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

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 16, 2013
6:00 PM
AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

D. PUBLIC HEARING
1. Special Use Permit - 420 Seventh Street - Menasha High School Addition/Renovation
2. Special Use Permit - 336 Chute Street - Biechler's Chute St. Pub and Apartments

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. Presentation to K-9 Corp from Crime Stoppers
2. Matt Ferris, Xavier, All-Area Football Player of the Year Proclamation
3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:
a. Administrative Committee, 12/2/13
b. Board of Health, 10/9/13
c. Board of Public Works, 12/2/13
d. City Hall Safety Committee, 10/4/13
e. Committee on Aging, 10/10/13
f. Landmarks Commission, 12/11/13
g. Library Board, 11/21/13
h. NMFR Joint Finance & Personnel Committee, 12/3/13
i. Personnel Committee, 12/2/13
j. Plan Commission, 12/3/13
k. Public Works/Parks Safety Committee, 10/22/13
l. Water & Light Commission, 11/27/13

Communications:
m. Mayor Merkes, 12/12/13 RFP Menasha Utilities – Power System Engineering
n. CDD Keil, 12/13/13, Special Use Permits- 336 Chute St. and Menasha High School
o. DPW Radtke, 12/12/13, Application for STP-Urban Funds – Broad St. and Lake Park Rd.
p. Proclamation Saluting Manderfield's Bakery, 12/12/13
q. Fox Cities Regional Partnership, 12/9/13
r. CA/HRD Captain to ASD Steeno, approval of the partial grant of $7,000 to Shelly VanDehy for the Reserve Liquor License.
s. CA/HRD Captain to ASD Steeno, approval of the partial grant of $7,000 to Salsa's Mexican Restaurant, LLC for the Reserve Liquor License.
t. The Wire, December 13, 2013
u. ASD Steeno, 12/16/13, 2013 Tax Rate Details

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, 12/2/13

Administration Committee, 12/2/13 – Recommends the Approval of:
2. Accept 2012 City of Menasha Audit Report

3. Renewal of Underground Storage Tank insurance coverage accepting the quotation of ACE American Insurance Co. for 1 year in the amount of $3,880.00

Board of Public Works, 12/2/13 – Recommends the Approval of:

4. Street Use Application – FirstEve Fox Cities; Tuesday, December 31, 2013; 10:30 PM – 12:15 AM (Community Forward, Inc./Doty Island Development Council).

Personnel Committee 12/2/13 – Recommends the Approval of:

5. A 1% pay increase effective 1/5/14 for City non-represented employees.

Plan Commission, 12/3/13 – Recommends the Approval of:

6. The Special Use Permit for 336 Chute St. with the following conditions:
   a. That the dumpster enclosure be relocated to the northwest corner of the parking lot.
   b. The parking lot and landscaping improvements be initiated by June 1, 2014.
   c. That any storm water plan and or facilities be subject to review and approval by the Public Works Department.
   d. That four of the stalls in the parking lot be dedicated to apartment tenants.
   e. That a lighting plan be submitted to the Community Development Department for review and approval.
   f. That the fence be removed from the landscape Transitional Area.
   g. That additional detail be provided on the railing around the outdoor seating area for review and approval by the Community Development Department.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS
1. Accounts payable and payroll for the term of 12/12/13 in the amount of $522,299.02.
2. Beverage Operators License Applications for the 2013-2015 licensing period.
3. Poll Worker Appointments for the City of Menasha for the 2014-2015 election years, pursuant to Wis. State Stature §7.30.

J. ORDINANCES AND RESOLUTIONS
1. R-21-13 Resolution Regarding the Official Depositories of the City of Menasha (Introduced by Mayor Merkes) (Recommended by Administration Committee)
2. R-22-13 Resolution Declaring Terms of Principal Repayment for Refinancing Outstanding Debt (Introduced by Mayor Merkes)

K. APPOINTMENTS
1. Appointment of Ray Zielinski, 602 School Court, Menasha to Neenah-Menasha Sewerage Commission, Jan 2014 – Jan 2017

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. ADJOURNMENT

MEETING NOTICE
CITY HALL WILL BE CLOSED DECEMBER 24 & 25, 2013
Common Council – Monday, January 6, 2014 – 6:00 pm
Committee meetings to follow Common Council

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

City of Menasha
Public Hearings

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by the Menasha School District for the expansion and renovation of the Menasha High School on property located in the R-1: Single Family Residence District, as required by Sec. 13-1-25(d)(13) of the City of Menasha Municipal Code. The proposed expansion and renovation is to take place on the Menasha High School Campus located at 420 Seventh Street, which includes Parcel Numbers 1-00574-00, 1-00573-00, 1-00572-00, 1-00571-00, 1-00570-00, 1-00569-00, and 1-00568-00, City of Menasha, Winnebago County, Wisconsin. The Plan Commission will hold its informal public hearing on Tuesday, December 3, 2013 at 3:35 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, December 16, 2013 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

Run: Dec 1 & 9, 2013

City of Menasha
Public Hearings

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by Historic Hotel Pub, LLC to establish a tavern and four apartments on a non-conforming parcel in the C-2 Central Business District, as required by Sec 13-1-44(b)(2) of the City of Menasha Municipal Code. The proposed use is to take place on a parcel located at 336 Chute Street (Parcel Number 2-00121-00), City of Menasha, Winnebago County, Wisconsin. The Plan Commission will hold its informal public hearing on Tuesday, December 3, 2013 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, December 16, 2013 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

Run: Dec 1 & 9, 2013

PROCLAMATION

Honoring Menasha Resident Matt Ferris

Whereas, Matt Ferris is a resident of the City of Menasha and a Senior at Xavier High School excelling in many athletic, academic and service endeavors, and;

Whereas, as team Captain and Offensive MVP, Matt led the Xavier football team to an 11-2 record and a berth in the State Division 3 semifinals, and;

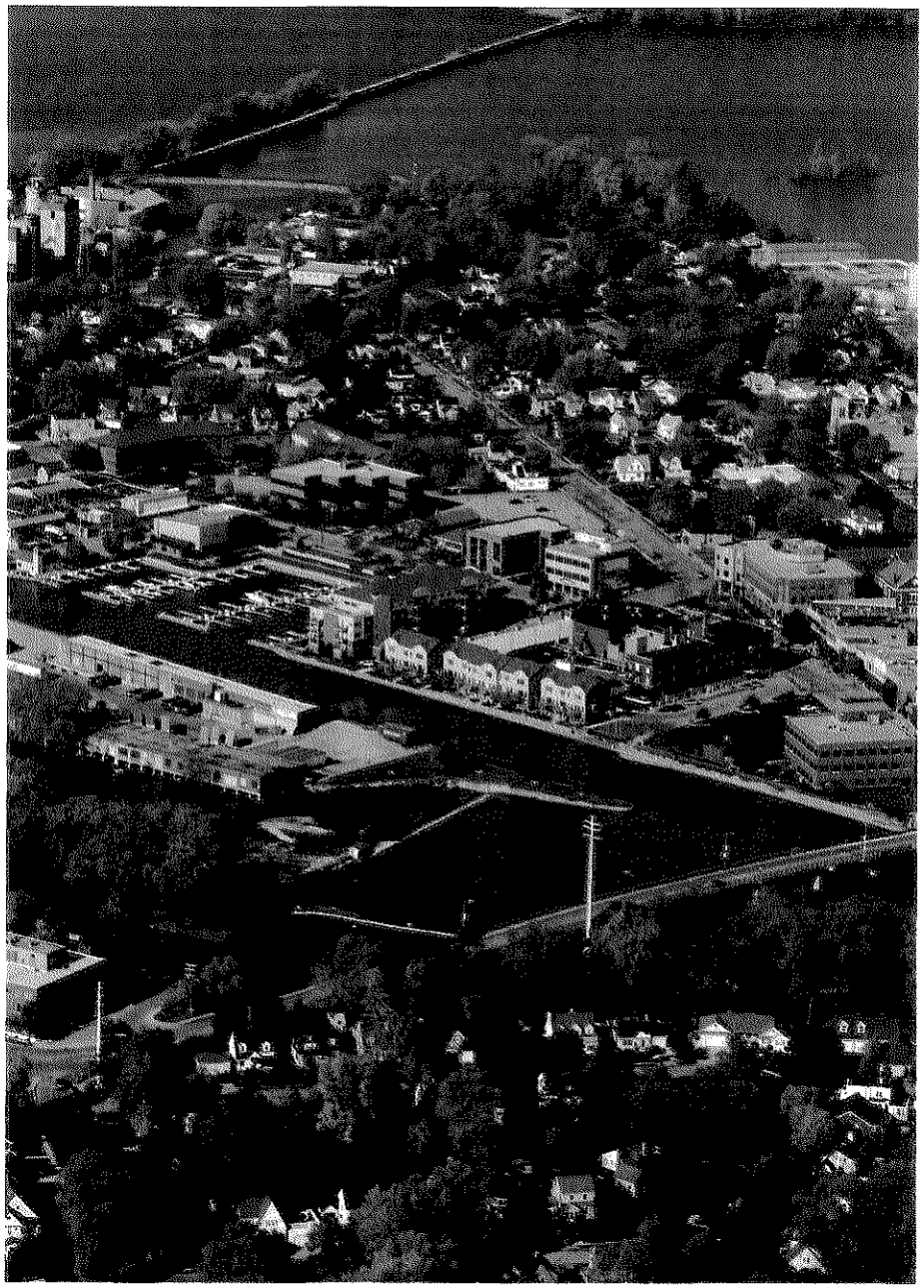
Whereas, Matt established five State records this past season, including most touchdowns in a game (8), most touchdowns in a season (50), most passing yards in a season (3949), most consecutive games in a season with 200+ passing yards (13), and most games in a season with 300+ passing yards (7), and;

Whereas, Matt has gathered numerous 1st team selections at conference, regional, and state levels, including the Wisconsin Football Coaches Association Offensive Player of the Year, the Dave Krieg Award for Outstanding Senior Quarterback, and the Gatorade Player of the Year which considers athletics, academics and character, and;

Whereas, Matt has maintained a 4.0 GPA throughout high school, was a Badger Boys State nominee and earned academic honors in the Spanish Honor Society, the National Business Honor Society, the Xavier Honor Society and the Future Business Leaders of American, and;

Whereas, Matt has a long history of community service, including Special Olympics Basketball Camp, Autism Football Camp, Basketball Youth Camp, and several out of the state service trips.

Now, therefore, be it proclaimed that I, Donald Merkes, Mayor, honor Matt Ferris for all his accomplishments.



Dated this 16th day of December, 2013

Menasha

Donald Merkes, Mayor

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 2, 2013
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Nichols at 6:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Englebert, Benner, Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, LD Lenz, Dave Maccoux (Schenck), Clerk Galeazzi

C. MINUTES TO APPROVE
1. Administration Committee, 11/18/13
Moved by Ald. Englebert, seconded by Ald. Benner to approve minutes.
Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS
1. Review and accept 2012 City of Menasha Audit Report (Dave Maccoux, Schenck)
Dave Maccoux from Schenck reviewed the 2012 Annual Financial Report and Management Letter. General discussion ensued on the audit.

Moved by Ald. Englebert, seconded by Ald. Benner to recommend to Common Council to accept 2012 City of Menasha Audit Report.
Motion carried on roll call 8-0.

2. Underground Storage Tank Insurance (Renewal)
CA/HRD Captain provided quotes for Underground Storage Tank insurance for 2014. A quote from our current carrier ACE American was for one year in the amount of $3,880 with no changes in coverage. Another quote received was from Crum & Forster in the amount of $3,539.08 for one year or $6,049.19 for two years. Coverage would be similar with Crum & Forster only offering a limit of $25,000 for all legal defense expenses and ACE American offering $1,000,000 coverage for all legal defense expenses. CA/HRD Captain does not recommend going with a two year commitment at this time. She is recommending staying with ACE American for one year.

Moved by Ald. Langdon, seconded by Ald. Englebert to recommend to Common Council To approve the renewal of the Underground Storage Tank insurance coverage accepting the quotation of ACE American Insurance Co for 1 year in the amount of $3,880.00.
Motion carried on roll call 8-0.

3. R-21-13 Resolution Regarding the Official Depositories of the City of Menasha
ASD Steeno explained the Resolution updates and that only the financial institutions at which the City and Utilities currently hold public funds get included on the list. Depositories can be updated at any time and are reviewed annually by staff.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council R-21-13 Resolution regarding the Official Depositories of the City of Menasha.
Motion carried on roll call 8-0.

E. ADJOURNMENT
Moved by Ald. Langdon, seconded by Ald. Benner to adjourn at 7:01 p.m.
Motion carried on voice vote.

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

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

CITY OF MENASHA
BOARD OF HEALTH
Minutes
October 9, 2013

A. Meeting called to order at 8:13 AM by Chairman Candyce Rusin.

B. Present: Candyce Rusin, Lori Asmus, Ruth Neeck, Susan Nett
Others present: Todd Drew, City Sanitarian
Excused: Dr. Teresa Rudolph

C. MINUTES TO APPROVE
1. Motion to approve minutes from September 11, 2013 meeting made by R. Neeck and seconded by L. Asmus. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. September 2013 Communicable Disease Report distributed and discussed. L. Asmus questioned what erlichiosis/anaplasmosis was and what follow-up was needed.
2. WI DATCP Standardization of Sanitarian. S. Nett explained DATCP staff spent 2 days in the health department evaluating T. Drew and standardizing him. A draft report was sent with some recommendations for improvement. DATCP staff will meet with the public health director for a review of the final report.
3. 2014 Budget. S. Nett discussed the 2014 health department budget. There are no major changes being proposed at this time. The professional nursing licenses will need to be renewed in Feb. The CLIA lab recertification will also need to be renewed. Mileage costs will be up a little due to the nurses having to come in on the weekends to give anti-tuberculosis medication.
4. Flu Shot Update. Health department staff have given 185 doses of flu vaccine to date. Employees at Gunderson's will be receiving flu shots on Oct. 22nd. An interpreter will be present. Plans for the flu clinic at BDM are in the process of being finalized. The flu clinic will be managed as a mass clinic exercise.
5. Consolidated Grants – 2014. S. Nett reported receiving grant dollar amts for the following grants:
   a. MCH $13534 (under a $100 increase)
   b. Prevention $2065 (a 60% reduction)
   c. Childhood Lead $2724 (same as last year)
   d. Immunization $8458 (same as last year)
6. Infrastructure Grant will again be offered. Application should be available in November.
6. Bedbugs – Continued Discussion. T. Drew presented a second draft of an amendment to the human health hazard ordinance specifically referencing bedbugs. L. Asmus suggested the signed clearance statement should be written to say provided to the Menasha Health Department. Under the violation section,

BOH members requested T. Drew check with the city attorney on the language and what is or isn't permissible. T. Drew will bring an updated draft to the next BOH meeting.

8. Staff Updates. S. Nett reported the grant nurse has resigned her position effective Dec. 31st. but will stay on in the department to do the dental sealant program as she is also licensed as an RDH. Her replacement has been hired and will train 2 days per week until Jan. 1 and will then work 4 days per week.
9. Dental Program Update. Staff met with the N-M United Way Dental Board to discuss programming for 2014. 6th grade students were screened for dental caries and neglect during the vision screening at the middle school. Screening results showed a 10% caries rate. Staff would like to do the screening again in 2014 and would also like to work with the health class staff on dental health education.
10. Refugee Health Screening – Update provided by S. Nett. There has been no contact from the World Relief Organization since the initial meeting earlier this past summer. S. Nett heard there may be placement of 50 refugees in the Fox Cities in the coming months. S. Nett explained her understanding of the screening process and the data entry required by the state. Other health departments doing this screening have contracts with the state for reimbursement of time. Other than an initial phone message from the contract administrator (who is no longer employed in that department), there has been no communication regarding a contract. L. Asmus questioned if there is staffing time available to do this. S. Nett indicated not at this time unless there is reimbursement through a contract. C. Rusin questioned then why would we do this until there is a contract. R. Neeck commented every time she is in the department, staff are very busy and she could understand the reluctance to take on another project without some form of reimbursement. BOH members were in agreement to hold on doing any refugee health screening until there is a contractual arrangement with the state to provide the services. C. Rusin questioned if the contract would be brought to the BOH for their review. S. Nett responded yes. No further action needed on this item at this time.

E. ACTION ITEMS
   1. None

F. HELD OVER BUSINESS
   1. None

G. Motion to adjourn at 9:47 AM made by L. Asmus and seconded by R. Neeck. Motion carried. Next meeting November 13, 2013

DRAFT

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
December 2, 2013
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Taylor at 7:02 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Englebert, Benner, Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE
1. November 18, 2013
Moved by Ald. Langdon, seconded by Ald. Sevenich to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS
1. Street Use Application – FirstEve Fox Cities; Tuesday, December 31, 2013; 10:30 PM – 12:15 AM (Community Forward, Inc./Doty Island Development Council)
Moved by Ald. Benner, seconded by Ald. Englebert to recommend to Common Council Street Use Application for FirstEve Fox Cities, Tuesday December 31, 2013, 10:30pm - 12:15am (Community Forward Inc/Doty Island Development Council).
Motion carried on voice vote.

E. ADJOURNMENT
Moved by Ald. Benner, seconded by Ald. Langdon to adjourn at 7:05 p.m.
Motion carried on voice vote.

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

City Hall Safety Committee Meeting
October 4, 2013

Meeting called to order at 1:35 PM.
Present: Adam Alix, Kate Clausing, Vicki Lenz, Sue Nett, Sue Seffker, Todd Drew
Excused: Kristi Heim, Pam Captain

A. Motion to approve minutes from September 5, 2013 meeting made by K. Clausing and seconded by S. Nett. Motion carried.

B. Old Business

1. **Security Assessments.** City Hall and Health Department security assessments completed by A. Zemlock and T. Drew. A. Zemlock will provide reports and discussion regarding the findings.
2. **Summer Help Training Concerns** – E-mail to Ben Rank CVMIC stated that the seasonal elearning program development is assigned and that the hope is that it would be ready for the next season. B. Rank could not guarantee any completion dates.

C. New Business

1. **Monthly Safety Topic** distributed and reviewed. "Don't be a Slob: Clean up after each job" safety sheet discusses the importance to maintain and orderly work area to prevent potential safety issues in the work area.
2. **Injury Review.** No injuries to report.
3. **Net items for discussion** – Drew cited sewer repairs in the City Hall basement which required minimal asbestos removal and sanitizing of floor surfaces. Response along with pre-existing training to do small scale asbestos removal and plumbing minimized impacts regarding sanitary system for the building.

D. Training

1. **Fire Extinguisher Training** – Training scheduled for October 17 – two sessions at 9:00am and 1:15pm at the Tullar Road training site. Training will involve active fires in the training facility. Drew to send additional reminder email to all Department Heads to assign designated employees to one of the sessions.

2. **Security / Safety Training** – V. Lenz stated that the training provided by A. Zemlock regarding the security assessment was very good. Information provided was very valuable to staff. A. Zemlock will provide similar training/review for remaining buildings following assessment completion and reporting.
3. **Library In-service**– Health Department information provided on flu shots and ergonomics refresher information was well received during Library in service.
4. **New training issues for discussion** – No new items discussed

E. Motion to adjourn at 2:05 PM made by S. Seffker and seconded by A. Alix Motion carried.

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

CITY OF MENASHA
COMMITTEE ON AGING
Minutes
October 10, 2103

A. Meeting called to order at 7:54 AM by Chairman Joyce Klundt.

B. Present: Lee Murphy, Mary Lueke, Tom Stoffel, Joyce Klundt, Jean Wollerman, Sue Nett
Excused: Sue Steffen, John Ruck

C. MINUTES TO APPROVE
   1. Motion to approve minutes from September 12, 2013 made by M. Lueke and seconded by L. Murphy. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
   1. Senior Center Older Adult Director J. Wollerman reported on participant numbers for September, 1428 participant contacts which is about average when compared to the past 3 years. The volunteer recognition social will be held on Oct. 16th from 4 to 6 PM. The Strong Bones class is in session for the next two months. Downtown Menasha's Halloween trick or treating is scheduled for Oct. 24th. J. Wollerman is collecting money and candy donations for this event. Due to large participation numbers, the senior center can't afford to participate without donations. Last year, the senior center spent close to $500 for the event. The Memory Café is going well. J. Wollerman also reported on the senior center conference she attended last week. A handout was given and discussed on "Why Aren't They Coming?" suggesting some simple environmental changes to increase active engagement and discussing how the name impacts attendance.
   2. Public Health Director reported on the proposed 2014 budget for the senior center. The YMCA is proposing a contract amount of $89100 up slightly from 2012. In addition there are the added costs of IT, buildings repair and maintenance ($3307), and capital expenses of $6050 for remainder of the architectural design pending receipt of CDBG funds and $175,000 to cover the city and fund raising portions of the renovation project.

E. New Business
   1. Program Planning Committee Incentives discussed. Committee members agreed that if incentives are given for being on this committee, incentives will need to be given for the volunteers on other committees. The volunteer recognition reception is for volunteers for the senior center. Committee members would like to see an annual recognition event, possibly a wall display with volunteer names listed under the appropriate category of volunteer hours, monthly recognition in the senior center newsletter.
   2. Monthly Birthday Bag discussed. J. Wollerman would like to discontinue the $2 coupon but still continue with the birthday bag as she feels many seniors like to come in and pick one up for their birthday although the number of participants doing so has declined. Motion made by L. Murphy and seconded by M. Lueke to discontinue putting a $2 gift

certificate in the birthday bag but continue with the birthday bag effective Jan. 1, 2014. Motion carried.

3. Discussion – Name Change for Senior Center. J. Wollerman requested committee members think about a name change for the senior center. She gave some examples from a presentation attended at the conference for senior centers last week. The name gives a perception of the facility. J. Wollerman will compile a list of names as examples and will bring to the next meeting for further discussion. Committee members discussed that the time to make a name change should coincide with the renovation if the CDBG is awarded to the city.
4. Review Contract with N-M YMCA. The contract was distributed and committee members were informed the only change was in the dollar amount for 2014. S. Nett explained that if the City is awarded the CDBG then there will be an addendum to the contract for just 2014 to cover money raised and items purchased with the block grant funding would remain with the city.

F. HELD OVER BUSINESS

1. Senior Center Committee Reorganization/Building and Grounds Committee. J. Wollerman requested this item remain held until the status of the renovation project is known.

G. Motion to adjourn at 9:15 AM made by L. Murphy and seconded by T. Stoffel. Motion carried. Next Meeting November 14, 2013

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
December 11, 2013
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 5:00 PM.

B. ROLL CALL/EXCUSED ABSENCES

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

LANDMARKS MEMBERS EXCUSED: Commissioner Kristi Lynch.

LANDMARKS MEMBERS ABSENT: Commissioner James Taylor.

OTHERS PRESENT: CDD Keil and PP Homan.

C. MINUTES TO APPROVE

1. **Minutes of the November 19, 2013 Landmarks Commission Meeting**
   Motion by Comm. Docter, seconded by Ald. Keehan to approve the November 19, 2013 Landmarks Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. None

G. DISCUSSION ITEMS

1. **Broad Street Lot / Main Street Pedestrian Link**
   Commissioners discussed grading issues, ownership, potential funding sources, uses, and designs for the Pedestrian Link.

2. **Bridge Tower Museum**
   Commissioners reviewed the project matrix and discussed outstanding tasks that are required to open the museum by Spring. The follow items were added to the task list:
   - Paint the ceiling black;
   - Replace ceiling fan;
   - Request the department of public works to weld bench(es) using recycled metal grating from the bridge;
   - Board up the window on the inside where the electronic display is to be installed and paint it black; and
   - Contact schools to notify them of the museums potential for year end field trips.

3. **Code of Ordinances, Sec. 2-4-8(j)(k)(l) Landmarks Commission Relating to the Regulation of Construction and Exterior Alterations of Historic Properties**
   PP Homan provided an overview of the Landmarks Commission's authority regarding building alternations, demolitions, and reconstructions. Commissioners discussed the purpose of the Commission and their desire to preserve historically significant structures.

4. **On-going Projects into 2014**
   Commissioners identified the historic photo contest as a potential project, as well as working with existing business owners to initiate facade improvements.

5. **Feasibility of Available Funding**
   CDD Keil confirmed that the cash balance for the loan program was approximately $37,000.

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

1. No one spoke.

I. ADJOURNMENT

Motion by Ald. Keehan, seconded by Comm. Docter to adjourn at 6:09 PM.

The motion carried.

Respectfully submitted by PP Homan.

DRAFT

MINUTES OF REGULAR MEETING

ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

Elisha D. Smith Public Library

November 21, 2013

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

Present: Crawmer, Eisen, Golz, Murray, Nichols, Wicihowski, Aaron Harvey (teen rep)
Absent: Kiley, VanderHeyden
Also present: Director Lenz, K. Seefeldt (Office Manager), K. Beson (Head of Children's Services), Joe Bongers (Head of Adult Services)

Authorization of Bills
Motion to authorize payment of the November list of bills from the 2013 budget as presented by Eisen and seconded by Golz. Motion carried unanimously.

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

Approve Library Board meeting minutes from October 17, 2013
Accept Policies & Personnel Committee meeting minutes from October 17, 2013
Accept Fundraising Committee meeting minutes from October 24, 2013
Accept Fundraising Committee meeting minutes from November 7, 2013

Motion to approve the Library Board meeting minutes of October 17, 2013, accept the minutes of the Policies & Personnel Committee meeting of October 17, 2013 and accept the minutes of the Fundraising Committee meetings of October 24 and November 7, 2013 by Nichols and seconded by Crawmer. Motion carried unanimously.

Director's Report/Information Items

1. October Statistics. Director Lenz reported that circulation of adult materials was nearly the same as this time last year. Lending of children's items was down 3.1%. Total circulation, including digital materials, was up 0.4%. During October, Teen Librarian Vanessa Taylir gave a book talk and library tour to 830 students from Maplewood Middle School. Included were special needs students who had been integrated into regular education classrooms. Library website visits were up 121.4% for the month. Wireless connections continue to increase significantly. Volunteer hours vary from month to month based on the number of projects available.

2. Endowment Report. Endowment gifts received recently include the following:
   - $100 Consolidated Construction Co. (Meeting Room)
   - $20 East Central WI Regional Planning Commission (Meeting Room)

- $15 Pampered Chef (Meeting Room)
- $25 Jacobsen Creek Condo Owners Association (Meeting Room)
- $150 Beth Irish, in honor of L. Hess, D. Bardosy & M.J. Kearney (Children's Mtls.)
- $20 Lotzer Family LLC (Meeting Room)
- $20 East Central WI Regional Planning Commission (Meeting Room)
- $60 Stitchers Indeed (Meeting Room)
- $50 Kober Piano Recital (Meeting Room)
- $20 VIS Major Girls Soccer Team (Meeting Room)
- $20 Lynn Ann Sauby & John Nebel in memory of Paul (Art Fund)
- $20 Helen C. Chang Piano Recital (Meeting Room)

3. Staff Reports. Library Clerk Marina Nelessen's resignation presented us with an opportunity to allocate her hours to current employees. Two clerk positions were changed to full-time and an aide position was increased from 10 to 14 hours per week.
   Aides who are assigned to work on Sundays will begin their shift 15 minutes earlier to help cover the workload. Eisen noted that Appleton Public Library anticipates extending their Sunday hours. He speculated that it may be beneficial for our library to consider extending or adjusting our Sunday hours.
   Kathy Beson, Head of Children's Services, reported on the success of the new Cat in the Hat Fall Reading Program; 150 children enrolled.
   A grant from First Book National Book Bank was awarded to the Children's Department. Our library received 854 free books that will be given away during children's programs. We were required to pay shipping charges.
   Joe Bongers, Head of Adult Services, reported that he had applied for a federal grant which would allow us to digitalize oral histories of some local residents which we currently have on cassette tapes. This is a project his staff will be working on jointly with staff from Neenah Public Library.

4. Fundraising Committee.
   Crawmer reported that the committee is taking the following three-tiered approach to library fundraising: 1) continue to work on plans for the Million Pennies fundraiser, 2) finalize plans to sell Stevi B's Pizza coupons, and 3) firm up plans for a Family Night at Luigi's Pizza, with 10% of the receipts returned to the library.

5. Polices & Personnel Committee Report.
   Wicihowski reported that she would be distributing copies of the director's evaluation form, along with the director's current job description, to board members. She asked that the completed forms be returned to her no later than December 5th. Committee members also planned to meet with supervisors Cate Brandt, Kathy Beson and Joe Bongers for their input. The committee will meet with the director prior to the December board meeting to finalize a list of goals for her for 2014.

6. Winnefox Library System Board Representative. Representative Tasha Saecker has resigned. Christine Kaup has been nominated to serve as Menasha's representative; Winnebago County Executive Mark Harris makes this appointment.

7. Advocacy Plan. Some advocacy recommendations from Mark Arend, WLS assistant director, included attending Library Legislative Day, writing letters to the editor of our local newspaper, talking to friends

about our library, volunteering for library projects, letting our aldermen and county supervisors know how important the library is, maintaining a presence in the community at the farmer's market and local festivals, and informing newly elected officials about the important role our library plays in our community.

Discussion/Action Items

8. Budget Status.
   83.3% of the year has passed and the library's budget is 79% spent. Director Lenz provided a list of projects that may be scheduled before year-end. Due to a recent power surge, there was damage to one of the library's cooling tower frequency drives. Funds from the 2013 budget will be used to cover all or a portion of the cost of replacement. Some damage to the roof occurred when that drive was replaced. An insurance claim may be filed.

9. 2014 budget news.
   The Common Council voted to reduce the amount budgeted for vehicle/equipment rental across the board for all city departments in 2014, which reduced the library's 2014 slightly. Other than that, the budget approved at last month's board meeting is the same as that presented by the mayor to the council and later approved by the council.

10. Trustee Essentials: Chapter Fourteen. Director Lenz summarized Chapter 14 *The Library Board and the Open Meetings Law.* The board will resume reviewing chapters of the Trustee Essential at their January 2014 meeting.

Adjournment

Motion to adjourn the meeting at 4:50 p.m. by Nichols and seconded by Golz. Motion carried unanimously.

Respectfully submitted,
Kris Seefeldt, Recording Secretary

Draft

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee
Meeting Minutes
Tuesday, December 3, 2013 – 5:30 p.m.
Hauser Room – City of Neenah

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

Also Present: Chief Auxier, Finance Director Easker and Human Resources Director Barber.

Members of the Public Present: Jamie Leonard, Local 275 Vice President.

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

Public Forum: Jamie Leonard spoke on Assistant Chief Green's salary and position. He addressed the differences in the jobs of a firefighter and Assistant Chief and differences between other Chief positions and AC Green's position.

Meeting Minutes: The Committee reviewed the October 22, 2013 meeting minutes. **MSC Ramos/Langdon to approve the meeting minutes of October 22, 2013 and place on file, all voting aye.**

Monthly Budget Report: The Committee reviewed the November 2013 budget report. Chief Auxier noted the Finance Department has not completed the month end activities for November and these are preliminary numbers, however, there should not be any drastic changes to the final numbers. Ald. Stevenson asked about the Special Operations budget. Chief Auxier explained how the training is paid out, how we receive the reimbursements for this training from the State of Wisconsin and where this is reflected within our budget. **MSC Langdon/Stevenson to accept the November 2013 budget report, and place on file, all voting aye.**

Activity Report: Chief Auxier handed out the November 2013 activity and automatic aid reports. The Committee reviewed the October and November activity and automatic aid reports. Ald. Benner questioned the fire calls and if there were different types of structures that had the fires. Chief Auxier explained what the different calls were related to. **MSC Ahles/Ramos to accept the October and November activity and automatic aid reports, and place on file, all voting aye.**

MSC Ramos/Langdon to convene into closed session pursuant to Wis. State Sec 19.85(1)(c) to consider the compensation of the Assistant Fire Chief for Prevention & Inspections, all voting aye.

MSC Stevenson/Ramos to re-convene into open session at 7:30 p.m., all voting aye.

No action was taken regarding the compensation of the Assistant Fire Chief for Prevention & Inspections.

Review of Response Areas: Chief Auxier handed out maps that reflected our areas of response and how these areas are assigned to Stations/Engine companies. He reviewed all four stations and the primary/secondary areas of coverage for all engine companies. He explained when engines companies move up to cover calls when others are already on calls and how this works with the current automatic aid agreement with Appleton Fire Department. He also reviewed how multiple engine response calls are handled in different areas of our districts and what calls require multiple engine responses (i.e. accidents on Highway 41/441). The Committee thanked him for the information and for taking the time to explain how calls are handled within our district.

2014 Meeting Schedule: The Committee reviewed the 2014 meeting schedule.

MSC Ahles/Ramos to adjourn at 7:40 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

DRAFT

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 2, 2013
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Englebert at 7:06 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Englebert, Benner, Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski, Mayor Merkes
ALSO PRESENT: CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE
1. Personnel Committee, 9/16/13
Moved by Ald. Langdon, seconded by Ald. Benner to approve minutes.
Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS
1. Consideration of salary increases for City non-represented employees effective 1/5/14 as per 2014 Budget.

CA/HRD Captain explained this covers all employees except Local 603 Police Union members. They are currently under contract. The effective date of 1/5/14 coincides with the start of the first pay period of 2014.

Moved by Ald. Nichols, seconded by Ald. Langdon to recommend to Common Council a 1% pay increase effective 1/5/14 for City non-represented employees.
Motion carried on roll call 9-0.

E. ADJOURNMENT
Moved by Ald. Langdon, seconded by Ald. Nichols to adjourn at 7:11 p.m.
Motion carried on voice vote.

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

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
December 3, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:35 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, DPW Radtke, Ald. Benner and Commissioners Cruickshank and DeCoster.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Sturm and Schmidt.

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, David Elliott and Brian Adesso - Menasha Joint School District, Abie Khatchadourian - Eppstein Uhen Architects, Curtis Dachelet, Ben Samolinski - Miron Construction, Greg Gullickson - Point of Beginning, Ald. Dan Zielinski, Lynn Ann Sauby, Laura Biechler, Tom Grade, Paul Brunette, Bob Dove, John Nebel and James Taylor.

3:30 PM – Public Hearing Regarding the Special Use Permit Application for 336 Chute Street, Biechler's Chute Street Pub

Mayor Merkes opened the informal public hearing at 3:30 PM.

- Curtis Dachelet commented that he was glad something was happening with the property and expressed concerns about lighting, the location of outdoor smoking areas and the potential for loud music.
- Bob Dove stated that he was glad something was happening with the property, but was concerned about how the parking needs of both the bar and the four apartment units would be met with the limited on-site parking and how those uses may impact the Germania Hall parking lot.
- Lynn Ann Sauby commented that she was happy to have new activity on the property. She expressed a desire to keep the residential character of the area intact and stated concerns about parking, lighting, outdoor smoking, landscaping, property boundaries, location of the dumpster enclosure, the potential number of patrons, and handicap accessibility.
- John Nebel stated that he was pleased to see something happening with the property, but felt that a bar was not an appropriate use for the site and was concerned about the potential for adverse impacts on the adjoining residents.

Mayor Merkes closed the public hearing at 3:50 PM.

3:35 PM – Public Hearing Regarding the Special Use Permit Application for 420 Seventh Street, Menasha High School Addition/Renovation

Mayor Merkes opened the informal public hearing at 3:51 PM.

- Abie Khatchadourian, project architect, updated the Plan Commission on changes and new materials that are being presented since the project's introduction at the November 19 meeting. These included a landscaping plan, lighting plan, renderings of all of the building elevations and the provision of building material samples.
- Tom Grade commented on preserving and reusing the decorative limestone features on the west end of the building.

Mayor Merkes closed the public hearing at 3:55 PM.

C. MINUTES TO APPROVE

1. **Minutes of the November 19, 2013 Plan Commission Meeting**
Motion by Comm. DeCoster, seconded by PWD Radtke to approve the November 19, 2013 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. None.

ACTION ITEMS

1. **Special Use Permit – 336 Chute Street – Biechler's Chute Street Pub and Apartments**
Commissioners discussed:
   - The location and type of outdoor lighting.
   - The location and use of building entrances.
   - The dumpster location relative to the parking lot configuration and the adjoining residences.
   - The proposed landscaping plan and the schedule for its implementation.
   - Snow removal.
   - Possible methods for creating separation between the subject site and Germania Hall's parking lot.
   - The utility/desirability of the proposed fence in the transitional area.

   Additional input was received from Bob Dove, Laura Biechler, John Nebel and Curtis Dachelet on these topics.

   Motion by Ald. Benner, seconded by Comm. Cruickshank to recommend approval of the Special Use Permit for 336 Chute Street with the following conditions:
   - That the dumpster enclosure be relocated to the northwest corner of the parking lot.
   - That parking lot and landscaping improvements be initiated by June 1, 2014.
   - That any storm water plan and or facilities be subject to review and approval by the Public Works Department.
   - That four of the stalls in the parking lot be dedicated to apartment tenants.
   - That a lighting plan be submitted to the Community Development Department for review and approval.
   - That the fence be removed from the landscape Transitional Area.
   - That additional detail be provided on the railing around the outdoor seating area for review and approval by the Community Development Department.

   The motion carried with DPW Radtke voting no.

2. **Special Use Permit – 420 Seventh Street – Menasha High School Addition/Renovation**
CDD Keil provided staff comments on the proposed site plan and noted deficiencies relative to erosion control, lighting, landscaping and the dumpster enclosure. Commissioners received input from James Taylor regarding existing lighting, the outdoor storage of football equipment and the need for a sidewalk on the south side of Eighth Street. Input was also provided by Tom Grade regarding the preservation and reuse of architectural details, to which Abie Khatchadourian replied that the preservation and reuse of those details is intended.

   Commissioners discussed:
   - Site lighting.
   - The use and placement of the dumpster enclosure.
   - The need for a sidewalk on the south Side of Eighth Street and the effect it would have on the proposed landscaping plan.

   The consensus was to hold this item to provide opportunity for the School District to evaluate

options for the sidewalk.

G. ADJOURNMENT

Motion by Comm. DeCoster, seconded by DPW Radtke to adjourn at 5:42 p.m. The motion carried.

Minutes respectfully submitted by CDD Keil.

Menasha

Public Works / Parks Safety Committee
October 22, 2013
Minutes

Meeting called to order at 8:20 AM.

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

Approval of minutes from September 24, 2013 motion by V. Maas second P. Captain - Motion passed

B. **Old Business**

1. **Work Zone Safety/ MPD Enforcement** – Per email sent to Chief Styka City of Menasha already has the Give 'em a Brake language which extends to sanitation works in municipal code 10-1-1.

   T. Jacobson raised an additional question regarding whether regulatory signs (speed limits) in work zones could be temporarily changed under current ordinance. Drew will email T. Styka regarding this question.

   Additional concern regarding work zone safety was brought to the committee where a small detour was set up on Nicolet Blvd, law enforcement on site stated signage was incorrect and did not enforce on a witnessed car traveling the wrong way on the Blvd.

   T. Jacobson suggested forming an Ad Hoc committee between Public Works Engineering and Menasha Police Department to discuss work zone issues and attempt to come to a resolution. P. Captain made a motion to form this committee motion seconded by V. Maas – Motion Passed. Drew to address this request at the Police Safety Meeting on October 22, 2013.
2. **Leaf Truck CVMIC Significant Program Award** – Drew reported that the City of Menasha did not receive the significant program award for the submission regarding leaf truck retro-fit.

3. **Microwave issue City Hall Cell Towers –update** – Letter and documentation received from Cell Com regarding safe exposure levels related to workers near the cell towers.
4. **Placing cones in front and behind parked work vehicles** – J. Nieland made the suggestion during October meeting to consider a policy requiring that cones be placed in front and behind vehicles when parked. Intent of the cones is to make driver check for obstructions in front and behind vehicle prior to moving truck. Suggestion made following some incidents of bumping items due to the driver not being fully aware of obstructions in front and behind the vehicle. Committee discussion included circumstances which would require cone placement. Intent of discussion/ proposal is to make sure that the equipment driver was fully aware of surroundings prior to moving.

   C. Gordon made a motion to address this item by providing additional training and discussion with crews, including specific vehicle training for summer help and not to require cone placement at this time. Motion seconded by R. Losselyong - Motion passed.

C. **New Business**
1. **Monthly Safety Topic –** distributed and discussed. Requested to be posted in appropriate departments.
2. **Injury Review.** – No injuries reported
3. **Additional items for discussion** – T. Jacobson cited an observation at the 9th / Elmwood lift station where a contractor working in a wet well was not complying with any confined space entry procedures on a City project. T. Jacobson informed contractor. It was also recommended that T. Jacobson contact the Appleton OSHA office for inform them of the issue.

D. **Training**
1. **Fire Extinguisher Training** – Postponed – Drew will set up an alternate date.
2. **Confined Space Training** – training to be conducted on October 23, 2013 at 8:00am at the Jefferson Park Pool.
3. **Lifting Training** – Lifting Training scheduled for December 10, 2013.
4. **Chain Saw Training** – conducted by the City of Appleton Forester on October 10, 2013. Training included 1.5 hours classroom followed by hands on training practicing various skills. Training was very well received by attendees. 5 Parks and 6 DPW employees attended.

E. Motion to adjourn at 9:45 AM made by P. Captain and seconded by V. Maas.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November 27, 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, Don Merkes, 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; John Teale, Technical Services Engineer; Energy Services Representative Lisa Miotke, and Don Voogt of McMahon.

Those absent were: Electric and Water Distribution Supervisor Pichler.

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

Item III. Motion made by Comm. Roush, seconded by Comm. Zelinski, was unanimous on roll call to approve the following:

A. Minutes of the Regular Meeting of October 23, 2013
B. Minutes of the Special Meeting of October 16, 2013
C. Minutes of the Special Meeting of November 18, 2013
D. Approve and warrant payments summarized by checks dated October 3 & November 7-27, 2013, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of $896,507.89, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
E. Correspondence as listed:
   Copy of letter dated November 12 from State of Wisconsin Department of Natural Resources RE: Engineering Report Review
   Copy of letter dated October 21 from the Public Service Commission of Wisconsin RE: Final Decision on application for authority to increase electric rates

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

Item V. Purchase Orders over $10,000.00 issued since the last Commission meeting were presented; all were 2014 budgeted items.

The motion by Comm. Roush, seconded by Comm. Allwardt was unanimous on roll call to approve the purchase orders as presented and the reallocation of $35,000 from the 2013 Road Repairs for Main Breaks and Required Maintenance to the 2014 Water Meter-AMR Group Replacement budget.

With the presence of Don Voogt of McMahon New Business, Item A was advanced for discussion.

New Business, Low Lift Pump Replacement Agreement, McMahon – Don Voogt of McMahon updated the Commission that the DNR has approved the feasibility report which includes the

installation of two vertical raw water pumps and the relocation of the raw water pipe in the water plant.

The motion by Comm. Kordus, seconded by Comm. Roush was unanimously approved to accept the agreement for professional services from McMahon for design, bidding and construction phase services of the Low Lift Pump Replacement & Raw Water Pipe Re-Location in the amount of $43,100.

Don Voogt departed at 8:10 am.

Item VI. Unfinished Business, Source Water Sampling Update – Water Plant Supervisor Gosz reported the sampling for the Source Water Study is continuing to be done weekly. Data for the Head House Basin will be included in the December Commission meeting.

Item VII. NorthStar Conference – Customer Services Manager Maurer discussed the different break-out sessions she attended at the conference.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – Totals from the recycling events; collection agency data; and Focus on Energy Programs with incentive dollars were included in the October report.

Energy Services Representative Miotke discussed St. Mary's utilizing $25,000 of the Shared Savings Program in order to change their classroom lighting.

October Financial and Project Status Reports – Electric consumption increased 1.58% compared to budget; year-to-date revenue budget numbers are lower than anticipated mainly due to the timing of the rate case effective date; the cost of power was higher than budgeted by 2.26%; and the underground riser testing was completed earlier than anticipated and was under budget by $10,782.

Water consumption increased less than 1% compared to budget with year-to-date still up 10.62% and system losses for the month are back to normal.

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

C. Project Reports, Water Plant Projects – The water reservoir wall repair will be postponed until spring of 2014 and bids are due on December 4th for the #4 High Lift Pump Rebuild.

Metering Practice & Plan – Chapman has completed the CP2, CP3 and CP4 customers.

Steam Plant RFP – Five proposals were received and are being reviewed and discussed with the City of Menasha.

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 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.

City of Menasha • Office of the Mayor
Donald Merkes, Mayor
dmerkes@ci.menasha.wi.us

Menasha

Memorandum

TO: Common Council Members
FROM: Mayor Merkes
DATE: 12 December 2013

SUBJECT: RFP Menasha Utilities- Power System Engineering
Option 1: Resume Operation of River Street Power Plant
Option 2: Purchase Equipment/Building / Land from River Street Power Plant

Menasha Utilities released a RFP seeking options for the reuse of its River Street power plant in August through a contract with Power Systems Engineering to manage the process. Since that time there have been multiple inquiries and several parties have toured the facility.

We have since received five proposals to decommission the plant, and one proposal to abate the asbestos only. The proposals do not include firm numbers regarding potential payments to the city or costs to the city.

Further clarification of the proposals is required before either Power Systems Engineering or City/Utility Staff can evaluate and discuss the viability and risks. We would expect a report to the Common Council in January.

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www.cityofmenasha-wi.gov

Memorandum

To: Common Council
From: Greg Keil, CDD
Date: December 13, 2013
RE: Special Use Permits - 336 Chute Street and Menasha High School

On December 3, 2013 the Plan Commission conducted informal public hearings and reviewed the Special Use Permit Applications for the two sites. Public Hearings on the applications will be held before the Common Council on December 16, 2013.

Action was taken by the Plan Commission to recommend approval of the Special Use Permit for 336 Chute Street with the conditions as listed on the Consent Agenda. The Plan Commission deferred action on making a recommendation to the Common Council on the Special Use Permit application for the Menasha High School, primarily to afford an opportunity for the city and school district to review options for a sidewalk on the south side of Eighth Street. It is expected that a recommendation concerning the Special Use Permit for the high school will be forwarded to the Common Council following the January 7, 2014 Plan Commission meeting.

The school district desires to complete its required permitting in a timely manner, and would like to address any concerns Common Council members may have prior to the January 20, 2014 Common Council meeting. If you have concerns, please communicate them to me and I will forward them to appropriate school district personnel for review and response.

Memorandum

DATE: December 12, 2013

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works MR

RE: Application for STP-Urban Funds – Broad Street and Lake Park Road

The City of Menasha was recently notified of some available funding through the federal Surface Transportation – Urban Program (STP-U). East Central Wisconsin Regional Planning Commission informed us that one of our previously submitted candidate projects, Broad Street, was selected as a potential project for these funds.

The project limits include Broad Street from Tayco Street to Racine Street. The proposed improvements include new concrete pavement from Milwaukee Street to Racine Street and new asphalt pavement with concrete curb and gutter from Tayco Street to Milwaukee Street. The estimated cost of this project is $614,000 with the STP-U grant covering 80% of the construction cost. It is projected the project will be constructed in 2017.

We also were approached by Calumet County regarding an opportunity to utilize STP-U funding for the reconstruction of CTH LP (Lake Park Road) to an urban cross section. The proposal from the County involves the use of the 80% federal funding to subsidize the total reconstruction of CTH LP from Midway Road on the north end to USH/STH 10/114 on the southern terminus. The 20% local share would be split among Calumet County, the Village of Harrison and the City of Menasha. Calumet County would be responsible for 50% of the local share and Harrison and Menasha would split the remaining 50% in proportion to the amount of roadway in each jurisdiction.

Upon completion of the project, there would be a jurisdictional transfer of the roadway to each respective municipality. A 2016 or 2017 construction timeframe is anticipated for this project. An inter-municipal agreement would need to be executed among the three entities before the project could be approved. We will keep you apprised of the outcome of our grant applications.

M:\word\CC memo re STP-Urban funds Broad St - CTH LP_12-12-13.docx

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PROCLAMATION

SALUTING MANDERFIELD'S BAKERY

Whereas, The Manderfield family has a history of baking that dates to 1934, and a history of baking in Menasha with the opening of Best Bakery in 1956; and

Whereas, after selling Best Bakery in 1972, Manderfield's Bakery opened in 1979 on Calumet St., Appleton with a location in Menasha specializing in custom cakes in 1996; and

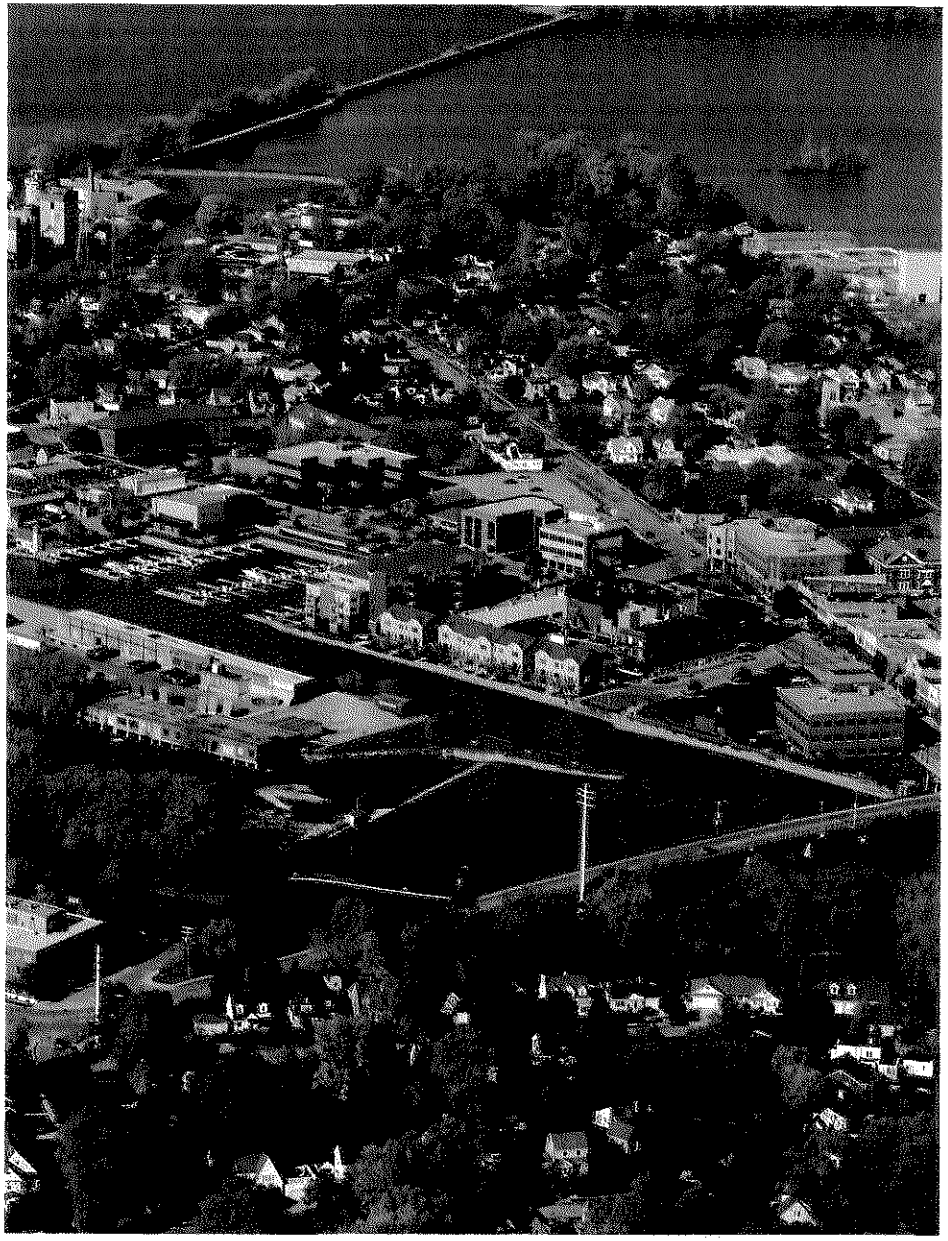
Whereas, Manderfield's Bakery is owned and operated by the third generation of the Manderfield family, continuing a 80 year tradition; and

Whereas, Manderfield's Bakery has been named best bakery in the annual "Best of the Valley" contest for 12 straight years; and

Whereas, Manderfield's Bakery was named one of America's best 50 bakeries by The Daily Meal from a field of over 6,000 bakeries, the only bakery in Wisconsin to receive such notoriety; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Common Council of the City of Menasha do hereby congratulate Manderfield's Bakery on its designation as one of America's best bakeries and the best bakery in the Fox Valley; and

BE IT FURTHER RESOLVED, that the Mayor and Common Council of the City of Menasha join the citizens of this community in appreciation and celebration of these designations and 70 years of baking tradition.



CITY OF MENASHA

Menasha

Dated this 12th day of December, 2013

Donald Merkes, Mayor

FOX CITIES REGIONAL PARTNERSHIP
A Wisconsin Business Powerhouse

FOR IMMEDIATE RELEASE
LOCAL ECONOMY COMPARES FAVORABLY WITH STATE, NATION

Date: December 9, 2013
Contact: Larry Burkhardt, Executive Vice President
920 734-7101

The Fox Cities Region continues to demonstrate overall economic strength and performance. Figures recently released by the Bureau of Labor Statistics show particularly good news for the region's manufacturing base. Third quarter numbers show that the Fox Cities region increased the total number of manufacturing jobs by 1,114 during the past twelve months, resulting in a 3.3% growth rate. By comparison, manufacturing jobs grew by 1.0% in the State of Wisconsin and by 0.7% in the nation during the same time. These figures place the region in the top 10% of MSA's (Metropolitan Statistical Areas) for employment growth throughout the country.

The value of the region's manufacturing positions becomes clear when one considers that the average annual wage for this sector is $54,296 in the Fox Cities. The area's location quotient, a measure of the prevalence of an activity in a geographic area, measures 2.44—where 1.0 represents the statistical average. This means that there is approximately two and one half times the manufacturing activity here in the Fox Cities compared to what is typical throughout communities around the country.

Manufacturing was just one sector that saw significant employment growth. The Management of Companies and Enterprises category grew at a rate of 8.7% in the Fox Cities, compared with a rate of 3.6% in the State and 3.0% across the country. Jobs in this sector pay an average of $107,908 in the Fox Cities.

In more good news, the region fared very well in the just-released 2013 Milken Institute Best-Performing Cities Index. The Index ranks U.S. metropolitan areas by how well they are creating and sustaining jobs and economic growth. The components include job, wage and salary, and technology growth. The Index ranks the economic performance of 179 small cities across the country. The Appleton MSA (Metropolitan Statistical Area) moved up 24 ranking positions in this year's Index, from 57 in 2012 to 33 in 2013. Of note was the fact that the Fox Cities Region ranked number 19 in one-year job growth, improving from number 102 the prior year. Finally, the region ranks number 44 in one-year wage growth.

Menasha

MEMORANDUM

TO: Peggy Steno, Administrative Services Director

FROM: Pamela Captain, City Attorney/HR Director

SUBJECT: Shelly VanDehy, d/b/a Sliders Bar and Grill

DATE: December 3, 2013

The Common Council approved the partial grant of $7,000 to Shelly VanDehy for the Reserve Liquor License. The remaining $1,000 will be held until the landscaping is completed in accordance with their approved site plan

Please process a check for $7,000 to Shelly VanDehy.

Cc: Common Council

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MEMORANDUM

TO: Peggy Steno, Administrative Services Director

FROM: Pamela Captain, City Attorney/HR Director
PMC

SUBJECT: Salsa's Mexican Restaurant LLC

DATE: December 3, 2013

The Common Council approved the partial grant of $7,000 to Salsa's Mexican Restaurant LLC for their Reserve Liquor License. The remaining $1,000 will be held until the landscaping is completed in accordance with their approved site plan

Please process a check for $7,000 to Salsa's Mexican Restaurant LLC.

Cc: Common Council

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Bill would make wind farm lawsuits easier

Legislation making it more attractive to sue wind energy operators and host landowners over alleged negative effects on health or real estate values had a public hearing before a Senate Committee in November.

Lasee

Senate Bill 167, authored by State Sen. Frank Lasee (R-De Pere), eliminates, for purposes of wind farm litigation, a $500 cap on recovery of attorney fees by a prevailing plaintiff that's generally applicable in civil actions.

More significantly, for plaintiffs whose residence is within 1.5 miles of a wind energy system, the proposal would deny operation pursuant to a lawful permit from the Public Service Commission or approval by a local government as a defense against civil liability.

Successful plaintiffs would be able to recover damages for physical and emotional harm attributable to wind turbine operation, compensation for loss of property value, and relocation costs.

The bill was heard November 20 by the Senate Committee on Judiciary and Labor. Its prospects of enactment as initially written were said to be doubtful—the hearing was held on a first draft—and it was unclear whether the proposal would advance even if amended.

Transmission application filed

It's been discussed for so long some might think it's already been built. Not so: The American Transmission Company (ATC) and Xcel Energy applied a few weeks ago to the Public Service Commission for approval to build a large new transmission line between the La Crosse area and northern Dane County.

The Badger-Coulee transmission project proposes to build a 345-kilovolt line spanning between 160 and 180 miles depending on the route selected.

The cost is estimated at $514 to $552 million but ATC also estimated building the project would offset the need for about $160 million in lower-voltage upgrades in western Wisconsin. The company also said the line would improve access to wholesale energy markets, provide at least $259 million and as much as $841 million in net economic benefits over the life of the project, and "establish another pathway for renewable energy into Wisconsin with a connection to key load centers."

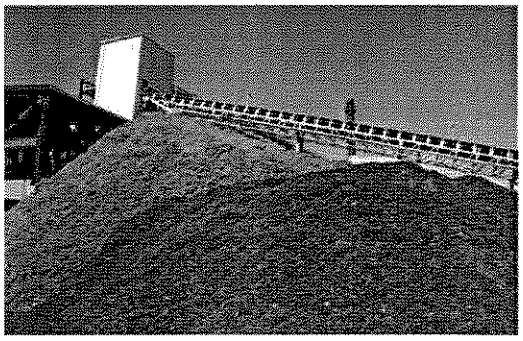
As required by law, the applicants proposed two route alternatives. A northern route would proceed from Holmen north to Ettrick and Blair, then turn east to Black River Falls and follow I-90 and 94 to the North Madison substation. The southerly route would run via Highway 53 from Holmen to La Crosse, follow I-90 to Rockland, turn south toward Cashton and then run eastward past Elroy to I-90 and 94 between Mauston and Lyndon Station, also ending at North Madison.

A 12- to 18-month regulatory review is

Continued on page 3...

Biomass capacity added to state's generation picture

WE Energies says it has secured enough renewable electric generation capacity to be in compliance with mandatory state standards through 2022.



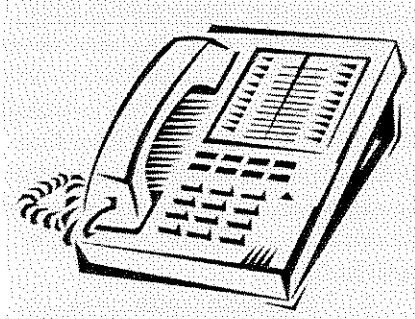
A new biomass facility, generating 50 megawatts from wood, waste wood and sawdust, was brought on line in November. It will also supply steam to support sustainable papermaking operations at Domtar Corporation's Rothschild mill, the company said.

Adding biomass to its portfolio allows the Milwaukee-based utility to produce renewable energy on demand—a benefit WE Energies chairman Gale Klappa said is unavailable from intermittent renewable sources like wind and solar facilities.

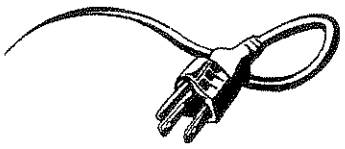
The plant will support about 150 permanent jobs in the region, including independent wood suppliers and haulers delivering waste wood to the plant, WE Energies said.

THE WIRE is a monthly publication of the *Customers First!* Coalition—a broad-based alliance of local governments, small businesses and farmers, environmental groups, labor and consumer groups, retirees and low-income families, municipal electric utilities, rural electric cooperatives, wholesale suppliers, and an investor-owned utility. *Customers First!* is a coalition dedicated to preserving Wisconsin's reliable and affordable electricity.

If you have questions or comments about THE WIRE or the *Customers First!* Coalition, please call 608/286-0784.



KEEPING CURRENT



With CFC Executive Director Matt Bromley

As unfair as it sounds, Wisconsin's electricity customers may have to pay costs caused by electric deregulation in Michigan.

This past summer, We Energies, which provides energy to part of Michigan's Upper Peninsula, lost its largest customer, the operator of two iron ore mines in the U.P. and constituting about 85% of the utility's Michigan load. The mining company chose another power supplier as allowed under Michigan's deregulated "electric choice" law.

Bromley

The significant loss of load means We Energies no longer needs its Presque Isle Power Plant in Marquette to serve its remaining customers. We Energies requested to suspend operations at the plant, but the grid operator, Midcontinent Independent System Operator, determined the plant must keep running to maintain reliability in northern Michigan. As a result, We Energies is eligible to receive System Support Resource (SSR) payments in exchange for keeping the plant operating. The cost of the SSR payments would be allocated to other utilities in the American Transmission Company footprint, including Madison Gas and Electric, Alliant Energy, WPPI Energy, Wisconsin Public Service, We Energies, and several Wisconsin municipal utilities and electric cooperatives. The Milwaukee Journal Sentinel reported these payments could be between $35 million and $82 million a year.

If no other alternatives arise to obviate the need for SSR payments, Wisconsin customers would be saddled with costs to operate a plant that benefits Michigan customers. Wisconsin ratepayer groups have decried the unfairness. In comments filed with the Public Service Commission, the Citizens Utility Board wrote that, "Wisconsin customers should not be forced to pay for the power source for the customers of a Michigan unregulated utility." The Wisconsin Industrial Energy Group added that it is "unreasonable and inequitable" for Wisconsin customers to pay to operate a plant when they receive no benefits.

As readers of this publication know, we often report on the risks and problems customers face in states that have deregulated their electric power industry. In a deregulated system, retail power sellers are able to cherry pick high-volume customers at the expense of all others. Up until now Wisconsin customers have mostly been sheltered from these risks because our policymakers rejected the deregulation concept in the late 1990s. That wise decision, though, may not be enough to protect Wisconsin customers from paying for the wrong decisions made by another state.

Duke nukes duck DIY costs

An agreement with Florida regulators will evidently let Duke Energy pass along to ratepayers most of the costs for wrecking its Crystal River nuclear plant by turning a complicated upgrade into a do-it-yourself project.

The state's Public Service Commission voted 4-1 to allow Duke to bill customers for as much as $3.2 billion in costs for the permanently shut-down Crystal River plant and planning costs arising from a cancelled nuclear project in Levy County. Total costs come to about $5 billion, of which some $800 million will be covered by insurance.

Trouble started when Progress Energy, which merged with Duke in 2012, set out in 2009 to replace old steam generators at Crystal River by itself, to save the costs of hiring experienced outside contractors. The Tampa Bay Times reports that no other utility had ever attempted such a move and that an internal study warned of "huge" risks.

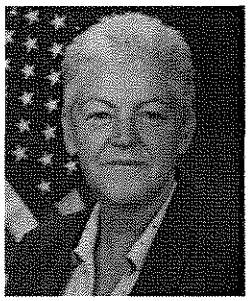
Progress ultimately did bring in outside consultants, then ignored their advice, and wound up creating multiple cracks in the Crystal River containment building. Attempted repairs created more cracks. Duke decided to retire the plant early this year.

Progress began planning for the cancelled Levy County plant in 2006, with a 2016 target date for completion. Cost estimates soared to more than $24 billion and the completion date was pushed back to 2024 before the project was abandoned.

CCS: Bumps in the road to the future of coal

It's more or less a given that no new coal-fired power plants will be built in the United States without technologies to capture and store carbon dioxide emissions. But whether the technology will be both available and practical to use and whether its drawbacks make it unattractive, depends very much on who you ask.

This fall, Environmental Protection Agency Administrator Gina McCarthy said a carbon capture requirement won't be part of a regulation on CO2 emissions from existing power plants her agency is due to propose by next June.



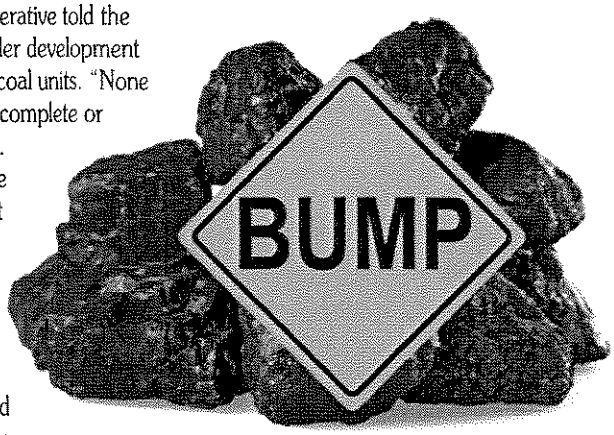
McCarthy

Carbon capture and storage (CCS), she said, according to Bloomberg Energy and Climate Report, "is really effective as a tool to reduce emissions when it's designed with the facility itself," rather than added on to a conventional facility.

Chances are that's correct. However, there are no power plants operating anywhere with CCS technology on a commercial scale.

Testifying last month before a House Energy and Commerce subcommittee, Acting EPA Assistant Administrator for Air and Radiation Janet McCabe referred to "the demonstrated performance of efficient, lower carbon technologies that are currently being constructed," adding that the agency's pending regulations for future power plants "set the stage for continued public and private investment in technologies like efficient natural gas and carbon capture and storage."

In that same hearing, CEO Tony Campbell of East Kentucky Power Cooperative told the panel none of the projects under development in the U.S. involve traditional coal units. "None of the generation projects are complete or currently operational," he said.



That's important, because the Clean Air Act requires that a technology be "adequately demonstrated" before it can be the basis of a regulatory standard.

A U.K.-based CCS advocacy organization reported this fall that there were ten fewer projects globally at the end of September, compared with a year earlier.

However, the Global Carbon Capture and Storage Institute also said "More projects are entering operation and construction" and identified 65 large-scale projects worldwide, but conceded that "momentum is too slow to support the widespread commercial deployment needed to underpin climate change risk mitigation scenarios."

Comparatively few projects involve electric generation. The organization identified 20 U.S. projects, most in the development or construction stages. Those in active operation tended to be in the oil and natural gas production industries.

One U.S. project that's both big and relevant to electric utilities is the Kemper County power plant, under construction by Southern Company affiliate Mississippi Power. At the end of October, Mississippi Power said it will delay completion of the lignite-burning mine-mouth plant to the last quarter of 2014, about half a year past its previous deadline, and that the project's estimated $2.8 billion cost will rise to nearly $5 billion.

Closer to home and less expensive, the FutureGen project in central Illinois awaits a final recommendation from the Department of Energy, expected before year's end. For an estimated $1.65 billion, FutureGen would capture CO2 emissions from an existing coal plant and pipe them into underground storage about 30 miles away.

But even with its lower price tag, FutureGen has struggled toward completion for more than a decade, and costs aren't the only aspect of CCS raising uncertainties about the future viability of coal-fired electric generation.

A study published last month by the University of Texas at Austin found correlation between underground injection of carbon dioxide into northwest Texas oil and gas fields and 93 minor earthquakes between March 2009 and December 2010.

None caused injuries or severe damage but they do mark the first instance of correlation between underground CO2 injection and earthquakes exceeding magnitude 3. A later quake, in September 2011, was measured at magnitude 4.4. That would be expected to cause visible and audible movement of indoor objects but little if any damage.

An author of the study said different fields have reacted differently and no other CO2 injection sites in the world have experienced earthquakes as large as magnitude 3, adding, "It is possible that in many locations large-volume CO2 injection may not induce earthquakes."

In another paper last year—both were published in the Proceedings of the National Academy of Sciences—Stanford University researchers cited "a high probability that earthquakes will be triggered by injection of large volumes of CO2" in carbon capture and storage (CCS) operations.

Transmission

Continued from page 1...

anticipated and the line is expected to be in service in 2018.

Still pending is the expected application to build another 345-kilovolt line across southwestern Wisconsin, from Dubuque County, Iowa, to a substation just west of Madison. ATC's advance planning calls for that line to be in service in 2020.

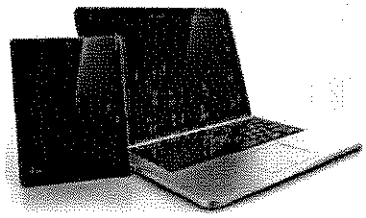
Energy saver tip

With heating season here, proper insulation comes into play as a money-saver and energy-conservation tool. Attic insulation can save as much as one-third of heating costs compared with a non-insulated attic in the same home. That means it can pay for itself in a comparatively short time.

Customers First!

P.O. Box 54
Madison, WI 53701

A **Coalition**
to preserve
Wisconsin's
Reliable
and Affordable
Electricity



Be sure
to check out
the *Customers First!*
website at

www.customersfirst.org

Quotable Quotes

"This is a difficult situation across the board. This is not what anyone would have liked. But this provides the best resolution."

—Florida Public Service Commission Chairman Ronald Brise, giving his view of a settlement allowing Duke Energy to bill customers for a botched nuclear plant upgrade and abandonment of another nuclear project, quoted in the *Tampa Bay Times*, October 17, 2013

Help us share our messages with others. If you know of businesses or organizations that would like to learn more about protecting Wisconsin's reliable and affordable electricity, please feel free to copy and share with them all or part of this newsletter, or you can call 608/286-0784 to arrange an informational meeting.

Customers First!
Plugging Wisconsin In

MEMORANDUM

To: City of Menasha Common Council

From: Peggy Steeno, Director of Administrative Services

RE: 2013 Tax Rate Details

Date: December 16, 2013

Please find attached the tax rates used for the 2013 tax bills along with an example for each set of rates illustrating the tax bill for an 'average' home. As you can see by the attachment, there are three different sets of tax rates for City property owners, depending on the County and School District in which the property is located.

Please let me know if you have questions in advance of the meeting on Monday, otherwise I look forward to discussing this with you then.

140 Main Street · Menasha, Wisconsin 54952-3151 · (920) 967-3630 · Fax (920) 967-5271
www.cityofmenasha-wi.gov

LEVY AND RATES FOR 2013

WINNEBAGO COUNTY/MENASHA SCHOOLS

	LEVY	2013 RATE	2012 RATE	CHANGE	
STATE	134,642.36	0.1679	0.1677	0.0002	0.12%
COUNTY	4,094,976.93	5.3614	5.6406	(0.2792)	-4.95%
FVTC	1,491,259.88	1.9524	1.9458	0.0066	0.34%
SCHOOLS	7,830,949.00	10.2527	9.7326	0.5201	5.34%
CITY	**7,897,676.11**	**10.3401**	**10.2236**	**0.1165**	**1.14%**
	21,449,504.28	28.0745	27.7103	0.3642	1.31%
CREDIT	1,219,437.63	1.5206	1.5075	0.0131	
	20,230,066.65	26.5539	26.2028	0.3511	1.34%

Affect on Residential Tax Bills

		2013 Tax Bill	2012 Tax Bill	Increase Over 2012
$111,000 HOUSE (Average)		$ 2,947.49	$ 2,908.53	$ 38.96
Subtract:	Lottery Credit	$ 112.96	$ 90.63	
	First Dollar Credit	$ 66.32	$ 65.02	
		$ 2,768.21	$ 2,752.88	$ 15.33

CALUMET COUNTY/MENASHA SCHOOLS

	LEVY	2013 RATE	2012 RATE	CHANGE	
STATE	30,803.00	0.1553	0.1656	(0.0103)	-6.22%
COUNTY	738,034.95	4.2146	4.4277	(0.2131)	-4.81%
FVTC	316,300.52	1.8063	1.9213	(0.1150)	-5.99%
SCHOOLS	469,387.00	9.4850	9.7426	(0.2576)	-2.64%
Waverly	119,425.27	0.6859	0.6962	(0.0103)	-1.48%
CITY	**1,675,119.89**	**9.6268**	**10.1587**	**(0.5319)**	**-5.24%**
	3,349,070.63	25.9739	27.1121	(1.1382)	-4.20%
CREDIT	246,222.26	1.2416	1.2853	(0.0437)	
	3,102,848.37	24.7323	25.8268	(1.0945)	-4.24%

Affect on Residential Tax Bills

		2013 Tax Bill	2012 Tax Bill	Increase Over 2012
$196,000 HOUSE (Average)		$ 4,847.47	$ 5,062.09	$ (214.62)
Subtract:	Lottery Credit	$ 112.96	$ 90.63	
	First Dollar Credit	$ 66.32	$ 65.02	
		$ 4,668.19	$ 4,906.44	$ (238.25)

CALUMET COUNTY/APPLETON SCHOOLS

	LEVY	2013 RATE	2012 RATE	CHANGE	
STATE	30,803.00	0.1553	0.1656	(0.0103)	-6.22%
COUNTY	738,034.95	4.2146	4.4277	(0.2131)	-4.81%
FVTC	316,300.52	1.8063	1.9213	(0.1150)	-5.99%
SCHOOLS	1,080,604.89	8.6017	9.0309	(0.4292)	-4.75%
Waverly	119,425.27	0.6859	0.6962	(0.0103)	-1.48%
CITY	**1,675,119.89**	**9.6268**	**10.1587**	**(0.5319)**	**-5.24%**
	3,960,288.52	25.0906	26.4004	(1.3098)	-4.96%
CREDIT	246,222.26	1.2416	1.2853	(0.0437)	
	3,714,066.26	23.8490	25.1151	(1.2661)	-5.04%

Affect on Residential Tax Bills

		2013 Tax Bill	2012 Tax Bill	Increase Over 2012
$196,000 HOUSE (Average)		$ 4,674.40	$ 4,922.54	$ (248.14)
Subtract:	Lottery Credit	$ 102.44	$ 85.71	
	First Dollar Credit	$ 60.15	$ 61.48	
		$ 4,511.81	$ 4,775.35	$ (263.54)

Menasha

The Horizon

Special Edition December 2013

Year in Review

We've accomplished a lot in the past year thanks to the efforts of so many people in our community who work hard, think creatively, and bring their dedication and commitment to tasks every day. Following are just a few of the accomplishments that we have achieved in 2013.

- $175,000 grant to improve the Senior Center
- $499,400 Knowles-Nelson Stewardship grant to create a linear riverfront park on the Gilbert Paper site
- $15,000 donation from CN to plant 240 new street trees celebrating 30 years as a Tree City USA
- Completion of a joint City/Utility staffing and efficiency study
- Completion of a $90,000 fundraising effort to create a Neenah-Menasha Fire Rescue Dive Team
- Purchase of new 5 acre east side park
- Completion of a Community Health Improvement Plan
- Acceptance as an inaugural member of the Connect Communities program
- Implementation of community oriented policing programs including: Coffee with the Cops and the Community Traffic Safety program
- Repaving Melissa Street, Arthur Street, Hickory Hollow Lane, Dunning Street, Northridge Court, and Milwaukee Street
- Implementing an employee wellness program
- Payment of over $3 million of City debt

Tax Levy Decreases for Third Year

The City's tax levy has decreased more than $30,000 over the past three years while at the same time decreasing debt by $7.7 million. The steps the City has taken place Menasha in a stronger financial position for future growth and provision of essential services to the community. It has only been through the support of residents, businesses, and property owners with a strong commitment by employees that Menasha has been able to achieve this status.

Crucial to the City's financial well being is the health of our businesses and neighborhoods. Menasha continues to be committed to growing business and residential value in the community. With that in mind the 2014 budget commits increased resources to economic development staffing and maintaining our participation in the Fox Cities Regional Partnership. A planned update of the City's website will provide a more comprehensive image of our community, its services, and attributes; ensuring that people get the full picture of Menasha when they explore our offerings.

2014 will bring investments of nearly $2 million in streets, sidewalks & trails, construction of a new riverfront park, and expansion of our senior center. We will continue to support and enhance our award winning library, provide essential services, and grow partnerships to enhance the quality of life for those who live here and those that visit.

Menasha continues to make progress restoring its financial health and growing the residential and business community. In 2014 we will maintain that momentum in a fiscally sound manner while funding those services, infrastructure, and amenities that provide for a better quality of life here in Menasha.

Did you know?

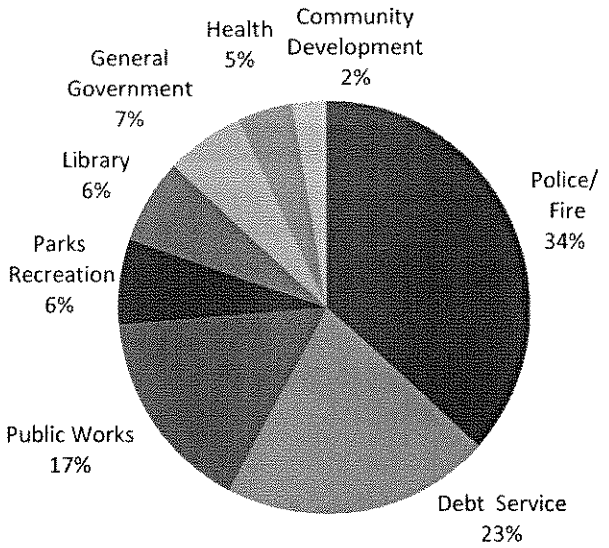
You can rent the Senior Center for your parties and special events.

Call 967-3530

You can rent a 2 cubic yard dumpster from the city for your cleaning or remodeling needs for only $45.

Call 967-3620

Budget at a Glance



Support the Menasha Library Endowment

Our award winning library provides exceptional services, but part of what makes it so special is the programming and special events that they sponsor. Much of the funding for these events is supported by sponsorships and the library endowment. You can help support your library and these great events with tax-deductible donation to our endowment fund. The endowment depends on your donations to continue and grow. There are several forms of donations:

- Memorials and Honorariums may be donated in someone's name. This can be done with a single small donation or a fund can be created in a person's name that carries from year to year to support the library. We are happy to work with you so that funds are being used in a way that will honor a person's interests.
- General donations are accepted to support the library in numerous ways. These may be given with a specific purpose in mind or just as an open donation for the library to use to support its programs and services.
- Gifts of stocks, bonds or mutual funds are welcome, as are legacies in a will or living trust.

Questions? Contact library director Vicki Lenz at 967-3661

Donations may be brought to the library or sent to Director, Elisha D. Smith Public Library, 440 First St., Menasha, WI 54952. You will receive a substantiation form in return, for your taxes. Thank you!

2014 Street Construction

The 2014 budget anticipates major investments in street infrastructure including reconstruction of the following streets:

- London Street (Plank Rd to Ninth St)
- Lakecrest Drive
- Emily Street
- Ninth Street (Lake to Tayco St)
- Sunset Drive
- De Pere St (River to Third St)
- Parkview Place

Reconstruction of streets is included with your property tax payment. There are no additional charges for reconstruction or rehabilitation projects.

The City will also be undertaking a more aggressive program in 2014 to repair and replace damaged curbs and sidewalks throughout the city.

Initial curb and gutter and permanent pavement construction projects are scheduled for the following new streets:

- Harold Dr.
- River Lea Ct.
- Grassymeadow Ln.
- Grassy Plains Dr.
- Ridgecrest Ln. (portions of)
- Prairie View Ct.

Residents are assessed for initial improvements of new streets. The charges are billed with tax bills and have options for 5 year repayment and 10 year repayment plans.

Did you know?

You can report streetlight outages on the Menasha Utilities website.

www.menashautilities.com

You can receive the weekly Menasha library newsletter by signing up on their website.

www.menashalibrary.org

The average residential property owner saves 18% or $174 annually on their electric bill by having a municipal utility in Menasha.

Smith Park Winter Gala Returns

Join in the winter fun with this great family event, on February 1st. Events include a 3-hole winter golf experience, snow sculpting, and storytelling.

Amateur Snow Sculpting – Judging at 3PM / register to carve a block with the form found online or at the Menasha Library

Pro Sculptors Competition

10th Annual Frozen Flamingo Open – play begins at Noon / three-hole groomed golf course (equipment provided) and cool prizes in multiple categories

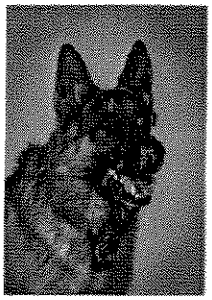
Petting Zoo – Noon – 3PM

--Warm up in the Memorial Building--

Storytelling –1PM with Menasha Library Children's Librarians

Menasha Historical Society Exhibit – Menasha from Past to Present

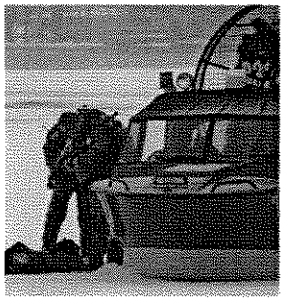
Chili, Hot Chocolate, & Cookies throughout the day in the Memorial Building. Spend the day enjoying some winter fun!



K9 Fundraising Underway

Menasha mourned the loss of its K9 officer Gommez last August. Gommez proved to be a valuable asset to our city. He immediately had an impact on the number of drugs being located on traffic stops and search warrants in our city. He was called upon by other jurisdictions to aid in their searches as well. Citizens quickly stepped up to raise funds to continue the program, and are well on their way to a $20,000 goal.

Donations will be accepted at the Menasha Police Dept, 430 First St. payable to the Menasha K9 Corps.



Dive Team Fundraising Complete

Earlier this summer NM Fire Rescue met its fundraising goal of $90,000 to support the creation of a dive team. This endeavor was a high priority given a dramatic increase in ice/water rescue calls over the past five years. As we enter the season to be out on the ice remember safety procedures and use caution especially at night and near dams and open water.

Did you know?

Menasha has lower storm water fees than many neighboring communities.

Menasha $75
Neenah $84
Harrison $96
Little Chute $96

Town of Menasha $100
Oshkosh $107.68
Kimberly $110
Appleton $155

Handy Contact Information

City Hall
8:00AM – 4:00PM M-F
920-967-3600

Public Works Facility
7:00AM -3:00PM M-F
920-967-3620

Police
Open 24hrs Daily
920-967-3500

NM Fire Rescue
Open 24hrs Daily
920-886-6200

Menasha Public Library
8:30AM – 8:30PM M-Th
8:30AM – 6:00PM Fri
8:30AM – 4:30PM Sat
1:00PM – 5:00PM Sun
920-967-3690

Heckrodt Wetland Reserve
8:00 AM – 4:30 PM Tue-F
11:00 AM – 4:00 PM Sat-Sun
Closed Monday

Trail System
6:00 AM – 9:00 PM Daily
920-720-9349

Menasha Health Dept.
8:00AM – 4:00PM M-F
920-967-3520

Menasha Senior Center
8:00AM – 4:00PM M-F
920-967-3520

Menasha Utilities
7:30AM – 4:00PM M-F
920-967-3400
Digger's Hot Line
1-800-242-8511

Senior Center Fundraising Underway

Fundraising has begun to renovate and expand the Senior Center rectifying several space and safety needs of the center, including a covered entry canopy at the rear of the building. A new entrance and reception area will also be created to make better use of the available space and less interruption of activities.

Renovations are planned to be complete in summer of 2014. A fundraising goal of $87,500 has been established matching an equal donation from the City, and a $175,000 grant. Donations will be accepted at the Menasha Senior Center, 116 Main St. payable to the Menasha Senior Center Legacy Account.

CN helps Menasha Celebrate

You may have noticed the 240 new trees gracing Menasha this fall. The trees are part of a partnership with CN railroad and multiple volunteer groups to celebrate the 30th anniversary of the City's Tree City USA status.

30 trees were planted in each aldermanic district with mainly volunteer planters. Thank you!

Goodbye to a Menasha landmark, you have served us well since 1927. Everything has a lifespan, and all good things come to an end. We will miss your shining beacon coming into town by water or by land.

2014 Dog & Cat licenses are available at the finance department; a rabies vaccination certificate is required.

2014 Fire permits are now available in the finance department. Renters must have the signature of the property owner to receive a permit.

NEW THIS YEAR!
City of Menasha tax bills may be paid at First National Bank-Fox Valley (Menasha Branch/In Lobby Only), located at 320 Racine Street, through January 31, 2014.

Did you know?

You can Like Police, Fire, Recreation & Pool, Utilities Library, Senior Center, and Mayor on Facebook. We'll keep you informed!

Common Council meetings are held the first and third Mondays of each month at 140 Main St.; the public is welcome to share their views.

2014 Election Dates are:
February 18
April 1
August 12
November 4

DRAFT

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 2, 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 Englebert, Benner, Taylor, Sevenich, Keehan, Zelinski, Nichols (arrived at 6:10) Langdon (arrived at 6:20)
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, LD Lenz, Clerk Galeazzi
DEPT. HEAD EXCUSED: PHD Nett

D. PUBLIC HEARING
1. Proposed Change to City of Menasha Municipal Code of Ordinance Section 13-1-14, which would eliminate the required 10 foot setback from dedicated drainage easements for principal or accessory structures.

CDD Keil gave a brief explanation of the proposed change and the reason for the change.

No one spoke

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. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
a. Administrative Committee, 11/18/13
b. Board of Public Works, 11/18/13
c. Landmarks Commission, 11/19/13
d. Neenah-Menasha Sewerage Commission, 11/13/13
e. Plan Commission, 11/19/13
f. Water and Light Commission-Special, 11/18/13
Communications:
g. Menasha Historical Society News, December 2013
Moved by Ald. Benner, seconded by Ald. Sevenich to receive Minutes and Communications A-G.
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, 11/18/13
Administration Committee, 11/18/13 – Recommends the Approval of:
2. To accept the proposal for Volunteer Accident Insurance coverage for one year offered through National Union Fire Ins. Co. of Pittsburgh, PA, beginning January 1, 2014.
Board of Public Works, 11/18/13 – Recommends the Approval of:
3. Payment – Al Dix Concrete, Inc.; Midway Road Concrete Walk Construction; Contract Unit No. 2013-01; $32,352.72 (Payment No. 2)

DRAFT

4. Payment – Roger Bowers Construction Co., Inc.; Ninth Street Lift Station/Force Main Improvements; Contract E145-13-01B; $25,946.14 (Payment No. 2)

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda items 1-4.
Motion carried on roll call 6-0

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 11/21/13 to 11/27/13 in the amount of $1,006,398.27.

Moved by Ald. Sevenich, seconded by Ald. Englebert to approve accounts payable and payroll.
Ald. Taylor requested to separate check #44408 (McMahon). He will abstain from voting on the check.
Motion to approve accounts payable and payroll minus check #44408 carried on roll call 6-0.
Motion to approve check #44408 carried on roll call 5-0. Ald. Taylor abstained.

Ald. Nichols arrived

2. Return of grant funds for Reserve "Class B" Liquor License:
   a. Salsa Mexican Restaurant LLC, d/b/a Salsa Mexican Restaurant,1550 Appleton Road
   b. Shelly VanDehy, d/b/a Sliders Bar and Grill, 890 Lake Park Road

Moved by Ald. Sevenich, seconded by Ald. Englebert to authorize staff to provide to Salsa Mexican Restaurant LLC, d/b/a Salsa Mexican Restaurant and Shelly VanDehy, d/b/a Sliders Bar and Grill grant funds of $7,000 immediately and $1,000 upon installation of the deficient landscaping but no later than May 31, 2014.
General discussion ensued on requirements of site plan, cost of landscaping.
Teresa Guzman, owner of Salsa Mexican Restaurant, addressed the Council on the cost of landscaping.
Motion carried on roll call 7-0

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

Moved by Ald. Nichols, seconded by Ald. Keehan to approve beverage operators license applications as submitted.
Motion carried on roll call 7-0.

J. ORDINANCES AND RESOLUTIONS

1. O-7-13 An Ordinance Amending Title 2, Chapter 4 of the Code of Ordinances (Municipal Court Cost) (Introduced by Mayor Merkes)(Recommended by the Administration Committee).

Moved by Ald. Nichols seconded by Ald. Englebert to adopt O-7-13 An Ordinance Amending Title 2, Chapter 4 of the Code of Ordinances (Municipal Court Costs) with change of replacing the word "treasurer" with "secretary of administration".
Motion carried on roll call 7-0

Ald. Langdon arrived

2. R-20-13 Resolution approving application to the Board of Commissioners of Public Lands to borrow $4,175,000 from the State Trust Fund and authorizing the borrowing and the issuance of certificates of indebtedness and levying a tax in connection therewith.

Moved by Ald. Benner, seconded by Ald. Sevenich to adopt R-20-13 Resolution approving application to the Board of Commissioners of Public Lands to borrow $4,175,000 from the State Trust Fund and authorizing the borrowing and the issuance of certificates of indebtedness and levying a tax in connection therewith.
ASD Steeno explained the resolution is part of the application process for the loan with Board of Commissioners of Public Lands.
Motion carried on roll call 8-0.

K. APPOINTMENTS

DRAFT

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
(five (5) minute time limit for each person)
No one spoke.

O. RECESS TO ADMINISTRATION COMMITTEE, BOARD OF PUBLIC WORKS, AND PERSONNEL COMMITTEE
Moved by Ald. Benner, seconded by Ald. Keehan to recess at 6:22 p.m. to Administration Committee, Board of Public Works and Personnel Committee.
Motion carried on voice vote.

Reconvened at 7:15 p.m.

P. CLOSED SESSION
Moved by Ald. Benner, seconded by Ald. Keehan 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.)
Motion carried on roll call 8-0.

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

R. ADJOURNMENT
Moved by Ald. Sevenich, seconded by Ald. Keehan to adjourn at 8:32 p.m.
Motion carried on voice vote.

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

City of Menasha

SPECIAL ZONING APPROVAL

Owner HISTORIC HOTEL PUB LLC Case or Plan No. _____

Address 336 CHUTE ST. Fee $350.00

Applicant (if different than Owner) ROGER BIECHLER

Address 100 LOCK ST.

Zoning C-2 Parcel Number(s) 2-00121-00

PLEASE INDICATE WHICH REQUEST IS BEING MADE

- ☐ Rezoning
- ☑ Special Use
- ☐ Flood Plain Map Amendment
- ☐ Appeal or Variance
- ☐ PUD Plan Approval

Description of Request: CHANGE OF OCCUPANCY - RESIDENTIAL TO GROUP A (TAVERN) EXISTING NON-CONFORMING STRUCTURE & 4 1 bedroom apartments.

Owner/Agent Roger A. Biechler
Signature

(If applicable)

Formal Hearing 12/16/2013

Informal Hearing 12/3/2013

Notice Mailed to neighbors 11/27/2013

Notice Mailed _____

Notice Mailed _____

Action Taken: _____ 20____

☐ APPROVED ☐ DENIED

Conditions (if any): _____

November 27, 2013

RE: Special Use Permit Application for 336 Chute St

Dear Property Owner:

Roger Biechler, of Historic Hotel Pub LLC, has applied for a Special Use Permit for the property located at 336 Chute St, Parcel # 2-00121-00, as identified on the attached map. Mr. Biechler has requested the Special Use Permit in order to establish a tavern and four apartments. A Special Use Permit is required to change the use or occupancy of a non-conforming property pursuant to Sec 13-1-44(b)(2) of the City of Menasha Municipal Code. The subject site is zoned C-2 Central Business District.

The City of Menasha Plan Commission will be considering this request at an informal public hearing on Tuesday, December 3, 2013 at 3:30 p.m. or shortly thereafter in the City Hall Council Chambers at 140 Main Street, Menasha.

The City of Menasha Common Council will also be considering this request at a formal public hearing scheduled for Monday, December 16, 2013 at 6:00 p.m. or shortly thereafter in the City Hall Council Chambers, 140 Main Street, Menasha. A copy of the notice of the Common Council hearing on this proposal is attached along with an area map identifying the location of the property.

Persons interested in this matter will be given an opportunity to comment on the request; written comments will also be considered. The City of Menasha is notifying you because you own property within one hundred (100) feet of the proposed special use, as required by Section 13-1-11(d)(3) of the Municipal Code. If you have any questions, please feel free to contact me.

Sincerely,

Kara Homan, AICP
Principal Planner

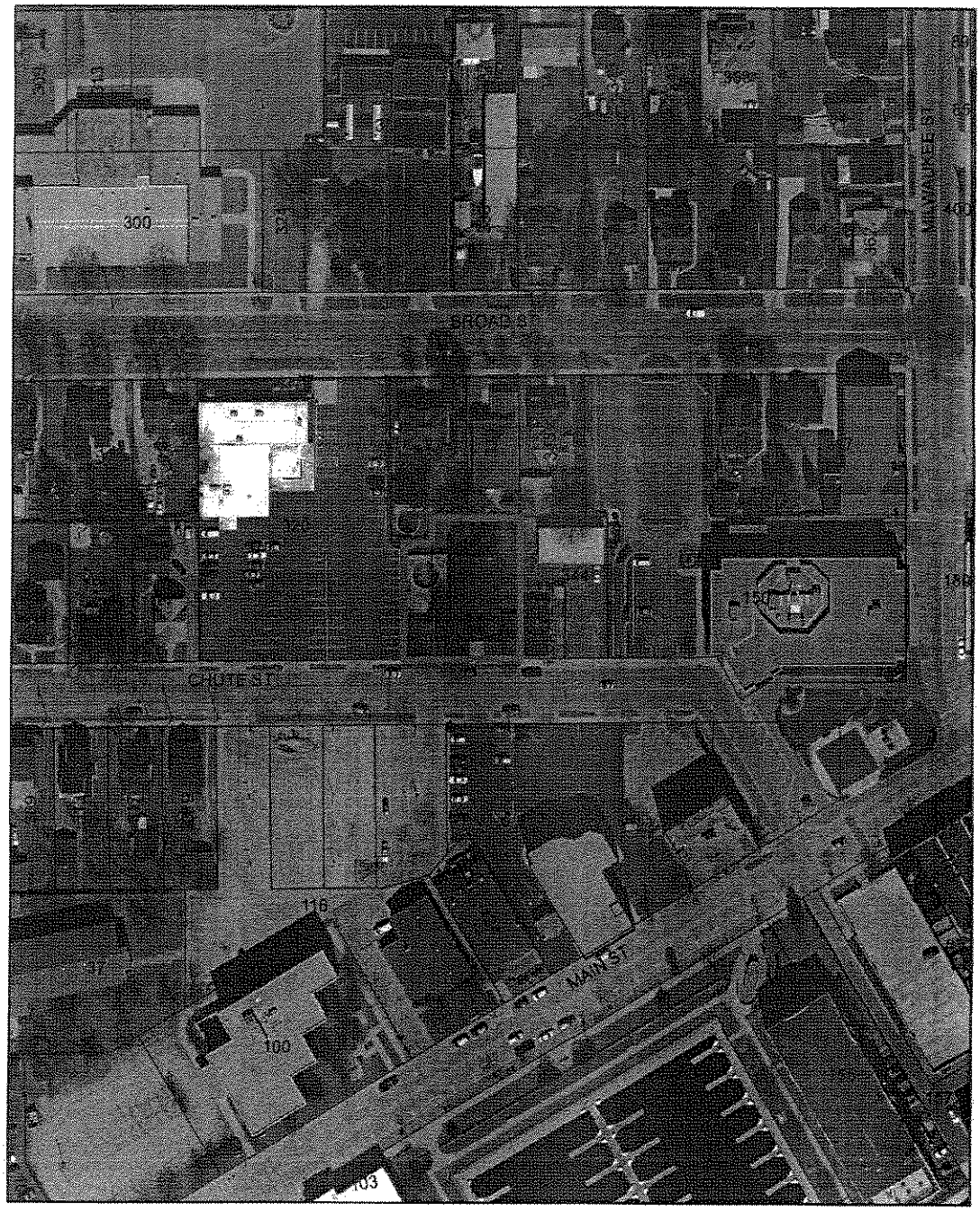
C: Plan Commission
City Clerk Galeazzi

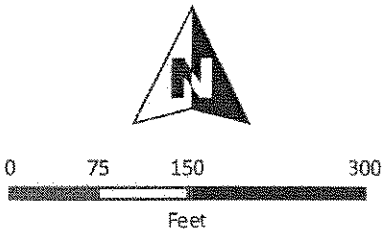
City of Menasha
Public Hearings

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by Historic Hotel Pub, LLC to establish a tavern and four apartments on a non-conforming parcel in the C-2 Central Business District, as required by Sec 13-1-44(b)(2) of the City of Menasha Municipal Code. The proposed use is to take place on a parcel located at 336 Chute Street (Parcel Number 2-00121-00), City of Menasha, Winnebago County, Wisconsin. The Plan Commission will hold its informal public hearing on Tuesday, December 3, 2013 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, December 16, 2013 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

Run: Dec 1 & 9, 2013





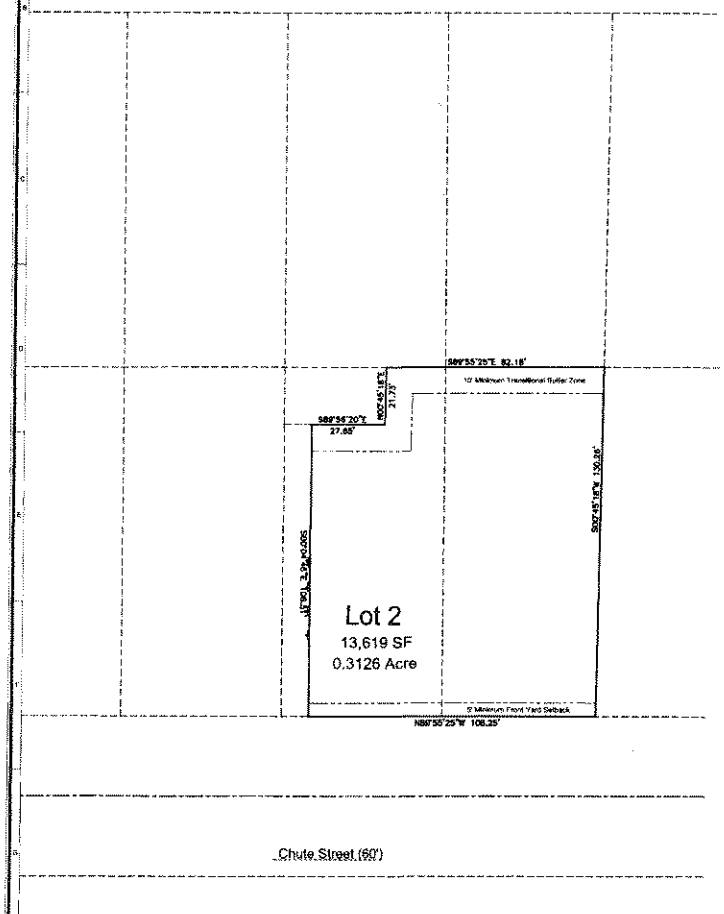
Special Use Permit Location
Proposed Tavern & Apartments
336 Chute St

Parcel Numbers: 2-00121-00

Spirits Bar

336 Chute Street, Menasha, WI, 54952

LOT 24 AND 25, BLOCK 8, IN THE PLAT OF MENASHA TWO ADDITIONS, IN THE SECOND WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN;
EXCEPTING THEREFROM THE WEST 37.86 FEET OF THE NORTH 21.73 FEET OF SAID LOT 25;
ALSO EXCEPTING THEREFROM THE WEST 10.21 FEET OF THE SOUTH 108.51 FEET OF LOT 25.

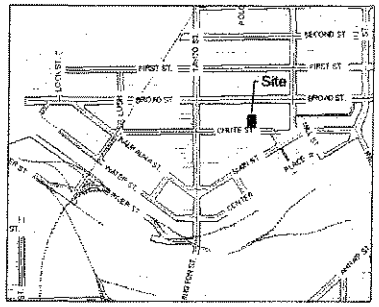


General Contractor

James J. Calmes and Sons, Inc.
N2193 Bodde Road
Kaukauna, WI 54130

CIVIL SHEETS INDEX

C0.0 COVER SHEET
C1.0 EXISTING/DEMOLITION PLAN
C2.0 SITE PLAN
C3.0 GRADING & EROSION CONTROL PLAN
C6.0 DETAILS
L1.0 LANDSCAPE PLAN



Location Map
Not to Scale

ABBREVIATIONS

BLDG	BUILDING
DOT	DEPARTMENT OF TRANSPORTATION
E	EAST
ELEV	ELEVATION
FIN	FINISHED
INV	INVERT
MAX	MAXIMUM
MIN	MINIMUM
N	NORTH
S	SOUTH
San	SANITARY
SF	SQUARE FEET
TYP	TYPICAL
W	WEST
WI	WISCONSIN

LEGEND:
- = SANITARY MANHOLE
- = WATER VALVE
- = FIRE HYDRANT
- = DOWN GUY
- = GAS METER
- = LIGHT
- = DECORATIVE STREET LIGHT
- = ROCK
- = TREE
- = BOLLARD
- OH = OVERHEAD ELECTRICAL
- OT = OVERHEAD TELEPHONE

Existing	Proposed	
		Asphalt
		Building
		Concrete

N

20 10 0 20 40
Graphic Scale

DIGGERS HOTLINE

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WISCONSIN STATUTE 182.0175 (1974) REQUIRES MIN. 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE

THE LOCATIONS OF THE EXISTING UTILITY INSTALLATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN

Mach IV
Engineering & Surveying LLC
311 N. Broadway, Suite 114, Green Bay, WI 54202
Phone 920-593-3765 Fax 920-593-3769

James J Calmes

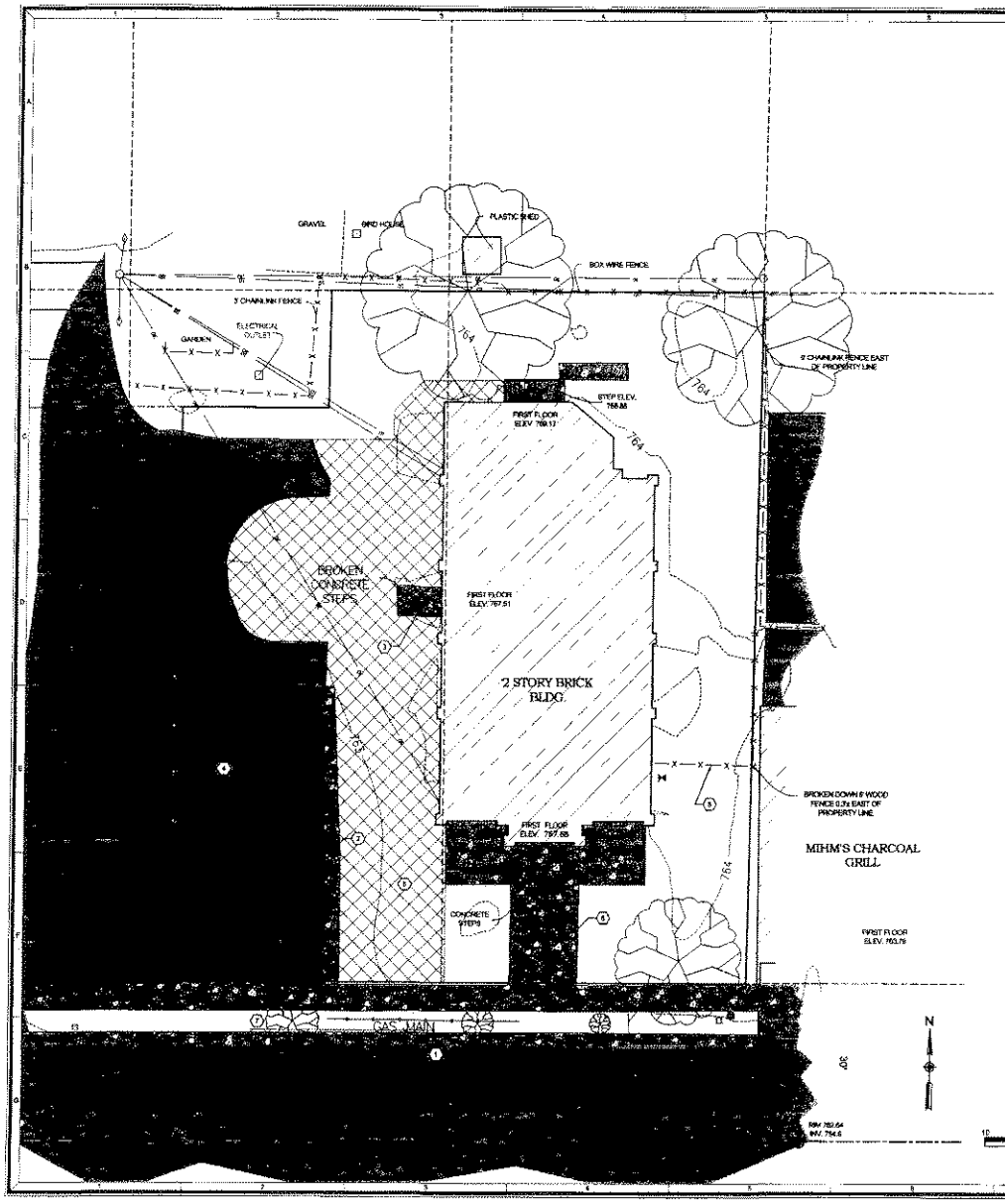
Spirits Bar

Cover Sheet

REVISION DESCRIPTION	NO.

DATE: December 11, 2013	
DRAFTED BY: RPH	
CHECKED BY: JE	
PROJECT NO.: 0690-01-13	
DRAWING NUMBER	883
SHEET NUMBER	C0.0

R:\MN\0690-01-13 Bodde Bar\DRAWINGS\0690-01-13.dwg dwg 12/11/2013 10:10:21 AM



SHEET KEY NOTES:

1. SAWCUT CURBING FOR DRIVEWAY ENTRANCE PER CITY STANDARDS. NOTIFY THE CITY OF MENASHA 3 PRIOR TO ANY WORK BEING DONE IN THE RIGHT-OF-WAY
2. REMOVE SIDEWALK
3. REMOVE CONCRETE STEPS
4. SAWCUT ASPHALT AT PROPERTY LINE AND REMOVE
5. STRIP TOPSOIL AND STOCKPILE
6. REMOVE EXISTING CONCRETE SLAB
7. REMOVE AND GRUB TREE
8. REMOVE FENCE

Mach IV
Engineering & Surveying LLC
2115 N. Broadway, Suite 114, Green Bay, WI 54303
PH: 920-359-3765 Fax: 920-359-3767

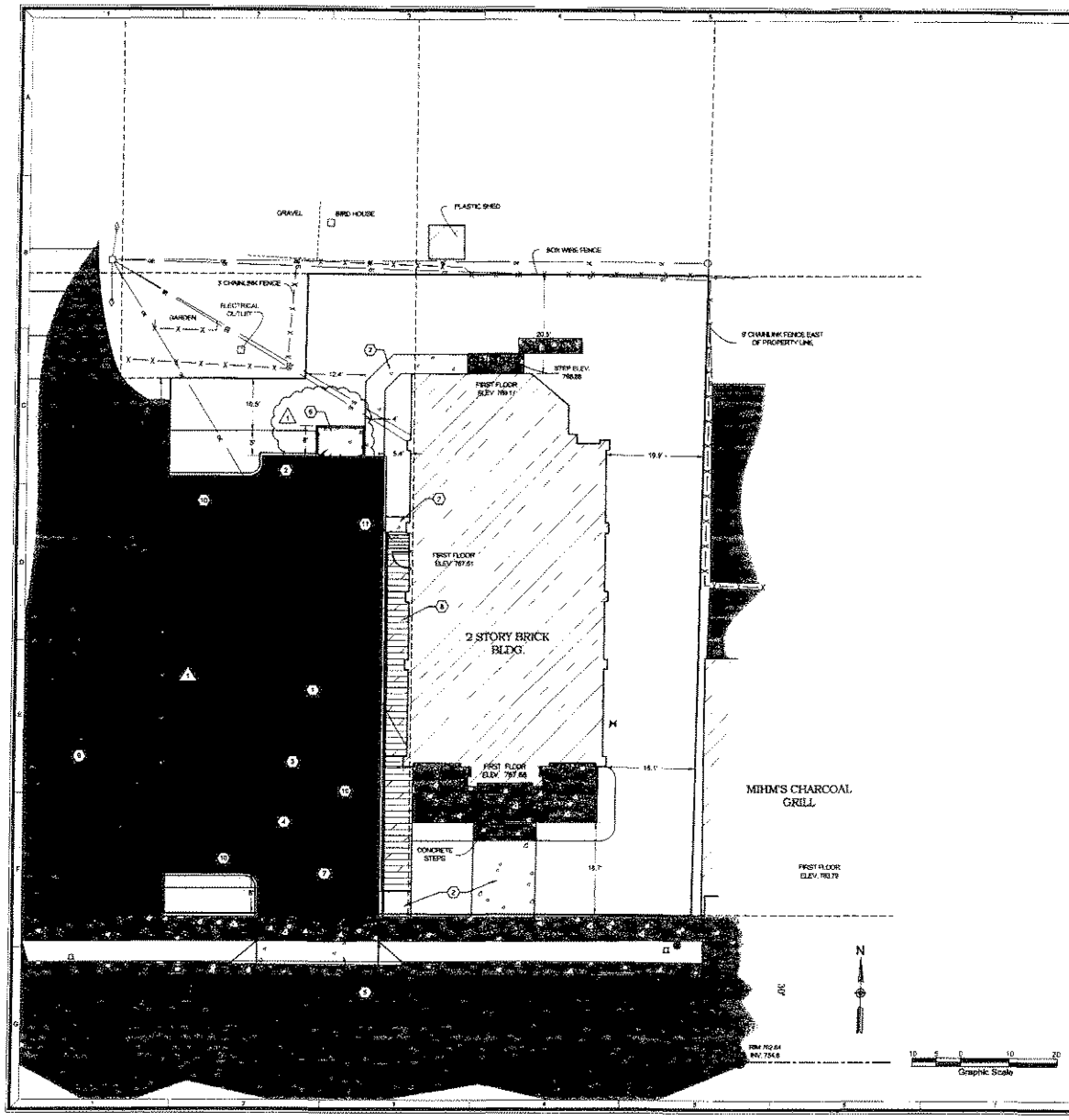
James J Calmes

Spirits Bar

Existing / Demolition Plan

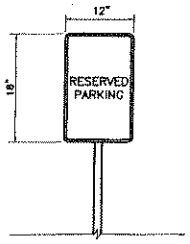
NO.	REVISION DESCRIPTION

DATE: December 11, 2013
DRAFTED BY: RPH
CHECKED BY: JC
PROJECT NO.: 0690-01-13
DRAWING NUMBER: 883
SHEET NUMBER: C1.0 of 6



SHEET KEY NOTES:

1. ASPHALT PARKING LOT, SEE DETAIL C SHEET C6.0
2. CONCRETE SIDEWALK, SEE DETAIL D SHEET C6.0
3. 4" WIDE WHITE PARKING STRIP
4. HANDICAP PARKING STALL SYMBOL
5. CONCRETE DRIVEWAY APRON
6. DUMPSTER ENCLOSURE, 6' HIGH WOOD ON WOOD FENCE, SEE DETAIL E SHEET C6.0
7. TRAFFIC FLOW ARROWS, VISUAL EFFECT ONLY
8. WOOD RAMP
9. RESERVED PARKING SIGN, SEE DETAIL A THIS SHEET
10. 6" WIDE CONCRETE CURB
11. CONCRETE STEPS



A
RESERVED PARKING SIGN

Site Statistics

Zoning: C2 - Central Business

Total Site Area=13,619 Square Feet; 0.3126 Acres

Disturbed Area=7,309 SF

Developed Area Ratio (8,314 / 13,619) 58.8%
Front: 5' Minimum
Side: Transitional (10')
Rear: Transitional (10')
Green Space: 5% Minimum (SF)
Existing Green Space: 4,502 SF (33.1%)
Proposed Green Space: 5,303 SF (38.9%)

Interior Green Space Required 10%
12.3% Provided

Parking Stalls: 8. One of which is Handicap

Mach IV
Engineering & Surveying LLC
111 N. Broadway, Suite 114, Green Bay, WI 54303
PH:920-569-3765 Fax: 920-566-5767

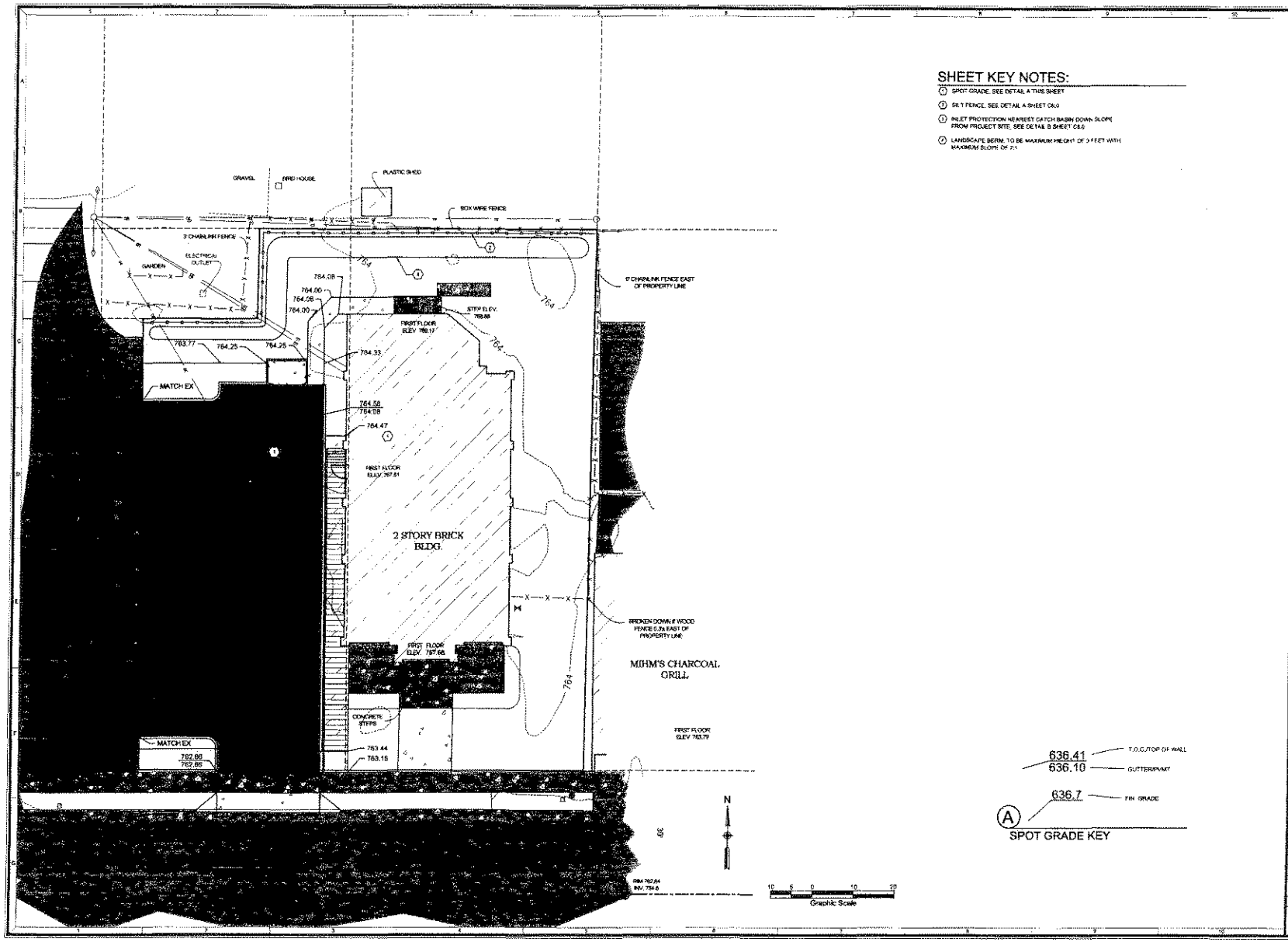
James J Calmes

Spirits Bar

Site Plan

NO.	REVISION DESCRIPTION
1	12-10-2013 City Comments

DATE: December 11, 2013
DRAFTED BY: RPH
CHECKED BY: JE
PROJECT NO.: 0690-01-13
DRAWING NUMBER: 883
SHEET NUMBER: C2.0



SHEET KEY NOTES:

1. SPOT GRADE. SEE DETAIL A THIS SHEET
2. 5ft T FENCE. SEE DETAIL A SHEET C8.0
3. INLET PROTECTION NEAREST CATCH BASIN DOWN SLOPE FROM PROJECT SITE. SEE DETAIL B SHEET C8.0
4. LANDSCAPE BERM. TO BE MAXIMUM HEIGHT OF 3 FEET WITH MAXIMUM SLOPE OF 2:1

636.41 — T.O.C./TOP OF WALL
636.10 — GUTTER/PVMT
636.7 — FIN. GRADE
(A) SPOT GRADE KEY

Mach IV
Engineering & Surveying LLC
111 N. Broadway, Suite 114, Green Bay, WI 54301
PH 920-569-3765 Fax 920-569-3767

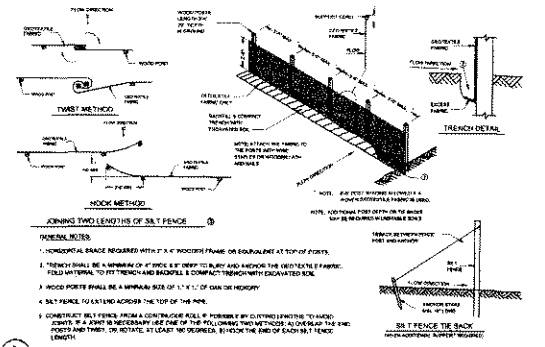
James J Calmes

Spirits Bar

Grading & Erosion Control Plan

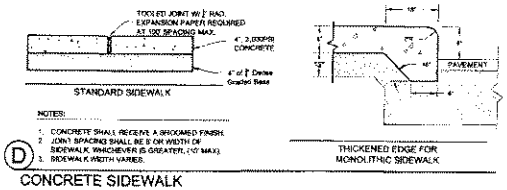
NO.	REVISION DESCRIPTION

DATE: December 11, 2013
DRAFTED BY: RPH
CHECKED BY: JE
PROJECT NO.: 0690-01-13
DRAWING NUMBER: 883
SHEET NUMBER: C3.0



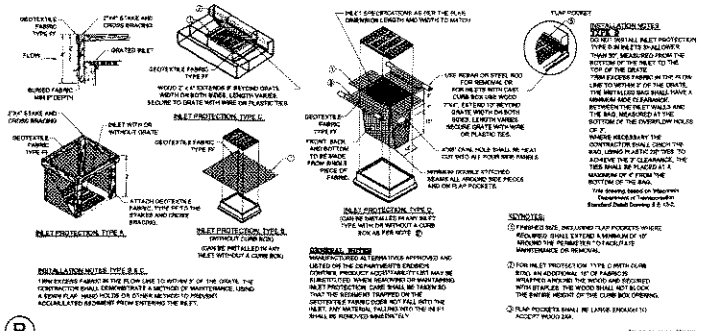
A

SILT FENCE



D

CONCRETE SIDEWALK

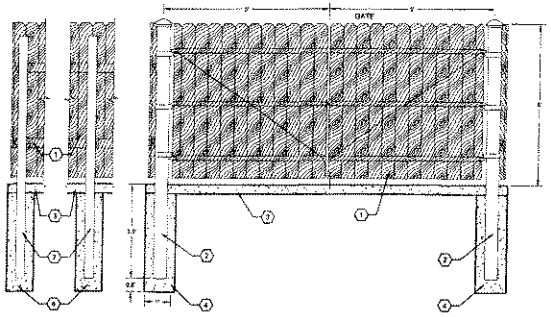


B

INLET PROTECTION

C

STANDARD ASPHALT PAVEMENT SECTION



SHEET KEY NOTES:

1. BOARD ON BOARD GATE AND FENCING
2. STEEL POST
3. CONCRETE SLAB
4. CONCRETE POST SUPPORT

E

WOOD FENCE (DUMPSTER INCLOSURE)

Mach IV

Engineering & Surveying LLC

3114 Broadway, Suite 114, Green Bay, WI 54311
PH 920.468.8100 FAX 920.468.8101

James J Calmes

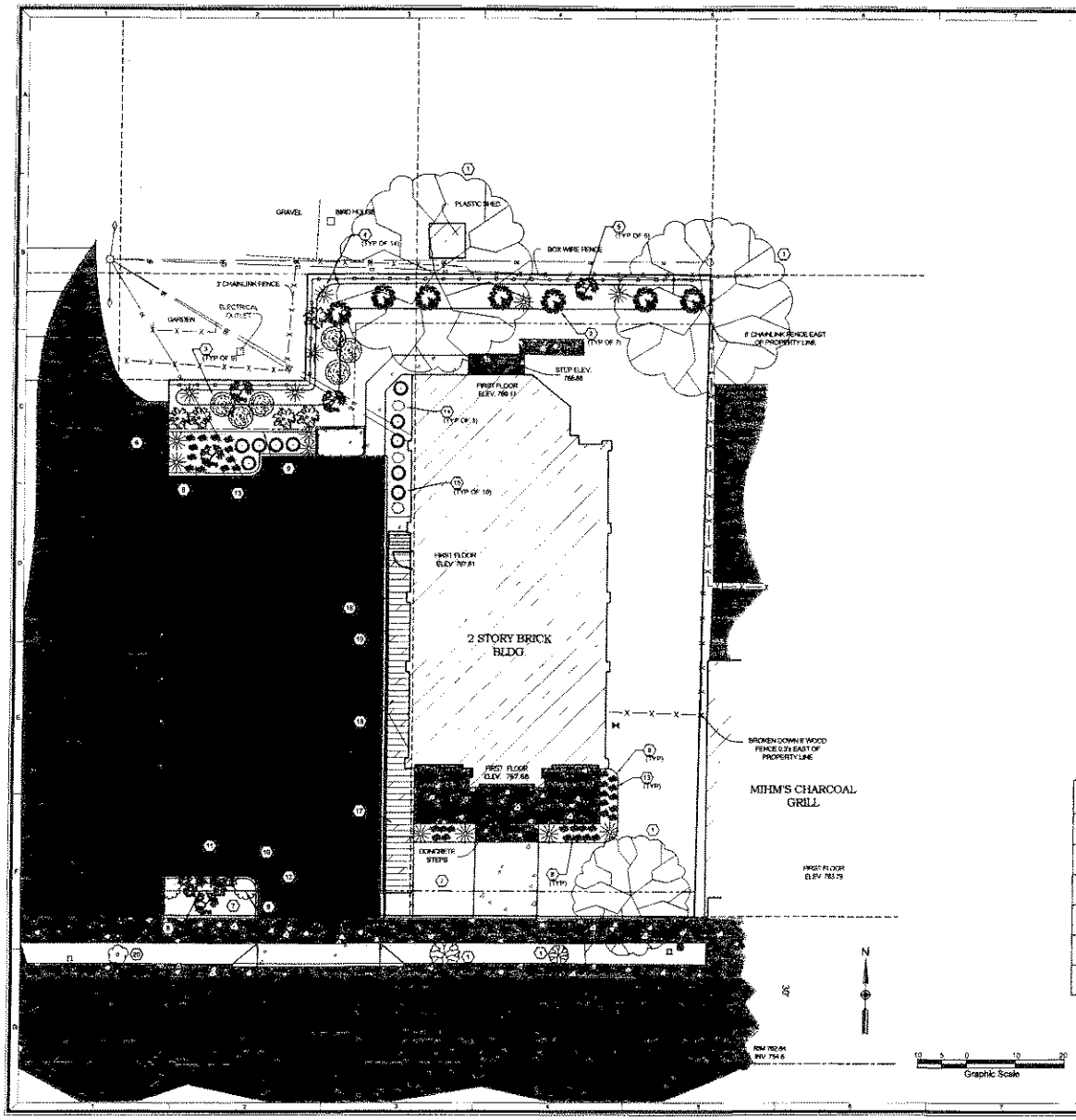
Spirits Bar

Details

REVISION DESCRIPTION	NO.

DATE: December 11, 2013
DRAFTED BY: RPH
CHECKED BY: JE
PROJECT NO.: 0890-01-13
DRAWING NUMBER: 883
SHEET NUMBER: C6.0

P:\Jobs\0890-01-13 Spirits Bar\DRAWINGS\0890-01-13 Dtl.dwg 12/11/2013 10:10:05 AM



SHEET KEY NOTES:

1. EXISTING DECIDUOUS TREE TO REMAIN
2. DWARF KOREAN LILAC
3. SPIREA
4. EMERALD ARBORVITAE
5. HONEY LOCUST
6. CHINESE SNOWBALL VIBURNUM
7. SOD ALL DISTURBED AREAS
8. STONE MULCH (SELECTED BY OWNER)
9. LANDSCAPE EDGING
10. GOLD FLAME SPIREA
11. PURPLE LEAF SAND CHERRY
12. BURNING BUSH
13. DAY LILIES (VARIOUS COLORS)
14. TAUNTONE YEW SHRUB
15. BARBARRY BUSH
16. PLANT JUNIPER SHRUBS UNDER HANDICAP RAMP BETWEEN FIRST LANDING AND ENTRANCE TO BUILDING, PROVIDE 9
17. FIRST LANDING
18. SECOND LANDING
19. STONE MULCH UNDER RAMP
20. DECIDUOUS TREE TO REPLACE ONE REMOVED, TO BE SAME SPECIES OF TREE THAT WAS REMOVED

TRANSITION ZONE PLANTINGS

PLANT SYMBOL	PLANT SPECIES	QUANTITY	SCREENING POTENTIAL (SF EACH)	SCREENING POTENTIAL TOTAL (SF EACH)	PLANTING SIZE (MINIMUM)
	DWARF KOREAN LILAC	7	30	210	24" IN HEIGHT
	HONEY LOCUST	3	150	450	ONE AND ONE-HALF INCH (1.5") CALIPER
	SPIREA	6	30	180	24" IN HEIGHT
	CHINESE SNOWBALL VIBURNUM	5	30	150	24" IN HEIGHT
	EMERALD ARBORVITAE	6	50	300	FIVE FEET (5') IN HEIGHT
	EXISTING DECIDUOUS TREE	2	150	300	
			TOTAL	1590	

BASIS FOR CALCULATION

TOTAL LENGTH OF PROPERTY LINE MULTIPLIED BY 15 FEET FOR HEIGHT EQUALS SCREEN AREA SQUARE FOOTAGE WITH 75% OF THAT AREA TO BE SCREENED.

(27.83+21.73+87.18)*15*0.75=1577.52 SF

Mach IV
Engineering & Surveying LLC
111 N. Broadway, Suite 114, Green Bay, WI 54303
PH 920-569-3765 Fax 920-569-3767

James J Calmes

Spirits Bar

Landscape Plan

REVISION DESCRIPTION

NO.

DATE: December 11, 2013
DRAFTED BY: RPH
CHECKED BY: JB
PROJECT NO.: 0690-01-13
DRAWING NUMBER: 883
SHEET NUMBER: L1.0 of 6

City of Menasha Disbursements

Accounts Payable	12/3/13-12/12/13 Checks # 44494-44672	$ 345,725.99
Payroll	12/12/13	$ 176,573.03
	Total	$ 522,299.02

Medical Expense Reimbursement Trust-Retirement Pay Out

Community First 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: 12/12/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCENT BUSINESS SOLUTIONS INC	44590	12/12/2013	45541	743-0403-513.30-15	90.95	Toner
			Total for check: 44590		**90.95**	
ACCURATE	44591	12/12/2013	1316810	731-1022-541.30-18	123.02	Nylon Ties/Hot Melt
		12/12/2013	1316865	731-1022-541.38-03	19.92	Air Brake
			Total for check: 44591		**142.94**	
ADAMSON INDUSTRIES CORP	44592	12/12/2013	119443	100-0801-521.29-04	389.32	Lights & Mini Siren
			Total for check: 44592		**389.32**	
AIRGAS USA LLC	44593	12/12/2013	9021839572	100-0801-521.24-03	33.66	Nitrogen
				100-0501-522.24-03	22.44	Nitrogen
		12/12/2013	9021839573	100-0801-521.24-03	32.48	Acetylene
				100-0501-522.24-03	21.66	Acetylene
			Total for check: 44593		**110.24**	
AMERICAN PLANNING ASSOCIATION	44594	12/12/2013	HOMAN	100-0304-562.32-01	380.00	
			Total for check: 44594		**380.00**	
ASSESSMENT TECHNOLOGIES LLC	44595	12/12/2013	4616	100-0402-513.21-04	30.00	Programmer Support
			Total for check: 44595		**30.00**	
AT&T	44596	12/12/2013	920R09453011	601-1020-543.22-01	292.50	
				100-1001-514.22-01	113.90	
			Total for check: 44596		**406.40**	
BADGER HIGHWAYS CO INC	44597	12/12/2013	161521	100-1003-541.30-18	268.47	Hotmix Asphalt
			Total for check: 44597		**268.47**	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
BADGER LAB & ENGINEERING INC	44598	12/12/2013	INV000055299	601-1020-543.21-02	9,830.00	Wastewater Sampling	Install/Maint of Meter
		12/12/2013	INV000055390	601-1020-543.21-02	315.00	Wastewater Testing	
			Total for check: 44598		**10,145.00**		
BAYCOM INC	44599	12/12/2013	82078	100-0801-521.29-04	387.00	Remote Mount Kit	
			Total for check: 44599		**387.00**		
BILL BERGHUIS	44600	12/12/2013	BERGHUIS	100-0703-553.30-18	112.50	25 Bales of Hay	
			Total for check: 44600		**112.50**		
ROGER BOWERS CONSTRUCTION INC	44601	12/12/2013		601-1020-543.82-02	30,486.25	Ninth St Lift Station	
				601-0000-201.04-00	(4,540.11)	Ninth St Lift Station	
			Total for check: 44601		**25,946.14**		
BRAZEE ACE HARDWARE	44602	12/12/2013	024417	100-0703-553.24-03	3.99	Door Stop Hngpin	
		12/12/2013	024466	100-0801-521.24-03	8.56	Fasteners/Bit Drill Percs	
		12/12/2013	24489	267-0102-581.30-18	26.97	Steam Plant Window	
			Total for check: 44602		**39.52**		
BUBRICK'S	44603	12/12/2013	821450	100-0801-521.30-10	88.28	Supplies	
		12/12/2013	824194	100-0801-521.30-10	100.89	Paper & Envelopes	
			Total for check: 44603		**189.17**		
CDW GOVERNMENT INC	44604	12/12/2013	HC98303	743-0403-513.29-01	63.19	Toner	
			Total for check: 44604		**63.19**		
COMMUNITY FIRST CREDIT UNION	44605	12/12/2013	20131212	100-0000-202.05-00	10,774.00	PAYROLL SUMMARY	
			Total for check: 44605		**10,774.00**		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
COMMUNITY FIRST CREDIT UNION	44606	12/12/2013	20131212	100-0000-202.10-00	122.59	PAYROLL SUMMARY
			Total for check: 44606		**122.59**	
COMMUNITY HOUSING COORDINATOR	44607	12/12/2013	182	100-0304-562.21-06	1,800.00	Oct Comprehensive Plan
			Total for check: 44607		**1,800.00**	
EASY FUNDRAISING IDEAS	44608	12/12/2013	MENASHAEXPLOREI	824-0810-521.30-18	551.00	Menasha Explorers
			Total for check: 44608		**551.00**	
ENRIQUEZ, IGNACIO	44609	12/12/2013	ENRIQUEZMAILBOX	100-1006-541.30-18	50.00	Mailbox Damage Reimbursement
			Total for check: 44609		**50.00**	
FACTORY MOTOR PARTS CO	44610	12/12/2013	18-1274523	731-1022-541.38-03	321.67	Battery
		12/12/2013	18-1275094	731-1022-541.38-03	41.96	Blower Motor
		12/12/2013	18-1275599	731-1022-541.38-03	312.86	Battery Core
			Total for check: 44610		**676.49**	
FERRELLGAS	44611	12/12/2013	730455610789676	100-1003-541.30-18	94.09	54
			Total for check: 44611		**94.09**	
FOX STAMP SIGN & SPECIALTY	44612	12/12/2013	OE21672	100-0801-521.30-10	23.10	Stamp
			Total for check: 44612		**23.10**	
GALLS/QUARTERMASTER	44613	12/12/2013	001255869	100-0801-521.29-04	27.80	Bracket
			Total for check: 44613		**27.80**	
GANNETT WISCONSIN MEDIA	44614	12/12/2013	0007652734	100-0405-513.29-02	680.12	Public Notices & Minutes

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GANNETT WISCONSIN MEDIA...	44614...	12/12/2013...	0007652734...	100-0204-512.29-02	112.50 Election Notice	
			Total for check: 44614		**792.62**	
GENSKE, WAYNE	44615	12/12/2013	GENSKEMAILBOX	100-1006-541.30-18	50.00 Mailbox Damage	Reimbursement
			Total for check: 44615		**50.00**	
KORTNEY GONNERING	44616	12/12/2013	GONNERING	100-0903-531.33-01	24.25 November 2013	Mileage
			Total for check: 44616		**24.25**	
GRIESBACH READY-MIX LLC	44617	12/12/2013	22044	100-1009-541.30-18	202.00 9th & Melissa	
			Total for check: 44617		**202.00**	
GUNDERSON INC	44618	12/12/2013	135995	100-0801-521.30-13	35.38 Towels & Mats	
			Total for check: 44618		**35.38**	
GUSTMAN CHEVROLET SALES INC	44619	12/12/2013	29784	731-1022-541.38-03	18.51 Knob	
			Total for check: 44619		**18.51**	
HERCULES INCORPORATED	44620	12/12/2013	130560099	267-0102-581.30-18	1,863.75 Drum	
			Total for check: 44620		**1,863.75**	
ERIC HOELZEL	44621	12/12/2013	HOELZEL	100-0000-441.13-00	13.02 Remove Recycle Cart	Remove Refuse Cart
			Total for check: 44621		**13.02**	
HOHEISEL, MARK	44622	12/12/2013	HOHEISELMAILBOX	100-1006-541.30-18	50.00 Mailbox Damage	Reimbursement
			Total for check: 44622		**50.00**	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HOME DEPOT CREDIT SERVICES	44623	12/12/2013	9030829	100-0801-521.24-03	25.37	PD Copier
			Total for check: 44623		**25.37**	
HORST DISTRIBUTING INC	44624	12/12/2013	34598-000	100-1002-541.30-18	660.71	Paint/Wand
				625-1002-541.30-18	220.24	Paint/Wand
			Total for check: 44624		**880.95**	
IN THE LINE OF DUTY	44625	12/12/2013	2386-R10	100-0801-521.34-02	995.00	Subscription
			Total for check: 44625		**995.00**	
JANSSEN, CHRISTINE	44626	12/12/2013	JANSSENMAILBOX	100-1006-541.30-18	50.00	Mailbox Damage Reimbursement
			Total for check: 44626		**50.00**	
JX ENTERPRISES INC	44627	12/12/2013	G-232900016	731-1022-541.38-03	324.87	Tie Rod End
			Total for check: 44627		**324.87**	
KITZ & PFEIL INC	44629	12/12/2013	102214-0058	731-1022-541.30-18	7.60	Misc Hardware
		12/12/2013	102214-0103	100-1001-514.30-18	11.01	Repair Saw Cord Tape & Connector
		12/12/2013	102414-0068	100-1001-514.30-15	11.69	Magnet Nutsetter
		12/12/2013	102414-0078	100-0703-553.30-18	20.69	Hex Lag Bolt
		12/12/2013	102514-0105	731-1022-541.30-18	20.08	Quick/Snap Links
		12/12/2013	102814-0052	100-0703-553.24-03	25.58	Antifreeze & Threadlocker
		12/12/2013	102914-0001	100-1003-541.30-18	4.94	Blue Chalk
				100-1009-541.30-18	4.95	Blue Chalk
		12/12/2013	103114-0059	100-0703-553.30-18	22.49	Ratchet Tube Cutter
		12/12/2013	110109-0028	266-1028-543.30-18	5.10	Shock Rope/AG Bag Machine
		12/12/2013	110514-0008	100-1001-514.30-18	18.94	Meeting Hangers/ Air Compressor Nozzle
		12/12/2013	110514-0042	100-0703-553.24-02	4.00	Tractor Misc Hardware
		12/12/2013	110614-0001	601-1020-543.30-18	14.14	Keys-9th St Lift Station
		12/12/2013	110614-0026	100-0703-553.30-18	9.69	Fountain Repairs
		12/12/2013	111214-0018	731-1022-541.30-18	35.80	Misc Hardware

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFEIL INC...	44629...	12/12/2013	111414-0017	731-1022-541.30-18	8.62	Antifreeze Blend
		12/12/2013	111809-0016	100-0801-521.24-03	19.39	Cell Block Monitor Instal
		12/12/2013	111814-0019	100-1001-514.30-18	20.27	Inventory Misc Hardware/WDG Bit
		12/12/2013	111914-0009	100-0801-521.24-03	19.17	Cell Block Monitor Misc Hardware/Straps
		12/12/2013	112009-0003	731-1022-541.24-03	2.24	Weather Strip/PWF
				100-0920-531.24-03	7.19	Door Sweep/Senior Center
		12/12/2013	112014-0014	100-0801-521.24-03	4.85	PPF 25 Ton Repipe Gorilla Tape D
				100-0501-522.24-03	3.24	PPF 25 Ton Repipe Gorilla Tape D
		12/12/2013	112609-0012	100-1002-541.30-18	6.74	Snow Brush/Eng #11
			Total for check: 44629		**308.41**	
LORETTA KJEMHUS	44630	12/12/2013	KJEMHUS	100-0903-531.33-01	24.15	October/November Mileage
			Total for check: 44630		**24.15**	
CONNIE KOEHNKE	44631	12/12/2013	KOEHNKEREFUND	100-0000-441.25-00	70.00	Refund/Tiny Tots
			Total for check: 44631		**70.00**	
KWIK TRIP INC	44632	12/12/2013		100-0801-521.29-04	198.81	
			Total for check: 44632		**198.81**	
LANDLORD SERVICES LLC	44633	12/12/2013	18141	100-0801-521.21-06	17.00	Credit Report
			Total for check: 44633		**17.00**	
MAINTENANCE FREE X-TERIORS &	44634	12/12/2013		263-0306-562.70-01	5,385.00	HOME Rehab
			Total for check: 44634		**5,385.00**	
MANAWA TELEPHONE CO	44635	12/12/2013		743-0403-513.22-01	4.79	Cabin Internet
			Total for check: 44635		**4.79**	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MATTHEWS TIRE & SERVICE CENTER	44636	12/12/2013	49499	731-1022-541.38-02	641.36	Tires
			Total for check: 44636		**641.36**	
MENARDS-APPLETON EAST	44637	12/12/2013	34376	100-0703-553.24-03	69.99	Urbino 4 Lt Track
		12/12/2013	35712	100-0703-553.30-18	3.57	3 Pk Led
		12/12/2013	35728	100-0703-553.30-18	(3.57)	3 Pk Led
		12/12/2013	35730	100-0703-553.30-18	29.98	Led Green/White
			Total for check: 44637		**99.97**	
TOWN OF MENASHA FINANCE DEPARTMENT	44638	12/12/2013		100-0703-553.22-05	9.60	Standby Water
				100-0703-553.22-05	76.80	Standby Water
			Total for check: 44638		**86.40**	
TOWN OF MENASHA POLICE DEPARTMENT	44639	12/12/2013		100-0000-201.03-00	144.00	Bond Report #13-4062
			Total for check: 44639		**144.00**	
POSTMASTER	44640	12/12/2013	TAXBILLS	100-0401-513.30-11	814.92	Tax Bills
			Total for check: 44640		**814.92**	
MENASHA UTILITIES	44641	12/12/2013		100-1008-541.22-03	196.18	Electric
				100-0703-553.22-03	525.52	Electric
				100-0703-553.22-05	321.44	Water
				100-0703-553.22-06	132.51	Storm
				100-0903-531.22-03	144.52	Electric
				100-0903-531.22-05	56.42	Water
				100-0000-123.00-00	7.88	Electric
				100-0305-562.22-06	7.50	Storm
				601-1020-543.22-03	55.01	Electric
				267-0102-581.22-05	533.53	
		12/12/2013	4202	625-0401-513.25-01	2,619.01	Storm Charge Calculations

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	44641...	12/12/2013	4203	601-0401-513.25-02	21,600.07	Sewer Charge
			Total for check: 44641		**26,199.59**	
MORTON SAFETY	44642	12/12/2013	839983	731-1022-541.30-18	39.85	Eyewear/Ear Plugs
			Total for check: 44642		**39.85**	
NEWMAN TRAFFIC SIGNS	44643	12/12/2013	TI-0268676	100-1008-541.30-15	1,877.22	Signstands and Barricades
		12/12/2013	TI-0268754	100-1008-541.30-15	706.04	Cones
			Total for check: 44643		**2,583.26**	
OFFICE DEPOT	44644	12/12/2013	3985818	100-0903-531.30-10	103.19	Planners
				100-0916-531.30-10	16.46	Planners
			Total for check: 44644		**119.65**	
PACKER CITY INTERNATIONAL	44645	12/12/2013	3-233260042	731-1022-541.38-03	25.22	Filters/Plug/Element
		12/12/2013	3-233290035	731-1022-541.38-03	179.17	Filters
		12/12/2013	3-233300006	731-1022-541.38-03	24.48	Nozzle
			Total for check: 44645		**228.87**	
LINDA PALMBACH	44646	12/12/2013	PALMBACH	100-0903-531.33-01	24.15	November 2013
			Total for check: 44646		**24.15**	
MICHELLE PHILLIPS	44647	12/12/2013	PHILLIPS	100-0000-441.13-00	9.30	Remove Refuse Cart 135 Broad Street
			Total for check: 44647		**9.30**	
DIGICORPORATION	44648	12/12/2013	204148	100-0601-551.24-03	30.56	FedEx
		12/12/2013	204338	100-0801-521.30-11	8.74	UPS

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
DIGICORPORATION...	44648...	12/12/2013	204564	100-0801-521.30-11	8.74	UPS	
			Total for check: 44648		**48.04**		
PSS WORLD MEDICAL INC	44649	12/12/2013	88566712	100-0903-531.30-18	19.06	Medical Supplies	
		12/12/2013	88609997	100-0905-531.30-18	149.71	Blood Test	
			Total for check: 44649		**168.77**		
REDI-WELDING CO	44650	12/12/2013	14616	731-1022-541.30-18	324.53	Tubing/Rings Leaf Machine	
			Total for check: 44650		**324.53**		
ROLAND MACHINERY EXCHANGE	44651	12/12/2013	41010427	731-1022-541.38-03	1,594.96	Control Handle/Washer	
			Total for check: 44651		**1,594.96**		
ROSS IMAGING LLC	44652	12/12/2013	149424	743-0403-513.29-01	23.76	Toshiba	11/1/13 - 11/30/13
			Total for check: 44652		**23.76**		
SAFEGUARD BUSINESS SYTEMS	44653	12/12/2013	029324786	100-0202-512.29-01	173.98	W-2's/Envelopes	
			Total for check: 44653		**173.98**		
DIANE SCHABACH	44654	12/12/2013	SCHABACH	207-0707-552.38-01	6,132.29	Fuel Sales/Rev Split	
				207-0707-552.38-01	947.51	Credit Card Expense Split	
			Total for check: 44654		**7,079.80**		
SCHAEFFER MFG CO	44655	12/12/2013	UL6760-INV1	731-1022-541.30-18	429.60	Lube	
			Total for check: 44655		**429.60**		
GARY SCHWANTES	44656	12/12/2013	SCHWANTES	100-0000-441.13-00	11.16	Remove Refuse Cart	640 State Street
			Total for check: 44656		**11.16**		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SERVICEMASTER BUILDING MAINTENANCE	44657	12/12/2013	10628	100-0801-521.20-01	50.00	Contract Janitorial Garage
		12/12/2013	10630	100-0801-521.20-01	1,395.00	Contract Janitorial
		12/12/2013	10633	100-0903-531.20-01	490.00	Contract Janitorial
		12/12/2013	10655	100-1001-514.20-01	1,095.00	Contract Janitorial
		12/12/2013	10656	731-1022-541.20-01	494.00	Contract Janitorial
			Total for check: 44657		**3,524.00**	
SHERWIN INDUSTRIES INC	44658	12/12/2013	SS053373	625-1010-541.30-18	430.00	Manhole Protection Rings
			Total for check: 44658		**430.00**	
BOB SHUFELT	44659	12/12/2013	1	100-0703-553.24-03	180.00	Glove Bags/Asbestos Bags
			Total for check: 44659		**180.00**	
SNAP-ON TOOLS	44660	12/12/2013	1118139465	731-1022-541.30-15	275.26	Saw
			Total for check: 44660		**275.26**	
KATHY STAHL	44661	12/12/2013	STAHL	100-0000-441.13-00	13.02	Remove Refuse Cart Remove Recycle Cart
			Total for check: 44661		**13.02**	
TREEO'S TREE SERVICE INC	44662	12/12/2013	4459	625-0706-561.20-06	1,830.00	
			Total for check: 44662		**1,830.00**	
TRI-COUNTY OVERHEAD DOOR INC	44663	12/12/2013	32585	100-0801-521.24-03	196.85	PPF Garage Door Maint
			Total for check: 44663		**196.85**	
UNIFIRST CORPORATION	44664	12/12/2013	097 0151376	731-1022-541.20-01	244.65	Mat/Mop/Clothing Service
			Total for check: 44664		**244.65**	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNITED WAY FOX CITIES	44665	12/12/2013	20131212	100-0000-202.09-00	30.25	PAYROLL SUMMARY
			Total for check: 44665		**30.25**	
US VENTURE	44666	12/12/2013	L48404	731-1022-541.21-06	36.00	Samples
			Total for check: 44666		**36.00**	
WAVERLY SANITARY DISTRICT	44667	12/12/2013		100-0703-553.22-05	44.62	2170 Plank Road
			Total for check: 44667		**44.62**	
WE ENERGIES	44668	12/12/2013		100-1008-541.22-04	90.08	455 Baldwin Street
			Total for check: 44668		**90.08**	
WE ENERGIES	44669	12/12/2013		209-0703-553.21-06	1,463.27	Remove Gas/993 Third
			Total for check: 44669		**1,463.27**	
WERNER ELECTRIC SUPPLY CO	44670	12/12/2013	S4026235.001	100-0000-132.00-00	233.12	Inventory
				100-1008-541.24-03	118.20	Sign Shop
			Total for check: 44670		**351.32**	
WILSON, ERIC	44671	12/12/2013	WILSONMAILBOX	100-1006-541.30-18	50.00	Mailbox Damage Reimbursement
			Total for check: 44671		**50.00**	
WISCONSIN SUPPORT COLLECTIONS	44672	12/12/2013	20131212	100-0000-202.03-00	955.49	PAYROLL SUMMARY
			Total for check: 44672		**955.49**	
					114,714.52	

To: Menasha Common Council

From: Jenny Groeschel and Ginger Tralongo, Police Records

RE: Beverage Operator License (Bartender) Applicants

Date: December 12, 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:

Samantha E. Wolff
Maria R. Hopfensperger
Sandra J. Wyngaard

Menasha

MEMO

TO: Mayor Merkes and Common Council

FROM: Debbie Galeazzi, City Clerk

SUBJECT: Poll Worker Appointments

DATE: December 11, 2013

Pursuant to Wis. State Statute §7.30 attached is a list of poll worker appointments for the 2014-2015 elections. This is a two year appointment. We did not receive lists from either the Democratic Party or the Republican Party so all poll workers will be appointed with no party affiliation. I have confirmed with all those listed that they want to be appointed.

POLL WORKER APPOINTMENTS FOR
2014-15

Last Name	First Name	Appt for 2014-15	Last Name	First Name	Appt for 2014-15
Bellmore	Cal	Yes	Reimer	Charlotte	Yes
Binder	Jane	Yes	Ropella	Carol	Yes
Bisby	Barb	Yes	Sandlin	Bernie	Yes
Bisby	Bob	Yes	Sandlin	Pat	Yes
Borchardt	Karlton	Yes	Smith	Carolyn	Yes
Coopman	Bonnie	Yes	Stanek	Donna	Yes
Coopman	Gary	Yes	Stanek	Robert	Yes
DeBraal	Bonnie	Yes	Steffen	Sue	Yes
Drinkwine	Barbara	Yes	Steffen	Tom	Yes
Duuck	Ron	Yes	Steffens	Margaret	Yes
Duuck	Sharon	Yes	Stevens	Bob	Yes
Erdmann	Sue	Yes	Stevens	Darlene	Yes
Fahrbach	Jan	Yes	Stoffel	Judy	Yes
Fahrbach	Bob	Yes	Stoffel	Tom	Yes
Fischer	Cliff	Yes	Ticknor	Bill	Yes
Gallant	Gary	Yes	Ticknor	Jackie	Yes
Gericke	Beverly	Yes	Vanderhyden	Ellen	Yes
Giebel	Jan	Yes	Vanderhyden	Kim	Yes
Gielau	Sue	Yes	VanderLinden	Kathy	Yes
Gressler	Larry	Yes	Voissem	Esther	Yes
Gressler	Pricilla	Yes	Walstrom	Barb	Yes
Griesbach	Henry	Yes	Walstrom	Ken	Yes
Griesbach	Mary	Yes	Walter	Marlene	Yes
Groh	Linda	Yes	Walter	Mike	Yes
Hoppe	Olivier	Yes	Wicihowski	Kathy	Yes
Hotynski	Diane	Yes	Winter	Barbara	Yes
Hotynski	John	Yes	Wisneski	Sue	Yes
Jahnke	Sue	Yes	Wisneski	Gary	Yes
Jawort	Pat	Yes	Zielinski	Raymond	Yes
Kemps	Mary	Yes			
Kemps	Barbara	Yes			
Kitowski	Mary	Yes			
Konetzke	Tom	Yes			
Konetzke	Carol	Yes			
Konetzke	Trish	Yes			
Konkle	Mary	Yes			
Koslowski	James	Yes			
Kubiak	Ken	Yes			
Laeyendecker	Chris	Yes			
Martenson	Pat	Yes			
Martin	Kay	Yes			
Maxymek	Ellen	Yes			
McClelland	Marge	Yes			
McCullough	Kathy	Yes			
Nadolski	Jim	Yes			
Olson	Barb	Yes			
Olson	Tim	Yes			
Pozolinski	Joy	Yes			

RESOLUTION R - 21 - 13

A RESOLUTION REGARDING THE OFFICIAL DEPOSITORIES OF THE CITY OF MENASHA

Introduced by Mayor Merkes

BE IT RESOLVED by the Mayor and Common Council concurring that the City of Menasha depositories for public funds will be as follows: First National Bank – Fox Valley and all other banks affiliated with First National Bank – Fox Valley in the CDARS and ICS Placement Network, US Bank of Menasha, Anchor Bank of Menasha, Associated Bank of Neenah and all other banks affiliated with Associated Bank of Neenah in the CDARS Placement Network, Lakeview Credit Union, and the State of Wisconsin Local Government Investment Pool.

Passed and approved this ____ day of December, 2013.

_____

Donald Merkes, Mayor

ATTEST:

_____

Deborah Galeazzi, City Clerk

FISCAL NOTE: This resolution allows the City to participate in the CDARS and ICS investment programs, with First National Bank-Fox Valley acting as the custodian, which provides additional protection of City Funds through the Federal Deposit Insurance Corporation. Peggy Steeno, City Comptroller/Treasurer

RESOLUTION R-22-13

Resolution Declaring Terms of Principal Repayment for Refinancing Outstanding Debt

Introduced by Mayor Merkes

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

That on December 2, 2013, the City of MenashaCommon Council adopted a resolution to apply to the State of Wisconsin Board of Commissioners of Public Lands for a $4,175,000 State Trust Fund Loan to provide funding for the refinancing of the City's existing General Obligation Promissory Notes dated June 15, 2005 now outstanding in the principal amount of $2,490,000 ("2005 Notes), and General Obligation Promissory Notes dated August 1, 2006 now outstanding in the principal amount of $1,685,000 ("2006 Notes"); and,

That the 2005 Notes and 2006 Notes were issued to refinance previous issues of general obligation debt which funded various City projects; and,

That the statutorily required maximum 20-year amortization of the 2005 Notes and 2006 Notes, requires the principal amount of any refinancing to berepaid no later than the year 2020 and 2022, respectively;

AND BE IT FURTHER RESOLVED, by the Mayor and Common Council, that upon approval of the State Trust Fund Loan Application by the Board of Commissioners of Public Lands, the principal repaid on the State Trust Fund Loan, which will occur beginning March 15, 2015 and ending March 15, 2022, shall be applied, first, toward the oldest outstanding general obligation debt (2005 Notes) which must be repaid entirely by 2020.

Passed and approved this _____day of December, 2013

_____ Donald Merkes, Mayor

_____ Deborah A. Galeazzi, City Clerk

MEMORANDUM

To: City of Menasha Common Council

From: Peggy Steeno, Director of Administrative Services

Date: December 16, 2013

RE: RESOLUTION R-22-13 – Resolution Declaring Terms of Principal Repayment for Refinancing Outstanding Debt

BACKGROUND

Per the attached letter from the Board of Commissioners of Public Lands' staff, the loan that the City requested, per Council Resolution R-20-13, in the amount of $4,175,000, has received preliminary approval, and is moving through the loan process. However, in preparation for final consideration by their Board, staff at the Board of Commissioners of Public Lands has requested that the Council also approve the attached resolution to clarify how the loan will be repaid. The loan is receiving final consideration on December 17, 2013.

ANALYSIS

The reason for this additional resolution is that the new loan is a refinancing of a loan that has already been refinanced. As such, the State Trust Fund Loan Program staff would like the City to acknowledge the statutory rules in place with regard to the payback schedule.

Because the loan will be repaying monies that were originally borrowed in the years 2000 and 2002, the repayment terms of the new loan need to include provisions to pay the principal owing within a 20 year time period.

The repayment terms with the new loan will be structured to ensure that the statutory limit of 20 years will be met.

FISCAL IMPACT

There is no fiscal impact of this resolution.

RECOMMENDATION

Staff recommends adoption of the above noted resolution.

BOARD OF
COMMISSIONERS
OF PUBLIC LANDS
1849

Douglas La Follette, *Secretary of State*
Kurt Schuller, *State Treasurer*
J.B. Van Hollen, *Attorney General*
Tia Nelson, *Executive Secretary*

101 E. Wilson Street
2nd Floor
PO Box 8943
Madison, WI 53708-8943

608.266.1370 INFORMATION
608.266.0034 LOANS
608.267.2787 FAX
bcpl.wisconsin.gov

Managing Wisconsin's trust assets for public education.

December 9, 2013

Ms. Deborah Galeazzi, Clerk
City of Menasha
140 Main St
Menasha, WI 54952-3190

Re:	**City of Menasha**
	Calumet And Winnebago County
Loan #:	02014101
Purpose:	Refinance 2005 and 2006 promissory notes
	Amount: $4,175,000.00
	Filed: December 5, 2013

Dear Ms. Galeazzi:

Thank you for your application to the BCPL State Trust Fund loan program. Your application has received preliminary approval from this office, and has been forwarded to the Office of the Attorney General for legal review.

Upon receiving legal approval, your application will be placed on the agenda for consideration at the next available meeting of the Board of Commissioners of Public Lands. The Board has constitutional authority and discretion for all Trust Fund investments, and has a regularly scheduled meeting on the first and third Tuesday of each month.

Should the Board of Commissioners of Public Lands approve your loan application, you will receive instructions regarding the few additional steps required prior to disbursement of loan funds. Loan proceeds will be made available to draw for a period of four months from the date of Board approval.

Please let us know if there have been changes to your anticipated schedule of disbursements. Keeping us informed regarding your plans helps us to manage the State of Wisconsin Trust Funds in an efficient manner. This allows BCPL to support more community projects and provide additional funding to the public school libraries in your district.

If you have questions regarding your loan, or I can be of any other assistance, please contact me at richard.sneider@wisconsin.gov or (608) 266-0034.

Sincerely,

Richard Sneider
Loan Analyst

RECEIVED
DEC 10 2013
CITY OF MENASHA
BY dg