

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 2, 2013
6:00 PM
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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.

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. Administrative Committee, 11/18/13
- 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

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

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

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).
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.

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. RECESS TO ADMINISTRATION COMMITTEE, BOARD OF PUBLIC WORKS, AND PERSONNEL COMMITTEE

P. CLOSED SESSION

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

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

R. ADJOURNMENT

MEETING NOTICE

Common Council – Monday, December 16, 2013 – 6:00 pm
Committee meetings to follow Common Council

NOTICE OF PUBLIC HEARING
CITY OF MENASHA

Monday, December 2, 2013 at 6:00 PM or shortly thereafter

The City of Menasha Common Council will hold a Public Hearing in the Council Chambers of City Hall, 140 Main Street, Menasha, Wisconsin on Monday, December 2, 2013 at 6:00 PM, or shortly thereafter. The hearing is being held for the purpose of allowing interested persons the opportunity to comment on the proposed change to Menasha Ordinance 13-1-14, which would eliminate the required 10 foot setback from dedicated drainage easements for principal or accessory structures. Persons interested in the proposed changes are invited to participate in the public hearing. An informal hearing will be held before the Menasha Plan Commission meeting on Tuesday, November 19, 2013 at 3:30 PM, or shortly thereafter, in the Council Chambers of City Hall, 140 Main Street, Menasha.

Dated at Menasha, Wisconsin this 12th day of November, 2013.

Deborah Galeazzi, WCMC
City Clerk
Menasha, Wisconsin

Run: Nov. 17 and 24, 2013



To: Menasha Common Council

From: Kara Homan, AICP, Principal Planner

Date: November 27, 2013

Re: Status of Proposed Ordinance O-8-13 relating to Setbacks to Drainage Easements

At the November 19 Plan Commission Meeting, Commissioners took no action on the item related to Proposed Ordinance O-8-13 relating to Zoning-Setbacks to Drainage Easements, a copy of which is attached for your reference. It was their desire to ensure that prior to recommending to Common Council the repeal of this provision, alternative methods for protecting property owners are simultaneously proposed at a future Plan Commission meeting. Commissioners instructed staff to further research and propose alternative provisions that may better accomplish the intent of protecting property owners from heavy volumes of stormwater flow.

The Public Hearing is being held at the December 2 Common Council Meeting as it was published as part of an official public hearing notice. If and when Plan Commission is prepared to advance their recommendation on this proposed ordinance to Common Council, the legal requirements for public hearings will have been met.

ORDINANCE O-8-13

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1 OF
THE CODE OF ORDINANCES
(Zoning – Setbacks to Drainage Easement)

Introduced by Mayor Merkes.

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Repeal Title 13, Chapter 1, Article B, Sec.13-1-14 (k) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning

CHAPTER 1

ARTICLE B

...

SEC. 13-1-14 HEIGHT, SETBACK, AND AREA EXCEPTIONS

...

- (k) ~~No principal structure or accessory structure erected after June 1, 2009 shall be placed within ten (10) feet of a dedicated drainage easement.~~

...

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this day of , 2013.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
November 18, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. Administration Committee, 11/4/13

Moved by Ald. Langdon, seconded by Ald. Keehan to approve minutes.
Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Volunteer Accident Insurance

CA/HRD Captain explained Volunteer Accident Insurance is a new product being offered by CVMIC to their members. This policy would cover volunteers that are performing City business. Public safety volunteers would not be included. Currently the City has 39 people that volunteer on a regular base. The annual premium is \$300.30

LD Lenz explained the procedure used at the Library when someone volunteers.

General discussion ensued on what the policy covers, keeping track of all volunteers.

Moved by Ald. Englebert, seconded by Ald. Keehan to recommend to Common Council 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.
Motion carried roll call 8-0.

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

CA/HRD Captain explained a change in State Statute allows municipal courts to charge up to \$38 for court costs. The Neenah-Menasha Municipal Judge has recommended changing court cost from \$28 to \$38.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council O-7-13 An Ordinance Amending Title 2, Chapter 4 of the Code of Ordinances (Municipal Court Costs)
Motion carried roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 8:15 p.m.
Motion carried on voice vote.

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

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
November 18, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:20 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Langdon, Keehan
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil,
ASD Steeno, Clerk Galeazzi

C. MINUTES TO APPROVE

1. November 4, 2013

Moved by Ald. Langdon, seconded by Ald. Englebert to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. Payment – Al Dix Concrete, Inc.; Midway Road Concrete Walk Construction; Contract Unit No. 2013-01; \$32,352.72 (Payment No. 2)

DPW Radtke explained the payment is for the Midway Road sidewalk project. \$1,000 will be retained for planting of trees and lawn restoration touch ups next spring.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council Payment to Al Dix Concrete, Inc for Midway Road Concrete Walk Construction, Contract Unit No. 2013-01 in the amount of \$32,352.72 (Payment No. 2)
Motion carried on roll call 8-0.

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

DPW Radtke explained the payment is for force main work done in conjunction with the Ninth Street lift station improvements. Funding for the project is from Clean Water Fund loan.

Moved by Ald. Benner, seconded by Ald. Englebert to recommend to Common Council Payment to Roger Bowers Construction Co., Inc for Ninth Street Lift Station/Force Main Improvements, Contract E145-13-01B in the amount of \$25,946.14 (Payment No. 2)
Motion carried on roll call 8-0.

3. Storm Water Utility Financial Report

DPW Radtke and ASD Steeno gave an update on the financial status of Storm Water Utility. General discussion ensued on budgets that are funded by Storm Water Utility, status of Lower Fox River Total Maximum Daily Load planning grant, and the financial status of the Storm Water Utility.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 8:40 p.m.
Motion carried on voice vote.

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

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
November 19, 2013
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Vice Chairman Taylor at 5:06 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. Mike Keehan, Commissioners James Taylor, Kristi Lynch and Peg Docter.

LANDMARKS MEMBERS EXCUSED: Commissioners Tom Grade and Paul Brunette.

LANDMARKS MEMBERS ABSENT: None.

OTHERS PRESENT: CDD Keil, PP Homan, Mayor Merkes, Brian Adesso, Abie Khatchadourian and Dave Elliot.

C. MINUTES TO APPROVE

1. **Minutes of the October 28, 2013 Landmarks Commission Meeting**

Motion by Ald. Keehan, seconded by Comm. Docter to approve the October 28, 2013 Landmarks Commission meeting minutes with noted change that meeting was called to order by Vice Chairman James Taylor.

The motion carried.

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

1. No one spoke.

E. COMMUNICATIONS

1. **Wisconsin Landmarks Newsletter – October 2013**

Comm. Taylor commented on the article dealing with "Lustron" homes and noted that one (since remodeled) is located at 712 Carver Lane.

F. ACTION ITEMS

1. **Application for Façade Improvement Grant – 64 Racine Street – 206 Club**

Information provided by representatives of the 206 Club had provided drawings and specifications for the storefront window. PP Homan stated that the original quote from Tri City Glass had been revised to add a window section that had been overlooked. The revised quote is for \$5,685.

Commissioners discussed the suitability of the windows for the front facade with the consensus being that the windows are compatible with the building.

Motion by Ald. Keehan, seconded by Comm. Lynch to approve the facade grant application in the amount of \$2,500. The motion carried.

G. DISCUSSION ITEMS

1. **Menasha High School Site and Building Plans**

Abie Khatchadourian, project architect, gave an overview of the approach that was taken to the design of the building additions and interior renovations with goals being to achieve harmony with the existing architecture and to respect the interior design.

Comm. Taylor commented on numerous aspects of the design and conservation/utilization of architectural details and the replication of design elements from the existing building in the building addition. Specific comments were addressed to the replication of the quoins on the building corners, limestone keys, lintels and copings.

Comm. Lynch commented on the National Park Service standards for historic buildings which discourage the replication of historic architecture in building additions.

Abie Khatchadourian described the design concepts that were employed to maintain the primacy of the original architectural design and to have the additions evoke a 21st century design that respects the original architecture. Dave Elliot commented on the participation of the school district's design team in the development of the project.

CDD Keil explained the process and timeline for review and consideration of the Special Use Permit Application by the Plan Commission and Common Council. Comm. Taylor requested a special Landmarks Commission meeting to obtain input from the commissioners who were not able to participate in this meeting. CDD Keil is to make inquiry with commissioners and attempt to arrange a meeting with the prospect to the Landmarks Commission making advisory comments to the other two bodies.

2. **Bridge Tower Museum Update**

PP Homan stated that nearly all of the elements necessary to reopen the museum were in place. She is to prepare a list of the actions that need to be taken prior to reopening for the next Landmarks Commission meeting.

3. **Broad Street Lot / Main Street Pedestrian Link**

Comm. Taylor expressed his desire to initiate planning for the project. Former/current design concepts are to be assembled and presented at the next Landmarks Commission meeting.

4. **Façade Improvement Program Grant/Loan Balance**

CDD Keil stated that he had reviewed the fund balance with the Finance Department, which ascertained that there was more in the account than was previously reported. There is a cash balance of about \$37,000 and loan receivables of about \$16,500.

5. **Future Landmarks Commission Activities/Projects**

The consensus was to work on the completion of the Bridge Tower Museum and work toward a plan for improving the Broad Street Parking Lot/Main Street pedestrian link.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Ald. Keehan, seconded by Comm. Lynch to adjourn at 6:15 PM.

The motion carried.

Respectfully submitted by CDD Keil.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Wednesday November 13, 2013

Meeting was called to order by Commission President Youngquist at 8:00 a.m.

Present: Commissioners Mike Sams, Kathy Bauer, Jim Gunz, Gordon Falck, Raymond Zielinski, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

Excused: Commissioner Tim Hamblin.

Also Present: Tom Kispert (McMAHON); Rob Franck, Paul Much (MCO).

October 22, 2013 Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Sams to approve the minutes from the October 22, 2013 Regular Meeting and the minutes from the October 22, 2013 Closed Session. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

October 24, 2013 letter from Aaron Heintz, Wis. Dept. Administration to Kathy Bauer, NMSC.
RE: Requirement to perform 2013 Federal Single Audit Report.

November 12, 2013 letter from Attorney John Thiel, NMSC to Brad Fusilier, Project Manager with Houston Service Industries, Inc. (HSI).
RE: Declaration of Breach of Contract with request to rectify.

New Business

Operations, Engineering, Planning

Phosphorus Removal – Manager Much reported there is no new information to report on phosphorus removal. Manager Much indicated the Commission should give more consideration towards trading options of phosphorus discharge in a joint effort with the Grand Chute Menasha West facility. Commissioner Gunz questioned if the phosphorus limits is unique to each facility; the limits are based on the TMDL and they will have the same limit as the NMSC. If trading is pursued, there is a trading ratio of 1.1 to 1.

Construction Progress Update. Tom Kispert distributed his memorandum on the construction progress and discussed the items contained in the memo. Tom pointed out that substantial completion is scheduled for November 27, and final completion is scheduled for December 31, 2013. This is a tight schedule to meet; some items will not be substantially complete on November 27.

After further discussion on the ongoing work, motion by Commissioner Gunz, second by Commissioner Zielinski to approve change orders #26 for a time extension, #27 for a time extension, and #28 for a contract increase of \$38,143.00 with August Winter & Sons. Motion

carried unanimously. Tom further reported on proposals that are currently pending for change orders. Currently pending change orders not included in the memo include a time extension for the digester covers; once the digesters are complete and back to normal operation, then a performance test will be performed on the centrifuges. The earliest this will occur will be in February 2014. Tom Kispert further reported on and discussed the HSI issues to be resolved.

Commissioner Gunz was excused from the meeting (8:52 am).

Budget, Finance, Personnel

Motion by Commissioner Bauer, second by Commissioner Zielinski to approve for payment MCO invoices #17787 - \$120,625.76, #17822 - \$627.42, and #17824 - \$558.60 and to pay the invoices after December 1, 2013. Motion carried unanimously.

Motion by Commissioner Bauer, second by Commissioner Falck to approve Operating and Payroll Vouchers #134043 thru #134086 in the amount of \$323,959.24 and Construction Vouchers #214 thru #218 in the amount of \$1,373,201.64 for the month of October 2013. Motion carried unanimously.

President Youngquist informed the Commissioners that Attorney Thiel, Commissioner Gunz, and he will be meeting later today to discuss the MCO contract. It is the intent to have a proposed contract for the November 26 meeting and to have approval of the contract at the December 17, 2013 meeting.

Motion made by Commissioner Falck, seconded by Commissioner Sambs to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:07 a.m.

President

Secretary

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
November 19, 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 and Commissioners, Schmidt and DeCoster.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner; Commissioners Sturm and Cruickshank.

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Brian Adesso and David Elliott of the Menasha Joint School District, Abie Khatchadourian with Eppstein Uhen Architects, Scott Grohouski with Point of Beginning, and Vern Green with Neenah/Menasha Fire Rescue.

3:30 PM – Public Hearing Regarding Proposed Ordinance O-8-13 Relating to Setbacks to Drainage Easements

Mayor Merkes opened the informal public hearing at 3:35 PM.

No one spoke.

Mayor Merkes closed the public hearing at 3:36 PM.

C. MINUTES TO APPROVE

1. **Minutes of the October 29, 2013 Plan Commission Meeting**
Motion by Comm. Schmidt, seconded by Comm. DeCoster to approve the October 29, 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. **Menasha High School Site and Building Plans**
PP Homan provided commissioners with an overview of the preliminary site plan, which included the location of the proposed additions, anticipated removal of existing homes on Racine St, and required provisions for landscaping, lighting, future parking lot configurations, and the extent of the site plan boundary.

Mr. Grohouski of Point of Beginning Engineering & Surveying indicated that all required items and code provisions will be included in the submitted with the Special Use Permit. He also noted that they anticipate the final plans will have no addition of impervious surface from the current state.

Mr. Khatchadourian of Eppstein Uhen Architects provided an overview of the architectural features of the proposed addition and renovation. The design of the additions are context sensitive and seek to honor the original architecture while not being an exact replica.

Commissioners inquired about building materials, glass transitions, preservation of interior

architectural features, window openings for the original gymnasium, the timeline for construction, and parking needs during construction.

Mr. Katchadourian indicated the bricks will be matched as much as possible; the glass transitional areas will make it harder to distinguish between the new and old bricks. Their intention is to preserve as much of the original floor tile as possible and ensure proper transitioning from old surfaces to new surfaces within the interior of the building. Where possible corridors have been placed to allow for the exposure of original walls and window openings that are adjacent to the new addition, which will serve both aesthetic and fire-protection purposes.

Mr. Elliot indicated they will be reopening the old gymnasium windows and installing windows that compliment the original design of the windows to the extent possible. Work on the addition is scheduled to begin winter break of this year, with final occupancy anticipated August 2015. They are looking into their options for construction worker parking, which includes off site parking at Calder Stadium.

2. **Amendment to Ordinance 13-1-52(b)(1) and (2) Relating to Driveway Surfacing**

CDD Keil provided an overview of potential revisions to the driveway ordinance as it relates to requiring paving upon construction of a new garage, and also as it relates to single and two family homes located in non-single family or two-family zoning districts.

Motion by Comm. Schmidt, seconded by DPW Radtke to approved the language contained in the proposed amendment to Ordinance 13-1-52(b)(1) and (2) for official consideration at a future Plan Commission Meeting.

The motion carried.

3. **Proposed Amendment to Driveway Installation Policy – Establishing Maximum Driveway Width**

PP Homan provided an overview regarding the potential revision to the driveway installation policy as it relates to maximum width of a driveway where it meets the property line. This is being proposed to ensure that zoning restrictions relative to driveway widths match public works regulations pertaining to driveway aprons in the right of way.

Commissioner Schmidt inquired about the relationship between the installation policy and the municipal code and the enforceability. PP Homan indicated that the policy is referenced in the ordinance and must be approved by council.

Motion by Commissioner DeCoster, seconded by DPW Radtke to approve the language contained in the proposed amendment to the Driveway Installation Policy for official consideration at a future Plan Commission Meeting.

The motion carried.

4. **Alternative Methods for Designing Drainage Easements**

CDD Keil provided an overview of responses received from inquiries to the Northeast Wisconsin Stormwater Consortium and the Wisconsin chapter of the American Planning Association. Potential methods included utilizing legal instruments such as outlots.

ACTION ITEMS

1. **Amendments to Proposed Ordinance O-8-13 Relating to Setbacks to Drainage Easements**

PP Homan provided an overview of the proposal to repeal section 13-1-14(k).

Commissioners discussed the following issues that the proposed ordinance will help alleviate:

- Differences between drainage easements, such as those containing ditches versus swales, and how the current code does not distinguish the two.
- Constraints added to site usage with additional setbacks off of the easements, particularly in side yards.
- Inability for a property owner to easily discern additional setback restrictions prior to purchasing a property if not contained within the subdivision plat.

Commissioners took no action on this item, as it was their desire to ensure that prior to recommending repeal of this provision to the Common Council, alternative methods for protecting property owners are simultaneously proposed at a future Plan Commission meeting. Commissioners instructed staff to further research alternative provisions that may better accomplish the intent of protecting property owners from heavy volumes of stormwater flow.

2. **Province Terrace Trail Location North of Manitowoc Road**

Commissioners discussed pros and cons of locating the trail on either side, including the crossing at Manitowoc Rd, proximity to driveway entrances, and to the city's stormwater facility and adjacent wetlands and woodlands.

DPW Radtke indicated that he has not yet finished his analysis on the best alternative for the trail location.

No action was taken.

3. **Amendment to Alpha Prime Site Plan Condition Pertaining to Stormwater Management – 835 Valley Road**

PP Homan indicated that a condition was placed on the Site Plan Amendment for Alpha Prime stating that all stormwater management shall occur on-site.

DPW Radtke indicated that, upon further analysis and consultation with the engineers for the site, he is recommending that a drainage swale should be allowed to be situated at the lot line. This is standard practice in many subdivisions, and both parcels are owned by the same property owner.

Motion by DPW Radtke, seconded by Comm. DeCoster to amend the condition applied to the Site Plan Amendment approval for 835 Valley Road, Alpha Prime, allowing for stormwater management to be accomplished along the lot line.

The motion carries.

G. ADJOURNMENT

Motion by Comm. Schmidt, seconded by DPW Radtke to adjourn at 4:56 p.m. The motion carried.

Minutes respectfully submitted by PP Homan.

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

November 18, 2013

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 4:02 p.m., with Commissioners Roy Kordus, Don Merkes, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; and Lonnie Pichler, Electric and Water Distribution Supervisor.

Those absent were: Commissioner Roush.

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

Item III. Closed Session – The motion by Comm. Merkes, seconded by Comm. Zelinski was unanimously approved on roll call to convene into closed session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting other specified public business, whenever competitive or bargaining reasons require a closed session RE: AFSCME Demand to Bargain.

There being no further business, the motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 4:47 p.m.

Electric and Water Distribution Supervisor Pichler departed at 4:47 p.m.

Item IV. Unfinished Business, Health Insurance Options for 2014 – General Manager Krause discussed the health insurance provider proposals for 2014. Included were the employer HSA contribution amounts and cash option in lieu of health insurance.

Business Operations Accountant Hubertus departed at 5:05 p.m.

The motion by Comm. Merkes, seconded by Comm. Kordus was unanimously approved to contract with the United Health Care Choice Plus option with a \$1,500 single/\$3,000 family deductible.

A motion was made by Comm. Merkes, seconded by Comm. Allwardt to set the employer HSA contribution amount at 50% of the deductible and cash option in lieu of health insurance at \$5,000 for family and single.

A motion was made by Comm. Kordus, to amend motion changing the amounts of cash option in lieu of health insurance to \$5,000 family/\$2,500 single, Comm. Allwardt seconded the motion for discussion.

Motion to amend failed on voice vote (2-2). Comm. Allwardt and Comm. Kordus voted yes, Comm. Merkes and Comm. Zelinski voted no.

A motion was made by Comm. Kordus, to amend motion changing the amounts of cash option in lieu of health insurance to \$5,000 family/\$3,000 single, Comm. Allwardt seconded the motion for discussion.

Motion to amend carried on voice vote (3-1). Comm. Allwardt, Comm. Kordus and Comm. Merkes voted yes, Comm. Zelinski voted no.

Motion as amended carried on voice vote (3-1). Comm. Allwardt, Comm. Kordus and Comm. Merkes voted yes, Comm. Zelinski voted no.

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

Item X. The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved on roll call to adjourn at 5:35 p.m.

By: MARK L. ALLWARDT
President

DAN ZELINSKI
Secretary

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

MENASHA HISTORICAL SOCIETY NEWS

December 2013

DECEMBER 12 – ANNUAL CHRISTMAS DINNER

LOCATION: GERMANIA HALL – 320 Chute St., Menasha
5:00 PM SOCIAL HOUR
6:00 PM DINNER
7:00 PM PROGRAM-“Menasha High School Fire 1936”
COST: \$16.00 PER PERSON – Send check to:

Menasha Historical Society
P. O. Box 255
Menasha, WI 54952

Deadline for reservations is December 6

For further information contact Jean 722-7349 or Bob 725-0250

64 persons attended the November meeting which again honored our Menasha World War II veterans. Thank you to Mark Ropella for conducting the personal interviews of Bill Gear, John Law and Elmer Martell and transferring those to DVD's which we have for sale at the Historical Society's Resource Ctr./Museum. They, along with the many other Menasha historical books and DVD's we have for sale, continue to make wonderful Christmas gifts. Thank you Carol Sweet, Dolores Gear, Nancy Ropella and Kathy Humski for furnishing the scrumptious cookies. Always a "sweet" way to end an evening!!

Continuing to upgrade and "Move Forward" we are pleased to announce we now have a security camera and a telephone on site. Our number is 920-840-4373. This will further enhance our safety and the protection of our donated artifacts

Friday, December 6, the historical site will be open to the public during the city-sponsored Santa's hayride. If you will be attending this fun-filled evening plan on spending time, before or after, viewing our wonderfully displayed Menasha artifacts. You will be truly amazed at the transformation that has taken place due to countless hours of dedication. We will be open to coincide with the hayride which is scheduled 5:00 p.m. to 8:00 p.m.

As this year comes rapidly to a close this is the last newsletter until 2014. Although there will be no general meetings in January, February, or March your board of directors does not shut down. We will be open for business as usual on Mondays. Volunteer hours can be adjusted to fit anyone's schedule and are always appreciated as this is a huge undertaking and an ongoing process of "moving forward" with the advancement of new technology. We continue to make improvements and grow as a resource center and museum and are now becoming better known throughout the area. Word of mouth is the best form of advertising so spread that word among your friends, neighbors and relatives and encourage them to become a member of our very important society to keep *Menasha's History Alive*.

Board Meeting: Monday, December 2, 2013 @ 6:00 p.m.



MY Christmas wish to you-- (Jean/Editor of Society Newsletter)

Receive that special Christmas glow—perhaps even some Christmas snow
Find Christmas spirit in your heart—that's where Christmas has to start
Find joy in the love that you share—giving at Christmas shows we care
Enjoy the day with family and friends—a heartfelt Christmas that never ends
Keep Christmas each and every day—you may smile more but that's ok
May Christmas live inside of you—and show in all you say and do
Find joy in all that you receive—it's possible when you BELIEVE

JESUS IS THE REASON FOR THE CHRISTMAS SEASON



RESOURCE CENTER & MUSEUM

(Located at 640 Keyes Street)

P.O. Box 255

Menasha, WI 54952

jehew2366@yahoo.com

menashahistorical@yahoo.com

www.menashahistorical.webs.com

OFFICERS & BOARD OF DIRECTORS

PRESIDENT

VICE-PRESIDENT

SECRETARY

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Nancy Barker

Sylvia Biebel

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Jean Chew

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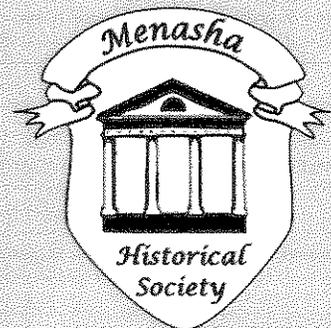
Nick Jevne

Paul Brunette

Stacey Hoekstra

Tom Konetzke

Nancy Ropella



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 18, 2013
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

D. PUBLIC HEARING

Proposed City of Menasha Budget for the year 2014

No one spoke.

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

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

Geraldine Jay, 1305 Lucerne Drive, Menasha. Proposed 28th Amendment to the U.S. Constitution.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. Administrative Committee, 11/4/13
- b. Board of Public Works, 11/4/13
- c. Housing Authority, 10/29/13
- d. Parks and Recreation Board, 11/11/13
- e. Water and Light Commission, 10/23/13
- f. Water and Light Commission - Special 10/16/13

Communications:

- g. Menasha Historical Society News, November 2013

Moved by Ald. Benner, seconded by Ald. Langdon to receive Minutes and Communications A-G.

General discussion ensued.

Motion carried on voice vote.

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 11/4/13
2. Budget Review Sessions, 11/6/13, 11/7/13, 11/11/13, 11/13/13

Board of Public Works, 11/4/13 – Recommends the Approval of:

3. Change Order – PTS Contractors, Inc.: Ninth Street Lift Station Improvements Project; Contract E145-13-01A; DEDUCT: \$300.00 (Change Order No. 1)
4. Change Order – PTS Contractors, Inc.: Ninth Street Lift Station Improvements Project; Contract E145-13-01A; ADD: \$2344.08 (Change Order No. 2)
5. Change Order – PTS Contractors, Inc.: Ninth Street Lift Station Improvements Project; Contract E145-13-01A; ADD: \$1037.40 (Change Order No. 3)
6. Change Order #1; Menasha Utilities McM. No. M0002-930159.04; High Lift Pumping Station Yard Piping; DeGroot, Inc.; ADD: \$11,490.00
7. Payment – PTS Contractors, Inc.; Ninth Street Lift Station Improvements Project; Contract E145-13-01A; \$272,689.44 (Payment No. 1)

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agent items 1-7.

Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 11/7/13 to 11/14/13 in the amount of \$617,958.55.

Moved by Ald. Nichols, seconded by Ald. Langdon to approve accounts payable and payroll.

General discussion ensued on expenditures.

Motion carried on roll call 8-0.

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

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

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. R-17-13 – Resolution Levying Taxes For The Purpose Of Paying The Operating Expenses For The Year 2014 For The City Of Menasha. (Introduced by Mayor Merkes)

Moved by Ald. Benner, seconded by Ald. Keehan to adopt R-17-13.

Moved by Ald. Sevenich, seconded by Ald. Zelinski to amend to reduce by \$5,000 Public Works Facility-Fuel, Account # 731-1022-541-38-01.

General discussion ensued on the price of gas decreasing, how reductions in budget will affect other departments.

Motion carried on roll call 7-1. Ald. Nichols voted no.

Moved by Ald. Sevenich, seconded by Ald. Langdon to amend to reduce by \$1,000 Police Department-Fuel, Account #100-0801-521-38-01.

Motion carried on roll call 7-1. Ald. Nichols voted no.

Moved by Ald. Zelinski, seconded by Ald. Taylor to amend to reduce by \$107,886. Expenditures-General Fund accounts as follows: General Government by \$9,656, Public Safety by \$51,757, Health & Human Services by \$5,863, Public Works by \$18,965, Culture, Recreation & Education by \$19,304, Conservation & Development by \$2,114, Other Financing Uses by \$227.

Lengthy discussion ensued on the effects to each department and services provided to residents.

Motion to amend failed on roll call 3-5.

Ald. Taylor, Langdon, Zelinski voted yes.

Ald. Nichols, Sevenich, Keehan, Englebert, Benner voted no.

Motion to adopt R-17-13 as amended carried on roll call 5-3.

Ald. Nichols, Sevenich, Keehan, Englebert, Benner voted yes.

Ald. Taylor, Langdon, Zelinski voted no.

2. R-18-13 – Resolution to Distribute Funding for the Fox Cities Regional Partnership. (Introduced by Alderman Zelinski)

Moved by Ald. Zelinski, seconded by Ald. Langdon to adopt R-18-13.

General discussion ensued on when to disburse funds to Fox Cities Regional Partnership.

Motion failed on roll call 3-5.

Ald. Taylor, Sevenich, Zelinski voted yes.

Ald. Nichols, Langdon, Keehan, Englebert, Benner voted no.

3. R-19-13 - Resolution Authorizing 2014 General Obligation Borrowing and the Issuance of Certificate of Indebtedness and Levying a Tax in Connection Therewith. (Introduced by Mayor Merkes)

Moved by Ald. Benner, seconded by Ald. Keehan to adopt R-19-13.

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 AND BOARD OF PUBLIC WORKS
Moved by Ald. Langdon, seconded by Ald. Keehan to recess at 7:36 p.m.
Motion carried on voice vote

Reconvened at 8:40 p.m.

P. CLOSED SESSION

Moved by Ald. Benner, seconded by Ald. Langdon 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. Benner, seconded by Ald. Englebort to adjourn at 9:00 p.m.
Motion carried on voice vote.

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



MEMORANDUM

Date: November 25, 2013

To: Common Council
From: Pamela A. Captain, City Attorney

RE: Volunteers' Medical and Accidental Death & Dismemberment Insurance
(CVMIC Group Purchase Insurance)

At the November 18, Administration Committee meeting a question arose as to whether library volunteers were included within the 39 volunteers upon which the premium quote was issued. Yes. Mike Brunn worked with the various departments, including the volunteer coordinator for the library, to come up with the estimated number of volunteers. The volunteer activities include shelving books, small maintenance projects, annual book sale at the library; moving, registering people and administrative type duties at health clinics.

Some additional information about the coverage:

What are the key coverage components? Primary medical expense and accidental death & dismemberment

Who is considered a volunteer? Individual volunteering – City approved activity (Receives no W-2)

If the City desires we can add additional volunteer activities to be covered by providing a list of the activities to the insurance carrier along with a description of duties and number of volunteers.

Alderman Langdon asked about the number of other communities purchasing this coverage from CVMIC. We are informed that thus far seven communities have subscribed for the 2014 coverage year.



City of Menasha

Michael Brunn, HR Department
140 Main Street
Menasha, WI 54952

PROPOSAL OF INSURANCE

Volunteer Accident Insurance

PRESENTED BY

Susan Blankenburg , Area Senior Vice President

Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.
License #0726293
1255 Battery Street, #450
San Francisco, CA 94111
(415) 546-9300
Susan_Blankenburg@ajg.com

www.ajg.com

November 13, 2013



Volunteer Accident Insurance Group Purchase Program

Blanket Accident Coverage

Who is Covered

All volunteers of the enrolled Village, City or Municipality whose premium has been paid.

Coverages and Maximum Amounts

Accidental Death Benefit	\$	25,000
Accidental Dismemberment Benefit	\$	25,000
Accidental Death & Dismemberment Aggregate Limit	\$	250,000
Accident Medical Expense Benefit (Primary)	\$	100,000
Deductible		nil
Incurral Period		90 Days
Benefit Period		52 Weeks
Dental Maximum, per Tooth, per Accident	\$	250
Catastrophe Cash Benefit (Lump Sum)	\$	50,000
Incurral Period		30 Days
Waiting Period		6 Months
Weekly Accident Indemnity Benefit	\$	300
Elimination Period		30 Days
Benefit Period		13

Maximum Amounts are used to determine the amounts payable under each Benefit. Actual amounts payable will not exceed the maximums and may be less than the maximums under circumstances described in the policy.

Descriptions of Coverage:

The following are brief descriptions of your coverages. For complete details, please refer to the actual policy forms.

Accidental Death Benefit:

If injury to the Insured results in death within 365 days of the date of the accident that caused the injury, the company will pay 100% of the Maximum Amount.



Descriptions of Coverage, cont'd:

Accidental Dismemberment Benefit:

If injury to the insured results, within 365 days of the date of the accident that caused the injury, any loss scheduled in the policy, the Company will pay the percentage of the Maximum Amount for that loss:

<u>For Loss of</u>	<u>Percentage</u>
Both Hands or Both Feet	100%
Sight of Both Eyes	100%
One Hand and One Foot	100%
One Hand and the Sight of One Eye	100%
One Foot and the Sight of One Eye	100%
Speech and Hearing in Both Ears	100%
One Hand or One Foot	50%
The Sight of One Eye	50%
Speech or Hearing in Both Ears	50%
Hearing in One Ear	25%
Thumb and Index Finger of the Same Hand	25%

Accidental Death and Dismemberment Reduction Schedule

The maximum amount used to determine the amount payable for a loss will be reduced if the insured is age 70 or older on the date of the accident causing the loss. The maximum amount allowed is reduced to a percentage of the maximum amount payable that would be used if the insured were under age 70 on the date of the accident, according to the following schedule:

<u>Age on Date of Accident</u>	<u>Percentage of Under Age 70 Maximum Amount</u>
70-74	65%
75-79	45%
80-84	30%
85 and older	15%

Weekly Accident Indemnity Benefit:

If, as a result of an injury, the insured is rendered Totally Disabled within 30 days of the accident that caused the injury, the Company will pay a benefit after 30 days of Total Disability due to that injury in any one Period of Disability, retroactive to the first day of Total Disability in that Period of Disability. The amount of the benefit per week is the lesser of: (1) the weekly maximum amount scheduled or 2) 66.67% of Weekly Earnings. This benefit will pay for up to 13 weeks.

Catastrophe Cash Benefit:

If injury to the insured results, within 30 days of the date of the accident that caused the injury, in Paralysis or Coma, the Company will pay a benefit under the conditions described in this Rider. In order for a benefit to be payable, the Paralysis or Comp must continue for a waiting period of six (6) consecutive months, and must be determined by a Physician to be permanent and irreversible at the end of the Waiting Period and must result in Disability.



Descriptions of Coverage, cont'd

Catastrophe Cash Benefit, cont'd:

The benefit payable is based on the percentage of the Maximum Amounts shown below for the causes of Disability shown below:

<u>Cause of Disability</u>	<u>Percentage</u>
Coma	100%
Paralysis of Two or More Limits (Upper and/or Lower)	100%
Paralysis of One Limb (Upper or Lower)	50%
Paralysis of Other Body Part/s	Determined case by case

Accident Medical Expense Benefit:

If an insured suffers an injury that, within 90 days of the date of the accident that caused the injury, requires him or her to be treated by a Physician, the Company will pay the Usual and Customary Charges incurred for Medically Necessary Covered Accident Medical Services received due to that Injury, up to the maximum amount per insured for all injuries caused by the same accident. This benefit is payable only for such charges incurred within 52 weeks after the date of the accident causing the injury.

Exclusions

Exclusions include, but are not limited to:

- Suicide or self-inflicted injury or any attempts at same
- Travel or flight in or on any vehicle used for aerial navigation if the Insured is performing, learning to perform or instructing others to perform as a pilot or crew member of any aircraft
- Sickness, disease or infections of any kind
- Military service of any state or country;
- Participation in any team sport or other athletic activity

Premium Payment Terms

- Premium will be billed to you by Gallagher/San Francisco

Changes/Developments

It is important that we be advised of any changes in your operations that may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

1. Changes in any operation such as expansion to other states or new products.
2. Mergers and/or acquisition of new companies.
3. Any new assumed contractual liability, granting of indemnities, or hold harmless agreements.
4. Circumstances which may require increased liability insurance limits.
5. Any changes in fire or theft protection, such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to same.
6. Immediate advice of any changes to scheduled equipment such as contractors' equipment, electronic data processing, etc.
7. Property of yours that is in transit, unless we have previously arranged for the insurance.
8. Any changes in existing premises, including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed, or occupied.



Bindable Quotation & Compensation Disclosure Schedule

Client Name: City of Menasha

COVERAGE(S)	CARRIER NAME(S)	EST ANNUAL PREMIUM ¹	COMM. % OR FEE ²	NAME ³	WHOLESALE, MGA OR INTERMEDIARY COMM % / FEE \$ ⁴	AJG OWNED? YES/NO
Volunteer Accident Insurance	National Union Fire Ins Co of Pittsburgh, PA	\$300.30	20%	N/A	N/A	N/A

Some carriers pay Gallagher supplemental or contingent commissions in addition to the policy commission. Contingent commissions are typically contingent upon performance factors such as growth, profit, volume or retention, while supplemental commissions are not. These supplemental or contingent commissions may range from less than 1% up to 10% of the policy premium. Please refer to the Contingent and Supplemental Commission Disclosure or contact your Gallagher representative for additional information.

1. A written quotation was received from this carrier.
2. The commission rate is a percentage of annual premium excluding taxes & fees.

City of Menasha Disbursements

Accounts Payable	11/21/13-11/27/13 Checks # 44384-44493	\$ 836,135.73
Payroll	11/27/13	<u>\$ 170,262.54</u>
	Total	<u>\$ 1,006,398.27</u>

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

United Way-Employee Donations

Wisconsin Support Collections-Child/Spousal Support

WI SCTF-Child Support Annual Fee

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

AP Check Register
Check Date: 11/21/2013

Date: 11/22/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACC PLANNED SERVICE INC	44384	11/21/2013	11482	100-1001-514.24-03	956.02	City Hall AC
		11/21/2013	11483	100-0801-521.24-03	354.53	Exhaust Fan Motor
		11/21/2013	11484	100-0501-522.24-03	236.36	Exhaust Fan Motor
				100-0920-531.24-03	330.45	Senior Center/Furnace #1
			Total for check: 44384		1,877.36	
ACCENT BUSINESS SOLUTIONS INC	44385	11/21/2013	46046	743-0403-513.29-01	370.00	Copier/Mern Building
			Total for check: 44385		370.00	
AG-BAG FORAGE SOLUTIONS	44386	11/21/2013	9100	625-1028-543.30-18	7,600.00	10' Pod, bags, and rolls
				266-1028-543.30-18	6,049.00	10' Pod, bags, and rolls
			Total for check: 44386		13,649.00	
APPLETON ELECTRONICS SUPPLY LLC	44387	11/21/2013	11176	731-1022-541.38-03	33.00	Electronics Components
			Total for check: 44387		33.00	
AUTO RESTYLERS	44388	11/21/2013	027481	100-0801-521.29-04	235.00	Camry Tint
			Total for check: 44388		235.00	
BADGER HIGHWAYS CO INC	44389	11/21/2013	161308	100-1009-541.30-18	19.32	Mason Sand
			Total for check: 44389		19.32	
BAHCALL RUBBER CO INC	44390	11/21/2013	632561-002	731-1022-541.38-03	181.60	Couplers and Nipples
		11/21/2013	633008-001	731-1022-541.38-03	153.23	Parts
		11/21/2013	633358-001	731-1022-541.38-03	10.54	Female Adapter
		11/21/2013	634055-001	731-1022-541.38-03	114.54	Couplers
			Total for check: 44390		459.91	

AP Check Register
Check Date: 11/21/2013

Date: 11/22/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BERGSTROM FORD OF NEENAH	44391	11/21/2013	25541	731-1022-541.38-03	20.36	Handle
	Total for check: 44391				20.36	
BRUCE MUNICIPAL EQUIPMENT INC	44392	11/21/2013	5133069	731-1022-541.38-03	110.26	Hose End
	Total for check: 44392				110.26	
BUBRICKS	44393	11/21/2013	813496	100-0801-521.30-10	253.68	Supplies
	Total for check: 44393				253.68	
CALUMET COUNTY CLERK	44394	11/21/2013		100-0000-201.03-00	76.00	2013 Dog Licenses
	Total for check: 44394				76.00	
CASPER'S TRUCK EQUIPMENT INC	44395	11/21/2013	69660	731-1022-541.38-03	57.46	Hub, Spinner
		11/21/2013	69742	731-1022-541.38-03	144.00	Mirror Mount Bracket
	Total for check: 44395				201.46	
CDW GOVERNMENT INC	44396	11/21/2013	GQ84938	100-0801-521.30-18	69.64	Imation 100 PK
	Total for check: 44396				69.64	
UNEMPLOYMENT INSURANCE	44397	11/21/2013	000005432753	100-1001-514.15-09	1,144.40	October Benefit Charges
				100-1019-552.15-09	562.00	October Benefit Charges
				100-0704-552.15-09	195.68	October Benefit Charges
				100-0801-521.15-09	363.00	October Benefit Charges
				100-0803-521.15-09	128.55	October Benefit Charges
Total for check: 44397				2,393.63		
GERDAU	44398	11/21/2013	47015656	100-1009-541.30-15	485.00	Stake, Nails
	Total for check: 44398				485.00	

AP Check Register
Check Date: 11/21/2013

Date: 11/22/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
KORTNEY GONNERING	44399	11/21/2013		100-0903-531.33-01	80.25	Mileage	
	Total for check: 44399					80.25	
GRIESBACH READY-MIX LLC	44400	11/21/2013	22015	100-1004-541.30-18	676.00	Ready-Mix Concrete	
				100-0703-553.30-18	88.00	Ready-Mix Concrete	
	Total for check: 44400					764.00	
GUSTMAN CHEVROLET SALES INC	44401	11/21/2013	29513	731-1022-541.38-03	133.70	Lamp	
	Total for check: 44401					133.70	
JOE'S POWER CENTER	44402	11/21/2013	139820	100-1009-541.30-18	151.20	Slump Grinder Rental	
	Total for check: 44402					151.20	
JOHN'S SAW SERVICE	44403	11/21/2013	9475	731-1022-541.38-03	180.80	Piston & Cyl Set/Gasket Bearing	
			9481	731-1022-541.38-03	37.96	Replace Ropes/Air Filler	
	Total for check: 44403					218.76	
KAEMPFER & ASSOCIATES INC	44404	11/21/2013	17165	601-1020-543.21-02	1,458.54	Interceptor Monitor Prog Project E145-01.08	
			17166	601-1020-543.21-02	850.08	NMSC WWTP Sampling Project E145-01.10	
			17167	601-1020-543.21-02	5,289.97	9th St Lift Station Project E145-08.07	
Total for check: 44404					7,598.59		
KWIK TRIP INC	44405	11/21/2013		100-0801-521.38-01	254.85	Fuel	
	Total for check: 44405					254.85	
MATTHEWS TIRE & SERVICE CENTER	44406	11/21/2013	49285	731-1022-541.38-02	829.40	Tires	
			49286	731-1022-541.38-02	419.96	Tires	

AP Check Register
Check Date: 11/21/2013

Date: 11/22/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MATTHEWS TIRE & SERVICE CENTER...	44406...	11/21/2013	49349	731-1022-541.38-02	39.37	Flat Repair/Hardware
			Total for check: 44406		1,288.73	
MCKAY NURSERY COMPANY	44407	11/21/2013	10-16-1336569	826-0706-561.30-18	6,715.70	Plants
		11/21/2013	10-28-1336856	625-0706-561.30-18	350.00	Freight Charges
			Total for check: 44407		7,065.70	
MCMAHON	44408	11/21/2013	46025	625-1010-541.21-02	1,170.05	Prof Serv thru 9/28/13 UNPS Stormwater Planning
			Total for check: 44408		1,170.05	
MCNEELUS TRUCK & MFG COMPANY	44409	11/21/2013	2333209	731-1022-541.38-03	33.74	Bumper, Jlg. curroto
			Total for check: 44409		33.74	
MENASHA NEENAH MUNICIPAL COURT	44410	11/21/2013		100-0000-201.03-00	328.00	Bond/MEPD 13-3896
			Total for check: 44410		328.00	
MENASHA ROTARY	44411	11/21/2013	436	100-0801-521.34-03	117.00	Membership & Fees
				100-0801-521.32-01	37.00	Membership & Fees
			Total for check: 44411		154.00	
MENASHA UTILITIES	44414	11/21/2013		100-1008-541.22-03	146.88	Electric
				100-1008-541.22-05	56.42	Water/Sewer
				601-1020-543.22-03	23.51	Electric
				100-0704-552.22-03	234.34	Electric
				100-0704-552.22-05	415.40	Water/Sewer
				731-1022-541.22-03	1,056.09	Electric
				731-1022-541.22-05	491.20	Water/Sewer
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	1,505.47	Electric
				100-0801-521.22-05	319.35	Water/Sewer

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MENASHA UTILITIES...	44414...	11/21/2013...	...	100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	1,090.17	Electric
				100-0000-123.00-00	231.25	Water/Sewer
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	52.31	Electric
				100-0801-551.22-03	3,610.56	Electric
				100-0601-551.22-05	533.32	Water/Sewer
				100-0601-551.22-06	103.75	Storm
				100-1019-552.22-03	211.05	Electric
				100-1019-552.22-05	12.38	Water/Sewer
				100-0000-123.00-00	6.23	Electric
				100-1001-514.22-05	12.38	Water/Sewer
				100-1001-514.22-06	2.50	Storm
				100-0703-553.22-03	1,398.49	Electric
100-0703-553.22-05	56.42	Water/Sewer				
100-0703-553.22-06	700.63	Storm				
485-0304-562.22-06	33.13	Storm				
457-0304-562.22-06	2.50	Storm				
485-0304-562.22-06	15.00	Storm				
457-0304-562.21-10	31.18	Electric				
100-0305-562.22-06	5.00	Storm				
501-0304-562.22-06	280.01	Storm				
Total for check: 44414				13,720.06		
TOWN OF MENASHA UTILITY DISTRICT	44415	11/21/2013	4139	100-0701-533.22-06	298.46	206 North Street
				100-0701-533.22-06	26.51	Storm Water
				Total for check: 44415		
LINDA PALMBACH	44416	11/21/2013	100-0903-531.33-01	54.70 Mileage		
				Total for check: 44416		

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POWER SYSTEM ENGINEERING INC	44417	11/21/2013	9010868	267-0102-581.21-02	5,612.50	Plant Sale RFP		
	Total for check: 44417				<u>5,612.50</u>			
	PTS CONTRACTORS INC				44418	11/21/2013	601-1020-543.82-02	272,689.44
Total for check: 44418				<u>272,689.44</u>				
R&R PLUMBING &	44419	11/21/2013		263-0306-562.70-01	1,800.00	CDBG Rehab		
	Total for check: 44419				<u>1,800.00</u>			
ROSS IMAGING LLC	44420	11/21/2013	147755	743-0403-513.29-01	1,397.32	Contract		
	Total for check: 44420				<u>1,397.32</u>			
SAFARILAND LLC	44421	11/21/2013	113-138992	100-0801-521.30-18	199.50	Forensics Source		
	Total for check: 44421				<u>199.50</u>			
SERVICE MOTOR COMPANY	44422	11/21/2013	1V40070	731-1022-541.38-03	47.30	Yoke		
	Total for check: 44422				<u>47.30</u>			
SMT MANUFACTURING & SUPPLY	44423	11/21/2013	0025197-JN	731-1022-541.38-03	68.85	Flange Unit		
	Total for check: 44423				<u>68.85</u>			
STAPLES ADVANTAGE	44424	11/21/2013	3213057467	100-0203-512.30-10	3.57	Supplies		
				100-0201-512.30-10	3.64	Supplies		
				100-0202-512.30-10	14.89	Supplies		
				731-1022-541.30-10	67.44	Supplies		
Total for check: 44424				<u>89.54</u>				

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TREEOS TREE SERVICE INC	44425	11/21/2013	4385	100-0706-561.20-06	883.00	City-wide Stump Grinding
			Total for check: 44425		883.00	
UNIFIRST CORPORATION	44426	11/21/2013	097 0149917	731-1022-541.20-01	244.65	Mat/Mop/Clothing Service
			Total for check: 44426		244.65	
US PETROLEUM EQUIPMENT	44427	11/21/2013	205402	731-1022-541.24-06	184.38	Inspection & Maintenance
			Total for check: 44427		184.38	
VERIZON WIRELESS	44428	11/21/2013	9714276317	100-1002-541.22-01	191.45	Cell Phones
				625-1002-541.22-01	63.82	Cell Phones
				601-1020-543.22-01	(4.32)	Cell Phones
				743-0403-513.30-15	40.01	Cell Phones
				100-0601-551.22-01	7.34	Cell Phones
				100-0304-562.22-01	60.30	Cell Phone Charges
				743-0403-513.24-04	158.75	Cell Phone Charges
				9714276321	669.78	Cell Phone Charges
			Total for check: 44428		1,187.13	
WEA INSURANCE TRUST	44429	11/21/2013	32104	100-0000-204.11-00	11,051.74	Dec Premium
				100-0000-204.08-00	114,481.12	Dec Premium
			Total for check: 44429		125,532.86	
WINNEBAGO COUNTY TREASURER	44430	11/21/2013		100-0000-201.03-00	1,500.00	Dog Licenses 8851-9250
				LF120166	150.50	Tire Disposal
				LF120246	13,078.78	Direct Haul to Outagamie September 2013
					3,501.66	Direct Haul to Outagamie September 2013
					9,216.04	Direct Haul to Outagamie September 2013
				LF120253	563.30	September Recycling
			Total for check: 44430		28,010.28	

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WINNEBAGO COUNTY TREASURER	44431	11/21/2013		100-0000-201.03-00	170.50	2013 Dog Licenses
	Total for check: 44431				<u>170.50</u>	9251-9270 & 9401-9422
WISCONSIN DEPT OF HEALTH SERVICES	44432	11/21/2013		743-0403-513.30-15	2,285.00	Switch w/Components
	Total for check: 44432				<u>2,285.00</u>	
WISCONSIN, STATE OF	44433	11/21/2013		100-0904-531.32-01	125.00	Asbestos Cert Application
	Total for check: 44433				<u>125.00</u>	
WISCONSIN, STATE OF	44434	11/21/2013		100-0801-521.20-04	50.00	Elevator Permit/430 First
	Total for check: 44434				<u>50.00</u>	
					<u>494,172.17</u>	

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ACC PLANNED SERVICE INC	44435	11/27/2013	11528	731-1022-541.24-03	872.25	City Garage Maintenance	
	Total for check: 44435					872.25	
ACCURATE	44436	11/27/2013	1315769	731-1022-541.30-18	24.17	Grease Gun & Util Knife	
		11/27/2013	1316001	731-1022-541.30-18	25.68	Cleaning Tip Kit	
		11/27/2013	1316031	731-1022-541.30-18	149.47	Thread Sealant/Blade/ Clamp/Coupler	
		11/27/2013	1316086	731-1022-541.38-03	231.15	Brake Pad & Rotor	
	Total for check: 44436					430.47	
AIRGAS USA LLC	44437	11/27/2013	9913537819	731-1022-541.21-06	288.75	Lease Renewals	
		11/27/2013	9914011028	731-1022-541.21-06	176.18	Cylinder Rental	
	Total for check: 44437					464.93	
APPLETON HYDRAULIC COMPONENTS	44438	11/27/2013	457	731-1022-541.38-03	55.35	Supply Seals & Fitting	
	Total for check: 44438					55.35	
ASSOCIATED APPRAISAL CONSULTANTS	44439	11/27/2013	16155	100-0402-513.21-09	4,991.67	Professional Services	
		11/27/2013	16156	100-0402-513.30-11	5.06	Postage	
		11/27/2013	16156	100-0402-513.21-04	59.76	Internet Postings	
	Total for check: 44439					5,056.49	
BADGER HIGHWAYS CO INC	44440	11/27/2013	161389	625-1003-541.30-18	165.62	Hotmix Asphalt	
		11/27/2013	601-1020-543.30-18	1,858.73	Hotmix Asphalt		
	Total for check: 44440					2,024.35	
BAILEYS TEST STRIPS	44441	11/27/2013	13,11653	100-0904-531.30-18	44.00	Probe/Vial/Test Strips	
		11/27/2013	100-0904-531.30-15	29.00	Probe/Vial/Test Strips		
	Total for check: 44441					73.00	

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SHARON BEYER	44442	11/27/2013		100-0801-521.19-03	111.95	Clothing Allowance
					<u>111.95</u>	
						Total for check: 44442
BOUWER PRINTING INC	44443	11/27/2013		100-0801-521.29-01	58.00	Violation Notice Warnings
					<u>58.00</u>	
						Total for check: 44443
CARDMEMBER SERVICE	44448	11/27/2013		100-0601-551.24-03	280.44	Library Fixtures
				100-0601-551.24-03	20.99	Blue Jay Plaque/Library
				100-0601-551.30-13	255.30	Bulbs/Library
				100-0601-551.24-04	14.91	Elev Sprinkler Cover/Lib
				100-1001-514.30-18	30.47	City Hall Charger
				100-0601-551.30-13	277.75	Bulbs/Library
				743-0403-513.34-04	12.95	Experts Exchange
				100-0601-551.30-16	21.93	Program Supplies
				625-0706-561.30-18	997.99	Posts/Coil
				625-0706-561.30-18	196.90	Posts
				207-0707-552.24-03	166.95	TV
				100-0703-553.34-03	315.00	Hayatt on Main
				100-0703-553.34-03	12.03	Coaches Corner
				625-0706-561.30-18	53.88	Puller/Coil
				100-0202-512.32-02	204.00	Surveymonkey.com
				100-0000-201.03-00	70.00	Holiday Inn-American
				100-0000-201.03-00	107.00	DSPS EPAY
				100-0601-551.30-14	65.00	Library Materials
				100-0702-552.30-18	25.45	Adapter
				100-0801-521.34-04	2.09	Apple Ilnes Store
				743-0403-513.30-15	289.99	Monitor
				743-0403-513.29-01	79.47	Ink
				743-0403-513.30-15	99.75	Apple Online Store
				100-0601-551.30-16	33.00	Website Upgrade
				100-0601-551.30-16	15.57	Walgreen's
				100-0803-521.34-04	25.00	Delta Air
				100-0803-521.34-04	50.00	Delta Air

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CARDMEMBER SERVICE...	44448...	11/27/2013...	...	100-0803-521.34-04	48.00	Genera Mit Intl Air
				100-0803-521.34-03	420.22	Renaissance Hotels
				100-0803-521.34-03	18.08	Renaissance Hotels
				100-0803-521.34-03	20.91	TKR LLC
				100-0803-521.34-03	39.83	TGI Friday's
				100-0803-521.34-03	3.50	RMS-Atrium TRS II
				100-0801-521.34-02	180.00	Certification Exam
				100-1001-514.30-10	14.85	Postage Labels
				100-0401-513.30-10	45.38	Hole Punch
				100-0401-513.30-10	143.17	Adding Machine
				100-0801-521.29-04	91.99	Battery Isolator
				743-0403-513.24-04	1,119.00	Accessdata Group LLC
				100-0801-521.30-10	72.68	Mailing Supplies
				100-0801-521.34-03	9.08	DNC Travel
				100-0801-521.24-02	46.77	Security Camera
				100-0801-521.34-03	9.65	By George
				100-0801-521.34-03	9.21	King of Pizza
				100-0801-521.34-03	3.54	7-Eleven
				100-0801-521.34-04	28.00	Brown County Austin
				100-0801-521.34-03	1,006.80	Marriott
				100-0801-521.33-03	16.78	Piggly Wiggly
				100-0801-521.33-03	10.48	Walgreen's
				743-0403-513.24-04	549.99	Computer
				743-0403-513.24-04	225.24	Tablet/Adapter
				743-0403-513.24-04	599.00	Forensic Software
				100-0801-521.30-18	126.03	Sling Plate/Sling
				100-0801-521.32-01	5.25	Searches
				100-0702-552.30-18	111.14	Pumpkin Hunt
				100-0702-552.34-02	325.00	Conference
				207-0707-552.24-04	1,272.96	Marina Carrera Equipment
				100-0702-552.34-03	3.10	Meeting
				100-0702-552.34-03	15.60	Conference
				100-0801-521.19-03	36.70	Amzn.com
				100-0801-521.19-03	121.91	Amazon.com
				100-0803-521.19-03	14.82	Johnny Rockets

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CARDMEMBER SERVICE...	44448...	11/27/2013...	...	100-0803-521.34-04	25.00	Delta Air
			Total for check: 44448		10,513.47	
CEC	44449	11/27/2013	BILL143777	100-0501-522.24-03	30.00	Fire Alarm Inspect/PPF ST 35 NE Corner Bay
			Total for check: 44449		30.00	
DOMINION VOTING SYSTEMS INC	44450	11/27/2013	DVS108680	100-0204-512.24-04	1,865.00	Maintain Voting Equipment
			Total for check: 44450		1,865.00	
DUMKE & ASSOCIATES &	44451	11/27/2013	316 RACINE	100-0903-531.29-06	2,077.50	Ren/316 Racine
			Total for check: 44451		2,077.50	
FERGUSON ENTERPRISES #448	44452	11/27/2013	0969753	100-0801-521.24-03	82.32	25 Ton Repipe/PPF
				100-0501-522.24-03	54.88	25 Ton Repipe/PPF
			Total for check: 44452		137.20	
JAMES M FICO PHD	44453	11/27/2013		100-0801-521.21-05	300.00	Employee Test/Evaluation
			Total for check: 44453		300.00	
GANNETT WISCONSIN MEDIA	44454	11/27/2013	0007580888	100-0405-513.29-02	433.94	Legals
				100-0203-512.29-02	88.40	Liq License Grog & Aspen
			Total for check: 44454		522.34	
GREEN BOYZ	44455	11/27/2013		100-0801-521.24-03	95.00	430 & 440 First St Fertilizer/Weed Control
			Total for check: 44455		95.00	
GRIEBACH READY-MIX LLC	44456	11/27/2013	22033	100-1009-541.30-18	1,923.00	
				625-1003-541.30-18	778.00	
				100-0801-521.24-03	432.00	

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GRIESBACH READY-MIX LLC...	44456...	11/27/2013...	22033...	100-0501-522.24-03	432.00	
			Total for check: 44456		3,565.00	
GUNDERSON INC	44457	11/27/2013	132715	100-0801-521.30-13	35.38	Mat & Towel Cleaning
			Total for check: 44457		35.38	
GUSTMAN CHEVROLET SALES INC	44458	11/27/2013	29645	731-1022-541.38-03	67.91	Flasher
			Total for check: 44458		67.91	
DAVID N JAGLA	44459	11/27/2013		100-0801-521.21-06	400.00	Background Investigation
			Total for check: 44459		400.00	
JX ENTERPRISES INC	44460	11/27/2013	G-2322770009	731-1022-541.38-03	104.33	Lamp Marker/Lamp Work
		11/27/2013	G-232800020	731-1022-541.38-03	299.68	Chamber Springs
			Total for check: 44460		404.01	
LAKE PARK VILLAS HOMEOWNERS ASSN	44461	11/27/2013		501-0304-562.32-01	3,197.97	Lake Park Villas Project
			Total for check: 44461		3,197.97	
LEE RECREATION LLC	44462	11/27/2013	9610-13	100-0703-553.24-02	890.80	Replacement Parts
			Total for check: 44462		890.80	
MENARDS-APPLETON EAST	44463	11/27/2013	33366	100-1001-514.24-03	47.97	City Hall Roof Kit
				100-0601-551.30-13	49.94	Library Foyer Track Light
			Total for check: 44463		97.91	
MENASHA EMPLOYEES CREDIT UNION	44464	11/27/2013	20131127	100-0000-202.05-00	10,774.00	PAYROLL SUMMARY
			Total for check: 44464		10,774.00	

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MONOPRICE INC	44468	11/27/2013	9222734	100-0801-521.24-05	279.20	TV Wall Mount Brackets
			Total for check: 44468		279.20	
MORTON SAFETY	44469	11/27/2013	836082	731-1022-541.30-18	64.36	Ear Plugs/Precaution Kit
			Total for check: 44469		64.36	
CITY OF NEENAH	44470	11/27/2013	34361	100-0501-522.30-15	1,416.87	IPads/Cases
			NIM FIRE	100-0501-522.25-01	253,089.00	Fire/Rescue Service
			Total for check: 44470		254,505.87	
NETWORK HEALTH SYSTEM INC	44471	11/27/2013	308533	100-0202-512.21-06	183.00	Drug Screenings/Exam
			308608	100-0202-512.21-05	690.00	Oct-Dec EAP Fees
			Total for check: 44471		873.00	
PERSONNEL EVALUATION INC	44472	11/27/2013	06467	100-0801-521.21-06	220.00	October PEP Billing
			Total for check: 44472		220.00	
PRECISION SEALCOATING INC	44473	11/27/2013		100-1003-541.20-10	23,031.66	Crack Seal Program
			Total for check: 44473		23,031.66	
RIESTERER & SCHNELL INC	44474	11/27/2013	582820	731-1022-541.38-03	89.82	Cool-Gard
			Total for check: 44474		89.82	
DR TERESA RUDOLPH	44475	11/27/2013		100-0903-531.21-05	150.00	City Physician
			Total for check: 44475		150.00	
SAFARILAND LLC	44476	11/27/2013	113-137052	100-0801-521.30-18	393.35	Forensic Supplies
			Total for check: 44476		393.35	

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SANOPI PASTEUR INC	44477	11/27/2013	902366169	100-0903-531.30-18	33.92	Tubersol Test Antigen	
	Total for check: 44477					33.92	
	SMT MANUFACTURING & SUPPLY	44478	11/27/2013	0025266-IN	731-1022-541.38-03	107.97	Flange Unit & Block
		11/27/2013	0025282-IN	731-1022-541.38-03	45.90	Flange Unit	
Total for check: 44478					153.87		
ST ELIZABETH HOSPITAL	44479	11/27/2013		100-0801-521.21-05	39.39	Patient Transactions	
	Total for check: 44479					39.39	
STAPLES ADVANTAGE	44480	11/27/2013	3213847585	100-1001-514.30-10	36.64	Supplies	
				100-0304-562.30-10	52.89	Supplies	
				100-0702-552.30-10	6.36	Supplies	
		11/27/2013	3213847586	100-0202-512.30-10	56.98	Envelopes	
Total for check: 44480					152.87		
THEDACARE	44481	11/27/2013	9200827250	100-0801-521.21-05	235.60	Venipuncture	
	Total for check: 44481					235.60	
THEDACARE AT WORK	44482	11/27/2013	147933	100-0202-512.34-02	260.00	PHA W/Veni	
	Total for check: 44482					260.00	
TOTAL FLOOR COVERING INC	44483	11/27/2013	302131	100-0501-522.24-03	1,023.20	Carpet Station 35	
	Total for check: 44483					1,023.20	Living Room
UNIFIRST CORPORATION	44484	11/27/2013	097 0150397	731-1022-541.20-01	112.65	Mat/Mop/Clothing Service	
	Total for check: 44484					112.65	

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UNIFORM SHOPPE	44485	11/27/2013	225959	100-0804-521.30-18	42.95	Uniforms
	Total for check: 44485				<u>42.95</u>	
	44486	11/27/2013	70858	100-0000-132.00-00	1,683.08	Bags/Napkins/Kleenex Cups/Utensils/Soap
Total for check: 44486				<u>1,683.08</u>		
UNITED WAY FOX CITIES	44487	11/27/2013	20131127	100-0000-202.09-00	30.25	PAYROLL SUMMARY
	Total for check: 44487				<u>30.25</u>	
US CELLULAR	44488	11/27/2013	0013435315	100-0201-512.22-01	33.05	Captain
				100-0202-512.22-01	17.65	Brunn
				100-1019-552.22-01	8.99	Racine Street Bridge
				100-1019-552.22-01	2.66	Tayco Street Bridge
				743-0403-513.22-01	35.36	IT/Chuvata
				601-1020-543.22-01	2.18	Confined Spaces
				100-1001-514.22-01	49.59	Alix
				100-0801-521.22-01	299.23	PD
				100-0919-531.22-01	8.57	Nett
				100-0904-531.22-01	60.09	Drew
				100-1002-541.22-01	4.57	Eng
				100-0702-552.22-01	56.88	Tungate
				100-0702-552.22-01	2.18	Rec
				100-0703-553.22-01	108.88	Maas/Parks
				100-0304-562.22-01	169.29	Keil
				100-0304-562.22-01	177.48	Homan
				731-1022-541.22-01	73.93	Jacobson/PWF
			100-1008-541.22-01	9.46	Bursack	
			601-1020-543.22-01	2.18	Sewer Truck	
Total for check: 44488				<u>1,122.22</u>		
WE ENERGIES	44489	11/27/2013		100-0703-553.22-03	8.99	2170 Plank Road
				100-0000-123.00-00	143.33	N-M Fire

AP Check Register
Check Date: 11/27/2013

Date: 11/27/2013

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description				
WE ENERGIES...	44489...	11/27/2013...	...	100-1001-514.22-04	352.07	City Hall				
				100-0801-521.22-04	197.93	Police				
				100-0920-531.22-04	58.65	Senior Center				
				100-0601-551.22-04	346.63	Library				
				100-0703-553.22-04	273.71	Parks				
				100-0704-552.22-04	31.57	Pool				
				207-0707-552.22-04	35.51	Marina				
				731-1022-541.22-04	207.67	Garage				
				Total for check: 44489					1,656.06	
				WINNEBAGO COUNTY TREASURER	44490	11/27/2013	4939	100-0402-513.29-01	48.50	Loredo Copies/Sept
Total for check: 44490								48.50		
WISCONSIN DEPT OF JUSTICE	44491	11/27/2013	G8228					100-0202-512.32-02	78.00	Name Searches
				L7101T	100-0801-521.21-06	105.00	Name Searches			
Total for check: 44491					183.00					
WISCONSIN SUPPORT COLLECTIONS	44492	11/27/2013	20131127	100-0000-202.03-00	955.49	PAYROLL SUMMARY				
				Total for check: 44492					955.49	
WISCONSIN, STATE OF	44493	11/27/2013	331249	100-1001-514.20-04	50.00	City Hall Elevator				
				Total for check: 44493					50.00	
					341,963.56					



To: Menasha Common Council

From: Kara Homan, AICP, Principal Planner
Debbie Galeazzi, Clerk dg

Date: November 26, 2013

Re: Proposed Partial Return of Grant funds for Class B Liquor Licenses

Reserve Class "B" Intoxicating Liquor Licenses, by state statute, are \$10,000. If the license is approved, Section 7-2-5(f)(2) of the City of Menasha Municipal Code allows a grant of \$8,000, provided that certain criteria is met.

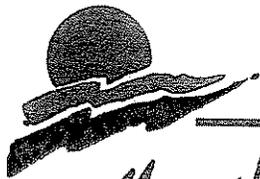
Section 7-2-5(2)f. stipulates that "Any requirements of an approved site plan approval have been completed." Community Development staff, upon request from the City Clerk, inspected the properties at 1550 Appleton Rd (Salsa's) and 890 Lake Park Rd (Slider's) for compliance with site plan. It was discovered that several substantial areas of landscaping were not in place.

Given the impending winter season, we proposed that \$7,000 of the \$8,000 grant would be returned for both Slider's and Salsa's, given that all of the other conditions were met. The remaining \$1,000 would be provided upon installation of the deficient landscaping by no later than May 31, 2014. Correspondence indicating this is attached.

However, it was later learned upon notification from the City Attorney, that what staff had proposed was not allowed per the language in the ordinance without separate authorization from the Common Council. Based on conversations and correspondence with the business owners (see attached), it is their desire to have staff seek council authorization for the partial grant payment due to an inability to install the plantings yet this year due to weather conditions.

As such, staff is seeking authorization from Common Council to provide the grant for Salsa's and Slider's as follows:

- \$7,000 be provided immediately;
- \$1,000 be provided upon installation of the deficient landscaping, but no later than May 31, 2014.



Menasha

November 13, 2013

Fred W Storm, LLC (LLC)
PO Box 282
Hartland, WI 53029

Salsa Mexican Restaurant
Attn: Ramiro Arellano
1455 McCarthy Rd, Apt #2
Appleton, WI 54913

RE: Landscaping Deficiency, 1550 Appleton Rd, "Salsas"

Dear Property Owner & Restaurant Operator:

It has come to our attention that landscaping present at 1550 Appleton Rd, Menasha, has several deficiencies from the approved Site Plan for this property (attached). The areas that are lacking are highlighted in yellow.

Compliance with the approved site plan is a condition of the city providing the \$8,000 grant as part of the Reserve Class "B" Liquor Licensing process as outlined in Sec 7-2-5(f)(2)f (attached); failure to comply is also a violation pursuant to Section 13-1-12(k) (attached). Until said landscaping is re-installed, \$1,000 of the grant fund shall be withheld by the City to ensure said landscaping is installed.

Please comply with this request by no later than May 31, 2014. Prior to installation of the missing landscaping, please contact me to ensure the proposed planting scheme meets minimum city requirements, or if you require any assistance in interpreting the city's landscaping requirements.

Sincerely,

Kara Homan, AICP
Principal Planner

Cc: Debbie Galeazzi, City Clerk



November 13, 2013

Lprb&G LLC (LLC)
4019 Shangri La Point Rd
Oshkosh, WI 54904

Sliders
Attn: Shelly Van Dehy
N277 Pinecrest Blvd
Appleton, WI 54915

RE: Landscaping Deficiency, 890 Lake Park Rd, "Sliders"

Dear Property Owner & Restaurant Operator:

It has come to our attention that landscaping between the parking lot and the road has been removed at your property at 890 Lake Park Rd, Menasha. This landscaping was a component of the approved Site Plan for this site (attached).

Compliance with the approved site plan is a condition of the city providing the \$8,000 grant as part of the Reserve Class "B" Liquor Licensing process as outlined in Sec 7-2-5(f)(2)f (attached); failure to comply is also a violation of Section 13-1-12(k) (attached). Until said landscaping is re-installed, \$1,000 of the grant fund shall be withheld by the City to ensure said landscaping is installed.

Please comply with this request by no later than May 31, 2014. Prior to installation of the missing landscaping, please contact me to ensure the proposed planting scheme meets minimum city requirements, or if you require any assistance in interpreting the city's landscaping requirements.

Sincerely,

Kara Homan, AICP
Principal Planner

Cc: Debbie Galeazzi, City Clerk

11/25/2013

To:

City of Menasha Council
140 Main Street
Menasha, WI 54952

Dear Council,

A couple weeks ago Salsa's Mexican Restaurant received a letter from Kara Homan where it was communicated the need to make certain modifications to the landscaping of the property located on 1550 Appleton, Menasha WI 54952, in order to comply with all requirements for the Liquor License Class "B". Per the letter received, it was noted that \$1,000 was going to be put on hold until the modification to the landscaping were completed. The remainder amount of \$7,000 was going to be returned to Salsa's Management. On Friday, 11/22/2013, it was communicated by Ms. Homan that per the city regulation, the full amount (\$8,000) pending to be returned to Salsa's Management was going to be put on hold until the landscaping modifications were completed.

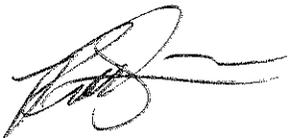
Due to the winter season and the low temperatures that we have experienced, the landscaping changes required by the City of Menasha will not be able to be completed until spring of next year.

It is Salsa's Management intent to comply with the City of Menasha regulations as soon as the weather allows. Therefore, Salsa's Management would like to request the reimbursement of \$7,000 with no waiting period, and only withhold the remainder \$1,000 until the landscaping modifications are completed, as it as originally communicated.

If there are any questions feel free to contact Ramiro Arellano, Salsa's Owner, at (920) 366-6401, or Teresa Guzman, Salsa' Owner, at (920) 366-6478 or via email at tfgcuriel@gmail.com.

Thank you for your time and consideration.

Sincerely

A handwritten signature in black ink, appearing to be 'Ramiro Arellano', with a stylized flourish at the end.

Ramiro Arellano, Salsa's Owner



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: November 26, 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:

Nelson Warren
Derek Goldben
Crystal Taff
Joey Bichel
Brian Schaefer
Wendie Losse
Courtney Mahony
Stephannie Keller
Kimberly Meyer
Anthony Roark

cc: chief via email



MEMO

TO: Common Council

FROM: Debbie Galeazzi, ^{dg} City Clerk

SUBJECT: O-7-13 an Ordinance Amending Title 2, Chapter 4 of the Code of Ordinances (Municipal Court Costs)

DATE: November 22, 2013

Please note we discovered a necessary update to Ordinance O-7-13. Sec. 2-4-15(f), the word "treasurer" is being deleted and replaced with "secretary of administration" to comport with a 2003 statutory change as to whom the fee is to be delivered.

Thanks.

ORDINANCE O-7-13

AN ORDINANCE AMENDING TITLE 2, CHAPTER 4 OF
THE CODE OF ORDINANCES
(Municipal Court – Municipal Court Costs)

Introduced by Mayor Merkes.

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 2, Chapter 4, Article 15, Sec.2-4-15 (f) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Boards, Commissions, and Committees

CHAPTER 4

ARTICLE 15

...

SEC. 2-4-15 MUNICIPAL COURT

...

(f) Procedure in Municipal Court

...

Pursuant to Sec. 814.65, Wis. Stats., the court costs for each citation issued is ~~Twenty-eight~~ Thirty-eight Dollars (~~\$28.00~~) (\$38.00) of which Five Dollars (\$5.00) shall be forwarded to the state ~~treasurer~~ secretary of administration.

...

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law with an effective date of January 1, 2014.

Passed and approved this day of , 2013.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

RESOLUTION R-20-13

RESOLUTION APPROVING APPLICATION TO BOARD OF COMMISSIONERS OF PUBLIC LANDS TO BORROW \$4,175,000 FROM THE STATE TRUST FUNDS, AND AUTHORIZING THE BORROWING AND THE ISSUANCE OF CERTIFICATES OF INDEBTEDNESS AND LEVYING A TAX IN CONNECTION THEREWITH

Introduced by Mayor Merkes

The following preamble and resolutions were presented by Mayor Merkes and were read into the meeting.

By the provisions of sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed; and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2), Wisconsin Statutes, means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under sec. 60.71 or 60.72, metropolitan sewerage district created under sec. 200.05 or 200.23, joint sewerage system created under sec. 281.43 (4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of Menasha, in the Counties of Calumet and Winnebago, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of Four Million One Hundred Seventy Five Thousand And 00/100 Dollars (\$4,175,000.00) for the purpose of refinancing 2005 and 2006 GO Promissory Notes and for no other purpose.

The loan is to be payable within 9 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 3.75 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of Menasha, in the Counties of Calumet and Winnebago, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of Menasha by such loan from the state be applied or paid out for any purpose except refinancing 2005 and 2006 GO Promissory Notes without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands agrees to make the loan, that the Mayor and Clerk of the City of Menasha in the Counties of Calumet and Winnebago, Wisconsin, are authorized and empowered, in the name of the City to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the City pursuant to this resolution. The Mayor and Clerk of the City will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the "aye" and "no" vote by which they were adopted, be recorded, and that the Clerk of this City forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Passed and approved this ____ day of December, 2013

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk