

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 18, 2013
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
Proposed City of Menasha Budget for the year 2014
- 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. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. Administrative Committee, 11/4/13
 - b. Board of Public Works, 11/4/13
 - c. Housing Authority, 10/29/13
 - d. Parks and Recreation Board, 11/11/13
 - e. Water and Light Commission, 10/23/13
 - f. Water and Light Commission - Special 10/16/13Communications:
 - g. Menasha Historical Society News, November 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, 11/4/13
 2. Budget Review Sessions, 11/6/13, 11/7/13, 11/11/13, 11/13/13
Board of Public Works, 11/4/13 – Recommends the Approval of:
 3. Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; DEDUCT: \$300.00 (Change Order No. 1)
 4. Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; ADD: \$2344.08 (Change Order No. 2)
 5. Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; ADD: \$1037.40 (Change Order No. 3)
 6. Change Order #1; Menasha Utilities McM. No. M0002-930159.04; High Lift Pumping Station Yard Piping; DeGroot, Inc.; ADD: \$11,490.00
 7. Payment – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A ; \$272,689.44 (Payment No. 1)
- H. ITEMS REMOVED FROM CONSENT AGENDA
- I. ACTION ITEMS
1. Accounts payable and payroll for the term of 11/7/13 to 11/14/13 in the amount of \$617,958.55.
 2. Beverage Operators License Applications for the 2013-2015 licensing period.

J. ORDINANCES AND RESOLUTIONS

1. R-17-13 – Resolution Levying Taxes For The Purpose Of Paying The Operating Expenses For The Year 2014 For The City Of Menasha. (Introduced by Mayor Merkes)
2. R-18-13 – Resolution to Distribute Funding for the Fox Cities Regional Partnership. (Introduced by Alderman Zelinski)
3. R-19-13 - Resolution Authorizing 2014 General Obligation Borrowing and the Issuance of Certificate of Indebtedness and Levying a Tax in Connection Therewith. (Introduced by Mayor Merkes)

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)

O. RECESS TO ADMINISTRATION COMMITTEE AND BOARD OF PUBLIC WORKS

P. CLOSED SESSION

Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Updates on PCB Litigation, City of Menasha vs. Waverly Sanitary District et al. Calumet County Case No. 13-CV-189, and City of Kaukauna vs Village of Harrison et al. Case No. 13-CV-159.)

Q. MAY RETURN INTO OPEN SESSION TO ACT ON ITEMS DISCUSSED IN CLOSED SESSION

R. ADJOURNMENT

MEETING NOTICE

Common Council – Monday, December 2, 2013 – 6:00 pm
Committee meetings to follow Common Council

NOTICE OF PUBLIC HEARING - 2014 BUDGET
MENASHA CITY HALL, 140 MAIN STREET

NOTICE IS HEREBY GIVEN, in accordance with Section 65.90(3) Wisconsin Statutes, that a Public Hearing will be held on Monday, November 18, 2013 at 6:00 P.M. or shortly thereafter on the proposed City of Menasha Budget for the year 2014. Any resident or taxpayer shall have the opportunity to be heard thereon. A summary of the proposed Budget is published herewith and a copy of the complete proposed Budget is available for public inspection at the Menasha City Hall and the Menasha Public Library during normal business hours.

2014 BUDGET SUMMARY

*****GENERAL FUND*****	2012	2013	2013	2014	%
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>	<u>CHANGE</u>
FUND BALANCE, JANUARY 1	\$2,248,561	\$2,363,718	\$2,363,718	\$2,371,389	
EXPENDITURES					
General Government	\$1,301,529	\$1,398,414	\$1,355,301	\$1,469,795	5.10%
Public Safety	7,779,432	7,791,532	7,604,458	7,913,943	1.57%
Health & Human Services	818,336	880,741	907,056	1,242,345	41.06%
Public Works	3,139,290	2,906,908	2,838,148	3,499,579	20.39%
Culture, Recreation & Educ.	2,781,946	2,812,772	2,791,734	2,938,252	4.46%
Conservation & Development	245,972	327,165	336,044	356,304	8.91%
Transfers Out	0	0			0.00%
TOTAL EXPENDITURES	\$16,066,505	\$16,117,532	\$15,832,741	\$17,420,218	8.08%
REVENUES					
Taxes (other than property)	\$185,538	\$195,000	\$196,674	\$193,500	-0.77%
Intergovernmental Revenue	4,791,710	4,756,319	4,697,150	4,847,486	1.92%
Licenses & Permits	434,578	453,625	468,306	469,577	3.52%
Fines, Forfeits & Penalty	135,858	150,000	137,000	144,000	-4.00%
Public Charges for Services	457,037	425,750	386,572	383,725	-9.87%
Intergovernmental Charges	1,398,071	1,319,432	1,344,105	1,351,066	2.40%
Miscellaneous Revenues	141,365	154,000	88,076	280,100	81.88%
Other Financing Sources	1,196,498	709,769	738,892	1,468,401	106.88%
TOTAL REVENUES	\$8,740,655	\$8,163,895	\$8,056,775	\$9,137,855	11.93%
AMOUNT TO BE RAISED BY PROPERTY TAX	\$7,441,007	\$7,783,637	\$7,783,637	\$8,127,363	4.42%
FUND BALANCE, DECEMBER 31	\$2,363,718	\$2,193,718	\$2,371,389	\$2,216,389	

SUMMARY OF ALL GOVERNMENTAL AND PROPRIETARY FUNDS

	<u>GENERAL</u>	<u>DEBT SERVICE</u>	<u>RECYCLING</u>	<u>ENTERPRISE</u>
Estimated Fund Balance, January 1	\$2,371,389	\$911,514	(\$131,742)	\$26,938,920
Tax Levy	8,127,363	1,156,009	255,424	-
Other Revenues	9,137,855	3,901,428	87,237	57,199,443
Total Revenue	17,265,218	5,057,437	342,661	57,199,443
Expenditures	(17,420,218)	(5,402,437)	(342,661)	(55,498,608)
Revenue over/(under) Expenditures	(155,000)	(345,000)	-	1,700,835
Fund Balance, December 31	\$2,216,389	\$566,514	(\$131,742)	\$28,637,755
	<u>INTERNAL</u>	<u>ALL OTHER</u>	<u>SUMMARY</u>	
	<u>SERVICE</u>	<u>GOV FUNDS</u>	<u>ALL FUNDS</u>	
Estimated Fund Balance, January 1	\$3,606,402	(\$1,519,231)	\$32,175,252	
Tax Levy	-	40,000	9,578,796	
TIF Tax Levy	-	3,122,119	3,122,119	
Other Revenues	1,552,975	(582,564)	71,296,374	
Total Revenue	1,552,975	2,579,555	83,997,289	
Expenditures	(2,085,254)	(2,322,651)	(83,071,829)	
Revenue over/(under) Expenditures	(532,279)	256,904	925,460	
Fund Balance, December 31	\$3,074,123	(\$1,262,327)	\$33,100,712	

There are no significant proposed increases or decreases to the current year budget due to new or discontinued activities or functions pursuant to 65.90(3)(bm), Wisconsin Statutes.

OUTSTANDING GENERAL OBLIGATION DEBT

<u>12/31/2011</u>	<u>12/31/2012</u>	<u>12/31/2013</u>
\$43,810,412	\$41,677,001	\$38,481,757

Dated at Menasha, Wisconsin
this 30th day of October, 2013

Peggy A. Steeno
City Comptroller/Treasurer

BUDGET COMPARISON (2014 Budget/2013 Levy)

ATTACHMENT A

UPDATE: 11/5/13

PREPARED BY:COMPROLLER/TREASURER

	<u>2012</u> <u>BUDGET</u>	<u>2013</u> <u>BUDGET</u>	<u>2014</u> <u>BUDGET</u>
<u>EXPENDITURES-GENERAL FUND (100)</u>			
GENERAL GOVERNMENT	\$ 1,328,795	\$ 1,398,414	\$ 1,469,795
PUBLIC SAFETY	7,847,164	7,791,532	7,877,943
HEALTH & HUMAN SERVICES	809,621	880,741	892,345
PUBLIC WORKS	2,978,734	2,906,908	2,886,747
CULTURE, RECREATION & EDUCATON	2,823,846	2,812,772	2,938,252
CONSERVATION & DEVELOPMENT	273,467	282,810	321,799
OTHER FINANCING USES	35,410	44,355	34,505
TOTAL	16,097,037	16,117,532	16,421,386
<u>REVENUES-GENERAL FUND (100)</u>			
TAXES	\$ (741,704)	\$ (748,569)	\$ (831,591)
INTERGOVERNMENTAL REVENUE	(4,741,097)	(4,756,319)	(4,627,486)
LICENSES AND PERMITS	(447,835)	(453,625)	(469,577)
FINES, FORFEITS & PENALTY	(152,000)	(150,000)	(144,000)
PUBLIC CHARGES FOR SERVICES	(437,625)	(425,750)	(383,725)
INTERGOVERNMENTAL CHARGES	(1,376,317)	(1,319,432)	(1,351,066)
MISCELLANEOUS REVENUES	(72,500)	(154,000)	(192,600)
OTHER FINANCING SOURCES	(563,200)	(156,200)	(156,200)
TOTAL	(8,532,278)	(8,163,895)	(8,156,245)
APPLICATION OF FUND BALANCE	(125,000)	(170,000)	(155,000)
TAX LEVY-GENERAL FUND	7,439,759	7,783,637	8,110,141
<u>CAPITAL PROJECTS FUND</u>			
EXPENDITURES	\$ -	\$ -	\$ 998,832
OTHER FINANCING SOURCES	-	-	(981,610)
TAX LEVY-CAPITAL PROJECTS FUND	-	-	17,222
<u>DEBT SERVICE FUND (310)</u>			
EXPENDITURES	\$ 7,503,491	\$ 4,392,552	\$ 5,402,437
TAXES	(598,534)	(582,169)	(629,309)
SPECIAL ASSESSMENTS	(69,500)	(125,000)	(145,000)
MISCELLANEOUS REVENUES	(16,000)	(14,000)	(5,000)
OTHER FINANCING SOURCES	(4,420,783)	(1,776,648)	(3,122,119)
APPLICATION OF FUND BALANCE	(500,000)	(400,000)	(345,000)
TAX LEVY-DEBT SERVICE FUND	1,898,674	1,494,735	1,156,009
<u>POST EMPLOYMENT SICK LEAVE RESERVE (260)</u>			
EXPENDITURES	\$ -	\$ 40,000	\$ 40,000
REVENUES	-	-	-
APPLICATION OF FUND BALANCE	-	-	-
TAX LEVY-POST EMPLOYMENT SICK LEAVE	-	40,000	40,000
<u>RECYCLING FUND (266)</u>			
EXPENDITURES	\$ 360,663	\$ 345,024	\$ 342,661
INTERGOVERNMENTAL REVENUE	(65,000)	(70,000)	(70,000)
PUBLIC CHARGES FOR SERVICES	(5,500)	(4,500)	(4,365)
INTERGOVERNMENTAL CHARGES	(300)	(100)	(100)
MISCELLANEOUS REVENUES	(25,000)	(10,000)	(12,772)
APPLICATION OF FUND BALANCE	-	-	-
TAX LEVY-RECYCLING FUND	264,863	260,424	255,424
TOTAL TAX LEVY-ALL FUNDS	\$ 9,603,296	\$ 9,578,796	\$ 9,578,796
EQUALIZED TAX RATE - LEVY/TID OUT	\$ 9.9615	\$ 10.3478	\$ 10.4580
EQUALIZED VALUATION - TID IN	\$ 1,028,857,200	\$ 992,831,200	\$ 974,894,000
EQUALIZED VALUATION - TID OUT	\$ 964,042,100	\$ 925,683,400	\$ 915,931,000
ASSESSED TAX RATE	\$ 10.1248	\$ 10.2236	N/A
ASSESSED VALUATION	\$ 1,012,337,900	\$ 1,007,623,100	N/A

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
November 4, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:58 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil,
ASD Steeno, Clerk Galeazzi

C. MINUTES TO APPROVE

1. Administration Committee, 10/21/13

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Amendment to City of Menasha Public Records Notice and Policy.

CA/HRD Captain explained the City's current Public Records Policy states a charge of \$2.00 for a photocopy of the first page of an open records document. State Attorney General's opinion is the cost of a photocopy should only be actual cost. The IT staff has determined the actual cost of a photocopy should not be more than \$0.25 a page.

Moved by Ald. Sevenich, seconded by Ald. Keehan to amend City of Menasha Public Records Notice and Policy paragraph 4. a & b to charge \$0.25 per page.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Benner to adjourn at 7:02 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
November 4, 2013

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:02 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil,
ASD Steeno, Clerk Galeazzi

C. MINUTES TO APPROVE

1. October 21, 2013

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements
Project; Contract E145-13-01A; DEDUCT: \$300.00 (Change Order No. 1)

DPW Radtke explained the change order is eliminating from the project the construction of a concrete working pad that was not necessary.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council change order for PTS Contractors, Inc., Ninth Street Lift Station Improvements Project; Contract E145-13-01A; DEDUCT: \$300.00 (Change Order No. 1).

Motion carried on roll call 7-0.

2. Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements
Project; Contract E145-13-01A; ADD: \$2344.08 (Change Order No. 2)

DPW Radtke explained the change order is for the breakup and removal of rock at the bottom of the lift station.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council change order for PTS Contractors, Inc., Ninth Street Lift Station Improvements Project, Contract E145-13-01A; ADD: \$2344.08 (Change Order No. 2).

Motion carried on roll call 7-0.

3. Change Order – PTS Contractors, Inc.; Ninth Street Lift Station Improvements
Project; Contract E145-13-01A; ADD: \$1037.40 (Change Order No. 3)

DPW Radtke explained the change order is for the contractor to relocate electric service and install a meter socket to accommodate a new control panel.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council change order for PTS Contractors, Inc., Ninth Street Lift Station Improvements Project, Contract E145-13-01A; ADD: \$1037.40 (Change Order No. 3).

Motion carried on roll call 7-0.

4. Change Order #1; Menasha Utilities McM. No. M0002-930159.04; High Lift Pumping Station Yard Piping; DeGroot, Inc.; ADD: \$11,490.00

Moved by Ald. Sevenich, seconded by Ald. Zelinski to recommend to Common Council change order #1, Menasha Utilities McM. No. M0002-930159.04, High Lift Pumping Station Yard Piping; DeGroot, Inc.; ADD: \$11,490.00

Motion carried on roll call 7-0.

5. Payment – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A ; \$272,689.44 (Payment No. 1)

DPW Radtke explained the payment amount includes all the change orders. A retainer is being held for some unfinished items.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council Payment to PTS Contractors, Inc. for Ninth Street Lift Station Improvements Project, Contract E145-13-01A, \$272,689.44 (Payment No. 1).

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 7:11 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Housing Authority
Council Chambers, City Hall – 140 Main Street
October 29, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 6:05 p.m. by Frank Haffner.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Commissioners Ald. Mike Keehan, Frank Haffner, Christine Kaup, Cliff Fischer, and Larry Haase.

MEMBERS EXCUSED/ABSENT: Tim Maurer, Mike Sheleski

OTHERS PRESENT: CDD Keil, PP Homan and Mary Bach.

C. MINUTES TO APPROVE

1. **Minutes of the October 2, 2012 Housing Authority Meeting**

Motion by Comm. Haase, seconded by Comm. Fischer to approve the October 2, 2012 Housing Authority meeting minutes.

The motion carried.

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

Five (5) minute time limit for each person.

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Mary Bach described initiatives being undertaken by Rebuilding Together and the city to assist elderly and disabled persons with housing rehabilitation. Kara Homan commented on the rehabilitation work initiated by Habitat for Humanity.

F. DISCUSSION ITEMS

1. **Review and Discussion of the CDBG Program Guidelines**

Mary Bach gave an overview of the city's housing program. The program operates on funds originating from Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) sources. The loans that were made to homeowners under these programs which have been repaid are entered into the city's housing rehabilitation revolving loan fund. The current RLF balances are \$85,722.04 in CDBG and \$18,439 in HOME funds.

Mary Bach distributed the city's current housing program guidelines, and asked the commissioners for comments. Discussion ensued on the following topics:

- Whether the establishment of target areas would be of benefit
- Whether minimum housing quality standards should be established
- The equitable distribution of housing program funds
- Whether garages should be required for all new housing development
- Whether conditions should be attached to CDBG loans with regard to property use and occupancy
- Whether housing design standards should be applied.
- Loan subordination criteria
- The different criteria under which loans may be made under the CDBG and HOME programs

G. ACTION ITEMS

1. Review of CDBG/HOME Rehab Requests for Funding

Applicant #126. Emergency furnace replacement in the amount of \$3,346.

Motion by Comm. Kaup, seconded by Comm. Ald. Keehan to approve \$3,346.00 for emergency replacement of the furnace.

The motion carried.

Applicant #127. Emergency furnace and water heater replacement in the amount of \$4,617.83.

Motion by Comm. Haase, seconded by Ald. Keehan to approve \$4,617.83 for the emergency furnace and water heater.

The motion carried.

Applicant #128. Roof repair/replacement and gutters/downspouts in the amount of \$11,000.

Motion by Comm. Fischer, seconded by Ald. Keehan to approve a maximum expenditure of up to \$11,000.00. Discussion regarding existing debt and prospects for default. Possible referral to Rebuilding Together.

The motion failed.

Motion to reconsider by Comm. Haase, seconded by Ald. Keehan. Discussion regarding using consistent criteria for reviewing applications.

The motion carried.

Motion by Comm. Haase, seconded by Ald. Keehan to approve \$11,000.00 for roof, gutter and downspout replacement if Rebuilding Together does not fund the project by 12/31/13.

The motion carried.

Applicant #129. No action taken; homeowner requested application to be placed on hold.

Applicant #130. Window replacement requested in the amount of \$6,978.00.

Motion by Comm. Haase, seconded by Ald. Keehan to approve \$6,978.00 for new windows.

The motion carried.

Applicant #131. Sewer repair and electrical upgrades that include basement re-wire to meet code, new 100 amp service with 30 amp panel; electrical repairs throughout home; add whole house attic fan; add GFCI outlets throughout home.

Motion by Comm. Haase, seconded by Comm. Kaup to approve \$2,115.00 for sewer repair, \$3,145.00 for electrical repairs and up to \$1,500.00 for stair repair.

The motion carried.

Applicant #132. Replace roof, gutters, windows, bring porches up to code, sewer replacement and electrical.

Motion by Comm. Haase, seconded by Ald. Keehan to approve replacement of roof, gutters, windows (to be paid out of HOME funds, balance from CDBG) porches including lead reduction,

sewer replacement and electrical.

The motion carried.

G. ADJOURNMENT

Motion by Comm. Haase, seconded by Ald. Keehan to adjourn at 7:25 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.

**CITY OF MENASHA
Parks and Recreation Board
1st Floor Conference Room
140 Main Street, Menasha
November 11, 2013
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Lisa Hopwood, Ald. Mark Langdon, Tom Marshall, Sue Pawlowski

MEMBERS EXCUSED: Nancy Barker, Cindy Schaefer-Kemps

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the October 14, 2013 Park Board Meeting**

Moved by Ald. M. Langdon, seconded by S. Pawlowski to approve the October 14, 2013 Park Board minutes. Motion carried.

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

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report – PRD Tungate**

PRD Tungate reported on the successful Pumpkin Hunt held on October 22 and updated the Board on the status of sending out an RFP for the Jefferson Park/Neighborhood master plan. The goal is to get it out by the end of the month.

2. **Park, Pool and Vandalism Report – PS Maas**

PS Maas reported that tree planting has continued this fall with money obtained from the CN donation. Leaf mulching and park shut down functions have also been taking place. Flag pole ball at Curtis Reed Square was replaced with the help of Menasha Utilities staff.

G. DISCUSSION

1. **2014 Marina Project List**

Discussion was held on the outcome of staff discussion with Harbormaster Schabach regarding her suggestion list for 2104. One main area was the overall condition of several landscape areas in the marina and along the Riverwalk. Staff intends to solicit input from a local landscape company and formulate a prioritized plan for improving the look of these areas.

2. **Recap of Department Budget Session**

PRD Tungate highlighted the discussion that was held on the potential shift of the Clerk Steno II employee to the Community Development Department. PRD Tungate stated that such a move should improve the overall level of customer service the Parks and Recreation Department provides the public because this person would potentially be available to handle occasional park and recreation questions/duties if the newly hired person was ill or on vacation.

3. **Gilbert Site – Trail Location**

PRD Tungate updated the Board on recent discussions with the Gilbert site property owners and engineers about the possibility of changing the alignment of the west end of the trail. It was

thought that starting the trail near the picturesque pond would provide a more attractive entrance to the riverfront trail. The new proposal calls for filling in a portion of the east edge of the pond adjacent to the law office.

The trail would wrap around the east side of the pond and connect to the main riverfront trail. RA Smith engineers have surveyed the area and will be working on preliminary trail redesign with the hope that this realignment still falls within the project budget. If everything looks positive, a recommendation to go with the new trail alignment along with the acceptance of the pond and little bit of property around it would go to the Plan Commission and the Common Council as soon as possible. The hope is that some improvements to the pond could be made along with the trail project. Dredging the pond, naturalizing the edge and perhaps adding some type of aeration system have been mentioned. The Board was supportive of this plan and was fine with this area becoming a park should it be necessary.

4. **3 on 3 Men's Basketball League**

PRD Tungate described how the interest in the men's basketball league has been declining over the past few years. As an alternative, he has spoken to a representative of the Fox Valley Recreation Association about the possibility of collaborating on a joint 3 on 3 men's basketball league, something that would be very unique in the Fox Valley area. This type of league may appeal to young and older adults alike, plus the cost to run such a league would be lower. The plan is to offer the league starting in January assuming the FVRA would like to become involved with helping the league become a reality.

H. ACTION ITEMS

1. **Recommendation to Board of Public Works to Include Street Tree Planting as Part of the Assessment of Any New Street Construction (examples of ordinances attached)**

Motion by L. Hopwood, seconded by Ald. M. Langdon to recommend to the Board of Public Works that street tree planting be included as part of the assessment with any new street construction and that tree planting becomes part of the cost of street reconstruction (non-assessed).

Further discussion: the Board wanted to maintain the property owners right to decline a tree on a reconstruction project. They felt the cost impact would be relatively low to include trees during reconstruction and might encourage some to have trees planted that normally wouldn't want a tree. Staff will begin work on crafting an ordinance change to bring before the Board of Public Works.

I. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

J. ADJOURNMENT

Moved by L. Hopwood, seconded by S. Pawlowski to adjourn at 8:20 p.m. Motion carried.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

October 23, 2013

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 A.M., with Commissioners Roy Kordus, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Electric and Water Distribution Supervisor; John Teale, Technical Services Engineer; and Don Voogt of McMahon Associates

Commissioner Merkes arrived at 8:03 a.m.

Item II. People from the Gallery to be heard on any topic of public concern to the Utility.

Mary Scoon, Local 1269 Union Representative, spoke regarding Act 10 updates and having union employees work collaboratively with management during the work rule updates.

Item III. Consent Items – Comm. Roush requested the wording of Regular Meeting changed to Special Meeting for the minutes of September 4, 2013 and the wording of Regular Meeting changed to Special Meeting for the minutes of September 11, 2013. Motion made by Comm. Kordus, seconded by Comm. Merkes, was unanimous on roll call to approve the following with the above corrections:

- A. Approval of the Proposed Minutes of the Special Meeting of October 11, 2013
- B. Approval of the Proposed Minutes of the Regular Meeting of September 25, 2013
- C. Approval of the Proposed Minutes of the Special Meeting of September 11, 2013
- D. Approval of the Proposed Minutes of the Special Meeting of September 4, 2013
- E. Approval of the Proposed Minutes of the Closed Session Meetings of July 31, 2013, August 21, 2013, August 28, 2013, September 14, 2013, September 23, 2013, & September 25, 2013.
- F. Approve and warrant payments summarized by checks dated October 10- 23, 2013, which includes Net Payroll Voucher Checks, Void O & M Check #500077, and Operation and Maintenance Voucher Checks for a total of \$796,290.00, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- G. Correspondence as listed:
 - Copy of an invitation to the MEUW District Dinner Meeting being held in Two Rivers on Tuesday, November 12 for district #4.
 - Copy of letter from the Wisconsin DNR dated September 25 Re: Safe Drinking Water Loan Program, project No. 4845-05
 - Copy of the 2013 Wisconsin Water Fact Sheet prepared by the Public Service Commission of Wisconsin

Comm. Roush requested a benchmark to the Wisconsin Water Fact Sheet prepared by the PSC of Wisconsin.

Item IV. Claims Against The Utility – there were no claims discussed at this meeting.

Item V. Purchase Orders over \$10,000 issued since the last Commission meeting were presented for informational purposes

Item VI. Unfinished Business, Electric Rate Case – General Manager Krause stated the rate order was received from the PSC. The overall increase was 1.88% with residential coming in at 4.43%. The effective date will be November 1, 2013.

We Energies Acquisition – Electric and Water Distribution Supervisor Pichler gave an update on two loops being created off of Highway 114 which will cost approximately \$20,000. Two customers of WE Energies are along this loop and could be served by Menasha Utilities if acquired.

Motion by Comm. Allwardt, seconded by Comm. Kordus was unanimous on roll call to approve acquiring two customers from WE Energies that are along the two loops being created off of Highway 114.

With the presence of Don Voogt from McMahon Associates New Business Items B & D were advanced for discussion.

Item VII. New Business, Water Reservoir Observation Report – Mr. Voogt, of McMahon Associates reported the inside of the reservoir appears to be in good condition with no weathering and should continue to serve the Utilities for decades. Water Plant Supervisor Gosz added the exterior portion of the reservoir is in need of maintenance and currently the City of Menasha and Menasha Utilities are working on resolving which entity should maintain the surface.

Change Order, De Groot, Inc. – The change order is requested to add facilities across the street from the High Lift Pumping Station that will allow effective flushing and sampling on the new main without engaging other portions of the existing distribution system. The change order includes a new water hydrant and the necessary fittings and valves.

After discussion a motion made by Comm. Zelinski, seconded by Comm. Roush, was unanimous on roll call to approve the Change order to De Groot, Inc. for the HLPS Piping Modification project for a total increase of \$11,490.

Don Voogt departed at 8:35 am.

RP3 Certification – Technical Services Engineer Teale presented the application process for the Reliable Public Power Provider (RP3) program. Levels are obtained using criteria within four RP3 areas that are based upon sound business practices and recognized industry best practices.

Sanitary Survey – A draft of the response to the Wisconsin Department of Natural Resources regarding the deficiencies identified in the Sanitary Survey dated June 17, 2013 was included in the packet.

WPPI Board of Directors – A motion by Comm. Roush, seconded by Comm. Kordus, was unanimous to recommend Melanie Krause as the WPPI Director and Commission President Mark Allwardt as the WPPI Alternate on the Board of Directors for WPPI Energy.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The September report was discussed.

Accounts Receivable Collection Report – Customer Services Manager Maurer presented an outline of the collection process to the Commission.

September Financial and Project Status Reports – Electric consumption decreased by 1.56% compared to budget with year-to-date remaining slightly above budget. There is a negative system losses ratio which is a natural cyclical trend due to the time of year when the air conditioner season has ended and the heating season has not begun. The actual cost of power was less than the budgeted cost which helped offset the lower revenues for the month.

Water usage increased 22.79% compared to budget driven primarily by an industrial customers increased usage and overall consumption for the year is up 11.71% compared to budget. Staff is investigating the negative system losses for the month.

After discussion, the Commission accepted the September Financial and Project Status Reports as presented.

Project Reports, Water Plant Projects – Mr. Gosz reported Front Range will begin work on the West Basin Repair project December 4th.

Metering Practice & Plan – Additional testing is being performed with Chapman and staff is working on completing the AMR meters.

Steam Plant RFP – There are ten interested parties and RFP's are due November 8th.

Item IX. No one from the Gallery was heard on any items discussed at this Meeting.

Item X. The motion by Comm. Roush, seconded by Comm. Merkes, was unanimously approved on roll call to adjourn at 9:02 a.m.

By: MARK L. ALLWARDT
President

DAN ZELINSKI
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

October 16, 2013

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 5:00 p.m. with Commissioners Joanne Roush, Don Merkes, Roy Kordus, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager and Paula Maurer, Customer Services Manager.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Closed Session – The motion by Comm. Merkes, seconded by Comm. Zelinski was unanimously approved on roll call to convene into closed session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories of disciplinary data of specific persons, preliminary consideration of par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Delinquent Accounts

There being no further business, the motion by Comm. Allwardt, seconded by Comm. Roush, was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 5:10 pm.

At this time Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Electric and Water Distribution Supervisor; and John Teale, Technical Services Engineer joined the meeting.

Item IV. New Business, Bids for HLPS West Wall Concrete – General Manager Krause reviewed the bid opening held October 9, 2013. Due to the bid coming in under the \$25,000 threshold, a purchase order will be issued for the amount.

Motion made by Comm. Zelinski, seconded by Comm. Roush, was unanimous on roll call to award the bid for the HLPS West Wall and Trough Repair to Front Range Environmental in the amount of \$11,400.

2014 Strategic Plan & Electric, Water, Telecommunications & Energy Services Budget Review & Approval – Ms. Krause reported the Strategic Plan incorporated the items

discussed at the September 4th and 11th strategic meetings. Measurements were taken off the matrix and included in the detailed sections within each utility.

The 2014 Electric Utility Financial Report was based on 567,894,027 Kwh purchased with the average cost of power at \$72.51/Mwh. Figures were derived from averages of actual consumption for 2012 and 2013 along with WPPI projections for sales and purchase power cost.

The Income Statement revenues reflect the rate increase that should go into effect in November of 2013; the sales expense is negative due to the payment back to customers for unspent conservation program dollars; and purchase power makes up \$41,793,952 or 91% of the \$46,161,542 total operating expenses.

Comm. Allwardt requested a payback analysis of the Engineering Study for capacitance on the 35kV distribution system in the substations department of the Electric Utility.

The 2014 Water Utility Financial Report was based on water consumption calculated using a 3 year average.

The summary cash flow accounts reflect a 2% pay increase for all employees and management and Administrative Expenses reflect a 10% increase in health insurance.

After review and discussion, two changes to the Water Utility were recommended by the Commission. The first was Item #2 in Water Plant, Repair east wall of HLPS and drain trough. The motion by Comm. Merkes, seconded by Comm. Roush, was unanimous to change the amount from \$40,000 to \$20,000. The second was Item #7 in Water Distribution, Replace Water Main. The motion by Comm. Roush, seconded by Comm. Allwardt, was unanimous to change the 2014-2019 budgeted amounts to reflect the revised Water Main Replacement Plan schedule.

The Telecommunications cash flow projection is based on keeping all the same customers; contracting with Wiscnet; and maintaining a redundant service for internet.

The Energy Services budget reflects the agreements with the City for the Koslo and Jefferson Park lighting projects.

There were no other changes and the motion made by Comm. Roush, seconded by Comm. Merkes, was passed on roll call (4 - 1), to approve the 2014 Strategic Plan, Electric, Water, Telecommunications & Energy Services Budget with the two changes noted above. Commissioners Allwardt, Merkes, Roush, Zelinski voted yes, Commissioner Kordus voted no.

Item V. No one from the Gallery was heard on any items discussed at this Meeting

Item VI. The motion by Comm. Allwardt, seconded by Comm. Merkes, was unanimously approved on roll call to adjourn at 7:13 p.m.

By: MARK L. ALLWARDT
President

DAN ZELINSKI
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL
ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE
SUBJECT TO REVISION.

MENASHA HISTORICAL SOCIETY NEWS

November 2013



HONORING OUR VETERANS MENASHA'S WORLD WAR TWO STORIES

THURSDAY, NOVEMBER 14

7:00 P.M.

ELISHA D SMITH LIBRARY-COMPANY E ROOM



A sixty minute documentary on the World War Two experiences of three Menasha residents. This is a time to reflect, reminisce, and give thanks to those who have served in order to retain our FREEDOM. Come and join in sharing this event.

EXCITING RECENT EVENTS – “MOVING FORWARD”

Five Monday evenings Mark Ropella brought his Appleton Career Academy students to view our historical artifacts and meet with some of our officers. This gave the students a chance to go out of their “comfort zone” and discover the history of an adjoining city. They, in turn, are required to further their knowledge in areas of graphic design, preservation, scanning or finding some area they are interested in pursuing. Posters have already been designed which include pictures and background information on Curtis Reed. They will be incorporated in our “Early Settlers” wall. The Career Academy has also generously donated a male mannequin to the society so we now have the Army and Navy uniforms on display.

Another step “moving forward” has begun with twenty-four 5th grade students from Butte des Morts Elementary School taking a WALKING field trip to become more informed of Menasha’s past history. They were educated by Bob Smarzinski, Jean Chew and Kathy Humski dividing them into 3 stations where they could ask questions and actually touch some of the artifacts along with viewing DVD pictures of “old” Menasha on our newly acquired TV screens. A very well-disciplined group were treated with Halloween cookies and milk before leaving the building to tour the Isle of Valor and heading on back to school for dismissal. Thank you to their dedicated teacher, Mrs. Kathryn Tegge, and Kathy Humski for making all of this possible. Hopefully, this will be a stepping-stone for future classes to acquaint them with background history of Menasha and they will, in turn, get their parents interested in becoming active participants.

The following are excerpts from the student’s responses: (Interesting!!)

“Thank you so much for your time to teach us so much about long ago. We appreciate it!”

“Were you a captain in the Vietnam War? What did you like most about the war? A lot of people died for our country.”

“I learned a lot about our country and the wars. Also our freedom. Thank you for teaching me stuff I did not know!”

“I learned how in the old days they did their hair and how they dressed. What was the horse riding outfit made out of?”

“I learned that boys had to wear a skirt on there swimming suit”.

“How long have you worked at the Menasha Historical? What do you do when no one is there? Do you like your job?”

“Thank you for volunteering to go on this awesome field trip. Thank you very much for inviting us. I love history.”

“One of the amazing things I learned was that the real hill of the dead is at Fritse Park under the hill that the slide is on.”

“What do think Menasha would be like if Elisha D. Smith hadn’t come here?”

AND LAST BUT NOT LEAST ALMOST EVERYONE WROTE: “Thank you for the cookies and milk!!”

Our work is never ending! We continue to utilize our very limited space and have now received permission to extend our displays outside of our locked area. This will include pictures, maps, informational literature, hours, etc. When renting the other areas in the Memorial Building people will then be able to gain historical knowledge as well as perhaps become more involved in restoring the past.

We continue to receive royalty checks from the sale of our “Menasha” book so remember to put that on your list of presents to purchase.

ANNUAL CHRISTMAS BANQUET/PROGRAM

THURSDAY, DECEMBER 12

5:00 P.M.

GERMANIA HALL

"Menasha High School Fire of 1936"

42 persons attended our October meeting at which Christine Williams of the Fox-Wisconsin Heritage Parkway presented a program on the history and geography of the Fox River and the lock systems.

WELCOME NEW MEMBERS

Todd & Sara Grimm
Linda Knorr Grishaber
Kathy & Wayne Humski
Marie Keddell
Allen & Barbara Kozlowski
Gary Smarzinski

Membership Dues:
\$15/individual, \$25/couple
Menasha Historical Society
P. O. Box 255
Menasha, WI 54952



Board Meeting – Monday, Nov. 4, 6:00 p.m.

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

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CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 4, 2013
MINUTES

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 Benner, Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, LD Lenz, Clerk Galeazzi

DEPT. HEADS EXCUSED: PRD Tungate, PHD Nett

D. PUBLIC HEARING

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Presentation by Neenah-Menasha Fire Rescue Dive Team.

Assistant Fire Chief Mike Sipin gave a presentation on the creation and operations of the NMFR Dive Team and the fundraising efforts of Bruce Peterson's family and friends.

2. R-16-13 A Resolution to Recognize Bruce Peterson's Family Members and Friends for their Assistance in Raising Funds to Support the Neenah-Menasha Dive Rescue Team.

Moved by Ald. Benner, seconded by Ald. Zelinski to adopt R-16-13.

Motion carried on voice vote.

FC Auxier read the Resolution and presented it to the family and friends of Bruce Peterson.

3. Update from Neenah-Menasha Sewerage Commission.

Randy Much, NMSC Manager, updated the Council on the plant construction project. The project is within budget, but may not meet the completion date due to some unexpected holdups.

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

Minutes to receive:

- a. Administration Committee, 10/21/13
- b. Board of Health, 9/11/13
- c. Board of Public Works, 10/21/13
- d. City Hall Safety Committee, 9/5/13
- e. Committee on Aging, 9/12/13
- f. Landmarks Commission, Special, 10/28/13
- g. NMFR Joint Fire Commission, 10/23/13
- h. NMFR Joint Finance & Personnel Committee, 10/22/13
- i. NM Sewerage Commission, 10/9/13
- j. Plan Commission, 10/29/13
- k. Police Safety, 3/28/13
- l. Public Works/Parks Safety Committee, 9/24/13
- m. Redevelopment Authority, 10/30/13

DRAFT

Communications

- n. Mark Brown, Assessor, to Common Council, 10/21/13; Sikh Temple – Timeline of Events
- o. Village of Harrison, Ordinance Adopting Amendments to the Harrison Comprehensive Plan, Ordinance V13-10, 10/28/2013.

Moved by Ald. Benner, seconded by Ald. Keehan to receive Minutes and Communications A-O.
General discussion ensued.
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, 10/21/13

Administration Committee, 10/21/13 – Recommends the Approval of:

- 2. Renewal of Menasha's vision insurance benefit with Vision Insurance Plan of American, Inc accepting option 2 for plan years 2014-2016.
- 3. To continue participation in Local Government Property Insurance Fund for 2014 at the premium of \$26,132.

Board of Public Works, 10/21/13 – Recommends the Approval of:

- 4. Change Order #1; Menasha Utilities McM. No. M0002-930159.06; Water Main Reconstruction, Edgewater Drive and Lakecrest Drive; Don Hietpas & Sons, Inc.; ADD: \$21,267.50.
- 5. Change Order #6; Menasha Utilities McM. No. M0002-910333.07; 16-Inch Transmission Main Construction; Dorner, Inc.; ADD: \$296.25.
- 6. Payment – Al Dix Concrete, Inc.; Contract Unit No. 2013-01; Midway Road Walk Construction; \$163,793.86 (Payment No. 1).
- 7. To Remove the Two Hour Parking Restriction on the North Side of First Street in the Parking Bay Section adjacent to the Menasha Library West of Racine Street and to draft an ordinance.

NMFR Joint Finance and Personnel Committee, 10/22/13 – Recommends the Approval of:

- 8. Chapter 3, Sec. 5-3-5, Re-inspection or Missed Appointments of the Fire Prevention Code.
- 9. Amending their respective fee schedule to add a \$100 fire re-inspection fee for each fire re-inspection performed.

Plan Commission, 10/29/13, - Recommends the Approval of:

- 10. The Extraterritorial Certified Survey Map at 901-921 Appleton Road, Town of Menasha.
- 11. The Certified Survey Map at 835 Valley Road.

Ald. Sevenich requested to remove item 6 and Ald. Nichols requested to remove items 8 & 9 from Consent Agenda.

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda items 1-5, 7, 10 & 11
Motion carried on roll call 7-0.

H. **ITEMS REMOVED FROM CONSENT AGENDA**

Moved by Ald. Sevenich, seconded by Ald. Nichols to approve Consent Agenda item 6, Payment to Al Dix Concrete Inc, Contract Unit No. 2013-01 for Midway Road Walk
Motion carried on roll call 7-0.

Moved by Ald. Nichols, seconded by Ald. Langdon to approve Consent Agenda items 8 & 9, Chapter 3, Sec 5-3-5, Re-inspection or Missed Appointments of the Fire Prevention Code. Amending respective fee schedule to add a \$100 fire re-inspection fee for each fire e-inspection performed. General discussion ensued on problems with properties that are not compliant.
Motion carried on roll call 7-0.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 10/18/13 to 10/31/13 in the amount of \$673,318.48.

Moved by Ald. Nichols, seconded by Ald. Benner 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 Operator License Applications for the 2013-2015 licensing period as submitted.

Motion carried on voice vote.

J. ORDINANCES AND RESOLUTIONS

1. O-5-13 An Ordinance Amending Title 5, Chapter 3 of the Code of Ordinances (Fire Prevention Code - Re-inspections or Missed Appointments). (Introduced by Ald. Langdon) (Recommended by NMFR Joint Finance and Personnel Committee).

Moved by Ald. Sevenich, seconded by Ald. Langdon to suspend the rules and take up O-5-13.

Motion carried on roll call 7-0.

Moved by Ald. Langdon, seconded by Ald. Benner to adopt O-5-13.

Motion carried on roll call 7-0.

2. O-6-13 An Ordinance to Amending Title 10, Chapter 1 of the Code of Ordinances (Parking Regulations – Parking for Two or More Consecutive Hours) (Introduced by Ald. Langdon) (Recommended by the Board of Public Works).

Moved by Ald. Langdon, seconded by Ald. Keehan to adopt O-6-13

Motion carried on roll call 7-0.

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. Board of Public Works, recommends :

Sustainability Board recommendations for 2014 Waste Reduction and Automation as outline in memo dated October 3, 2013. (Held 10/21/13)

Moved by Ald. Sevenich, seconded by Ald. Taylor to approve Board of Public Works recommendation for 2014 Waste Reduction and Automation as outlined in memo dated Oct 3, 2013.

Moved by Ald. Nichols, seconded by Ald. Englebort to amend motion to include that the Department of Public Works study implementation of 18 annual curbside collections and other cost effective recycling program options beginning in 2015 using equipment included in the 2014 budget; and to bring a report to the Board of Public Works including projected recycling tonnage, projected refuse tonnage and projected costs.

General discussion ensued on the amendment.

Motion on amendment carried on roll call 7-0.

Motion as amended carried on roll call 7-0.

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. RECESS TO ADMINISTRATION COMMITTEE AND BOARD OF PUBLIC WORKS

Moved by Ald. Langdon, seconded by Ald. Keehan to recess at 6:53 p.m.

Motion carried on voice vote

Reconvened at 7:15 p.m.

DRAFT

P. ADJOURN

Moved by Ald. Benner, seconded by Ald. Langdon to adjourn into Closed Session Pursuant to Wis. Stats. §19.85(1)(e) & (f); Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Considering financial, medical, social or personal histories or disciplinary data of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. (Delinquent Account)

Motion carried on roll call 7-0.

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

City of Menasha
Common Council
2014 Budget Review Session
Common Council Chambers
Wednesday, November 6, 2013
MINUTES

DRAFT

- A. Call to Order
Meeting called to order by Mayor Merkes at 5:00 p.m.
- B. Pledge of Allegiance
- C. Roll Call/Excused Absences
PRESENT: Aldermen Nichols, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner
EXCUSED: Alderman Taylor
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, ASD Steeno, FC Auxier,
DFC DeLeeuw, PHD Nett, Jean Wollerman and Brian Rammer (YMCA), DPW Radtke,
PWS Jacobson, Asst. PW Nieland, Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda
(five (5) minute time limit for each person)
No one spoke.
- Moved by Ald. Benner, seconded by Ald. Langdon budget reductions must be in the amount of \$1,000 or more.
General discussion on reducing budgets by small amounts.
Motion carried on roll call 5-2.
Ald. Nichols, Langdon, Keehan, Englebert, Benner voted yes.
Ald. Sevenich, Zelinski voted no.
- E. Fire Department
FC Auxier and DFC DeLeeuw gave an overview of the Fire Department's budget.
Menasha's share will be 40.40% and Neenah's share will be 59.60%
General discussion ensued.
- F. Health Dept./Senior Center/Weights & Measures/Employee Safety
PHD Nett, Jean Wollerman and Brian Rammer from YMCA, gave an overview of the Senior Center budget.
General discussion ensued.
- PHD Nett gave an overview of the remaining budgets for the Health Department.
General discussion ensued.
- G. Public Works
DPW Radtke, PWS Jacobson and Asst. PW Nieland gave an overview of the Public Works budget.
General discussion ensued.
- H. Adjourn
Moved by Ald. Englebert, seconded by Ald. Benner to adjourn at 7:40 p.m.
Motion carried on voice vote.

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

City of Menasha
Common Council
2014 Budget Review Session
Common Council Chambers
Thursday, November 7, 2013
MINUTES

DRAFT

- A. Call to Order
Meeting called to order by Mayor Merkes at 5:00 p.m.
- B. Pledge of Allegiance
- C. Roll Call/Excused Absences
PRESENT: Aldermen Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols
EXCUSED: Alderman Taylor
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, LD Lenz, PC Styka, Lt. Bouchard, Lt. Albrecht, IT Suprv James, CDD Keil, PP Homan, Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda (five (5) minute time limit for each person)
Paul Eisen, Library Board Member. Spoke on Library budget.
- E. Library
LD Lenz gave an overview of the Library budget
General discussion ensued.
- F. Information Technology
PC Styka and IT Supervisor James gave an overview of the Information Technology budget
General discussion ensued.
- G. Police Department
PC Styka and Lt. Albrecht gave an overview of the Police Department budget.
General discussion ensued.
- H. Community Development
CDD Keil and PP Homan gave an overview of the Community Development budget.
General discussion ensued.

Moved by Ald. Zelinski, seconded by Ald. Sevenich the payment to Fox Cities Regional Partnership is split into two payments.
CA/HRD Captain explained the motion was not germane.
Ald. Sevenich withdrew his second.
- I. Adjourn
Moved by Ald. Nichols, seconded by Ald. Langdon to adjourn at 8:35 p.m.
Motion carried on voice vote.

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

City of Menasha
Common Council
2014 Budget Review Session
Common Council Chambers
Monday, November 11, 2013
MINUTES

DRAFT

- A. Call to Order
Meeting called to order by Mayor Merkes at 5:00 p.m.
- B. Pledge of Allegiance
- C. Moment of Silence recognizing Veterans' Day
Mayor Merkes asked for a moment of silence in recognition of Veterans' Day.
- D. Roll Call/Excused Absences
PRESENT: Aldermen Langdon, Keehan, Zelinski, Benner, Nichols, Sevenich
EXCUSED: Aldermen Taylor and Englebert
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, ASD Steeno, PRD Tungate,
Pk Supt Maas, Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda
(five (5) minute time limit for each person)
No one spoke.
- E. Parks/Recreation/Forestry/Cemetery/Pool
PRD Tungate and Pk Supt Maas gave an overview of the Parks, Recreation,
Forestry, Cemetery and Pool budgets.
General discussion ensued.
- F. Finance Department/Revenues/Assessor
ASD Steeno gave an overview of the Finance Department and Assessor budgets.
She also reviewed debt service and revenues.
General discussion ensued.
- G. Personnel/Attorney/Clerk/Elections
CA/HRD Captain gave an overview of the Personnel and Attorney budgets.
General discussion ensued.
CA/HRD Captain and Clerk Galeazzi gave an overview of the Clerk and Elections
budgets.
General discussion ensued.
- H. Common Council/Mayor
Mayor Merkes gave an overview of the Mayor and Common Council budgets.
General discussion ensued.
- I. Adjourn
Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 6:35 p.m.
Motion carried on voice vote.

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

City of Menasha
Common Council
2014 Budget Review Session
Common Council Chambers
Wednesday, November 13, 2013
MINUTES

DRAFT

- A. Call to Order
Meeting called to order by Mayor Merkes at 5:15 p.m.
- B. Pledge of Allegiance
- C. Roll Call/Excused Absences
PRESENT: Aldermen Keehan, Zelinski, Englebert, Benner, Nichols, Sevenich, Langdon
EXCUSED: Alderman Taylor
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, Joe Weidert, Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda (five (5) minute time limit for each person)
No one spoke.
- E. Presentation by Joe Weidert, Weidert Creative - Menasha Branding and Marketing Update
Joe Weidert gave a presentation on the results of a recent survey he conducted on the image of Menasha. He explained Phase 2 of the marketing of Menasha project.
General discussion ensued.
- F. Any final 2014 Budget Amendments
Department Heads and Mayor commented on their 2014 goals.
Council members commented on priorities for 2014.
- G. Adjourn
Moved by Ald. Nichols, seconded by Ald. Langdon to adjourn at 6:20 p.m.
Motion carried on voice vote.

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

City of Menasha Disbursements

Accounts Payable	11/7/13-11/14/13	\$ 653,948.82
	Checks # 44247-44383	
	Void check # 44268	\$ (191,611.54)
Payroll	11/14/13	<u>\$ 155,621.27</u>
	Total	<u>\$ 617,958.55</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: 11/7/2013

Date: 11/11/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	44247	11/7/2013		1312495	731-1022-541.30-18	224.88 Grease Gun w/Battery
				1314920	731-1022-541.30-18	101.00 Brush/Clamp/Drill
				1314924	731-1022-541.38-03	(64.97) Credit Memo
				1315114	731-1022-541.30-18	15.12 Nut
				1315142	731-1022-541.30-18	181.64 Coupling/Fare Caps
	1315167	731-1022-541.30-18		31.11 Duct Tape		
	Total for check: 44247				488.78	
AIRGAS USA LLC	44248	11/7/2013		9020827112	731-1022-541.30-18	145.26 Acetylene
				Total for check: 44248		145.26
ARING EQUIPMENT CO INC	44249	11/7/2013		306790	731-1022-541.38-03	146.22 Filters
				Total for check: 44249		146.22
BADGER HIGHWAYS CO INC	44250	11/7/2013		161208	625-1010-541.30-18	839.62 Asphalt
					100-1003-541.30-18	770.85 Asphalt
					100-1004-541.30-18	390.39 Asphalt
				Total for check: 44250		2,000.86
BAHCALL RUBBER CO INC	44251	11/7/2013		632561-001	731-1022-541.38-03	568.53 Fitting/Monoblok/Coupler
				Total for check: 44251		568.53
BERGSTROM FORD OF NEENAH	44252	11/7/2013		231606	100-0801-521.29-04	1,419.43 Seat Repairs/Weatherstrip
				25259	100-0801-521.29-04	541.28 Moulding/Assembly & Relay
				25358	731-1022-541.38-03	55.93 Handle
				N140140	100-0801-521.80-03	18,173.00 Vehicle/PD
				Total for check: 44252		20,189.64

AP Check Register
Check Date: 11/7/2013

Date: 11/11/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BMO HARRIS BANK NA	44253	11/7/2013	4037972	100-0202-512.21-06	260.00	Monthly Fees
			Total for check: 44253		260.00	
BRAZEE ACE HARDWARE	44254	11/7/2013	024050	100-0920-531.24-03	8.47	Caulk/Putty Knife/Filler SC Patio Door Trim Repair
			Total for check: 44254		8.47	
BROCK WHITE COMPANY	44255	11/7/2013	12370492-00	100-0704-552.24-03	80.36	Trowel/Speedcrete
			Total for check: 44255		80.36	
CALUMNET COUNTY CLERK OF COURTS	44256	11/7/2013		100-0000-201.03-00	150.00	Bond/MEPD 13-3742
			Total for check: 44256		150.00	
CAREW CONCRETE & SUPPLY CO INC	44257	11/7/2013	952174	100-1009-541.30-18	46.00	EXJ-1/2" X 4" X 5'
			952991	100-1009-541.30-18	68.00	
			Total for check: 44257		114.00	
CASPERS TRUCK EQUIPMENT INC	44258	11/7/2013	62225	731-1022-541.38-03	(189.36)	Credit
			62279	731-1022-541.38-03	(186.74)	Credit
			68883	731-1022-541.38-03	233.43	Solenoid Assy
			69077	731-1022-541.38-03	98.00	Latch,Rotary,Rivittess
			69422	100-1006-541.30-15	351.05	Plow Blades
				731-1022-541.38-03	349.26	RAM Assembly/Spinner
			Total for check: 44258		655.64	
DIGICORPORATION	44259	11/7/2013	136173	100-0702-552.29-01	100.00	Boat Launch Permit
			136298	100-0702-552.29-01	45.00	Holiday Hayride Tickets
			136409	100-0000-134.00-00	(7.90)	Business Cards PD
				100-0801-521.29-01	51.90	Business Cards PD
			Total for check: 44259		189.00	

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Date: 11/11/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
AL DIX CONCRETE INC	44260	11/7/2013		490-0000-201.04-00	(4,972.97)	Midway Rd Concrete Walk Contract 2013-01	
				490-1009-541.82-02	168,766.83	Midway Rd Concrete Walk Contract 2013-01	
				Total for check: 44260		163,793.86	
DLT SOLUTIONS LLC	44261	11/7/2013		4316173	743-0403-513.24-04	4,260.92	AutocAD 2014
				Total for check: 44261		4,260.92	
FACTORY MOTOR PARTS CO	44262	11/7/2013		18-1263642	731-1022-541.38-03	89.18	Battery
				18-1267478	731-1022-541.38-03	276.02	Batteries
				Total for check: 44262		365.20	
FERGUSON ENTERPRISES #448	44263	11/7/2013		0956654	100-0703-553.30-18	124.38	Adpts, Unions, Coups
				Total for check: 44263		124.38	
FERGUSON WATERWORKS #1476	44264	11/7/2013		0139163-1	625-1010-541.30-18	1,066.00	Inserta Tees
				0139936	625-1010-541.30-15	96.00	Holesaw
				0139984	625-1010-541.30-18	44.75	PVC Coup
				0140245	625-1010-541.30-18	156.54	Core/Coupler
				CM012329	625-1010-541.30-18	(645.00)	Credit memo
Total for check: 44264		718.29					
FORCE AMERICA INC	44265	11/7/2013		02121146	731-1022-541.38-03	783.34	Spool/Valve
				Total for check: 44265		783.34	
FOX VALLEY HUMANE ASSOCIATION	44266	11/7/2013		100-0806-532.25-01	1,122.39	September Fees	
				Total for check: 44266		1,122.39	

AP Check Register

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FOX-WISCONSIN HERITAGE PARKWAY INC	44267	11/7/2013		100-0304-562.32-01	150.00	Annual Membership
					150.00	
			Total for check: 44267			
GILBERT MILL DEVELOPMENT CO LLC &	44268	11/7/2013		489-0305-562.73-01	191,611.54	Development Incentive
				489-0305-562.73-01	(191,611.54)	Development Incentive
					0	
			Total for check: 44268			
GRIEBBACH READY-MIX LLC	44269	11/7/2013		100-1004-541.30-18	846.00	Melissa/State
				100-1009-541.30-18	974.25	9th/Appleton Rd
				100-1014-543.30-18	462.00	Water Street
					2,282.25	
			Total for check: 44269			
HOME DEPOT CREDIT SERVICES	44270	11/7/2013		1032645	18.38	Homer Buckets/Tray Liner
				1035951	29.72	Sponges/Letters
				1036012	5.48	Patio Door Trim Board
				4030021	47.86	Filters
				5074150	11.27	Light Bulbs
				6036851	106.52	APG & SEG BL
					219.23	
			Total for check: 44270			
HOTSY CLEANING SYSTEMS INC	44271	11/7/2013		0096779-IN	330.00	Panel Wash
					330.00	
			Total for check: 44271			
INTRADYN	44272	11/7/2013		2053	2,199.00	Software Update
					2,199.00	
			Total for check: 44272			
INVENTORY TRADING COMPANY	44273	11/7/2013		253826	144.00	PD Clothing Allowance
				253827	285.00	PD Clothing Allowance
					429.00	
			Total for check: 44273			

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JX ENTERPRISES INC	44274	11/7/2013	G-232530009	731-1022-541.38-03	233.95	Switch Battery Disc/Parts
		11/7/2013	G-232540003	731-1022-541.29-04	645.31	Electric Control Module
		11/7/2013	G-232540012	731-1022-541.38-03	95.40	Valve-Air Rooker
			Total for check: 44274		974.66	
KUNDINGER FLUID POWER INC	44275	11/7/2013	50256683	731-1022-541.38-03	3.26	Union
		11/7/2013	50256689	731-1022-541.38-03	256.66	Ring/Elbow/Hose Assy
		11/7/2013	50256928	731-1022-541.38-03	78.24	Coupling/Adapter
			Total for check: 44275		338.16	
LEVENHAGEN CORPORATION	44276	11/7/2013	050910A-IN	731-1022-541.30-18	217.20	SCHEF 229 Moly Ultra Red 2
			Total for check: 44276		217.20	
MATTHEWS TIRE & SERVICE CENTER	44277	11/7/2013	49115	731-1022-541.38-02	7.41	Valve Stem/Hardware
		11/7/2013	49156	731-1022-541.38-02	1,412.50	Tires
			Total for check: 44277		1,419.91	
MEDICAL PRODUCTS LABORATORIES INC	44278	11/7/2013	554589	100-0909-531.30-18	158.50	Bubble Gum Varnish
			Total for check: 44278		158.50	
MENARDS-APPLETON EAST	44279	11/7/2013	31968	100-0704-552.24-03	29.99	Concrete Floor Paint
		11/7/2013	32162	266-1028-543.30-18	119.88	Rake
		11/7/2013	32308	100-0801-521.24-03	27.67	Studs/Panel
			Total for check: 44279	100-1001-514.30-18	178.79	1.25 Wall Plate
MENARDS-APPLETON WEST	44280	11/7/2013	42407	100-0704-552.24-03	29.99	Paint
		11/7/2013	42641	100-0920-531.24-03	4.47	SC Hot Water Cartridge
		11/7/2013	42689	100-0920-531.24-03	(4.47)	Water Cartridge/CREDIT
		11/7/2013	42692	100-0920-531.24-03	7.97	SC Hot Water Cartridge

AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENARDS-APPLETON WEST...	44280...	11/7/2013...	42692...	100-1001-514.30-18	1.49	Screw & Anchor Assl Building Supplies
				Total for check: 44280	39.45	
TOWN OF MENASHA POLICE DEPARTMENT	44281	11/7/2013		100-0000-201.03-00	288.00	Bond/MEPPD 13-3721
				Total for check: 44281	288.00	
MENASHA TREASURER	44282	11/7/2013		HEALTH DEPT		
				100-0903-531.33-01	31.70	Mileage
				100-0905-531.30-18	18.96	Dept Supplies
				100-0909-531.30-18	4.99	Dept Supplies
				100-0914-531.30-18	10.76	Dept Supplies
				Total for check: 44282	66.41	
MENASHA UTILITIES	44283	11/7/2013				
				100-1008-541.22-03	181.62	Electric
				100-0703-553.22-03	558.20	Electric
				100-0703-553.22-05	383.24	Water
				100-0703-553.22-06	132.51	Storm
				100-0903-531.22-03	147.85	Electric
				100-0903-531.22-05	56.42	Water
				100-0000-123.00-00	8.42	Electric
				100-0305-562.22-06	7.50	Storm
				601-1020-543.22-03	62.13	Electric
				Total for check: 44283	1,537.89	
MILLER & ASSOCIATES	44284	11/7/2013		215450	1,700.00	Bench
				Total for check: 44284	1,700.00	
MORTON SAFETY	44285	11/7/2013		830721	24.70	Ear Plugs
				Total for check: 44285	24.70	
N&M AUTO SUPPLY	44287	11/7/2013		458958	39.50	Steel Brake Line Tubing
				459157	28.88	Electronic Flasher

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
N&M AUTO SUPPLY...	44287...	11/7/2013	459339	731-1022-541.38-03	8.96	Oil Filters
		11/7/2013	459480	731-1022-541.38-03	14.02	Interior Door Handle
		11/7/2013	459617	731-1022-541.38-03	162.00	Vernier Cable
		11/7/2013	459626	731-1022-541.38-03	6.87	Wheel Bolt Nut
		11/7/2013	459685	731-1022-541.38-03	37.61	Brake Shoes/Core Deposit
		11/7/2013	459757	731-1022-541.38-03	12.41	Fuel Filter
		11/7/2013	460028	731-1022-541.38-03	(7.62)	Core Deposit/CREDIT
		11/7/2013	460047	731-1022-541.38-03	13.99	Trail Light Converter
		11/7/2013	460081	731-1022-541.38-03	7.80	Clear RTV Silicone
		11/7/2013	460794	731-1022-541.38-03	15.19	Wire
		11/7/2013	461385	731-1022-541.38-03	47.52	Spark Plug
		11/7/2013	461395	731-1022-541.38-03	16.02	Oil Filter
NATIONAL ELEVATOR INSPEC SERVICES	44288	11/7/2013	0130342	100-1001-514.20-04	83.00	PD Elevator Inspection October 17
		11/7/2013	0130411	100-0801-521.20-04	75.00	PD Elevator Inspection October 16, 2013
		Total for check: 44288			158.00	
NEENAH-MENASHA SEWERAGE COMMISSION	44289	11/7/2013	2013-158	601-1021-543.25-01	84,256.21	November 2013 Wastewater Treatment
		11/7/2013	2013-164	601-1021-543.25-01	32,830.00	Interest & Debit Charges
		Total for check: 44289			117,086.21	
OLD DOMINION BRUSH	44290	11/7/2013	0049028-IN	731-1022-541.38-03	63.16	Latch Lift & Turn
		Total for check: 44290			63.16	
PACKER CITY INTERNATIONAL	44291	11/7/2013	3-232760081	731-1022-541.38-03	35.11	Lube Filter/Sepr
		11/7/2013	3-232770039	731-1022-541.38-03	31.00	Def 2.5
		11/7/2013	3-232820052	731-1022-541.38-03	15.36	Lube/fitl
		11/7/2013	3-232890032	731-1022-541.38-03	18.32	Crimp Fi
		11/7/2013	3-232890032	731-1022-541.38-03	36.64	Crimp

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PACKER CITY INTERNATIONAL....	44291...	11/7/2013	3-232900023	731-1022-541.30-18	46.50	Filters
				731-1022-541.38-03	24.93	Filters
				3-232950031	32.70	Air Filter
				3-232960004	161.94	Pipe
	Total for check: 44291				402.50	
DIGICORPORATION	44292	11/7/2013	203547	100-0801-521.30-11	9.46	Postage
				203609	8.70	Postage
				Total for check: 44292	18.16	
PRIORITY 1 POLICE & FIRE	44293	11/7/2013		100-0801-521.29-04	1,705.00	New Squad Equipment
				Total for check: 44293	1,705.00	
RANDALL'S AUTO HAUS INC	44294	11/7/2013	18961	731-1022-541.29-04	141.32	A/C Repair
				Total for check: 44294	141.32	
RICK'S AUTO GLASS INC	44295	11/7/2013	1108742	731-1022-541.29-04	65.00	Rear Defrost
				Total for check: 44295	65.00	
RIESTERER & SCHNELL INC	44296	11/7/2013	571469	731-1022-541.38-03	68.44	Bracket
				Total for check: 44296	68.44	
DR TERESA RUDDOLPH	44297	11/7/2013		100-0903-531.21-05	150.00	Monthly Services
				Total for check: 44297	150.00	
BEV SAWYER	44298	11/7/2013		100-0801-521.19-03	64.99	Clothing Allowance
				Total for check: 44298	64.99	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SHOWCASE CONCRETE INC	44299	11/7/2013	1929	100-0704-552-24-03	295.00	Repair Concrete/Pool
	Total for check: 44299				295.00	
SMT MANUFACTURING & SUPPLY	44300	11/7/2013	0024952-JN	731-1022-541.98-03	20.24	Belt
	Total for check: 44300				20.24	
STAPLES ADVANTAGE	44301	11/7/2013	3211291824	731-1022-541.30-10	69.73	Supplies
				100-0703-553.30-10	28.03	Supplies
				100-0304-562.30-10	3.80	Supplies
				100-0702-552.30-10	21.78	Supplies
				100-1002-541.30-10	7.03	Supplies
				625-1002-541.30-10	6.34	Supplies
				100-1002-541.30-10	11.99	Supplies
				100-1001-514.30-10	560.50	Copy Paper
				100-0401-513.30-10	100.02	Office Supplies
	Total for check: 44301				809.22	
STUMPF CREATIVE LANDSCAPES	44302	11/7/2013	7327	625-1010-541.21-06	1,115.00	Lake Park Villas Pond Herbicide Treatment
	Total for check: 44302				1,115.00	
SUPERIOR CHEMICAL CORP	44303	11/7/2013	41451	100-0000-132.00-00	270.04	Absorber/Odor Neutralizer
			41461	731-1022-541.30-18	126.85	Glass Cleaner
	Total for check: 44303				396.89	
TAPCO	44304	11/7/2013	1435883	100-0802-521.30-18	515.72	Crosswalk Signs/Signs/Base
				100-0801-521.30-18	332.26	Crosswalk Signs/Signs/Base
	Total for check: 44304				847.98	

AP Check Register

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UNIFIRST CORPORATION	44305	11/7/2013	097-0148949	731-1022-541.20-01	112.65	Clothing/Supply Cleaning	
	Total for check: 44305					112.65	
	UR WASHINSTUFF INC	44306	11/7/2013	10063	100-0801-521.29-04	85.65	August 15 Car Washes
				10064	100-0801-521.29-04	119.91	September 21 Car Washes
Total for check: 44306					205.56		
THE VALLEY GUIDE LLC	44307	11/7/2013	1113	100-0702-552.29-03	95.00	Ad	
	Total for check: 44307					95.00	
JANET VANLANKVELT	44308	11/7/2013	100-0000-201.12-00		400.99	Senior Center Supplies	
	Total for check: 44308					400.99	
	VERIZON WIRELESS	44309	11/7/2013	9712577937	100-1002-541.22-01	196.58	Cell Phone
				625-1002-541.22-01	65.51	Cell Phone	
				100-0601-551.22-01	9.31	Cell Phone	
				743-0403-513.30-15	40.01	Broadband Charges	
Total for check: 44309					311.41		
WAUSAU EQUIPMENT COMPANY INC	44310	11/7/2013	155809	100-1006-541.30-18	2,598.21	Bushing/Aluminum Link	
			155845	100-1006-541.30-18	1,354.35	Plastic Sgmtv/Shaft	
			155846	100-1006-541.30-18	936.43	Stock	
	Total for check: 44310					4,888.99	
WBAY	44311	11/7/2013	571701	100-0000-201.15-00	300.00	Halloween Advertisement	
	Total for check: 44311					300.00	
WE ENERGIES	44312	11/7/2013		100-1008-541.22-04	18.92	Baldwin Street Gas 9/24/13 - 10/23/13	
				100-1012-541.22-03	2,255.33	Street Lights	

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WE ENERGIES...	44312...	11/7/2013...	...	100-0703-553.22-03	38.80	Conservancy
			Total for check: 44312		2,313.05	
WIL-KIL PEST CONTROL	44313	11/7/2013	2351108	731-1022-541.20-07	66.50	Contract
			Total for check: 44313		66.50	
WINNEBAGO COUNTY CLERK OF COURTS	44314	11/7/2013		100-0000-201.03-00	150.00	Bond/MEPD 13-3671
			Total for check: 44314		150.00	
WINNEBAGO COUNTY TREASURER	44315	11/7/2013	4837	100-0805-521.25-01	102.92	Inmate Housing
			Total for check: 44315		102.92	
WKZG-FM	44316	11/7/2013	IN-11310113419	100-0000-201.15-00	160.00	Farm Market Advertisement
			Total for check: 44316		160.00	
XIONG, PA ZONG	44317	11/7/2013	PA ZONG XIONG	100-0000-441.23-00	30.00	Refund Memorial Bldg
			Total for check: 44317		30.00	
ZEP SALES & SERVICE	44318	11/7/2013	9000578748	731-1022-541.30-18	243.58	Zero DZ
			Total for check: 44318		243.58	
					341,922.47	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
AAA SANITATION INC	44319	11/14/2013	605275	100-0703-553.20-09	111.29	Tollets Jefferson Park	
	Total for check: 44319					111.29	
	ACCURATE	44320	11/14/2013	1314891	100-1008-541.30-18	209.00	Flat/Locknut/Thread
			11/14/2013	1315292	731-1022-541.30-18	168.81	Nut/Weatherpak
		11/14/2013	1315297	731-1022-541.30-18	149.40	Brakleen	
	11/14/2013	1315362	731-1022-541.30-18	31.11	Duct Tape		
Total for check: 44320					558.32		
CITY OF APPLETON	44321	11/14/2013	215779	100-0302-542.25-01	12,917.00	Valley Transit October	
	Total for check: 44321					12,917.00	
ARING EQUIPMENT CO INC	44322	11/14/2013	307018	731-1022-541.38-03	59.33	Bulb	
	Total for check: 44322					59.33	
BADGER HIGHWAYS CO INC	44323	11/14/2013	161258	625-1010-541.30-18	86.27	Hotmix Asphalt	
				100-1003-541.30-18	86.60	Hotmix Asphalt	
				100-1004-541.30-18	3,384.74	Hotmix Asphalt	
	Total for check: 44323					3,557.61	
BECK ELECTRIC INC	44324	11/14/2013	N0613-COM-ED12	100-1019-552.21-06	1,110.74	Tayco St Lift Bridge Reimbursable from WISDOT	
	Total for check: 44324					1,110.74	
BROOKS TRACTOR	44325	11/14/2013	D27319	731-1022-541.38-03	(12.63)	Gaskets, O-Rings/CREDIT	
		11/14/2013	D27572	741-0000-193.00-00	8,659.20	Engine/Core/Cool-Gard	
	Total for check: 44325					8,646.57	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BRUCE MUNICIPAL EQUIPMENT INC	44326	11/14/2013	5132703	731-1022-541.38-03	59.62	Gauge, Press
	Total for check: 44326				59.62	
BUBBRICKS	44327	11/14/2013	810903	100-0801-521.30-10	119.48	Supplies
	Total for check: 44327				119.48	
CDW GOVERNMENT INC	44328	11/14/2013	GMS381	743-0403-513.29-01	334.51	Toner
	Total for check: 44328				334.51	
CLEAR WATER CAR WASH	44329	11/14/2013	3843	100-0801-521.29-04	110.00	Interior Cleaning of Car
	Total for check: 44329				110.00	
DIGICORPORATION	44330	11/14/2013	136545	266-1027-543.29-01	2,481.89	Newsletters
				100-0405-513.29-01	2,133.00	Newsletters
	Total for check: 44330				4,614.89	
EARTHLINK BUSINESS	44331	11/14/2013		100-0402-513.22-01	7.02	Assessor
				100-0201-512.22-01	6.83	Attorney
				100-0000-123.00-00	15.58	Build Inspc
				100-0203-512.22-01	14.19	Clerk
				100-0304-562.22-01	25.53	Comm Dev
				100-1001-514.22-01	77.27	City Hall
				100-0401-513.22-01	34.44	Finance
				731-1022-541.22-01	27.72	Garage
				100-0903-531.22-01	52.37	Health
				743-0403-513.22-01	16.38	IT
				100-0601-551.22-01	181.51	Library
	Total for check: 44331				458.84	
EARTHLINK BUSINESS	44332	11/14/2013		100-0101-511.22-01	10.76	Mayor
				100-0702-552.22-01	28.87	Rec

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description		
EARTHLINK BUSINESS...	44332...	11/14/2013...	...	100-0703-553.22-01	48.50	Parks		
				100-0202-512.22-01	17.25	Personnel		
				100-0801-521.22-01	267.64	Police		
				100-1002-541.22-01	44.98	Engineering		
				100-0920-531.22-01	14.08	Senior		
				100-1008-541.22-01	4.07	Sign		
				100-0502-522.22-01	42.75	EOC		
				207-0000-123.00-00	28.67	Marina		
				100-0000-123.00-00	320.86	Menasha Utilities		
				Total for check: 44332				
FACTORY MOTOR PARTS CO	44333	11/14/2013	18-268594	731-1022-541.30-18	88.80	Shop Supplies		
				Total for check: 44333				
FASTSIGNS OF APPLETON	44334	11/14/2013	A 75163	100-0801-521.29-04	373.55	Graphics on Squad 41		
				11/14/2013	A 75164	100-0801-521.29-04	373.55	Graphics on Squad 40
				11/14/2013	A 75168	100-0801-521.29-04	450.00	Graphics on Squad 20
				11/14/2013	A70483	100-0703-553.24-03	(2.00)	Fix Amount
				Total for check: 44334				
FERRELLGAS	44335	11/14/2013	1078761233	266-1027-543.21-06	90.56	Cyl Exchange		
				Total for check: 44335				
FOX VALLEY HUMANE ASSOCIATION	44336	11/14/2013	199917FY13-14	100-0801-521.34-02	450.00	Training/200110513		
				Total for check: 44336				
GAT SUPPLY INC	44337	11/14/2013	00022624	731-1022-541.30-18	43.08	Active Grip Latex		
				Total for check: 44337				

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GOSS AUTO BODY INC	44338	11/14/2013	56405	100-0801-521.29-04	187.50	MEPD 13-3117
	Total for check: 44338				187.50	Recovered Stolen Vehicle
GUNDERSON INC	44339	11/14/2013	129485	100-0801-521.30-13	40.42	Towels/Mats
	Total for check: 44339				40.42	
GUSTMAN CHEVROLET SALES INC	44340	11/14/2013	29446	731-1022-541.38-03	224.38	Gasket/Cylinder/Seal
	Total for check: 44340				224.38	
DANIELLE HANDLER	44341	11/14/2013		100-0000-201.15-00	571.54	Farm Market Reimbursement
	Total for check: 44341				571.54	
INDEPENDENT INSPECTIONS LTD	44342	11/14/2013	307719	100-0301-523.21-06	6,167.22	October Permits
	Total for check: 44342				6,167.22	
JX ENTERPRISES INC	44343	11/14/2013	G-232620019	731-1022-541.38-03	212.80	Switch/Wiper/Washer
	Total for check: 44343				212.80	
KAVANAUGH EXCAVATING LLC	44344	11/14/2013	1068	100-0000-123.00-00	9,500.00	Demo 100 Fox Street
	Total for check: 44344				9,500.00	
KITZ & PFEIL INC	44346	11/14/2013	092314-0030	100-1002-541.30-18	12.82	Engineer Hammer
				625-1002-541.30-18	4.27	Engineer Hammer
				100-1009-541.30-18	9.88	Cover
				100-1001-514.30-13	15.92	Bulbs
				100-1002-541.30-18	1.49	Key for Eng Shop
				100-0801-521.29-05	10.49	Wrapper
				731-1022-541.30-18	2.00	Hardware Misc
				100-1009-541.30-18	7.72	Cover
				100-1009-541.30-18	10.76	Glue/Expansion Joint

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFELL INC...	44346...	11/14/2013	092714-0213	100-0801-521.29-05	40.42	Hardware Misc/Ratchet/Bit
		11/14/2013	100114-0019	100-0703-553.24-03	27.50	Flange/Bolts/Cement
		11/14/2013	100114-0020	100-0703-553.30-18	18.89	Blade
		11/14/2013	100114-0042	100-1001-514.24-03	5.69	Hardware Misc
		11/14/2013	100114-0082	100-1008-541.30-18	3.58	Strap
		11/14/2013	100214-0020	100-1001-514.30-18	15.27	WD40/Duct Tape
		11/14/2013	100314-0051	100-0801-521.30-18	4.99	Tote
		11/14/2013	100414-0032	100-0703-553.24-03	16.97	Clamps
		11/14/2013	100814-0003	100-0703-553.24-03	4.36	Hardware Misc
		11/14/2013	100909-0025	100-1001-514.30-18	8.99	Battery Charger
		11/14/2013	101014-0001	100-0703-553.30-18	5.34	Letters
		11/14/2013	101014-0054	100-0801-521.30-13	15.16	Dish Soap/Bulbs
		11/14/2013	101114-0016	100-0920-531.24-03	14.98	Paint/Brush
		11/14/2013	101414-0080	100-1001-514.30-15	11.68	Bar/Nails
KUNDINGER FLUID POWER INC		11/14/2013	101414-0150	266-1028-543.30-18	17.96	Sealant
		11/14/2013	101509-0024	100-1001-514.30-18	0.99	Knife - Supplies
		11/14/2013	101609-0026	100-0903-531.30-13	12.99	Battery - Health
		11/14/2013	101609-0026	100-0920-531.24-03	2.86	Caulk - SC Sink
		11/14/2013	101609-0062	100-1002-541.30-18	9.43	Batteries
		11/14/2013	101609-0062	625-1002-541.30-18	3.14	Batteries
		11/14/2013	101703-0026	100-0801-521.29-04	31.92	Coating/Tape/Screws
		11/14/2013	101703-0026	100-0703-553.24-02	30.80	Chain
				Total for check: 44346	379.26	
MANDERFIELD BAKERY	44347	11/14/2013	50258047	731-1022-541.38-03	5.62	Male Connector/Hose End
			Total for check: 44347		5.62	
MANDERFIELD BAKERY	44348	11/14/2013	445617	100-0914-531.30-18	24.00	Mass Clinic Exercise
			Total for check: 44348		24.00	

AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MATTHEWS TIRE & SERVICE CENTER	44349	11/14/2013		731-1022-541.38-02	880.40	Tires
			Total for check: 44349		880.40	
MCNEILUS TRUCK & MFG COMPANY	44350	11/14/2013		2329593	127.38	Res. Plastic
				2330761	45.11	Seal Kit
			Total for check: 44350		172.49	
MENARDS-APPLETON EAST	44351	11/14/2013		27542	42.50	Couplings & Adhesive
				32738	31.84	2x4
			Total for check: 44351		74.34	Sump Pumps Hickory Hollow
MENARDS-APPLETON WEST	44352	11/14/2013		42903	32.39	Matt's Squad Organizers
			Total for check: 44352		32.39	
MENASHA EMPLOYEES CREDIT UNION	44353	11/14/2013		20131114	11,989.00	PAYROLL SUMMARY
			Total for check: 44353		11,989.00	
MENASHA EMPLOYEES CREDIT UNION	44354	11/14/2013		20131114	122.59	PAYROLL SUMMARY
			Total for check: 44354		122.59	
MENASHA TREASURER	44355	11/14/2013		PD	18.40	Petty Cash
				100-0801-521.30-18	44.85	Petty Cash
				PWF	9.25	PWF Expenses
				731-1022-541.30-18	9.25	PWF Expenses
				100-1018-543.30-11	46.00	PWF Expenses
			Total for check: 44355		127.75	
MENASHA UTILITIES	44356	11/14/2013		267-0102-581.22-03	2,182.25	198 River Street
				267-0102-581.22-05	175.41	Steam Plant Water
				100-0202-512.30-16	646.51	2013 Step Challenge Reimb

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	44356...	11/14/2013	004180	601-0401-513.25-02	16,871.66	September Sewer Charge
		11/14/2013	004181	625-0401-513.25-01	1,953.85	September Storm Water
	Total for check: 44356				21,829.68	
MINNESOTA LIFE INSURANCE COMPANY	44357	11/14/2013		100-0000-204.07-00	2,542.47	December Premium
	Total for check: 44357				2,542.47	Policy 2832L-G
N&M AUTO SUPPLY	44358	11/14/2013	462176	731-1022-541.38-03	36.30	Circuit Breaker/Filters
		11/14/2013	462342	731-1022-541.38-03	6.22	Spark Plugs
		11/14/2013	462468	731-1022-541.38-03	3.50	Spark Plugs
		11/14/2013	462504	731-1022-541.38-03	6.26	Wirelead
	Total for check: 44358				52.28	
PACKER CITY INTERNATIONAL	44359	11/14/2013	3-233020031	731-1022-541.38-03	32.70	AF
		11/14/2013	3-233020033	731-1022-541.38-03	322.50	Filters & Clamps
		11/14/2013	3-233020044	731-1022-541.30-18	31.00	DEF2.5
Total for check: 44359				386.20		
JOSEPH A POLZIEN	44360	11/14/2013		100-0803-521.19-03	69.98	Uniform Reimbursement
	Total for check: 44360				69.98	
PSS WORLD MEDICAL INC	44361	11/14/2013	88335687	100-0903-531.30-18	106.48	Bandage/Needle/Syringe
	Total for check: 44361				106.48	
REINDERS INC	44362	11/14/2013	1460758-00	731-1022-541.38-03	185.87	Seat-Olympic
	Total for check: 44362				185.87	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
RENT-A-FLASH OF WISCONSIN INC	44363	11/14/2013	40987	100-1008-541.30-18	350.73	ID Stickers	
	Total for check: 44363					350.73	
	LIZ ROSIN	44364	11/14/2013	ROSIN	100-0903-531.33-01	40.20	Expense October 2013
				100-0903-531.33-04	2.00	Expense October 2013	
Total for check: 44364					42.20		
KURT SCHROEDER	44365	11/14/2013	311030	625-1010-541.21-06	1,337.50	Muskral trapping	
	Total for check: 44365					1,337.50	
	SERVICEMASTER BUILDING MAINTENANCE	44366	11/14/2013	10319	100-0801-521.20-01	50.00	PD Garage/Janitorial
			10321	100-0801-521.20-01	1,395.00	Janitorial Service/PD	
			10324	100-0903-531.20-01	490.00	Janitorial	
			10350	100-1001-514.20-01	1,095.00	City Hall/Janitorial	
			10351	731-1022-541.20-01	494.00	City Garage/Janitorial	
Total for check: 44366					3,524.00		
SPORTS GRAPHICS	44367	11/14/2013	1013-085	824-0810-521.30-18	612.58	Menasha Explorers Acct Shirts	
	Total for check: 44367					612.58	
SYN-TECH SYSTEMS	44368	11/14/2013	89091	731-1022-541.24-06	242.00	Cable Assy/Aim Module	
	Total for check: 44368					242.00	
UNIFIRST CORPORATION	44369	11/14/2013	097 0149414	731-1022-541.20-01	112.65	Coveralls/Shirts/Mats	
	Total for check: 44369					112.65	
UNIFORM SHOPPE	44370	11/14/2013	225620	100-0804-521.30-18	62.50	Clothing	
	Total for check: 44370					62.50	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNITED WAY FOX CITIES	44371	11/14/2013	20131114	100-0000-202.09-00	30.25	PAYROLL SUMMARY
			Total for check: 44371		30.25	
US VENTURE	44372	11/14/2013	L48183	731-1022-541.21-06	36.00	Samples
			Total for check: 44372		36.00	
UW-FOX VALLEY	44373	11/14/2013	14-22018	100-0405-513.21-08	645.00	Taping Council/Committee Meetings July-Sept
			Total for check: 44373		645.00	
VISION INSURANCE PLAN OF AMERICA	44374	11/14/2013	137211	100-0000-204.10-00	1,070.40	December 2013
			Total for check: 44374		1,070.40	
WAVERLY SANITARY DISTRICT	44375	11/14/2013		100-0703-553.22-05	48.24	2170 Plank Road
			Total for check: 44375		48.24	
WE ENERGIES	44376	11/14/2013		100-0903-531.22-04	14.09	316 Racine/Heat
				100-0701-533.22-03	8.96	North Street Electric
				100-0701-533.22-03	8.96	North Street Electric
			Total for check: 44376		32.01	
JOE WEIDERT	44377	11/14/2013	MEN-2017	100-0304-562.21-10	1,000.00	Phase Two Work
			Total for check: 44377		1,000.00	
WERNER ELECTRIC SUPPLY CO	44378	11/14/2013	S3999597.001	100-0703-553.24-03	144.60	Hart Park
			Total for check: 44378		144.60	
WINNEBAGO COUNTY CLERK OF COURTS	44379	11/14/2013		100-0000-201.03-00	150.00	Bond
						Report #13-3736

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WINNEBAGO COUNTY CLERK OF COURTS...	44379...	11/14/2013...	...	100-0000-201.03-00	150.00	Bond Report #13-3738
	Total for check: 44379				300.00	
WINNEBAGO COUNTY TREASURER	44380	11/14/2013	LF120349	266-1027-543.25-01	443.95	October Recycling
		11/14/2013	LF120358	100-1016-543.25-01	13,880.84	October 2013 Direct to Outagamie
				100-1017-543.25-01	4,199.68	October 2013 Direct to Outagamie
	Total for check: 44380				18,524.47	
WINNEBAGO COUNTY TREASURER	44381	11/14/2013		100-0406-513.73-01	5.36	1304 Midway Road Additional Interest Owed
	Total for check: 44381				5.36	
WISCONSIN SUPPORT COLLECTIONS	44382	11/14/2013	20131114	100-0000-202.03-00	955.49	PAYROLL SUMMARY
	Total for check: 44382				955.49	
WISCONSIN, STATE OF	44383	11/14/2013	329950	100-0801-521.24-03	60.00	Permit to Operate
				100-0501-522.24-03	40.00	Permit to Operate
	Total for check: 44383				100.00	
					120,414.81	



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: November 13, 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:

Megan Button
Jenna Pigney
Andrea Howe
Kelsey Reno
Jill Brauer
Marrisa Tyson

cc: chief via email

RESOLUTION R-17-13

RESOLUTION LEVYING TAXES FOR THE PURPOSE OF PAYING THE OPERATING EXPENSES FOR THE YEAR 2014 FOR THE CITY OF MENASHA

Introduced by Mayor Donald Merkes

BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF MENASHA, WISCONSIN,
RESOLVED:

That for the purpose of paying the City of Menasha (per Attachment A) and Waverly Sanitary District operating expenses for the year 2014, there is hereby levied on all taxable property in the City of Menasha the amount of \$10,343,540.25 which includes \$645,318.98 in Tax Incremental Financing District Funds.

That for the purpose of paying the Menasha Joint School District and Appleton Area School District tax as certified, there is hereby levied on all taxable property in the City of Menasha the amount of \$9,980,642.51 which includes \$599,701.62 in Tax Incremental Financing District Funds.

That for the purpose of paying the Fox Valley Technical College District tax as certified, there is hereby levied on all taxable property in the City of Menasha the amount of \$1,923,922.11 which includes \$116,361.71 in Tax Incremental Financing District Funds.

That for the purpose of paying the State of Wisconsin, Winnebago County and Calumet County tax as certified, there is hereby levied on all taxable property of the City of Menasha the amount of \$5,300,694.71 which includes \$302,237.47 in Tax Incremental Financing District Funds.

AND IT IS FURTHER RESOLVED that the total of the above four levies in the amount of \$27,548,799.58 shall be the 2013 tax levy on all real and personal property in the City of Menasha.

AND IT IS FURTHER RESOLVED that a property tax mill rate for each taxing entity will be established when the assessed valuation for each taxing entity has been properly certified.

AND BE IT FURTHER RESOLVED that the City Comptroller/Treasurer be, and hereby is, authorized to prepare a tax roll for the City of Menasha for the year 2013 and spread the above stated tax and State Lottery Credits, School Tax Credits and First Dollar Credits upon said roll and the City Clerk is directed to sign a warrant for the collection of said tax.

Passed and approved this 18th day of November, 2013.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

BUDGET COMPARISON (2014 Budget/2013 Levy)

ATTACHMENT A

UPDATE: 11/5/13

PREPARED BY:COMPTRROLLER/TREASURER

	<u>2012 BUDGET</u>	<u>2013 BUDGET</u>	<u>2014 BUDGET</u>
<u>EXPENDITURES-GENERAL FUND (100)</u>			
GENERAL GOVERNMENT	\$ 1,328,795	\$ 1,398,414	\$ 1,469,795
PUBLIC SAFETY	7,847,164	7,791,532	7,877,943
HEALTH & HUMAN SERVICES	809,621	880,741	892,345
PUBLIC WORKS	2,978,734	2,906,908	2,886,747
CULTURE, RECREATION & EDUCATON	2,823,846	2,812,772	2,938,252
CONSERVATION & DEVELOPMENT	273,467	282,810	321,799
OTHER FINANCING USES	35,410	44,355	34,505
TOTAL	<u>16,097,037</u>	<u>16,117,532</u>	<u>16,421,386</u>
<u>REVENUES-GENERAL FUND (100)</u>			
TAXES	\$ (741,704)	\$ (748,569)	\$ (831,591)
INTERGOVERNMENTAL REVENUE	(4,741,097)	(4,756,319)	(4,627,486)
LICENSES AND PERMITS	(447,835)	(453,625)	(469,577)
FINES, FORFEITS & PENALTY	(152,000)	(150,000)	(144,000)
PUBLIC CHARGES FOR SERVICES	(437,625)	(425,750)	(383,725)
INTERGOVERNMENTAL CHARGES	(1,376,317)	(1,319,432)	(1,351,066)
MISCELLANEOUS REVENUES	(72,500)	(154,000)	(192,600)
OTHER FINANCING SOURCES	(563,200)	(156,200)	(156,200)
TOTAL	<u>(8,532,278)</u>	<u>(8,163,895)</u>	<u>(8,156,245)</u>
APPLICATION OF FUND BALANCE	<u>(125,000)</u>	<u>(170,000)</u>	<u>(155,000)</u>
TAX LEVY-GENERAL FUND	7,439,759	7,783,637	8,110,141
<u>CAPITAL PROJECTS FUND</u>			
EXPENDITURES	\$ -	\$ -	\$ 998,832
OTHER FINANCING SOURCES	-	-	(981,610)
TAX LEVY-CAPITAL PROJECTS FUND	-	-	17,222
<u>DEBT SERVICE FUND (310)</u>			
EXPENDITURES	\$ 7,503,491	\$ 4,392,552	\$ 5,402,437
TAXES	(598,534)	(582,169)	(629,309)
SPECIAL ASSESSMENTS	(69,500)	(125,000)	(145,000)
MISCELLANEOUS REVENUES	(16,000)	(14,000)	(5,000)
OTHER FINANCING SOURCES	(4,420,783)	(1,776,648)	(3,122,119)
APPLICATION OF FUND BALANCE	<u>(500,000)</u>	<u>(400,000)</u>	<u>(345,000)</u>
TAX LEVY-DEBT SERVICE FUND	1,898,674	1,494,735	1,156,009
<u>POST EMPLOYMENT SICK LEAVE RESERVE (260)</u>			
EXPENDITURES	\$ -	\$ 40,000	\$ 40,000
REVENUES	-	-	-
APPLICATION OF FUND BALANCE	-	-	-
TAX LEVY-POST EMPLOYMENT SICK LEAVE	-	40,000	40,000
<u>RECYCLING FUND (266)</u>			
EXPENDITURES	\$ 360,663	\$ 345,024	\$ 342,661
INTERGOVERNMENTAL REVENUE	(65,000)	(70,000)	(70,000)
PUBLIC CHARGES FOR SERVICES	(5,500)	(4,500)	(4,365)
INTERGOVERNMENTAL CHARGES	(300)	(100)	(100)
MISCELLANEOUS REVENUES	(25,000)	(10,000)	(12,772)
APPLICATION OF FUND BALANCE	-	-	-
TAX LEVY-RECYCLING FUND	<u>264,863</u>	<u>260,424</u>	<u>255,424</u>
TOTAL TAX LEVY-ALL FUNDS	\$ 9,603,296	\$ 9,578,796	\$ 9,578,796
EQUALIZED TAX RATE - LEVY/TID OUT	\$ 9.9615	\$ 10.3478	\$ 10.4580
EQUALIZED VALUATION - TID IN	\$ 1,028,857,200	\$ 992,831,200	\$ 974,894,000
EQUALIZED VALUATION - TID OUT	\$ 964,042,100	\$ 925,683,400	\$ 915,931,000
ASSESSED TAX RATE	\$ 10.1248	\$ 10.2236	N/A
ASSESSED VALUATION	\$ 1,012,337,900	\$ 1,007,623,100	N/A

RESOLUTION R - 18 - 13

RESOLUTION TO DISTRIBUTE FUNDING FOR
THE FOX CITIES REGIONAL PARTNERSHIP

Introduced by Alderman Zelinski.

WHEREAS, the Fox Cities Regional Partnership is a multi-jurisdictional effort of the Fox Cities Chamber of Commerce designed to promote economic development regionally; and

WHEREAS, the Fox Cities Regional Partnership has requested funding from the City of Menasha (CITY) in the amount of \$1 per capita yearly, beginning January 1, 2014; and,

WHEREAS, the proposed 2014 CITY budget allocates \$1 per capita (\$17,500);

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Menasha, Wisconsin as follows:

Section 1. The CITY shall provide 50% (\$8,750) of the budgeted contribution to the Fox Cities Regional Partnership on January 1, 2014 or shortly thereafter.

Section 2. The remaining 50% (\$8,750) of the contribution to the Fox Cities Regional Partnership is disbursed on July 1, 2014 or shortly thereafter following a presentation of its accomplishments over the previous six months.

Passed and approved this day of November, 2013.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

To: City of Menasha Common Council

From: Peggy Steeno, ^{PS} Director of Administrative Services

Date: November 18, 2013

RE: RESOLUTION R-19-13 – Resolution Authorizing 2014 General Obligation Borrowing and the Issuance of Certificate of Indebtedness and Levying a Tax in Connection Therewith

BACKGROUND

As part of the budget process, Council and staff have been discussing the City's existing debt as well as a new borrowing that is being proposed for 2014. To that end, the attached resolution outlines each of the planned/proposed borrowings that staff is recommending for 2014.

ANALYSIS

Included in the 2014 Budget are a number of capital projects that are proposed to be funded through a new money borrowing of \$674,110. These projects include: the Senior Center expansion project, the design for the Third Street Bridge, the Fire Station #35 apron improvement, and a number of street improvements.

In addition to the new money borrowing, there are two balloon payments due on outstanding borrowings that were issued in 2005 and 2006 that need to be refinanced, with the repayment of the new debt to span over a number of years. The number of years has not yet been determined, however, this will be analyzed as part of our long term debt plan that will be established in the first quarter of 2014. Once the exact terms of the new loans are determined, staff will proceed with the formal loan process through the State Trust Fund Loan Program and present the necessary information to Council.

Also, included in the debt plan will be a review of all existing debt that is callable (able to be refinanced) to ascertain the amount of interest costs can be saved through refinancing the debt. After a brief review of existing debt, staff is considering approximately \$2,800,000 of existing payments that are due in 2015 and beyond as potential refunding candidates. This piece of the debt plan is being considered solely to garner interest savings. This, also, will be presented to the Council.

FISCAL IMPACT

The above amount of \$674,110 for the new money borrowing will be added to the City's outstanding debt obligations. The interest expense (cost of borrowing the funds) for all of the borrowings will be determined at the time of application with the State Trust Fund.

RECOMMENDATION

Staff recommends adoption of the above noted resolution.

