013		1312198	4.58	V-Bell		
				1312293	342.00	Air Spring		
				1312453	72.20	Turbo Fl		
				Total for check: 43734			418.78	
AIRGAS USA LLC	43735	9/19/2013		9019144432	67.40	Oxygen Ind		
				Total for check: 43735			67.40	
ARING EQUIPMENT CO INC	43736	9/19/2013		305560	1,215.81	Bushing/Rings/Plugs		
				Total for check: 43736			1,215.81	
BADGER HIGHWAYS CO INC	43737	9/19/2013		160721	79,329.50	Helmix		
				160747	1.85	Mason Sand		
					787.81	Tack Coat		
					386.88	Tack Coat		
					386.88	Tack Coat		
Total for check: 43737			80,892.92					
BECK ELECTRIC INC	43738	9/19/2013		S1113-COM-ED10	81.25	Repair Light 7th & Racine		
				Total for check: 43738			81.25	
BERGSTROM	43739	9/19/2013		113236	147.96	Sensor/Tire Mount/Balance		
				Total for check: 43739			147.96	
BERGSTROM FORD OF NEENAH	43740	9/19/2013		24584	39.37	Switch		
				Total for check: 43740			39.37	

AP Check Register

Check Date: 9/19/2013

Date: 9/25/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BOBCAT PLUS	43741	9/19/2013	IA06077	731-1022-541.38-03	94.30	94.30 Filler
			Total for check: 43741		94.30	
BROCK WHITE COMPANY	43742	9/19/2013	12350016-00	100-0704-552.24-03	230.62	230.62 Cartridge/Static Mixer
			Total for check: 43742		230.62	
BUBBRICKS	43743	9/19/2013	785739	100-0801-521.30-10	135.45	135.45 Office Supplies
			Total for check: 43743		135.45	
CRI RECYCLING SERVICE INC	43744	9/19/2013	33938	266-1027-543.21-06	153.00	153.00 Drum of Granular
			Total for check: 43744		153.00	
UNEMPLOYMENT INSURANCE	43745	9/19/2013	000005270315	100-1001-514.15-09	1,144.40	1,144.40 August, 2013
			Total for check: 43745		1,144.40	
DICKS GUN SHOP	43746	9/19/2013	4816	100-0801-521.30-15	1,300.00	1,300.00 Ammunition
			Total for check: 43746		1,300.00	
EARTHLINK BUSINESS	43747	9/19/2013	000005270315	100-0402-513.22-01	6.98	6.98 July Telephone/Assessor
				100-0201-512.22-01	6.79	6.79 July Telephone/Attorney
				100-0000-123.00-00	15.51	15.51 July Telephone/Bldg Insp
				100-0203-512.22-01	14.12	14.12 July Telephone/Clerk
				100-0304-562.22-01	25.41	25.41 July Telephone/Com Dev
				100-1001-514.22-01	76.95	76.95 July Telephone/City Hall
				100-0401-513.22-01	34.28	34.28 July Telephone/Finance
				731-1022-541.22-01	27.59	27.59 July Telephone/Garage
				100-0903-531.22-01	52.12	52.12 July Telephone/Health
				743-0403-513.22-01	16.30	16.30 July Telephone - IT
				100-0601-551.22-01	180.66	180.66 July Telephone/Library
				100-0101-511.22-01	10.71	10.71 July Telephone/Mayor
				100-0702-552.22-01	28.74	28.74 July Telephone/Recreation

AP Check Register

Check Date: 9/19/2013

Date: 9/25/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
EARTHLINK BUSINESS...	43747...	9/19/2013...	000005270315...	100-0703-553.22-01	48.28	July Telephone/Parks
				100-0202-512.22-01	17.17	July Telephone/Personnel
				100-0801-521.22-01	266.40	July Telephone/Police
				100-1002-541.22-01	44.77	July Telephone/Engineer
				100-0920-531.22-01	14.01	July Telephone/Senior Cit
				100-1008-541.22-01	4.05	July Telephone/Sign Shop
				100-0502-522.22-01	42.55	July Telephone - EOC
				207-0000-123.00-00	28.54	July Telephone/Marina
				100-0000-123.00-00	319.37	July Telephone/Utilities
				Total for check: 43747	1,281.30	
FABCO EQUIPMENT INC	43748	9/19/2013	C 117893	731-1022-541.38-03	170.43	Bearing Kit/Brig Kit/Strap
				Total for check: 43748	170.43	
FERRELLGAS	43749	9/19/2013	1077740699	266-1027-543.21-06	120.08	Hazmat Fee/Exchange
				Total for check: 43749	120.08	
GLAXOSMITHKLINE PHARMACEUTICALS	43750	9/19/2013	31276930	100-0903-531.30-18	3,231.49	Fulvalav Trivalent
				Total for check: 43750	3,231.49	
GUNDERSON INC	43751	9/19/2013	116788	100-0801-521.30-13	35.38	Mat/Towel Cleaning
				Total for check: 43751	35.38	
GUSTMAN CHEVROLET SALES INC	43752	9/19/2013	28776	731-1022-541.38-03	169.95	Rotor/Pad Kit/Seal
				Total for check: 43752	169.95	
INFINITY TECHNOLOGY INC	43753	9/19/2013	494699	743-0403-513.30-15	2,179.00	Power Backup/Conditioning
				Total for check: 43753	2,179.00	
INLAND POWER GROUP	43754	9/19/2013	731-1022-541.38-03		(48.70)	Reverse
				Total for check: 43754	(48.70)	

AP Check Register
Check Date: 9/19/2013

Date: 9/25/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INLAND POWER GROUP...	43754...	9/19/2013...	...	731-1022-541.29-04	586.63	Reverse
		9/19/2013		731-1022-541.29-04	(586.63)	Credit
		9/19/2013		731-1022-541.38-03	48.70	Gasket/Seal
		9/19/2013		731-1022-541.29-04	8,312.87	Replace Trans
				Total for check: 43754	8,312.87	
PATRICK JAMES	43755	9/19/2013		743-0403-513.33-01	169.00	May Travel Expense Report
				Total for check: 43755	169.00	
JX ENTERPRISES INC	43756	9/19/2013	G-232040034	731-1022-541.38-03	41.38	Antenna
		9/19/2013	G-232050003	731-1022-541.38-03	40.90	Pump
		9/19/2013	G-232050010	731-1022-541.38-03	41.40	Sender-Temperature
			Total for check: 43756		123.68	
MATTHEWS TIRE & SERVICE CENTER	43757	9/19/2013		731-1022-541.38-02	73.89	Tire & Hardware
		9/19/2013		731-1022-541.38-02	74.91	Tire & Hardware
			Total for check: 43757		148.80	
MCNEILUS TRUCK & MFG COMPANY	43758	9/19/2013		731-1022-541.38-03	37.03	Belts
			Total for check: 43758		37.03	
MENARDS-APPLETON EAST	43759	9/19/2013		100-0704-552.24-03	132.97	Paint & Supplies
			Total for check: 43759		132.97	
MENASHA EMPLOYEES CREDIT UNION	43760	9/19/2013	20130919	100-0000-202.05-00	12,183.00	PAYROLL SUMMARY
			Total for check: 43760		12,183.00	

AP Check Register

Check Date: 9/19/2013

Date: 9/25/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA NEENAH MUNICIPAL COURT	43761	9/19/2013		100-0000-201.03-00	202.00	Bond/MEPD 13-104
					<u>202.00</u>	
						Total for check: 43761
MENASHA UTILITIES	43764	9/19/2013		100-1008-541.22-03	155.91	Electricity
				100-1008-541.22-05	45.42	Water/Sewer
				601-1020-543.22-03	22.23	Electricity
				100-0704-552.22-03	3,216.86	Electricity
				100-0704-552.22-05	4,113.80	Water/Sewer
				731-1022-541.22-03	1,054.16	Electricity
				731-1022-541.22-05	617.20	Water/Sewer
				731-1022-541.22-06	901.88	Storm
				286-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	1,773.63	Electricity
				100-0801-521.22-05	319.35	Water/Sewer
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	1,284.36	Electricity
				100-0000-123.00-00	231.25	Water/Sewer
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	86.24	Electricity
				100-0601-551.22-03	3,945.38	Electricity
				100-0601-551.22-05	925.20	Water/Sewer
				100-0601-551.22-06	103.75	Storm
				207-0707-552.22-05	275.30	Water/Sewer
				100-1019-552.22-03	(279.86)	Electricity/Credit
				100-1019-552.22-05	210.90	Water/Sewer
				100-0000-123.00-00	7.02	Electricity
				100-1001-514.22-05	12.38	Water/Sewer
				100-1001-514.22-06	2.50	Storm
				100-0703-553.22-03	1,907.29	Electricity
				100-0703-553.22-05	67.42	Water/Sewer
				100-0703-553.22-06	700.63	Storm
				485-0304-562.22-06	33.13	Storm
				457-0304-562.22-06	2.50	Storm
				485-0304-562.22-06	15.00	Storm

AP Check Register

Check Date: 9/19/2013

Date: 9/25/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	43764...	9/19/2013...	...	457-0304-562.21-10	28.63	Electricity
				100-0305-562.22-06	5.00	Storm
				501-0304-562.22-06	280.01	Storm
				Total for check: 43764	22,245.73	
METROCOUNT USA INC	43765	9/19/2013	US005493	100-0801-521.30-15	1,100.00	Field Kit/Software
				Total for check: 43765	1,100.00	
MICHELS MATERIALS	43766	9/19/2013	272244	100-0703-553.30-18	29.38	Screenings
				Total for check: 43766	29.38	
MINNESOTA LIFE INSURANCE COMPANY	43767	9/19/2013		100-0000-204.07-00	2,433.15	October Policy Premium
				Total for check: 43767	2,433.15	
N&M AUTO SUPPLY	43768	9/19/2013	455433	731-1022-541.38-03	176.90	Starter w/Solenoid
				Total for check: 43768	176.90	
NEENAH-MENASHA SEWERAGE COMMISSION	43769	9/19/2013	2013-121	601-1021-543.25-01	133,459.49	September 2013 Wastewater
				Total for check: 43769	133,459.49	
OSHKOSH FIRE & POLICE EQUIPMENT INC	43770	9/19/2013	152816	731-1022-541.38-03	69.00	Tail light Flasher
				Total for check: 43770	69.00	
PACKER CITY INTERNATIONAL	43771	9/19/2013	3-2323350046	731-1022-541.38-03	82.50	Strobe
		9/19/2013	3-2323390071	731-1022-541.38-03	11.71	Air Filter
		9/19/2013	3-232410045	731-1022-541.38-03	197.11	Assorted Filters/Plugs
		9/19/2013	3-232520029	731-1022-541.38-03	(46.98)	Credit/Filler
				Total for check: 43771	244.34	

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QUALIFICATION TARGETS INC	43772	9/19/2013	21302509	100-0801-521,30-15	138.32	Police Training Target
			Total for check: 43772		138.32	
RIESTERER & SCHNELL INC	43773	9/19/2013	498309	731-1022-541,38-03	75.32	Proximity Sensor
			Total for check: 43773		75.32	
ROAD EQUIPMENT	43774	9/19/2013	WA565525	731-1022-541,38-03	9.16	Bracket for Door Cable
			Total for check: 43774		9.16	
ROSS IMAGING LLC	43775	9/19/2013	144386	743-0403-513,29-01	121.86	Contract/PD
			Total for check: 43775		121.86	
SERVICEMASTER BUILDING MAINTENANCE	43776	9/19/2013	9818	100-0704-552,30-13	954.00	Pool - Final Cleaning
			Total for check: 43776		954.00	
SIMPSON, BARBARA	43777	9/19/2013	SIMPSON	100-0000-201,10-00	100.00	Barbara Simpson/Deposit Exc Permit 11396
			Total for check: 43777		100.00	
TRUGREEN PROCESSING CENTER	43778	9/19/2013	11404404	100-0703-553,20-06	172.00	301 Park St
			Total for check: 43778		172.00	
UNIFIRST CORPORATION	43779	9/19/2013	097 0145642	731-1022-541,20-01	112.65	Mat/Mop/Clothing Service
			Total for check: 43779		112.65	
UNITED WAY FOX CITIES	43780	9/19/2013	20130919	100-0000-202,09-00	30.25	PAYROLL SUMMARY
			Total for check: 43780		30.25	

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UNITEL INC	43781	9/19/2013	37527	743-0403-513.80-01	5,948.00	IP Edge Application
	Total for check: 43781				5,948.00	
US CELLULAR	43782	9/19/2013	0002667006	100-0201-512.22-01	28.23	Telephone/Captain
				100-0202-512.22-01	17.16	Telephone/Burn
				100-1019-552.22-01	29.37	Telephone/Racine Bridge
				743-0403-513.22-01	32.79	Telephone/James
				601-1020-543.22-01	2.18	Telephone/Confined Space
				100-1001-514.22-01	40.44	Telephone/Alix
				100-0801-521.22-01	266.98	Telephone/Police
				100-0803-521.22-01	11.51	Telephone/CSO
				100-0919-531.22-01	11.99	Telephone/Nett
				100-0904-531.22-01	44.71	Telephone/Drew
				100-1002-541.22-01	30.59	Telephone/Radke
				100-0702-552.22-01	70.94	Telephone/Tungate
				100-0703-553.22-01	116.39	Telephone/Parks Dept
				100-0304-562.22-01	63.85	Telephone/Corn Dev
				731-1022-541.22-01	79.59	Telephone/Garage
				100-1008-541.22-01	6.24	Telephone/Sign Shop
				601-1020-543.22-01	2.18	Telephone/Sewer Truck
Total for check: 43782				855.14		
US VENTURE	43783	9/19/2013	L47647	731-1022-541.21-06	24.00	Water AF Fuel
	Total for check: 43783				24.00	
VERIZON WIRELESS	43784	9/19/2013	9710898418	100-0704-552.22-01	40.01	Pool
				100-0703-553.22-01	20.80	Parks
				100-1002-541.22-01	133.99	Aug 3-Sept 2
				625-1002-541.22-01	44.66	Aug 3-Sept 2
				100-1001-514.22-01	9.42	Aug 3-Sept 2
				743-0403-513.22-01	40.01	Aug 3-Sept 2
				601-1020-543.22-01	22.44	Aug 3-Sept 2
			9710898420	743-0403-513.30-15	40.01	

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VERIZON WIRELESS...	43784...	9/19/2013	9710898421	100-0919-531.22-01	9.17	
				743-0403-513.30-15	160.04	
		9/19/2013	9710898422	743-0403-513.30-15	120.03	
				743-0403-513.22-01	154.47	
		9/19/2013	9710898423	743-0403-513.24-04	782.00	
			Total for check: 43784		1,577.05	
VISION INSURANCE PLAN OF AMERICA	43785	9/19/2013	134412	100-0000-204.10-00	1,068.70	October Premium
			Total for check: 43785		1,068.70	
WALMART COMMUNITY	43786	9/19/2013	9710898418	100-0702-552.30-18	192.10	Program Supplies
			Total for check: 43786		192.10	
WE ENERGIES	43787	9/19/2013		100-0903-531.22-04	9.51	Racine/Health Dept
				100-0701-533.22-03	9.24	North Street
			Total for check: 43787		18.75	
WINNEBAGO COUNTY TREASURER	43788	9/19/2013		100-0000-201.03-00	141.45	Property Tax Payment Parcel 1-212
		9/19/2013	LF120039	266-1027-543.25-01	447.00	August Recycling
		9/19/2013	LF120052	100-1016-543.25-03	66.00	Computers/Electronics
		9/19/2013	LF120143	100-1016-543.25-01	13,217.50	August Haul to Outagamie
				100-1017-543.25-01	3,299.02	August Haul to Outagamie
			Total for check: 43788		17,170.97	
WINNEBAGO COUNTYWIDE CRIME STOPPERS	43789	9/19/2013		100-0703-553.30-18	200.04	Crime Stoppers/Signs
			Total for check: 43789		200.04	
WISCONSIN SUPPORT COLLECTIONS	43790	9/19/2013	20130919	100-0000-202.03-00	1,108.13	PAYROLL SUMMARY
			Total for check: 43790		1,108.13	

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WKZG-FM	43791	9/19/2013	IN-11308110811	100-0000-201.15-00	160.00	Farm Market Advertisement
			Total for check: 43791		<u>160.00</u>	
Y-WORRY PARTY RENTALS	43792	9/19/2013		100-0000-201.15-00	532.50	Farm Market/Tents
			Total for check: 43792		<u>532.50</u>	
					<u>304,745.17</u>	

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AMAZON	43795	9/24/2013	020121787975	100-0601-551.30-14	8.05	LIBRARY MATERIALS
		9/24/2013	02012298542	100-0601-551.30-14	12.95	LIBRARY MATERIALS
		9/24/2013	020123013728	100-0601-551.30-14	412.36	LIBRARY MATERIALS
		9/24/2013	020123211442	100-0601-551.30-14	195.25	LIBRARY MATERIALS
		9/24/2013	020123705472	100-0601-551.30-14	19.98	LIBRARY MATERIALS
		9/24/2013	020123706083	100-0601-551.30-14	(2.00)	CREDIT
		9/24/2013	020125941675	100-0601-551.30-14	(2.00)	CREDIT
		9/24/2013	020128/595197	100-0601-551.30-14	(14.97)	CREDIT
		9/24/2013	020128896330	100-0601-551.30-14	122.21	LIBRARY MATERIALS
		9/24/2013	020129321527	100-0601-551.30-14	(9.97)	CREDIT
		9/24/2013	020129748762	100-0601-551.30-14	(2.00)	CREDIT
		9/24/2013	045867053666	100-0601-551.30-14	(0.16)	CREDIT
		9/24/2013	174121049245	100-0601-551.30-14	16.00	LIBRARY MATERIALS
		9/24/2013	174123553116	100-0601-551.30-14	39.00	LIBRARY MATERIALS
		9/24/2013	174127429312	100-0601-551.30-14	19.97	LIBRARY MATERIALS
		9/24/2013	174128512462	100-0601-551.30-14	67.08	LIBRARY MATERIALS
		9/24/2013	174129697361	100-0601-551.30-16	39.59	PROGRAM SUPPLIES
		9/24/2013	1742897581	100-0601-551.30-14	30.00	LIBRARY MATERIALS
		9/24/2013	195432628181	100-0601-551.30-14	219.53	LIBRARY MATERIALS
		9/24/2013	195434301914	100-0601-551.30-14	158.72	LIBRARY MATERIALS
		9/24/2013	195438171858	100-0601-551.30-14	314.44	LIBRARY MATERIALS
		9/24/2013	2381444723371	100-0601-551.30-14	(0.16)	CREDIT
		9/24/2013	2381458886796	100-0601-551.30-14	267.85	LIBRARY MATERIALS
		9/24/2013	238146834841	100-0601-551.30-14	(0.16)	CREDIT
		9/24/2013	238147213666	100-0601-551.30-14	(15.30)	CREDIT
		9/24/2013	238148200304	100-0601-551.30-14	(0.16)	CREDIT
		9/24/2013	238148872386	100-0601-551.30-14	260.49	LIBRARY MATERIALS
		9/24/2013	238149397963	100-0601-551.30-14	(2.39)	CREDIT
Total for check: 43795					2,154.20	

ACC PLANNED SERVICE INC 43793 9/24/2013 11130 100-0601-551.24-03 114.75 BLDG REPAIR/MAINTENANCE

Total for check: 43793 114.75

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BADGER MAILING & SHIPPING SYSTEMS	43796	9/24/2013	57917	100-0601-551.30-11	112.25	POSTAGE SUPPLIES
			Total for check: 43796		112.25	
BAKER & TAYLOR INC	43798	9/24/2013	2028425140	100-0601-551.30-14	462.83	LIBRARY MATERIALS
			2028429910	100-0601-551.30-14	209.53	LIBRARY MATERIALS
			2028437760	100-0601-551.30-14	408.06	LIBRARY MATERIALS
			2028441433	100-0601-551.30-14	521.25	LIBRARY MATERIALS
			2028444640	100-0601-551.30-14	191.82	LIBRARY MATERIALS
			2028449925	100-0601-551.30-14	77.36	LIBRARY MATERIALS
			2028454429	100-0601-551.30-14	80.72	LIBRARY MATERIALS
			2028457793	100-0601-551.30-14	145.02	LIBRARY MATERIALS
			2028469340	100-0601-551.30-14	253.79	LIBRARY MATERIALS
			2028474473	100-0601-551.30-14	616.14	LIBRARY MATERIALS
			2028482385	100-0601-551.30-14	96.07	LIBRARY MATERIALS
			2028497811	100-0601-551.30-14	738.16	LIBRARY MATERIALS
			2028499963	100-0601-551.30-14	291.42	LIBRARY MATERIALS
			2028502340	100-0601-551.30-14	477.39	LIBRARY MATERIALS
			2028510481	100-0601-551.30-14	150.71	LIBRARY MATERIALS
			5012722992	100-0601-551.30-14	25.15	LIBRARY MATERIALS
			5012744564	100-0601-551.30-14	62.93	LIBRARY MATERIALS
			M20433870	100-0601-551.30-14	21.58	LIBRARY MATERIALS
			M20433871	100-0601-551.30-14	62.61	LIBRARY MATERIALS
			M21580630	100-0601-551.30-14	17.99	LIBRARY MATERIALS
			Total for check: 43798		4,910.53	
BLACKSTONE AUDIO INC	43799	9/24/2013	656577	100-0601-551.30-14	40.00	LIBRARY MATERIALS
			658278	100-0601-551.30-14	89.99	LIBRARY MATERIALS
			Total for check: 43799		129.99	
DEMCO INC	43800	9/24/2013	5053956	100-0601-551.30-18	351.14	DEPT SUPPLIES
			Total for check: 43800		351.14	

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FINDAWAY WORLD LLC	43801	9/24/2013	103591	100-0601-551.30-14	255.26	LIBRARY MATERIALS
		9/24/2013	105044	100-0601-551.30-14	640.02	LIBRARY MATERIALS
		9/24/2013	105342	100-0601-551.30-14	44.39	LIBRARY MATERIALS
	Total for check: 43801				939.67	
GALE	43802	9/24/2013	50019247	100-0601-551.30-14	22.39	LIBRARY MATERIALS
		9/24/2013	50019283	100-0601-551.30-14	23.99	LIBRARY MATERIALS
		9/24/2013	99745723	100-0601-551.30-14	21.59	LIBRARY MATERIALS
		9/24/2013	99887963	100-0601-551.30-14	38.92	LIBRARY MATERIALS
Total for check: 43802				106.89		
GANNETT WISCONSIN MEDIA	43803	9/24/2013	09172013	100-0601-551.30-14	263.83	LIBRARY MATERIALS
	Total for check: 43803				263.83	
GENERAL BOOK COVERS	43804	9/24/2013	13501	100-0601-551.30-18	101.37	DEPT SUPPLIES
	Total for check: 43804				101.37	
	KITZ & PEIL INC	43805	9/24/2013	0729140142	100-0601-551.30-13	25.98
		9/24/2013	0801090001	100-0601-551.24-03	19.84	BLDG REPAIR/MAINTENANCE
Total for check: 43805				45.82		
MADER NEWS AGENCY INC		43806	9/24/2013	11874	100-0601-551.30-14	127.76
	Total for check: 43806				127.76	
MANDERFIELD BAKERY	43807	9/24/2013	442693	100-0601-551.30-16	47.50	PROGRAM SUPPLIES
	Total for check: 43807				47.50	
MARIS ASSOCIATES	43808	9/24/2013	0628	100-0601-551.30-14	174.24	LIBRARY MATERIALS
		9/24/2013	0654	100-0601-551.30-14	132.75	LIBRARY MATERIALS

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MARIS ASSOCIATES...	43808...	9/24/2013	0655	100-0601-551.30-14	125.82	LIBRARY MATERIALS
			Total for check: 43808		432.81	
DAKOTA MAYNARD	43809	9/24/2013	09172013	100-0601-551.34-04	50.00	PRESENTER'S FEE
			Total for check: 43809		50.00	
MIDWEST TAPE	43810	9/24/2013	91176262	100-0601-551.30-14	336.77	LIBRARY MATERIALS
			91195490	100-0601-551.30-14	68.95	LIBRARY MATERIALS
			91209069	100-0601-551.30-14	85.97	LIBRARY MATERIALS
			Total for check: 43810		491.69	
OFFICE DEPOT CREDIT PLAN	43811	9/24/2013	5570062	100-0601-551.30-18	62.32	DEPT SUPPLIES
			Total for check: 43811		62.32	
RANDOM HOUSE INC	43812	9/24/2013	1087710422	100-0601-551.30-14	26.25	LIBRARY MATERIALS
			Total for check: 43812		26.25	
RHYME BUSINESS PRODUCTS	43813	9/24/2013	53864-1	100-0601-551.30-10	114.22	OFFICE SUPPLIES
			Total for check: 43813		114.22	
SERVICEMASTER BUILDING MAINTENANCE	43814	9/24/2013	9731	100-0601-551.20-01	1,425.00	JANITORIAL SERVICES
			Total for check: 43814		1,425.00	
SHERWIN WILLIAMS CO	43815	9/24/2013	5917-9	100-0601-551.24-03	147.16	BLDG REPAIR/MAINTENANCE
			Total for check: 43815		147.16	
UNIQUE BOOKS INC	43816	9/24/2013	361073	100-0601-551.30-14	58.51	LIBRARY MATERIALS
			361074	100-0601-551.30-14	647.30	LIBRARY MATERIALS

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UNIQUE BOOKS INC...	43816...	9/24/2013	361075	100-0601-551.30-14	303.30	LIBRARY MATERIALS
	Total for check: 43816				1,009.11	
UNIQUE MANAGEMENT SERVICES INC	43817	9/24/2013	243811	100-0000-441.19-00	196.90	COLLECTION AGENCY FEE
	Total for check: 43817				196.90	
VALUE LINE PUBLISHING INC	43818	9/24/2013	09172013	100-0601-551.30-14	269.00	LIBRARY MATERIALS
	Total for check: 43818				269.00	
JOSE VARGAS LUIS	43819	9/24/2013	09172013	100-0601-551.20-05	50.00	PERFORMER'S FEE
	Total for check: 43819				50.00	
WINNEFOX LIBRARY SYSTEM	43820	9/24/2013	5006	100-0601-551.29-02	136.00	PUBLISHING SERVICES
		9/24/2013	5006DUP	100-0601-551.32-01	229.00	LICENSE FEE
	Total for check: 43820				365.00	
WISCONSIN DEPT OF JUSTICE	43821	9/24/2013	G3228-2DUP	100-0601-551.21-06	28.00	BACKGROUND CHECKS
	Total for check: 43821				28.00	

14,073.16

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ADVANTAGE POLICE SUPPLY INC	43822	9/26/2013	2881	100-0801-521.30-15	2,175.00	Body Armor
	Total for check: 43822				2,175.00	
APPLETON ELECTRONICS SUPPLY LLC	43823	9/26/2013	10734	731-1022-541.38-03	15.16	Switch
	Total for check: 43823				15.16	
ARRING EQUIPMENT CO INC	43824	9/26/2013	305737	731-1022-541.38-03	351.61	Foot Step & Plates
		9/26/2013	305765	731-1022-541.38-03	26.42	Oil Filler
		9/26/2013	305872	731-1022-541.38-03	245.06	Temperature Sensor
				731-1022-541.30-18	39.30	Paint
	Total for check: 43824				662.39	
ASSOCIATED APPRAISAL CONSULTANTS	43825	9/26/2013	15741	100-0402-513.21-09	4,991.67	Professional Services
		9/26/2013	15742	100-0402-513.30-11	40.48	Postage
				100-0402-513.21-04	59.76	August Internet Postings
	Total for check: 43825				5,091.91	
AT&T	43826	9/26/2013	920R09453009	601-1020-543.22-01	292.50	Alarm
				100-1001-514.22-01	113.90	Alarm
	Total for check: 43826				406.40	
BADGER HIGHWAYS CO INC	43827	9/26/2013	160788	100-1013-541.30-18	80.92	Hotmix
				625-1010-541.30-18	32.65	Hotmix
	Total for check: 43827				113.57	
BADGER LAB & ENGINEERING INC	43828	9/26/2013	INV000054391	601-1020-543.21-02	620.00	Rpt 1307880/Gunderson Wastewaters 8/19-24/13
		9/26/2013	INV000054407	601-1020-543.21-02	1,010.00	Rpt 1307877/Intertape PolWastewaters 8/19-26/13
		9/26/2013	INV000054408	601-1020-543.21-02	805.00	Rpt 1307879/Graphics Pkg Wastewaters 8/19-26/13

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BADGER LAB & ENGINEERING INC...	43828...	9/26/2013	INV000054409	601-1020-543-21-02	805.00	Rpt 1307878/Expock Wastewaters 8/19-26/13
					3,240.00	
Total for check: 43828						
BALDWIN COOKE	43829	9/26/2013	3541194	100-0202-512-30-18	14.82	Monthly Planning Guide/PW
				100-0203-512-30-18	14.82	Monthly Planning Guide/PW
				100-1002-541-30-18	32.90	Monthly Planning Guide/PW
				100-0703-553-30-18	29.64	Monthly Planning Guide/PW
				100-1001-514-30-18	14.82	Monthly Planning Guide/PW
				731-1022-541-30-18	32.91	Monthly Planning Guide/PW
					139.91	
Total for check: 43829						
BECK ELECTRIC INC	43830	9/26/2013	AU2213-COM-PK2	100-0703-553-30-18	219.92	Trestle Trail Lighting
			S1813-COM-PK3	207-0707-552-24-03	334.59	Switches on Fuel Pumps
					554.51	
Total for check: 43830						
BERGSTROM	43831	9/26/2013	233812	100-0801-521-29-05	429.34	Air Conditioning Repair
Total for check: 43831						
BOBCAT PLUS	43832	9/26/2013	1A06095	731-1022-541-38-03	183.98	Glass
Total for check: 43832						
CULLIGAN WATER CONDITIONING	43833	9/26/2013		100-1001-514-20-01	18.90	Dept of Public Works
				100-0704-552-30-18	43.50	Parks & Rec/Pool
					62.40	
Total for check: 43833						
DIGICORPORATION	43834	9/26/2013	135173	100-0702-552-29-01	1,469.73	Fall Activity Guide
Total for check: 43834						

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DUMKE & ASSOCIATES &	43835	9/26/2013		100-0903-531.29-06	2,077.50	Rental of 316 Racine St
			Total for check: 43835		2,077.50	
FACTORY MOTOR PARTS CO	43836	9/26/2013		18-1236142	94.44	Windshield Wash
			Total for check: 43836		94.44	
GERDAU	43837	9/26/2013		47014819	65.34	White Water Wax Cure
				625-1003-541.30-18	65.33	White Water Wax Cure
				100-1004-541.30-18	65.33	White Water Wax Cure
			Total for check: 43837		196.00	
GRAINGER INC	43838	9/26/2013		9232565532	117.80	Liquid Level Switch
			Total for check: 43838		117.80	
GREEN BAY MUNICIPAL COURT	43839	9/26/2013			179.00	Bond/MEPD 13-3156
			Total for check: 43839		179.00	
GRIESBACH READY-MIX LLC	43840	9/26/2013		22108	832.00	Street Projects
				625-1003-541.30-18	508.00	Street Projects
			Total for check: 43840		1,340.00	
GUSTMAN CHEVROLET SALES INC	43841	9/26/2013		28946	999.97	W-Hubs/Joint & Joint Kits
			Total for check: 43841		999.97	
LEAH HACKMASTER	43842	9/26/2013		HATTIE MINOR	250.00	Fall 2013 Semester
			Total for check: 43842		250.00	

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DONALD HIETPAS & SONS INC	43843	9/26/2013		601-1020-543.24-05	859.99	859.99 San Sewer 235 Broad St
				Total for check: 43843	859.99	
HORN PRECAST	43844	9/26/2013	5147	625-1010-541.30-18	1,194.00	1,194.00 Risers/Basins
				Total for check: 43844	1,194.00	
INDEPENDENT INSPECTIONS LTD	43845	9/26/2013	307441	100-0301-523.21-06	10,964.17	10,964.17 August Permits
				Total for check: 43845	10,964.17	
TEAGAN JANNESS-JORDING	43846	9/26/2013		HATTIE MINOR 822-0413-554.30-16	1,000.00	1,000.00 Fall 2013 Semester
				Total for check: 43846	1,000.00	
JX ENTERPRISES INC	43847	9/26/2013	G-232110041	731-1022-541.29-04	52.00	52.00 Engine Service
				G-232130021	102.44	102.44 Sensor Position
				Total for check: 43847	154.44	
KAEMPFER & ASSOCIATES INC	43848	9/26/2013	17084	601-1020-543.21-02	404.80	404.80 August Proj E145-01.07 Sewer User Monitoring
				17085	931.04	931.04 August Proj E145-01.10 Sampling Evaluation
				17086	1,526.89	1,526.89 August Proj E145-08.07 9th St Lift Station
				Total for check: 43848	2,862.73	
KJ WASTE SYSTEMS INC	43849	9/26/2013		266-1027-543.21-06	675.00	675.00 Recycling
				Total for check: 43849	675.00	
LAKE PARK VILLAS HOMEOWNERS ASSN	43850	9/26/2013		501-0703-553.21-06	150.71	150.71 Invoices
				501-0703-553.22-05	59.45	59.45 Invoices
				501-0703-553.21-06	1,351.19	1,351.19 Invoices
				501-0703-553.22-03	209.45	209.45 Invoices
				501-1012-541.22-03	36.37	36.37 Invoices

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LAKE PARK VILLAS HOMEOWNERS ASSN...	43850...	9/26/2013...	...	501-1010-541.22-03	863.80	Invoices
Total for check: 43850					2,670.97	
LEVENHAGEN CORPORATION	43851	9/26/2013	050664A-IN	100-0000-131.00-00	11,500.79	Fuel
		9/26/2013	82823	207-0707-552.38-01	2,784.11	Fuel
		9/26/2013	83144	207-0707-552.38-01	719.81	Fuel
Total for check: 43851					15,004.71	
LINCOLN CONTRACTORS SUPPLY INC	43852	9/26/2013	191845	100-1003-541.30-15	131.96	Rotary Hammer Bits
Total for check: 43852					131.96	
MATTHEWS TIRE & SERVICE CENTER	43853	9/26/2013	48585	731-1022-541.38-02	639.86	Tire & Hardware
		9/26/2013	48606	731-1022-541.38-02	39.87	Valve Stem/Hardware
Total for check: 43853					679.73	
MENARDS-APPLETON EAST	43854	9/26/2013	27374	625-0706-561.30-18	23.94	White Stake Flags
		9/26/2013	27432	100-0703-553.30-18	9.36	Fast Set Concrete Mix
		9/26/2013	27521	625-1003-541.30-18	91.86	Ac2 Treated/Pktd All Third
		9/26/2013	28782	100-1001-514.24-03	10.45	City Hall Directory
Total for check: 43854					135.61	
MENASHA NEENAH MUNICIPAL COURT	43855	9/26/2013		100-0000-201.03-00	151.60	Bond/MEPD 13-250
				100-0000-201.03-00	252.80	Bond/MEPD 13-299 & 13-300
Total for check: 43855					404.40	
TOWN OF MENASHA POLICE DEPARTMENT	43856	9/26/2013		100-0000-201.03-00	144.00	Bond/MEPD 13-3220
Total for check: 43856					144.00	
MENASHA TREASURER	43857	9/26/2013		100-0801-521.30-18	8.04	Supplies/PD
				100-0801-521.33-03	8.89	Prisoner Meals/PD

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MENASHA TREASURER...	43857 ...	9/26/2013 ...	POLICE...	100-0801-521.34-03	50.52	Training/PD
			Total for check: 43857		67.45	
MENASHA UTILITIES	43859	9/26/2013		100-1008-541.22-03	328.78	Electric
				100-0000-123.00-00	15.69	Electric
				100-1012-541.22-03	84.22	Electric
				501-0304-562.22-03	17.74	Electric
				501-0304-562.22-06	43.13	Storm
				100-0304-562.22-03	21.02	Electricity
				625-0304-562.22-03	7.22	Electricity
				100-1013-541.22-03	49.12	Electricity
				100-1013-541.22-06	277.51	Storm
				207-0707-552.22-03	1,282.37	Electricity
				207-0707-552.22-05	79.84	Water/Sewer
				207-0707-552.22-06	48.76	Storm
				100-0703-553.22-03	1,689.97	Electric
				100-0703-553.22-05	1,439.48	Water/Sewer
				100-0703-553.22-06	341.27	Storm
				100-1001-514.22-03	1,723.35	Electric
				100-1001-514.22-05	473.60	Water/Sewer
				743-0403-513.21-04	3,856.37	Outside Services
				100-0305-562.22-06	2.50	Storm
				100-1014-543.22-06	53.13	Storm
				267-0102-581.22-06	12.50	Storm
				100-1019-552.22-03	238.98	Electric
				100-1019-552.22-05	82.42	Water/Sewer
				601-1020-543.22-03	34.04	Electric
				267-0102-581.22-05	175.64	198 River/Water
				267-0102-581.22-03	1,902.68	198 River/Electric
				100-1012-541.22-03	16,518.05	August Street Lighting
			Total for check: 43859		30,799.38	

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MICHELS MATERIALS	43860	9/26/2013	272628	100-0703-553.30-18	17.94	Screenings
			Total for check: 43860		17.94	
MODERN BUSINESS MACHINES	43861	9/26/2013	26321851	743-0403-513.29-01	243.10	Contract 28420
			Total for check: 43861		243.10	
NEENAH-MENASHA SEWERAGE COMMISSION	43862	9/26/2013	2013-127	601-1021-543.25-01	39,563.00	Sept Interest & Debt
			Total for check: 43862		39,563.00	
CITY OF NEENAH	43863	9/26/2013		100-0501-522.25-01	253,090.00	Fire/Rescue Services
			Total for check: 43863		253,090.00	
NETWORK HEALTH SYSTEM INC	43864	9/26/2013	305684	100-0202-512.21-05	42.00	Drug Screen w/MRO
		9/26/2013	306291	100-0202-512.21-06	526.00	August Exams/Screenings
			Total for check: 43864		568.00	
OCONTO MUNICIPAL COURT	43865	9/26/2013		100-0000-201.03-00	274.00	Bond/MEPD 13-3156
			Total for check: 43865		274.00	
PLAK SMACKER	43866	9/26/2013	B33074	100-0909-531.30-18	54.86	Disposable Toothbrushes
			Total for check: 43866		54.86	
JOSEPH A POLZIEN	43867	9/26/2013		100-0801-521.19-03	37.99	Clothing Allowance
			Total for check: 43867		37.99	
PRIORITY 1 POLICE & FIRE	43868	9/26/2013		100-0801-521.29-05	307.50	Install Cage & Camera
				100-0801-521.29-05	925.00	Repair Tailgate/Supplies
			Total for check: 43868		1,232.50	

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PROTANIC INC	43869	9/26/2013	32888	207-0707-552.32-01	490.00	Leak Detector Tests
			Total for check: 43869		490.00	ATG Certification
REDI-WELDING CO	43870	9/26/2013	14586	731-1022-541.30-18	785.31	Pipes
			Total for check: 43870		785.31	
REGISTRATION FEE TRUST TVRP	43871	9/26/2013	70ME	100-0000-454.00-00	500.00	Parking Ticket Processing
			Total for check: 43871		500.00	
REINDERS INC	43872	9/26/2013	1452568-00	731-1022-541.38-03	146.86	Master Cylinder
			Total for check: 43872		146.86	
RICKS AUTO GLASS INC	43873	9/26/2013	1108535	731-1022-541.29-04	154.12	Windshield
			Total for check: 43873		154.12	
DR TERESA RUDOLPH	43874	9/26/2013		100-0903-531.21-05	150.00	Monthly Payment
			Total for check: 43874		150.00	
SAMS CLUB/GEGRB	43875	9/26/2013	005400	100-0704-552.30-17	26.94	Pool Supplies
				100-0000-123.00-00	47.50	CVMIC Supplies
			Total for check: 43875		74.44	
SEH TECHNOLOGY SOLUTIONS INC	43876	9/26/2013	11188	625-1010-541.21-04	650.00	PermiTrack MS4 Services
			Total for check: 43876		650.00	
JA SEXAUER	43877	9/26/2013	294965447	100-0703-553.24-03	467.94	Cyl/Lever
			Total for check: 43877		467.94	

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SHEBOYGAN CTY DIV OF PUBLIC HEALTH	43878	9/26/2013	SHEBOYGAN CTY	100-0903-531.34-02	60.00	Division of Public HealthSeminar
	Total for check: 43878				60.00	
	SMT MANUFACTURING & SUPPLY	43879	9/26/2013	0024350-IN	731-1022-541.38-03	21.33
		9/26/2013	0024370-IN	731-1022-541.38-03	53.00	AWI
Total for check: 43879					74.33	
SPORTS GRAPHICS	43880	9/26/2013	0613-122	100-0704-552.30-18	106.75	Shirts
	Total for check: 43880					106.75
THEDACARE	43881	9/26/2013		100-0801-521.21-05	58.90	Venipuncture
	Total for check: 43881					58.90
UNIFIRST CORPORATION	43882	9/26/2013	097 0146115	731-1022-541.20-01	112.65	Uniform/Supply Cleaning
	Total for check: 43882					112.65
WE ENERGIES	43883	9/26/2013		100-0000-123.00-00	49.61	N-M Fire
				100-1001-514.22-04	41.72	City Hall
				100-0801-521.22-04	68.51	Police
				100-0920-531.22-04	10.44	Senior Center
				100-0601-551.22-04	38.75	Library
				100-0703-553.22-04	56.27	Parks
				100-0704-552.22-04	2,709.14	Pool
				207-0707-552.22-04	29.32	Marina
				731-1022-541.22-04	58.09	Garage
	Total for check: 43883					3,061.85
WEA INSURANCE TRUST	43884	9/26/2013		100-0000-204.11-00	11,051.74	October Health Insurance

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WEA INSURANCE TRUST...	43884...	9/26/2013...	...	100-0000-204.08-00	111,590.24	October Health Insurance
Total for check: 43884					122,641.98	
WERNER ELECTRIC SUPPLY CO	43885	9/26/2013	S3954087.001	100-1001-514.30-13	3.34	Cool White Plus Circline
Total for check: 43885					3.34	
WGI INC	43886	9/26/2013	214770	100-0304-562.21-06	50.00	Sign/Bridge Tower Museum
Total for check: 43886					50.00	
WIL-KIL PEST CONTROL	43887	9/26/2013	2283758	731-1022-541.20-07	66.50	Pest Control/PWF
		9/26/2013	2308576	100-1019-552.20-07	27.00	Racine St Bridge
		9/26/2013	2308929	100-1019-552.20-07	108.00	Bridge Cameras Racine & Tayco
Total for check: 43887					201.50	
WISCONSIN DEPT OF JUSTICE	43888	9/26/2013	G3228	100-0202-512.32-02	7.00	7/1/13 - 7/31/13
		9/26/2013	L7101T	100-0601-551.21-06	14.00	7/1/13 - 7/31/13
		9/26/2013		100-0801-521.21-06	147.00	Name Searches
Total for check: 43888					168.00	
YP	43889	9/26/2013		100-1001-514.29-03	458.64	Advertising
Total for check: 43889					458.64	
ZARNOTH BRUSH WORKS INC	43890	9/26/2013	0145703-IN	625-1010-541.30-15	417.00	Broom Refill
Total for check: 43890					417.00	
					513,462.55	

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ACCURATE	43891	10/3/2013	1313003	731-1022-541.29-04	93.21	Alignment
		10/3/2013	1313124	731-1022-541.38-03	253.38	Blades/Belts
		10/3/2013	1313412	731-1022-541.30-18	33.63	Nitro Drill
				731-1022-541.30-18	154.97	Nylock Nuts/Pins/HHCS
			Total for check: 43891		535.19	
AIRGAS USA LLC	43892	10/3/2013	9912540787	731-1022-541.21-06	165.92	Acetylene/Argon/Oxygen
			Total for check: 43892		165.92	
APPLETON ELECTRONICS SUPPLY LLC	43893	10/3/2013	10754	731-1022-541.38-03	7.84	Switch
			Total for check: 43893		7.84	
BADGER HIGHWAYS CO INC	43894	10/3/2013	160873	100-1003-541.30-18	8,088.41	Holmix
			Total for check: 43894		8,088.41	
BADGER LAB & ENGINEERING INC	43895	10/3/2013	INV000054502	601-1020-543.21-02	315.00	Rpt 1308099/Utilities Wastewaters 8/25-9/1/13
			Total for check: 43895		315.00	
BAYCOM INC	43896	10/3/2013	80696	100-0801-521.30-18	653.75	Antenna
			Total for check: 43896		653.75	
BERGSTROM FORD OF NEENAH	43897	10/3/2013	N140142	100-0801-521.80-03	27,517.93	Ford Explorer
			Total for check: 43897		27,517.93	
BLUE PRINT SERVICE CO INC	43898	10/3/2013	63086	100-1002-541.30-10	309.39	Ink/Maintenance Kit
			Total for check: 43898		412.52	

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BMO HARRIS BANK NA	43899	10/3/2013	4037118	100-0202-512.21-06	260.00	Monthly Fee
	Total for check: 43899				260.00	
BROOKS TRACTOR	43900	10/3/2013	D26972	731-1022-541.38-03	301.97	Cooler/Gasket/Ring
	Total for check: 43900				301.97	
BRUCE MUNICIPAL EQUIPMENT INC	43901	10/3/2013	5132868	731-1022-541.38-03	137.92	Ball Socket
	Total for check: 43901				137.92	
BUBBRICKS	43902	10/3/2013	789644	100-0801-521.24-01	781.95	Desk
	Total for check: 43902				781.95	
CARDMEMBER SERVICE	43905	10/3/2013		100-0601-551.30-13	125.57	Bulbs.com
				100-0601-551.24-03	146.25	Home Security Store
				100-0601-551.24-03	166.68	Oberstadt Landscapes
				100-0601-551.24-03	257.40	Polar-Ray LLC
				100-1001-514.30-13	30.81	Bulbs.com
				743-0403-513.34-04	12.95	Experts Exchange LLC
				743-0403-513.30-15	209.90	Apple Itunes Store MS Office Doc Editor
				100-0903-531.30-15	31.40	Apple Itunes Store
				743-0403-513.30-15	73.40	Apple Itunes Store Remote Desktop App
				100-0801-521.30-18	46.08	Liquidations.com/Printhead
				492-0304-562.21-10	747.99	Expresscopy.com
				625-0304-562.30-18	231.52	Keystonepestsolution
				100-0703-553.30-18	35.57	Menards/Broom/Hooks
				100-0202-512.34-03	110.38	Kalahari Resorts
				100-0903-531.32-01	123.00	DSPS EPAY
				743-0403-513.30-15	15.00	PLI StrokeScribe Inventory Software
				743-0403-513.30-15	29.92	Cell Phone Shop Service Chargers
				100-0601-551.32-01	160.00	Wisconsin Library Assoc
				100-0601-551.34-02	20.00	EB Post-Crescent Medi
				100-0801-521.32-01	0.50	TLO

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CARDMEMBER SERVICE...	43905...	10/3/2013...	...	100-0801-521.33-03	12.39	Menasha Express			
				100-0801-521.33-03	22.25	Manderfield Home Bakery			
				100-0702-552.20-05	115.50	Bounce House Rental			
				100-0702-552.30-18	239.88	Stevi Bs Pizza			
				100-0704-552.30-10	55.66	Pizza Hut			
				100-0702-552.30-18	170.00	National Archery			
				100-0801-521.34-02	425.00	Code Enforcement			
				100-0801-521.30-15	209.13	Amazon/Sling Plate			
				100-0801-521.30-15	79.98	Optics Plane/Gear			
				100-0801-521.19-03	125.98	Tactical/Clothing			
				824-0810-521.30-18	36.31	Little Caesars			
				100-0801-521.34-02	275.00	Taser Intl			
				743-0403-513.30-15	0.30	Frgn Trans Fee Pll Stokes			
				Total for check: 43905	4,341.70				
CASPERS TRUCK EQUIPMENT INC	43906	10/3/2013		68852	189.36	Coil			
				Total for check: 43906				189.36	
CDW GOVERNMENT INC	43907	10/3/2013		FR60333	2,519.79	Laptop for Engineers			
				Total for check: 43907				2,519.79	
CRESCENT ELECTRIC SUPPLY COMPANY	43908	10/3/2013		087-462023-00	32.61	Utility Box Cover/GFI			
				087-463436-00	84.91	Pull Box/Contractor			
				Total for check: 43908				117.52	
DAVIS & STANTON	43909	10/3/2013		26400	83.00	Bar Holders			
				Total for check: 43909				83.00	
FACTORY MOTOR PARTS CO	43910	10/3/2013		18-1255349	36.22	Oil Filter			
				18-1257034	159.84	Battery Core			

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FACTORY MOTOR PARTS CO...	43910...	10/3/2013	18-1257255	731-1022-541.30-18	66.60	Shop Supplies
	Total for check: 43910				262.66	
FERGUSON WATERWORKS #1476	43911	10/3/2013	0137246	625-1010-541.30-18	177.00	Curb Inl Firm Type A Gut Inl Grate Type A
	Total for check: 43911				177.00	
FORCE AMERICA INC	43912	10/3/2013	IN060-1000377	731-1022-541.38-03	57.35	Pressure Gauge/Valves
	Total for check: 43912				57.35	
FOX STAMP SIGN & SPECIALTY	43913	10/3/2013	OE-19242	100-0801-521.30-10	89.70	
	Total for check: 43913				89.70	
FOX VALLEY TECHNICAL COLLEGE	43914	10/3/2013		100-0000-201.03-00	3.00	First Aid
				100-0918-531.34-02	3.00	Replacement card
			0195914/FY13-14	100-0801-521.34-02	1,605.00	Training
	Total for check: 43914				1,611.00	
GAT SUPPLY INC	43915	10/3/2013	00021183	100-1003-541.30-15	153.47	DIA Blade
			00021233	625-1003-541.30-18	4.08	Adapter Bushing
	Total for check: 43915				157.55	
GERMANIA HALL	43916	10/3/2013		100-0000-201.15-00	103.50	Farm Fresh Market
	Total for check: 43916				103.50	
GUNDERSON INC	43917	10/3/2013	120016	100-0801-521.30-13	35.38	Mats & Towels
	Total for check: 43917				35.38	

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DANIELLE HANDLER	43918	10/3/2013	HANDLER	100-0000-201.15-00	221.88	Fed Ex/License Farm Fresh Market
Total for check: 43918					221.88	
HOTSY CLEANING SYSTEMS INC	43919	10/3/2013	0096095-IN	731-1022-541.24-04	136.00	Swivel
		10/3/2013	0096095-IN	731-1022-541.24-04	557.29	Unloader/Valves/Nozzle
Total for check: 43919					693.29	
HUB INTERNATIONAL	43920	10/3/2013		100-0000-201.15-00	128.04	TULIP Insurance Farm Fresh Market
Total for check: 43920					128.04	
JX ENTERPRISES INC	43921	10/3/2013	G-232200005	731-1022-541.38-03	9.72	Tubing
Total for check: 43921					9.72	
LEE RECREATION LLC	43922	10/3/2013	9536-13	100-0703-553.24-02	438.00	Slide
Total for check: 43922					438.00	
MATTHEWS TIRE & SERVICE CENTER	43923	10/3/2013	48705	731-1022-541.38-02	1,107.25	Tires
		10/3/2013	48712	731-1022-541.38-02	427.68	Tires
Total for check: 43923					1,534.93	
MCCLONE INSURANCE GROUP	43924	10/3/2013	240663	100-0203-512.32-01	30.00	Notary Bond Susan Strauss
Total for check: 43924					30.00	
MCNEILLUS TRUCK & MFG COMPANY	43925	10/3/2013	2291461	731-1022-541.38-03	66.40	Flap/Fall Away
Total for check: 43925					66.40	
MENARDS-APPLETON EAST	43926	10/3/2013	29900	100-0703-553.30-18	24.57	Stud & Concrete Mix
Total for check: 43926					24.57	

AP Check Register

Check Date: 10/3/2013

Date: 10/3/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA EMPLOYEES CREDIT UNION	43927	10/3/2013	20131003	100-0000-202.05-00	12,183.00	PAYROLL SUMMARY
			Total for check: 43927		12,183.00	
MENASHA EMPLOYEES CREDIT UNION	43928	10/3/2013	20131003	100-0000-202.10-00	140.82	PAYROLL SUMMARY
			Total for check: 43928		140.82	
MENASHA NEENAH MUNICIPAL COURT	43929	10/3/2013		100-0000-201.03-00	328.00	Bond
				100-0000-201.03-00	139.00	Bond
			Total for check: 43929		467.00	Report #13-280 Report #13-3243
MENASHA ROTARY	43930	10/3/2013		100-0801-521.32-01	37.00	Foundation Fee
				100-0801-521.34-03	104.00	Lunches
			Total for check: 43930		141.00	
MENASHA TREASURER	43931	10/3/2013		FINANCE/SUE	200.00	Menasha Health Harvest
				625-1002-541.30-11	1.65	Postage
				100-1002-541.30-11	4.95	Postage
				100-0401-513.30-11	6.11	Postage
			Total for check: 43931		212.71	
MORTON SAFETY	43932	10/3/2013	823939	731-1022-541.30-18	62.85	Ear Muffs
			Total for check: 43932		62.85	
MOTION INDUSTRIES INC	43933	10/3/2013	W102-677763	731-1022-541.38-03	147.40	Ball Brg/Hub Spiders
			Total for check: 43933		147.40	
N&M AUTO SUPPLY	43934	10/3/2013	456043	731-1022-541.30-18	46.62	Brake Fluid Pump/Fluid
			456233	731-1022-541.30-18	33.34	Clear Fog Kit
			456485	731-1022-541.38-03	87.11	Oil Filters/Altern Belt
			456528	731-1022-541.38-03	34.76	Oil & Fuel Filters

AP Check Register

Check Date: 10/3/2013

Date: 10/3/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description		
N&M AUTO SUPPLY...	43934...	10/3/2013	456554	731-1022-541.38-03	106.94	FHP Belt & Flasher		
		10/3/2013	456644	731-1022-541.38-03	59.54	Fuel Filter		
		10/3/2013	456786	731-1022-541.38-03	13.99	Tail Light Converter		
		10/3/2013	457253	731-1022-541.38-03	9.40	Lamp		
		10/3/2013	457375	731-1022-541.30-18	44.04	Oil		
		10/3/2013	457437	731-1022-541.38-03	14.84	Horn Replacement		
		10/3/2013	457508	731-1022-541.30-18	6.25	Black Liquid Tape		
		Total for check: 43934					456.83	
		NEENAH FOUNDRY	43935	10/3/2013	83452	625-1010-541.30-18	171.00	Frame
		Total for check: 43935					171.00	
NEENAH-MENASHA SEWERAGE COMMISSION	43936	10/3/2013	2013-133	601-1021-543.21-01	200.00	Legal Reimbursement		
Total for check: 43936					200.00			
PACKER CITY INTERNATIONAL	43937	10/3/2013	3-232480056	731-1022-541.38-03	117.96	Air Filters/F W Sepr		
		10/3/2013	3-232490044	731-1022-541.38-03	14.63	F W Sepr		
		10/3/2013	3-232520048	731-1022-541.38-03	30.51	Air & Lube Filters		
				731-1022-541.30-18	31.00	Def		
		10/3/2013	3-232530082	731-1022-541.38-03	134.25	Flex		
		10/3/2013	3-232560103	731-1022-541.30-18	16.42	Label		
		10/3/2013	3-232590032	731-1022-541.38-03	(80.55)	Flex/Credit		
		10/3/2013	3-232610042	731-1022-541.38-03	55.55	Air Filter		
		10/3/2013	3-232610062	731-1022-541.38-03	79.00	Filters/Def		
		10/3/2013	3-232620018	731-1022-541.38-03	18.46	Clamp		
10/3/2013	3-232620112	731-1022-541.38-03	167.80	Spring				
Total for check: 43937					585.03			
PITNEY BOWES	43938	10/3/2013	4842044-SP13	100-1001-514.24-04	277.65	Rental		
Total for check: 43938					277.65			

AP Check Register
Check Date: 10/3/2013

Date: 10/3/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
REINDERS INC	43939	10/3/2013	1454294-00	731-1022-541.38-03	71.57	Belts/Roller - Deck	
	Total for check: 43939				71.57		
HENRY SCHEIN INC	43940	10/3/2013	7302171-01	100-0916-531.30-18	569.86	Medical Supplies	
	Total for check: 43940				569.86		
J A SEXAUER	43941	10/3/2013	295771596	100-0703-553.30-15	421.60	Uncombined Cores	
	Total for check: 43941				421.60		
SMT MANUFACTURING & SUPPLY	43942	10/3/2013	0024422-IN	731-1022-541.38-03	178.15	Belt & Flange Cart Unit	
	10/3/2013	0024430-IN	731-1022-541.38-03	40.00	Cross Kit		
	Total for check: 43942				218.15		
STAPLES ADVANTAGE	43943	10/3/2013	3209164622	100-1001-514.30-10	26.20	2nd Floor Paper	
				100-0702-552.30-10	6.00	Park & Rec	
				100-0304-562.30-10	19.77	Comm Dev	
				100-1002-541.30-10	10.90	Eng	
				625-1002-541.30-10	3.63		
				8026904697	731-1022-541.30-10	50.59	Supplies
	Total for check: 43943				117.09		
	SUNGARD PUBLIC SECTOR INC	43944	10/3/2013	71058	743-0403-513.24-04	5,612.00	Sept/Oct Maintenance
		Total for check: 43944				5,612.00	
SWIDERSKI POWER INC	43945	10/3/2013	IF19004	731-1022-541.38-03	198.87	Filters	
	Total for check: 43945				198.87		

AP Check Register
Check Date: 10/3/2013

Date: 10/3/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TNEMEC COMPANY INC	43946	10/3/2013	2046580	100-0703-553.24-03	532.50	Pola-Fox FC Tank
	Total for check: 43946				532.50	
TRIO INC	43947	10/3/2013	9871	100-0914-531.24-04	778.89	Vaccine Freezer Repair
	Total for check: 43947				778.89	
UNIFIRST CORPORATION	43948	10/3/2013	097.0146590	731-1022-541.20-01	244.65	Uniform/Supply Cleaning
	Total for check: 43948				244.65	
UNITED WAY FOX CITIES	43949	10/3/2013	20131003	100-0000-202.09-00	30.25	PAYROLL SUMMARY
	Total for check: 43949				30.25	
US LUBRICANTS	43950	10/3/2013	50031808	731-1022-541.30-18	1,561.68	Oil
	Total for check: 43950				1,561.68	
US VENTURE	43951	10/3/2013	L47787	731-1022-541.21-06	48.00	Samples
	Total for check: 43951				48.00	
VALLEY DIESEL INJECTION INC	43952	10/3/2013	419129	731-1022-541.38-03	154.30	Muffler/Elbow
	Total for check: 43952				154.30	
WE ENERGIES	43953	10/3/2013	Total for check: 43953		9.92	Plank Rd
	Total for check: 43953				9.92	
JOE WEIDERT	43954	10/3/2013	WEIDERT	100-0304-562.21-10	1,500.00	Image & Branding Project Phase 1
	Total for check: 43954				1,500.00	

AP Check Register
Check Date: 10/3/2013

Date: 10/3/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WINNEBAGO COUNTY CLERK OF COURTS	43955	10/3/2013		100-0000-201.03-00	150.00	Bond Report #13-3294
			Total for check: 43955		150.00	
WISCONSIN DEPT OF FINANCIAL	43956	10/3/2013		100-0203-512.32-01	20.00	Notary Application Susan Strauss
			Total for check: 43956		20.00	
WISCONSIN STATE LAB OF HYGIENE	43957	10/3/2013		310758-2	72.00	100 Fox Street Asbestos Sample
			Total for check: 43957		72.00	
WISCONSIN SUPPORT COLLECTIONS	43958	10/3/2013		20131003	1,108.13	100-0000-202.03-00 PAYROLL SUMMARY
			Total for check: 43958		1,108.13	
WMCA	43959	10/3/2013		100-0203-512.34-02	27.00	City Clerk District 6 Meeting
			Total for check: 43959		27.00	
					80,562.49	



October 2, 2013

To: Common Council

From: ^{Deb}Debbie Galeazzi, Clerk

Subject: Change of Trade Name for Mr. Taco LLC

A change of trade name from Mr. Taco to Mrs. Fajitas has been requested by Mr. Taco LLC, 403 Racine Street, Menasha. Wisconsin Statute and City Ordinances require any changes to a liquor license needs Council approval.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Oct 1 20 13 ;
ending June 30 20 14

TO THE GOVERNING BODY of the: Town of }
 Village of } MENASHA
 City of }

County of WINNEBAGO Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): MR. TACO LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	MEMBER	FRANCISA JAIMES-LOPES 520 SCHINDLER PLACE	MENASHA 54952
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent		FRANCISA JAIMES-LOPES 520 SCHINDLER PLACE	MENASHA 54952
Directors/Managers			

3. Trade Name MRS. FAJITAS Business Phone Number 920-722-7470
4. Address of Premises 403 RACINE STREET Post Office & Zip Code MENASHA 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) basement, coolers, restaurant area.

10. Legal description (omit if street address is given above): _____

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued? Mr. Taco LLC change of Trade Name

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No

13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] Yes No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 30th day of Sept, 20 13

Reborah A. Galeazzi
(Clerk/Notary Public)

My commission expires 9-11-16

Francisca Jaimes
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>9/30/13</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



MEMO

To: Common Council
From: Debbie Galeazzi, Clerk
Subject: Margaritaville Lounge LLC
6 Tayco Street, Menasha
Date: October 3, 2013

An application for a Reserve "Class B" intoxicating liquor and fermented malt beverage for the 2013-2014 liquor licensing year has been submitted by Margaritaville Lounge LLC for the premises at 6 Tayco Street, Menasha.

The Police Dept. has done background checks on all members of the LLC and the agent and find no reason to deny a license. The Fire Department, Health Department and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval. All financial obligations to the City are current.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 20 ending June 30 20 14

TO THE GOVERNING BODY of the: Town of Village of City of } Menasha

County of Winnebago Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's Wisconsin Seller's Permit Number: <u>456-10281634776</u>	
Federal Employer Identification Number (FEIN): <u>463568938</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input checked="" type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>50.00</u>
TOTAL FEE	\$

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): MargaritaVille Lounge LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Member, Jennifer Almeida-Sardaval</u>	<u>525 Schindler Pl #6 Menasha, WI 54952</u>	<u>Menasha, WI 54952</u>
Vice President/Member	<u>Member, Victor Tello Lara</u>	<u>525 Schindler Pl #6 Menasha, WI 54952</u>	<u>Menasha, WI 54952</u>
Secretary/Member	<u>Member, Marco A. Rodriguez Contreras</u>	<u>402 Sixth St. Menasha, WI 54952</u>	<u>Menasha, WI 54952</u>
Treasurer/Member			
Agent	<u>Marco A. Rodriguez Contreras</u>	<u>402 Sixth St. Menasha, WI 54952</u>	
Directors/Managers			

3. Trade Name MargaritaVille Business Phone Number (920) 915-8480

4. Address of Premises 6 Tayco St. Post Office & Zip Code Menasha, WI 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 8/28/13 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
- (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Bears stored in cooler (fridge) and liquor on shelves used for inventory

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
- (b) If yes, under what name was license issued? Mr. Frogs
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME
 this 30th day of August, 20 13
Deborah A. Maleagze
 (Clerk/Notary Public)

Phil Allie
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
 (Additional Partner/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk: <u>8/30/13</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: [] Town [] Village of Menasha County of Winnebago [X] City

The undersigned duly authorized officer(s)/members/managers of MargaritaVille Lounge LLC (registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

MargaritaVille Lounge (trade name)

located at 6 Touco St, Menasha, WI 54952

appoints Marco A. Rodriguez Contreras (name of appointed agent)

408 Sixth St. Menasha, WI 54952 (home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

[] Yes [X] No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? [X] Yes [] No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 3 years

Place of residence last year 408 Sixth St. Menasha, WI 54952

For: MargaritaVille Lounge LLC (name of corporation/organization/limited liability company)

By: [Signature] (signature of Officer/Member/Manager)

And: [Signature] (signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Marco A. Rodriguez Contreras (print/type agent's name), hereby accept this appointment as agent for the

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 09/30/13 Agent's age

408 Sixth St. Menasha, WI 54952 (home address of agent) Date of birth

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 9/5/13 by Lt. Ronald Bouchard Title Police (date) (signature of proper local official) (town chair, village president, police chief)



MEMO

To: Common Council

From: Debbie Galeazzi, Clerk ^{Deb}

Subject: Shelly Lynn VanDehy, d/b/a Sliders Bar and Grill,
890 Lake Park Road, Menasha

Date: October 3, 2013

An application for a Reserve "Class B" intoxicating liquor and fermented malt beverage for the 2013-2014 liquor licensing year has been submitted by Shelly Lynn VanDehy, d/b/a Sliders Bar and Grill for the premises at 890 Lake Park, Menasha.

The Police Dept. has done a background check and find no reason to deny a license. The Fire Department, Health Department and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval. There are some past due utility charges from the previous tenant that if not paid will be applied to the tax roll. All other financial obligations to the City are current.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning October 20 13 ending June 30 20 14

Applicant's Wisconsin Seller's Permit Number <u>456-0002302041-05</u>	
Federal Employer Identification Number (FEIN) <u>27-0121718</u>	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input checked="" type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>50.00</u>
TOTAL FEE	\$

TO THE GOVERNING BODY of the: Town of Village of City of Menasha
 County of Calumet Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual partners give last name, first, middle; corporations/limited liability companies give registered name): VanDehy, Shelly, Lynn

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
Resident/Member	<u>Shelly Lynn VanDehy</u>	<u>N277 Pinecrest Blvd</u>	<u>Appleton 54915</u>
Vice President/Member	_____	_____	_____
Secretary/Member	_____	_____	_____
Treasurer/Member	_____	_____	_____
Agent ▶	_____	_____	_____
Directors/Managers	_____	_____	_____

3. Trade Name ▶ Sliders Bar and Grill Business Phone Number 920-858-3534
 4. Address of Premises ▶ 890 Lake Park Rd Post Office & Zip Code ▶ Menasha, 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Bar and Grill area
10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? Sliders bar and Grill
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME
 this 10th day of Sept., 20 13
Deborah A. Saleazzi
 (Clerk/Notary Public)

Shelly Lynn VanDehy
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

My commission expires 9-11-16

TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk <u>9/10/13</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



MEMO

To: Common Council

From: Debbie Galeazzi, Clerk *Deb*

Subject: Outdoor Alcoholic Beverage Permit,
Shelly Lynn VanDehy, d/b/a Sliders Bar and Grill,
890 Lake Park Road, Menasha

Date: October 3, 2013

In accordance with Section 7-2-17 of City of Menasha Municipal Code, Shelly Lynn VanDehy, d/b/a Sliders Bar and Grill, 890 Lake Park Road, Menasha has submitted an application for extension of "Class B", license for the 2013-2014 licensing period requesting outdoor serving of alcoholic beverage on a deck/patio.

City of Menasha
Application for Outdoor Extension of Retail "Class B", Class "B"
And/or "Class C" License

Date: 9.10.13

Name: Shelly Van Dohy
(Individuals/Partners/Registered Name of Corporation/LLC)

If Partnership, Corporation or LLC, list names and addresses of all members

Address of premise 890 Lake Park Rd Menasha, WI 54952

Description of area for which this outdoor extension is being applied for Outdoor patio

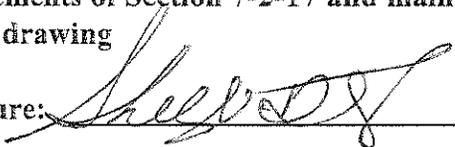
Trade Name: Sliders Bar and grill

Business Phone: 920 858-3534

Please attach the following: \$25 application fee
 Site plan/drawing of the outdoor area
 New Modified No Changes from original

All requirements of Section 7-2-17 of City of Menasha Municipal Code have been followed.
(copy of Section 7-2-17 attached).

I certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and maintained as shown on the attached site plan and/or drawing

Signature:  Signature: _____

TO BE COMPLETED BY CLERK

Date Received: 9/10/13

Fee Paid: _____

Inspections Completed: 10/1/13

Date to Council: 10/7/13

Term of Permit: _____

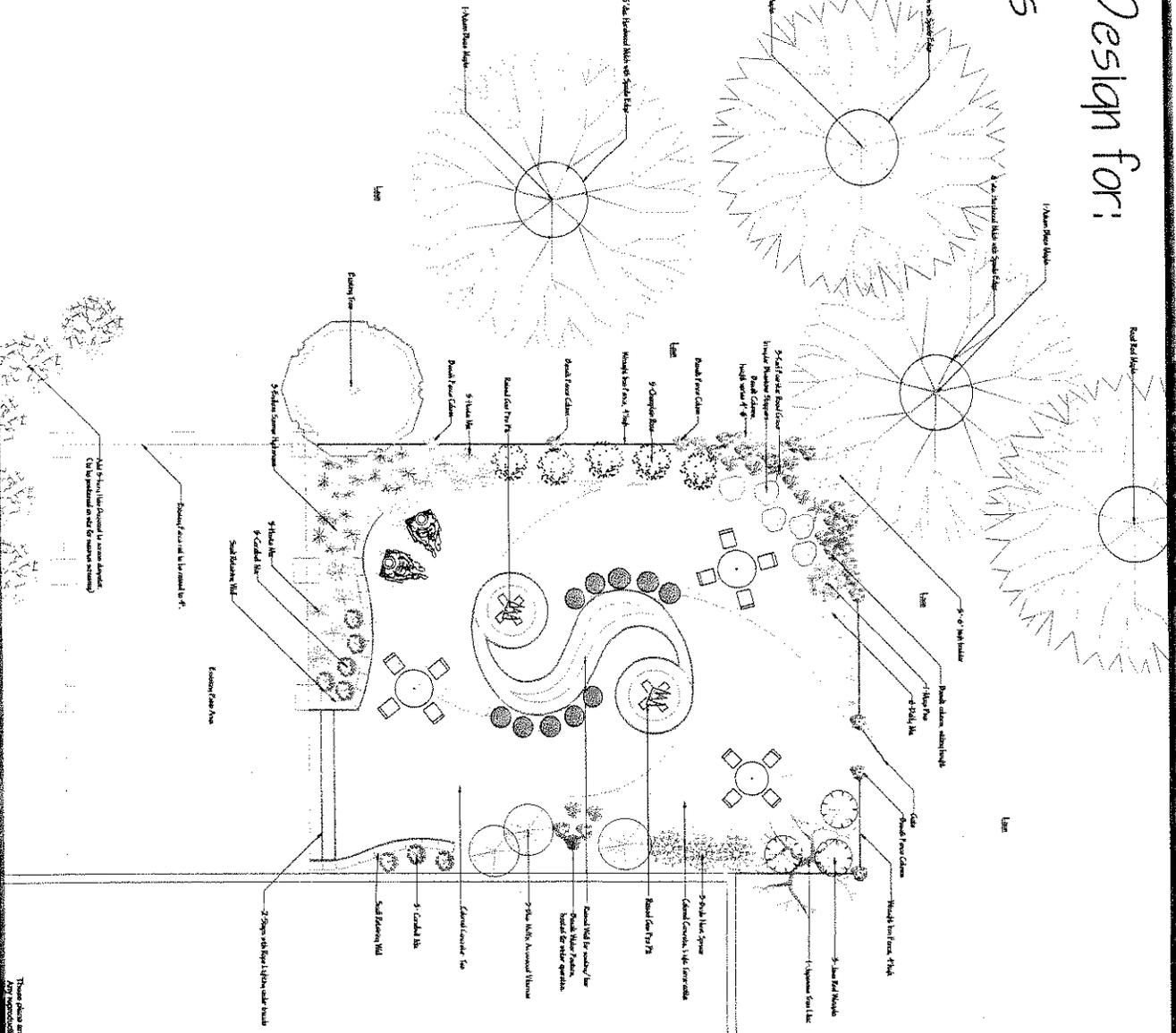
Property owners within 150' have been notified ~~9/20/13~~ 10/1/13

Outdoor Patio Design for:

Sliders

Symbol	Common Name	Quantity
	Cornus Nivea	2
	Royal Red Maple	2
	Autumn Blaze Maple	2
	Japanese Stool Oak	1
	Pyris Nut Spruce	3
	Hops Pine	1
	Blue Worthy Arctostaphylos	3
	Eastern Starburst Thalictrum	3
	Snow Red Weigela	3
	Chrysan Rose	5
	Honey Gold Forsythia	5
	Hobbit Hill	10
	Coral Rock Wreath	8
	Daphniphyllum	6
	Karl Foerster Reed Grass	5

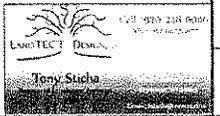
Plant List



- Notes:**
1. Planting schedule to be installed in front of patio and along main
 2. Installed plant lists in this area must be done
 3. Central plant to be installed
 4. Height of shrubs within patio or walk area
 5. Existing plant to be removed in 8' or wider perimeter

These plans and specifications are the property of Landmark Design, LLC. Any reproduction without permission of Landmark Design, LLC is prohibited.

REVISIONS: DATE



Sliders
Menasha, Wis.



Drawn: Jony Sticha, AIA
Checked: JY
DATE: 7/20/04
SCALE: 1/4" = 1'-0"
SHEET: A1





To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: **October 02, 2013**

The below individuals have applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment within the City. They have all met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following people be **APPROVED** for an Operator's License for the 2013-2015 licensing period:

Amanda Becker
Lisa Young
Ashley Siebers

The following individual(s) has applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment in the City. They have not met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following person be **DENIED** an Operator's License:

Thomas Kaufman

Denial



City of Menasha • Police Department

09/18/13

COPY

Thomas D. Kaufman
532 ½ Fifth St.
Menasha, WI 54952

RE: City of Menasha Alcohol Operators License Application

Dear Mr. Kaufman,

In conducting a background investigation in relationship to your Alcohol Operators License Application, the following information was determined. On January 26, 2004 you were convicted of Misdemeanor Operating While Revoked in Outagamie County. On August 3, 2004 you were convicted of a forfeiture operating without a Valid License in Winnebago County. On April 5, 2005 you were convicted of Misdemeanor Operating While Revoked in Winnebago County. On April 26, 2005 you were of Misdemeanor Operating while Revoked in Winnebago County. On October 18, 2005 you were convicted of Misdemeanor Operating while Revoked, Third Offense, in Outagamie County. And on December 7, 2005 you were convicted of Operating a Motor Vehicle While Intoxicated in the Town of Grand Chute Municipal Court, Outagamie County.

Based on your background investigation, I will be recommending that the Menasha Common Counsel deny your request for an Operators License in the city of Menasha, because under Guideline #3 you are considered a Habitual Law Offender.

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol. Individuals granted an Operators License must act in cooperation with Law Enforcement to enforce the Alcohol Beverage laws, drunk driving laws and assist with minimizing disturbances of the peace in maintaining the safety of the community. The incidents that you have been convicted of substantially relate to the license for which you have applied arose out of six separate incidents which occurred in the preceding ten (10) years.

The city of Menasha Police Department is recommending to the Common Council that they deny your application for an Alcohol Operators License with the city of Menasha. The recommendation will be given to the Common Counsel at its next meeting on October 7, 2013 at 6:00 p.m. or shortly thereafter. Should you wish to provide comment to the Common Counsel on your application you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Ronald Bouchard
City of Menasha Police Department
Investigative Services

cc: Chief Styka



To: Members of the Common Council
From: Chief Tim Styka
Date: September 24, 2013
RE: Alcohol Traffic Enforcement Grant 2013-14

We have received notification from the Wisconsin Department of Transportation that Menasha is eligible to receive up to \$17,000 for a traffic enforcement grant. These funds are to be used for the purposes of alcohol related traffic enforcement. The enforcement would take place as part of the Winnebago County OWI Taskforce as well as some local dedicated enforcement. Acceptance of this grant shows the continued support Menasha has to combat this statewide issue. The grant does require a local match of 25%. The match will be done through enforcement on regularly scheduled time and will not have an impact on the budget.

I am requesting your authorization to move forward with the application process which will allow us to accept the grant funds. As always we will continue to seek out similar opportunities and programs in the future to further the traffic safety mission for our community.

To: Alderpersons Kevin Benner, Jim Englebert, Michael Keehan, Mark Langdon, Rebecca Nichols, Stan Sevenich, Michael Taylor, Dan Zelinski

Cc: Mayor Donald Merkes

September 25, 2013

Members of Menasha Common Council,

We write to you on behalf of the Sikh Temple of the Fox Valley, 1304 Midway Road, Menasha, in regards to the property taxes they were assessed in error by the city of Menasha for the year 2011. As a 501(c)3 religious organization the Sikh Temple like all other religious organizations in the state of Wisconsin is exempt from property taxes.

There has been a year's worth of time and effort put into understanding why this error occurred and after repeatedly being told that correcting the error was not possible due to statutory requirements we reluctantly alerted the press to this situation so that our case could be heard by a greater audience. In the process of broadening our appeal we learned there is a means to correct this error as outlined in the Wisconsin Statutes. The specific statute which addresses this is Wisconsin Statute 74.33(1) which reads:

"After the tax roll has been delivered to the treasurer of the taxation district under s. 74.03, the governing body of the taxation district may refund or rescind in whole or in part any general property tax shown in the tax roll, including agreed-upon interest, if: . . . (c) The property is exempt by law from taxation."

Enclosed with this letter is an example of how this statute was used in the City of Milwaukee to rectify a similar situation.

The Common Council has the authority to correct this error and we are asking that this item be included on your agenda for your next Common Council Meeting scheduled for Monday, October 7th and proper action is taken to promptly resolve the matter.

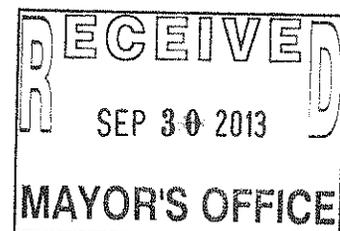
Sincerely,

Kamaljit Singh Paul M.D.
Member of Board of Trustees, (920) 203-3597

Bhagwant Singh Balli
Priest of Sikh Temple, Menasha

Rev. Mark Geisthardt
Religious Leader Chair of ESTHER
Pastor of First United Methodist Church, Neenah

Penny Robinson
President of ESTHER, (920) 450-1519



City of Milwaukee

Office of the City Clerk

200 E. Wells Street
Milwaukee, Wisconsin 53202

Certified Copy of Resolution

FILE NO: 100792

Title:

Substitute resolution cancelling real estate taxes levied against a certain parcel, 9524 W. Good Hope Road, on the 2009 tax roll.

Body:

Whereas, On December 3, 2008, Jerusalem Empowered African Methodist Episcopal Church purchased the property at 9524 W. Good Hope Road (tax key no. 1099994210-0) from King of Kings Lutheran Church; and

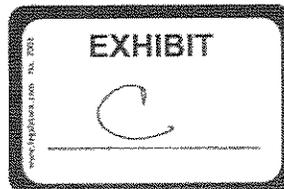
Whereas, The warranty deed for this transaction was recorded on January 12, 2009; and

Whereas, Because it already had non-profit status with the State of Wisconsin, Jerusalem Empowered was unaware that it needed to file for property-tax-exempt status for this property with the City of Milwaukee and, therefore, failed to meet the statutory deadline (March 1) to obtain tax-exempt status for the 2009 tax year; and

Whereas, The Common Council finds that Jerusalem Empowered African Methodist Episcopal Church is a religious and benevolent organization which should not be subject to property taxation on its church building and should not be required to pay 2009 property taxes based on a technicality; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the proper City officials are directed to cancel the 2009 property taxes, plus delinquent interest and penalties, for tax key no. 10999943210-0 (9524 W. Good Hope Road); and, be it

Further Resolved, That the proper city officers are authorized and directed to reflect the reduction in State Tax Credits as shown in this file by means of journal entries, charging the 2011 Remission of Taxes Fund, 0001 Org 9990 Program 0001 Sub-class S163 Account 006300, and crediting the State Tax Credit Fund.





I, Ronald D. Leonhardt, City Clerk, do hereby certify that the foregoing is a true and correct copy of a(n) Resolution Passed by the COMMON COUNCIL of the City of Milwaukee, Wisconsin on January 19, 2011.

Ronald D Leonhardt

Ronald D. Leonhardt

February 03, 2011

Date Certified



MEMORANDUM

TO: COMMON COUNCIL

FROM: PAMELA A. CAPTAIN

RE: September 25, 2013 Letter to the Common Council pertaining to 2011 property tax bill for the property at 1304 Midway Road.

Please be advised that we made contact with the city assessor, Mark Brown, Associated Appraisal Consultants, Inc., who indicated that he has a prior commitment and is not able to attend the October 7 common council meeting. Mr. Brown said that he is available to attend the next common council meeting on October 21st.

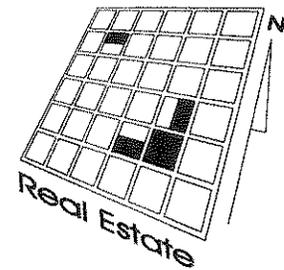
The September 25, 2013 letter to members of the Common Council pertaining to the 2011 property tax bill assessed to the property at 1304 Midway Road references §74.33(1), Wis. Stats., as a basis upon which the common council may refund or rescind any general property tax shown in the tax roll to have been issued in error if the property is exempt by law from taxation.

This statute is to be read in conjunction with §74.35, Wis. Stats., which provides a method for the recovery of unlawful taxes. Pursuant to §74.35(2m), Wis. Stats., "A claim that property is exempt, . . . may be made only in an action under this section. Such a claim may not be made by means of an action under s.74.33 or an action for a declaratory judgment under s. 806.04." In order to recover in an action for unlawful taxes, a claim had to have been filed by January 31 of the year in which the tax is payable (January 31, 2012) and the tax must be paid in full.

The September 25, 2013 letter leads the reader to believe that if an entity is a 501(c)3 religious organization that any property which the organization owns is automatically exempt from property taxes. That is not correct. There are 5 statutory tests to pass to qualify for tax exempt status under §70.11(4), Wis. Stats. A 501(c)3 religious organization may own both taxable and tax-exempt real and personal property. The city assessor has statutory authority to determine whether an entity's real and/or personal property is tax-exempt. There are multiple statutory procedures in place for challenging a city assessor's determination.

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



September 23, 2013

APPLETON, WI – Associated Appraisal Consultants, Inc., has recently received inquiries regarding the tax exemption status of the Sikh Temple at 1304 Midway Road in the City of Menasha. This property currently appears on the assessment roll as exempt from property taxes; however, it was assessed and taxed in 2011.

Under Wisconsin law, property tax exemption is not guaranteed for any religious organizations. The process to obtain exemption is to file a Property Tax Exemption Request with the local assessor. The assessor will grant exemption if the information provided meets the requirements of the law. In a situation where a property owner is assessed and taxed on a property that they believe should be exempt, the procedure under law is to pay the taxes and file a Claim for Unlawful Tax by January 31st of the year in which the taxes are due. If the claim is allowed by the City, then the taxes would be refunded.

We have been in open communication with the Sikh Temple, Dr. Paul and their legal representation. They have since provided the necessary documentation to obtain property tax exemption. However, the property owner did not follow the necessary procedures to claim exemption or contest the 2011 property tax bill as required by law. The assessor has no authority to rescind or refund property taxes.

Associated Appraisal Consultants, Inc., is under contract with the City of Menasha to complete the City's annual assessment work. We have over 50 years of experience in municipal assessment and are diligent in following the processes and procedures as specified in the *Wisconsin Property Assessment Manual* and Wisconsin Statutes.

Further questions may be directed to us at info@apraz.com.

Mark Brown
Director of Project Management

As part of that distribution, the taxation district treasurer shall allocate to each tax incremental district within the taxation district its proportionate share of taxes on improvements on leased land.

(3) **APPROVAL OF PAYMENT NOT REQUIRED.** The taxation district treasurer shall make payments required under subs. (1) and (2) whether or not the governing body of the taxation district has approved those payments. Following a payment required under subs. (1) and (2), the taxation district treasurer shall prepare and transmit a voucher for that payment to the governing body of the taxation district.

History: 1987 a. 378; 1991 a. 39; 1995 a. 408; 2001 a. 16; 2003 a. 33, 228; 2005 a. 241, 418; 2007 a. 97; 2009 a. 171.

74.31 Failure to settle timely. If the taxation district treasurer or county treasurer does not settle as required under ss. 74.23 to 74.30:

(1) **INTEREST CHARGE.** The taxation district or county which has not settled shall pay 12% annual interest on the amount not timely paid to the taxing jurisdiction, including this state, to which money is due, calculated from the date settlement was required.

(2) **PENALTY.** The taxing jurisdiction, including this state, to which money is due may demand, in writing, payment from the taxation district or county which has not settled. If, within 3 days after receipt of a written demand, settlement is not made, the taxation district or county shall pay the taxing jurisdiction, including this state, making the demand a 5% penalty on the amount remaining unpaid.

History: 1987 a. 387; 1991 a. 39.

74.315 Omitted property. (1) **SUBMISSION.** No later than October 1 of each year, the taxation district clerk shall submit to the department of revenue, on a form prescribed by the department, a listing of all the omitted taxes under s. 70.44 to be included on the taxation district's next tax roll, if the total of all such taxes exceeds \$5,000.

(2) **EQUALIZED VALUATION.** After receiving the form under sub. (1), but no later than November 15, the department of revenue shall determine the amount of any change in the taxation district's equalized valuation that results from considering the valuation represented by the taxes described under sub. (1). The department's determination under this subsection is subject to review only under s. 227.53.

(3) **NOTICE AND DISTRIBUTION.** If the department of revenue determines under sub. (2) that the taxation district's equalized valuation changed as a result of considering the valuation represented by the taxes described under sub. (1), the department shall notify the taxation district and the taxation district shall distribute the resulting collections under ss. 74.23 (1) (a) 5., 74.25 (1) (a) 4m., and 74.30 (1) (dm).

History: 2009 a. 171.

SUBCHAPTER V

ADJUSTMENT

74.33 Sharing and charging back of taxes due to palpable errors. (1) **FOUNDATIONS.** After the tax roll has been delivered to the treasurer of the taxation district under s. 74.03, the governing body of the taxation district may refund or rescind in whole or in part any general property tax shown in the tax roll, including agreed-upon interest, if:

(a) A clerical error has been made in the description of the property or in the computation of the tax.

(b) The assessment included real property improvements which did not exist on the date under s. 70.10 for making the assessment.

(c) The property is exempt by law from taxation, except as provided under sub. (2).

(d) The property is not located in the taxation district for which the tax roll was prepared.

(e) A double assessment has been made.

(f) An arithmetic, transpositional or similar error has occurred.

(2) **EXCEPTIONS.** The governing body of a taxation district may not refund or rescind any tax under this section if the alleged error may be appealed under s. 70.995 (8) (c) or if the alleged error is solely that the assessor placed a valuation on the property that is excessive.

(3) **CHARGING BACK AND SHARING TAXES.** If an error under sub. (1) has been discovered, the governing body of the taxation district shall proceed under s. 74.41.

History: 1987 a. 378; 1991 a. 39; 1993 a. 307; 1995 a. 408.

A potential error in classifying a mobile home as real, not personal, property was not a clerical error under sub. (1) (a), nor could it be considered to be the inclusion of a real property improvement that did not exist under sub. (1) (b), as the property did exist. *Ahrens v. Town of Fulton*, 2000 WI App. 268, 240 Wis. 2d 124, 621 N.W.2d 643, 99-2466. Affirmed on other grounds, 2002 WI 29, 251 Wis.2d 135, 641 N.W.2d 423, 99-2466.

74.35 Recovery of unlawful taxes. (1) **DEFINITIONS.** In this section "unlawful tax" means a general property tax with respect to which one or more errors specified in s. 74.33 (1) (a) to (f) were made. "Unlawful tax" does not include a tax in respect to which the alleged defect is solely that the assessor placed a valuation on the property that is excessive.

(2) **CLAIM AGAINST TAXATION DISTRICT.** (a) A person aggrieved by the levy and collection of an unlawful tax assessed against his or her property may file a claim to recover the unlawful tax against the taxation district which collected the tax.

(b) A claim filed under this section shall meet all of the following conditions:

1. Be in writing.

2. State the alleged circumstances giving rise to the claim, including the basis for the claim as specified in s. 74.33 (1) (a) to (e).

3. State as accurately as possible the amount of the claim.

4. Be signed by the claimant or his or her agent.

5. Be served on the clerk of the taxation district in the manner prescribed in s. 801.11 (4).

(2m) **EXCLUSIVE PROCEDURE.** A claim that property is exempt, other than a claim that property is exempt under s. 70.11 (21) or (27), may be made only in an action under this section. Such a claim may not be made by means of an action under s. 74.33 or an action for a declaratory judgment under s. 806.04.

(3) **ACTION ON CLAIM.** (a) In this subsection, to "disallow" a claim means either to deny the claim in whole or in part or to fail to take final action on the claim within 90 days after the claim is filed.

(b) The taxation district shall notify the claimant by certified or registered mail whether the claim is allowed or disallowed within 90 days after the claim is filed.

(c) If the governing body of the taxation district determines that an unlawful tax has been paid and that the claim for recovery of the unlawful tax has complied with all legal requirements, the governing body shall allow the claim. The taxation district treasurer shall pay the claim not later than 90 days after the claim is allowed.

(d) If the taxation district disallows the claim, the claimant may commence an action in circuit court to recover the amount of the claim not allowed. The action shall be commenced within 90 days after the claimant receives notice by certified or registered mail that the claim is disallowed.

(4) **INTEREST.** The amount of a claim filed under sub. (2) or an action commenced under sub. (3) may include interest computed from the date of filing the claim against the taxation district, at the rate of 0.8% per month.

(5) **LIMITATIONS ON BRINGING CLAIMS.** (a) Except as provided under par. (b), a claim under this section shall be filed by January 31 of the year in which the tax is payable.

(b) A claim under this section for recovery of taxes paid to the wrong taxation district shall be filed within 2 years after the last date specified for timely payment of the tax under s. 74.11, 74.12 or 74.87.

(c) No claim may be filed or maintained under this section unless the tax for which the claim is filed, or any authorized installment payment of the tax, is timely paid under s. 74.11, 74.12 or 74.87.

(d) No claim may be made under this section based on the contention that the tax was unlawful because the property is exempt from taxation under s. 70.11 (21) or (27).

(6) COMPENSATION FOR TAXATION DISTRICT. If taxes are refunded under sub. (3), the governing body of the taxation district may proceed under s. 74.41.

History: 1987 a. 378; 1989 a. 104; 1991 a. 39; 1997 a. 237; 2007 a. 19.

This section only authorizes courts to determine whether a taxpayer is exempt from taxes already paid, not taxes that might be assessed in the future. Tax exempt status, once granted, is not automatic. It is subject to continuing review, a notion inconsistent with a declaration that property is exempt from future property taxes. *Northwest Wisconsin Community Services Agency, Inc. v. City of Montreal*, 2010 WI App 119, 328 Wis. 2d 760, 789 N.W.2d 392, 09-2568.

74.37 Claim on excessive assessment. (1) DEFINITION. In this section, a "claim for an excessive assessment" or an "action for an excessive assessment" means a claim or action, respectively, by an aggrieved person to recover that amount of general property tax imposed because the assessment of property was excessive.

(2) CLAIM. (a) A claim for an excessive assessment may be filed against the taxation district, or the county that has a county assessor system, which collected the tax.

(b) A claim filed under this section shall meet all of the following conditions:

1. Be in writing.
2. State the alleged circumstances giving rise to the claim.
3. State as accurately as possible the amount of the claim.
4. Be signed by the claimant or his or her agent.
5. Be served on the clerk of the taxation district, or the clerk of the county that has a county assessor system, in the manner prescribed in s. 801.11 (4) by January 31 of the year in which the tax based upon the contested assessment is payable.

(3) ACTION ON CLAIM. (a) In this subsection, to "disallow" a claim means either to deny the claim in whole or in part or to fail to take final action on the claim within 90 days after the claim is filed.

(b) The taxation district or county that has a county assessor system shall notify the claimant by certified or registered mail whether the claim is allowed or disallowed within 90 days after the claim is filed.

(c) If the governing body of the taxation district or county that has a county assessor system determines that a tax has been paid which was based on an excessive assessment, and that the claim for an excessive assessment has complied with all legal requirements, the governing body shall allow the claim. The taxation district or county treasurer shall pay the claim not later than 90 days after the claim is allowed.

(d) If the taxation district or county disallows the claim, the claimant may commence an action in circuit court to recover the amount of the claim not allowed. The action shall be commenced within 90 days after the claimant receives notice by registered or certified mail that the claim is disallowed.

(4) CONDITIONS. (a) No claim or action for an excessive assessment may be brought under this section unless the procedures for objecting to assessments under s. 70.47, except under s. 70.47 (13), have been complied with. This paragraph does not apply if notice under s. 70.365 was not given.

(b) No claim or action for an excessive assessment may be brought or maintained under this section unless the tax for which

the claim is filed, or any authorized installment of the tax, is timely paid under s. 74.11 or 74.12.

(c) No claim or action for an excessive assessment may be brought or maintained under this section if the assessment of the property for the same year is contested under s. 70.47 (7) (c), (13), or (16) (c) or 70.85. No assessment may be contested under s. 70.47 (7) (c), (13), or (16) (c) or 70.85 if a claim is brought and maintained under this section based on the same assessment.

NOTE: The supreme court in *Metropolitan Associates v. City of Milwaukee*, 2011 WI 20, held the amendment of par. (c) by 2007 Wis. Act 86 to be unconstitutional and severed from the remainder of the statute. Prior to the amendment by Act 86, par. (c) read:

(c) No claim or action for an excessive assessment may be brought or maintained under this section if the assessment of the property for the same year is contested under s. 70.47 (13) or 70.85. No assessment may be contested under s. 70.47 (13) or 70.85 if a claim is brought and maintained under this section based on the same assessment.

(d) No claim or action for an excessive assessment may be brought or maintained under this section if the taxation district in which the property is located enacts an ordinance under s. 70.47 (7) (c) or if the 1st class city in which the property is located enacts an ordinance under s. 70.47 (16) (c), except that this paragraph does not apply if the taxation district or the 1st class city did not comply with s. 70.365.

NOTE: The supreme court in *Metropolitan Associates v. City of Milwaukee*, 2011 WI 20, held the creation of par. (d) by 2007 Wis. Act 86 to be unconstitutional and severed from the remainder of the statute.

(5) INTEREST. The amount of a claim filed under sub. (2) or an action commenced under sub. (3) may include interest at the average annual discount rate determined by the last auction of 6-month U.S. treasury bills before the objection per day for the period of time between the time when the tax was due and the date that the claim was paid.

(6) EXCEPTION. This section does not apply in counties with a population of 500,000 or more.

NOTE: The supreme court in *Nankin v. Village of Shorewood*, 2001 WI 92, 245 Wis. 2d 86, 630 N.W.2d 141, held sub. (6) to be unconstitutional and severed from the remainder of the statute.

(7) COMPENSATION. If taxes are refunded under sub. (3), the governing body of the taxation district or county that has a county assessor system may proceed under s. 74.41.

History: 1987 a. 378; 1989 a. 104; 1993 a. 292; 1995 a. 408; 2007 a. 86.

Sections 70.47 (13), 70.85, and 74.37 provide the exclusive method to challenge a municipality's bases for assessment of individual parcels. All require appeal to the board of review prior to court action. There is no alternative procedure to challenge an assessment's compliance with the uniformity clause. *Hermann v. Town of Delavan*, 215 Wis. 2d 370, 572 N.W.2d 855 (1998), 96-0171.

Sub. (6) is unconstitutional and severed from the remainder of the section. *Nankin v. Village of Shorewood*, 2001 WI 92, 245 Wis. 2d 86, 630 N.W.2d 141, 99-1058.

Claimants who never received notice of a changed assessment under s. 70.365 were exempt from the obligation to proceed before the board of review. However, they were required to meet the January 31 filing date in sub. (2), regardless of the fact that they never received the notice. *Reese v. City of Pewaukee*, 2002 WI App 67, 252 Wis. 2d 361, 642 N.W.2d 596, 01-0850.

While certiorari review of an assessment is limited to the review of the board of assessment's record, sub. (3) (d) allows the court to proceed without regard to any determination made at an earlier proceeding. The assessor's assessment is presumed correct only if the challenging party does not present significant contrary evidence. The court may hear new evidence and can enter a judgment if it is in the best interest of the parties under s. 73.39 (3). *Bloomer Housing Limited Partnership v. City of Bloomer*, 2002 WI App 252, 257 Wis. 2d 883, 653 N.W.2d 309, 01-3495.

After *Nankin*, the state-wide application of this section must prevail over any statutes that would defeat its implementation. Special rules help harmonize provisions that were once fully compatible with this section but, as a result of *Nankin*, conflict with this section. *U.S. Bank National Association v. City of Milwaukee*, 2003 WI App 220, 267 Wis. 2d 718, 672 N.W.2d 722, 03-0724.

When a taxpayer brings an action to recover excessive taxes under this section, the least favorable outcome for the taxpayer, and the best possible outcome for the taxation authority, is for the court to conclude there were no excessive taxes. The court cannot impose a greater tax burden than the one the taxation authority already agreed to when it accepted the taxpayer's payment. Although the court need not defer to the board of review's determination, and there is a statutory presumption that the assessor's determination is correct, when the board of review reduces the original assessment the court cannot reinstate the assessor's original assessment. *Trailwood Ventures, LLC v. Village of Kronenwetter*, 2009 WI App 18, 315 Wis. 2d 791, 762 N.W.2d 841, 08-1221.

When a city assessor correctly applies the Property Assessment Manual and statutes, and there is no significant evidence to the contrary, courts will reject a party's challenge to the assessment. *Allright Properties, Inc. v. City of Milwaukee*, 2009 WI App 46, 317 Wis. 2d 228, 767 N.W.2d 567, 08-0510.

Over Assessed? Appealing Home Tax Assessments. *McAdams*, Wis. Law. July 2011.

Debbie Galeazzi

Subject: FW: Park Board

From: tmshaker@aol.com [mailto:tmshaker@aol.com]
Sent: Wednesday, October 02, 2013 10:16 PM
To: Don Merkes
Cc: Brian Tungate
Subject: Park Board

Good Morning Mayor Merkes,

I hope all is well in our city...

I was prompted by Brian Tungate to contact you about the soon to be open slot on the Park Board for the city. Brian suggested that I talk to you about my interest in the open position.

I spoke to you last Friday night prior to the homecoming parade while you sat in the convertible with the mayor of Neenah. I told you I was one of the FOMP(friends of the Menasha pool)founding members. My daughter also gave you her two cents worth about saving the pool...

I have known Brian for many years. I met him when I was 9 years old when I joined the Neenah Police little league team and he was on his last year. BTW, we took the city championship that year...I would see Brian from time to time over the years and then having my kids in different programs with the Park and Rec., we talked about the aging facility and formed the FOMP committee. We have not done a lot, I am sure, in the eyes of the alderman or taxpayers or other groups, but we have formed a solid foundation and vision on what we feel would be beneficial to the city of Menasha with respect to the aging pool, the location of the pool and a long term plan with the facility.

A resident of the city since 1999, I feel the city has come a long way its overall goals, but would like to see the city's parks be more user friendly and be more inviting to people of all ages of our community. I am motivated to see things through. I am not afraid to speak to a crowd and debate subjects in a mature fashion.

The time is now to think of long range plans for our city and hope that you will consider me as a candidate for the Park Board. I went to High School with Sue Pawlowski and have worked on several fundraisers together

Thank you for your time

Tom Marshall
1166 Fieldview Drive

stipend for performing these additional duties above the current driver's position. Ald. Langdon asked if we approve this additional stipend if it would decrease our need to send out work for repairs and Chief Auxier confirmed this. Ald. Stevenson asked if this fee is a contractual fee and Chief Auxier noted this rate is agreed upon in the contract. He asked if there is a process in place for making sure employees are qualified. Chief Auxier noted there is a process in place for qualifying individuals. Ald. Stevenson asked if we could review the number of stipends that are paid out to ensure the pay matches the amount of work that is being performed. Chief Auxier said this is evaluated and can be adjusted in the future. Ald. Stevenson asked we put in the City of Neenah's budget narrative that we are compensating stipends for mechanics and identifying the number of mechanics. **MSC Ramos/Englebert to approve a fourth mechanic stipend for the 2014 budget and directed Chief Auxier to assign this stipend to a qualified individual from Neenah-Menasha Fire Rescue, all voting aye.**

MSC Englebert/Stevenson to convene in closed session pursuant to Wis. Stats. Sec. 19.85(1)(g) for the purpose of conferring with legal counsel who will render oral or written advice regarding Claim 12-14, Gary & Kathy Skibba, Ald. Langdon, Stevenson, Benner and Englebert voting aye and Ald. Ramos abstained and excused himself from the meeting.

MSC Stevenson/Englebert to reconvene in open session at 8:00 p.m., all voting aye.

MSC Stevenson/ Langdon recommends the City of Neenah and City of Menasha Common Councils approve Claim 12-14, Gary & Kathy Skibba claim settlement for a total of \$11,000, as negotiated by City Attorney James Godlewski, all voting aye.

MSC Stevenson/Englebert to adjourn at 8:01 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

