

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, April 1, 2013**

**6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 3/18/13](#)
 - b. [Board of Public Works, 3/18/13](#)
 - c. [Board of Health, 2/15/13](#)
 - d. [Committee on Aging, 2/14/13](#)
 - e. [Landmarks Commission, 2/13/13](#)
 - f. [Library Board, 3/21/13](#)
 - g. [Neenah-Menasha Sewerage Commission, 2/26/13](#)
 - h. [Plan Commission, 3/19/13](#)
 - i. [Safety Committee, Public Works/Parks, 2/26/13](#)
 - j. [Safety Committee, City Hall, 2/7/13](#)Communications:
 - k. [PWD Radtke; WDNR Annual Report under MS4](#)
 - l. [Department of Army Detroit District Corps of Engineers, 3/12/13; Lake Winnebago Fill-up Strategy](#)
 - m. [David & Kuelthau's 35th Annual Public Official Program](#)
 - n. [WPPI Energy Newsletter, At-A-Glance](#)
 - o. [Menasha Historical Society Newsletter, April 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, 3/18/13](#)
Board of Public Works, 3/18/13; Recommends approval of:
 2. [Recommendation to Award – City of Menasha Ninth Street Sewage Lift Station Modifications; Contract E145-13-01A; PTS Contractors; \\$276,600.00](#)
 3. [Recommendation to Award – City of Menasha Ninth Street Sewage Force Main Replacement; Contract E145-13-01B; Roger Bowers Construction, Inc.; \\$194,066.35](#)Plan Commission, 3/19/13; Recommends approval of:
 4. [Certified Survey Map, Tana Lane Extended \(Woodlands Nature Park\)](#)
 5. [Certified Survey Map, Ahnaip Street, Menasha Shoreline Park](#)
- H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 3/21/13-3/28/13 in the amount of \$727,946.34

J. ORDINANCES AND RESOLUTIONS

1. R-3-13 Resolution to Apply for Matching Grant Funds for the Gilbert Site Through the Wisconsin Department of Natural Resources

K. APPOINTMENTS

1. Accept resignation of Kara Homan from Plan Commission
2. Mayor's appointment to Plan Commission
 - a. Gretchen DeCoster, 370 Lake Road, Menasha for a term April 1, 2013 to May 1, 2014

L. HELD OVER BUSINESS

1. Motion to Remove from the table – Approval of authorization to Execute Inter-Municipal Agreement with the Town of Menasha regarding Midway Road Concrete Walk Construction

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ADJOURN

MEETING NOTICE

Spring Election – April 2, 2013

Common Council – TUESDAY, April 16, 2013

Common Council - 6:00 pm – Sine Die

New Common Council – 6:30 pm

Administration Committee – 6:45 p.m.

Board of Public Works – 7:00 p.m.

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

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:20 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Klein, Taylor, Sevenich, Krueger, Zelinski, Englebert

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil,
PRD Tungate, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 3/4/13](#)

Moved by Ald. Englebert, seconded by Ald. Krueger to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [R-3-13 Resolution to Apply for Matching Grant Funds for the Gilbert Site Through the Wisconsin Department of Natural Resources](#)

PRD Tungate explained the Resolution is required to apply for a matching grant from the Department of Natural Resources. Funds will be used for economic redevelopment and public recreation on the Gilbert site.

General discussion ensued on the grant process and wording of the resolution.

Moved by Ald. Sevenich, seconded by Ald. Krueger to remove City employee Brian Tungate as the authorized person to act on the behalf of the City of Menasha and change the last sentence of the resolution to "Take necessary action to undertake, direct and complete the approved Project necessary under the terms of the grant".

Motion carried on roll call 7-0.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council R-3-13 Resolution to Apply for Matching Grant Funds for the Gilbert Site through the Wisconsin Department of Natural Resources as amended.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Benner to adjourn at 7:33 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
March 18, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Klein, Taylor, Sevenich, Krueger, Zelinski, Englebert

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil,
Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [March 4, 2013](#)

Moved by Ald. Krueger, seconded by Ald. Klein to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Recommendation to Award – City of Menasha Ninth Street Sewage Lift Station Modifications; Contract E145-13-01A; PTS Contractors; \\$276,600.00](#)

DPW Radtke explained staff and the consulting engineers are recommending PTS Contractors, Inc. The bid will include the alternate bid for replacing the lift station rather than remodeling the existing lift station.

Moved by Ald. Krueger, seconded by Ald. Benner to recommend to Common Council Recommendation to Award, City of Menasha Ninth Street Sewage Lift Station Modifications, Contract E145-13-01A to PTS Contractors, \$276,600.00
Motion carried on roll call 7-0.

2. [Recommendation to Award – City of Menasha Ninth Street Sewage Force Main Replacement; Contract E145-13-01B; Roger Bowers Construction, Inc.; \\$194,066.35](#)

DPW Radtke explained the number of bids submitted. Staff and the consulting engineers are recommending Roger Bowers Construction, Inc.

Moved by Ald. Krueger, seconded by Ald. Benner to recommend to Common Council Recommendation to Award, City of Menasha Ninth Street Sewage Force Main Replacement, Contract E145-13-01B to Roger Bowers Construction, Inc, \$194,066.35
Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Zelinski to adjourn at 7:44 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
February 15, 2013**

- A. Meeting called to order at 8:07 AM by Chairman C. Rusin.
- B. Present: Candyce Rusin, Lori Asmus, Dr. Teresa Rudolph, Susan Nett
Excused: Dorothy Jankowski
- C. MINUTES TO APPROVE
1. Motion to approve minutes from January 9, 2013 meeting made by T. Rudolph and seconded by L. Asmus. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. January 2013 Communicable Disease Report distributed. There was continued discussion on the increasing numbers of Chlamydia Trachomatis. S. Nett discussed a project that is being done by one of the UW-O nursing students doing clinical experience with the health department. The project is focusing on researching and developing educational materials that can be shared with parents. S. Nett also brought to the attention of board members the number of influenza associated hospitalizations that occurred in January. All of the cases were elderly. Influenza shots are still being requested.
 2. Flu vaccine Update. The department has 9 doses of adult flu vaccine and 35 doses of children's flu vaccine still available. A final report of number of total doses given this flu season will be distributed at next month's meeting.
 3. Report on Fox Valley Regional Health Coalition. S. Nett discussed the Weight of the Nation plunge that will take place on March 1st and 8th, and what role the Menasha School District shares in the plunge. Liz Rosin, one of the public health nurses will be attending this event representing the health department. C. Rusin plans on attending.
 4. UWO Student Clinicals – Spring Semester. There are currently 8 undergrad nursing students and 1 BSN completion student working in the health department this semester. The undergrad students will be working on a project to establish a memory café at the senior center. S. Nett discussed information from a presentation on a memory project in the Fox Cities, given at a recently attended meeting.
 5. Public Health Infrastructure Mini grant Proposal – Update. The health department received notice that the grant proposal submitted will not be funded. S. Nett shared the reasons given from the project coordinator with the most frequently mentioned one being lack of documentation as to how future efforts would be sustained without grant funding.
 6. March Meeting Date – Discussion on the need to change the date for the March meeting from the 13th to the 15th as Dr. Rudolph is unable to attend on the 13th.

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

Board members present were in unanimous agreement to change the March meeting date to the 15th at 8 AM.

E. ACTION ITEMS

1. Discussion Sliding Fee Scale for Nail Care Program. S. Nett explained the reason why this item was on the agenda as there was a request to provide the service at no cost because the individual couldn't afford the \$15 fee. L. Asmus was not in favor of a sliding fee scale as she felt the board set the fee to cover the cost of supplies and the current fee is low compared to what the Valley VNA charges or even what an individual would pay if they received services from a podiatrist. She felt lowering the fee would actually increase the cost of the service as the staff would now have to screen for proof of income. T. Rudolph agreed. C. Rusin felt that staff should have a list of resources to direct individuals to if they felt they couldn't afford to pay the current fee for the nail care. Motion to deny a sliding fee scale for foot nail care made by L. Asmus and seconded by T. Rudolph. Motion carried.

F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 9:45 AM made by L. Asmus and seconded by T. Rudolph. Motion carried. Next meeting March 14, 2013.

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
February 14, 2013**

- A. Meeting called to order at 7:55 AM by Chairman J. Klundt.
- B. Present: Joyce Klundt, Peg Malueg, Mary Lueke, John Ruck, Lee Murphy, Jean Wollerman, Susan Nett
Excused: Sue Steffen
- C. MINUTES TO APPROVE
1. Motion to approve minutes from January 10, 2013 meeting 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 presented a report on attendance and activities at the senior center. The number of visits during January increased from 1161 in December to 1388 in January. A comparison to visits in January 2012 showed a decrease from 1445 to 1388. January 2013 has had significant weather incidents as compared to a year ago which could account for the decrease. A change by Advocap in the mealsite vendor could also have had an impact on the attendance. This January did however have the second highest number of visits recorded since 2007. The Valentine party scheduled for today (Feb. 14th) has 65 participants registered. United Healthcare has volunteered to be a movie sponsor for movie day at the senior center. Valley VNA will be sponsoring the 2013 subscription to the Post Crescent. Bingo sponsors are in place for the monthly event to July and for November. J. Wollerman is hoping for sponsors for the remaining available months. The family of Mary Weger donated \$20 in her memory to the senior center. The money was deposited in the Legacy Account.
 2. Update – Architectural Design Project. S. Nett reported Greg Keil is in the process of preparing the request for proposals for the final design project. The RFP will be sent to McMahon and Associates, Steve Gries, Bob Acord, and Martenson & Eisele. G. Keil will attend the March COA meeting with further information on the project. S. Nett discussed the possibility of block grant funding to assist with the project. Committee members discussed the safety concerns especially noticeable with this year’s winter weather. J. Wollerman may need to provide supporting data on numbers of senior citizens utilizing the center that are low income and/or disabled. J. Ruck indicated that anything that significantly affects a life function is considered a disability by federal standards so there may be seniors attending the center that have heart problems or respiratory issues requiring the use of oxygen, etc. Committee members are eager to know final numbers so they can begin to look for funding of the project.
- E. Action Items
1. Raised Garden Project. J. Wollerman informed the committee the Menasha Rotary will be purchasing the supplies and constructing raised gardens for the senior center. Discussion was held regarding site location of the gardens and who would maintain them. Committee members will be kept informed as the project evolves. No action needed at this time.
 2. Volunteer Banquet will be held in June. The date will be finalized soon. It will be an early evening supper. (Informational only at this time)

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-1530 24 hours in advance of the meeting for the City to arrange special accommodations."

F. HELD OVER BUSINESS

1. Senior Center Mission Statement. J. Wollerman asked this be held again and reminded committee members to submit their ideas to her so they can be compiled for the next meeting.

G. Motion to adjourn at 9 AM made by L. Murphy and seconded by S. Nett. Motion carried. Next meeting March 14, 2013.

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
February 13, 2013
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 4:34 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Kristi Lynch, Peg Docter, Tom Grade and Ald. Stan Sevenich

LANDMARKS MEMBERS EXCUSED: Commissioners Mary Nebel and James Taylor

LANDMARKS MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil

C. MINUTES TO APPROVE

1. **Minutes of the January 9, 2013 Landmarks Commission Meeting**

Motion by Ald. Sevenich, seconded by Comm. Docter to approve the January 9, 2013 Landmarks Commission meeting minutes.

The motion carried

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

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. None

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

Comm. Grade reported that he and Joe Weidert had finalized content of the recognition plaque for 226 Main Street. CDD Keil is to place the order for the plaque.

2. **Tayco Street Bridge Museum Project Update**

Ald. Sevenich reported that he had met with personnel at UW Fox Valley to discuss updating the video for the Bridge Tower Museum and stated that they are willing to assist with the project. They can access the content of the video disk and create a template from it for the updated video. CDD Keil is to locate the disk and make it available to Ald. Sevenich.

Ald. Sevenich and Comm. Grade are to work on the design of a banner for the museum. CDD Keil is to order the sign bracket and sign for the museum.

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

CDD Keil reported that the balance has remained unchanged at approximately \$11,000.

4. **Landmarks Commission Interaction with Downtown Businesses**

CDD Keil stated that he had a conversation with a representative of 212 Main Street. They will appear at the next Landmarks Commission meeting to give an update on the status of the renovation project.

5. Future Landmarks Commission Activities/Projects

Commissioners discussed activities needed to implement the Historic Menasha photo contest. Comm. Lynch is to provide the photos to Kristi Heim, Comm. Docter said she would work on the merchant donations and CDD Keil is to forward information regarding participating merchants in the 2011 contest.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Comm. Lynch to adjourn at 5:02 PM.

The motion carried.

Respectfully submitted by CDD Keil.

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

Elisha D. Smith Public Library

March 21, 2013

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

Present: Eisen, Kiley, Kobylski, Murray, Wicihowski, Webster (teen rep)

Absent: Crawmer, Enos, Nichols

Also present: Director Lenz, K. Seefeldt (Office Manager), K. Beson (Head of Children's Services), J. Bongers (Head of Adult Services)

Authorization of Bills

Motion to authorize payment of the March list of bills from the 2013 budget as presented by Eisen, seconded by Wicihowski, and carried unanimously.

Eisen requested information regarding the telephone overdue notice charges billed by Winnefox Automated Library System. Director Lenz stated that these charges cost less than if notices were mailed to patrons.

Consent Business

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

Approve Library Board meeting minutes, February 21, 2013

Accept Ad Hoc Long Range Planning Committee meeting minutes, February 12, 2013

Motion to approve the Library Board meeting minutes of February 21, 2013 and to accept minutes of the Ad Hoc Long Range Planning Committee meeting of February 12, 2013 by Eisen and seconded by Wicihowski. Motion passed.

Director's Report/Information Items

1. February Statistics. Children's book lending was up 11% over last year. Overall, children's circulation was up 2.3% compared to last year. Adult lending was down overall, except for compact discs which were up 13.2%. Use of our digital services in the adult department was up 18.3%. Use of the library's website and wireless Internet access continue to increase.
2. Endowment Report. The following endowment donations were received in recent weeks: \$15 from Eckankar of NE WI, \$600 from Thomas & Charlene Landskron in memory of Richard Swanson, \$25 from Menasha Dock Association, \$56 from Barbara Siemiller, \$1200 from Kings' Daughters Francis Gilbert Circle, \$2,000 from Kings' Daughters & Sons Neenah/Menasha Service Circle, \$10 from Piggly Wiggly, \$100 from Lamers Bus Lines, \$50 from Walgreens, \$50 from Benjamin & Debra Adams, \$20 from Helen Chang, \$25 from Skid & Pallet Services and \$10 from Hearing Loss Association of America.
3. Current Budget Status. Director Lenz reviewed the current budget status report with the Board. 18.9% of funds have been spent and 16.2% of the year has passed. A couple of journal entries remain to be done by the Finance Department in our 2012 budget before that will be closed.

4. Staff Reports. 1) Custodian Steve Griesbach will retire at the end of the month. 2) The director and a few staff members met with Menasha Joint School District's librarian to discuss recent changes in curriculum requirements. They identified ways that we can work with the district to support those changes. 3) Director Lenz is a member of Winnefox Library System's Planning Committee. 4) The Friends of the Library took in \$1,355.10 in receipts at the recent book sale.

Jill Enos arrived at 4:22 p.m.

Discussion/Action Items

5. Ad Hoc Planning Committee. A draft of the Long Range Planning Committee's plan was presented to the Board by Director Lenz. Recommendations for additions and revisions were made by Board members. Director Lenz will present the final draft for Board approval at their April meeting.

Joe Bongers left the meeting at 4:47 p.m.

Announcements

6. Trustee Essentials: Chapter Eight: Paul Eisen reviewed chapter eight of the Trustee Essentials "*Developing the Library Budget.*" Jill Enos agreed to review chapter nine at the April meeting.

Adjournment

Motion to adjourn the meeting at 5:08 p.m. by Eisen, seconded by Wicihowski and carried unanimously.

Respectfully submitted,
Kathy Wicihowski, Secretary
Kris Seefeldt, Recording Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday February 26, 2013

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

Present: Commissioners Mike Sambs, Kathy Bauer, Gordon Falck, Dale Youngquist;
Manager Randall Much, Accountant Roger Voigt.

Excused: Commissioners Raymond Zielinski, Tim Hamblin, Jim Gunz.

Also Present: Chad Olsen (McMAHON); Paul Much, Rob Franck (MCO).

After discussion, motion by Commissioner Falck, second by Commissioner Bauer to approve the minutes from the January 22, 2013 Regular Meeting and February 4, 2013 Special Meeting. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed.

Old Business

Prepayment of project costs. Commission President Youngquist discussed the letter sent to the Town of Neenah S.D. 2 detailing the Sanitary District's portion of the project cost and the amount of their prepayment. The prepayment from S.D. 2 has been received by the NMSC.

New Business

Operations, Engineering, Planning

Chad Olsen updated the Commission on the Phosphorus removal construction costs study. Chad is still putting together cost estimates on two phosphorus removal processes and will have the final report completed for the March meeting.

Chad Olsen presented a slide show and discussed the construction activities that have occurred since the January 22, 2013 meeting. Rob Franck reported the aeration tanks are ahead of schedule; all other areas appear to be on schedule.

Construction Progress Update. Chad Olsen reviewed and discussed Tom Kispert's memorandum handout on the plant construction progress, the Certificates for Payment and Contract Q change order #1. Commission President Youngquist questioned August Winter & Sons change order #5; we have not received this change order to act upon its approval. Chad reported he will bring this to Tom Kispert's attention when he returns to the office. A copy of the attorney approved signed warranty letter from Xylem was included in the Commissioners packet of information.

After discussion, motion by Commissioner Bauer, second by Commissioner Falck to approve for payment Certificate for Payment #4 from August Winter & Sons Inc. in the amount of \$1,184,084.75; Certificate for Payment #2 from LAI Ltd. in the amount of \$31,500.40; Certificate for Payment #3 from LAI Ltd. in the amount of \$31,487.00; and Certificate for Payment #2 from Unison in the amount of \$248,640.00. Motion carried unanimously.

Motion by Commissioner Falck, second by Commissioner Sambs to approve Change Order #1 for Contract Q in the amount of \$4,800.00. Motion carried unanimously.

Motion by Commissioner Falck, second by Commissioner Sambs to approve for payment McMahon invoices: #42722 - \$15.24; #42723 - \$4,300.00; #42724 - \$32,200.00; #42725 - \$2,210.00; #42726 - \$1,495.00; #42727 - \$20,648.67; #42728 - \$1,525.00; and #42729 - \$2,800.00. Motion carried unanimously.

Manager Much discussed the Operating Report for January. There are currently no issues at the facility and the plant is operating well; plant staff is working with the contractors to coordinate activities to maintain operations. Rob Franck discussed the blower start up and how it is planned to occur. Commissioner Sambs questioned if the new generator is operational; Rob reported it is in place and will operate if needed, the new switchgear still needs to be installed. After discussion, motion by Commissioner Sambs, second by Commissioner Falck to accept the Operating Report for January. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the Financial Statements for the month of January 2013. The year-end audit is nearing completion; the last major item the auditors are waiting for is the response letter from the Commission Attorneys. The year-end operations will reflect about a \$350,000 refund to the users. One adjustment made in conjunction with the audit is the transfer of costs from the biosolids building project out of construction activities to become part of plant operations. This adjustment was reviewed with Commission President Youngquist prior to implementation. Another adjustment made was the transfer of legal fees from operations into the construction project; the fees transferred were related to construction activities. The January financial statements do not reflect all of the final year-end adjustments. After discussion, motion by Commissioner Falck, second by Commissioner Sambs to accept the financial statements for the month of January, 2013. Motion carried unanimously.

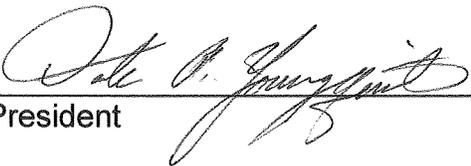
Motion by Commissioner Bauer, second by Commissioner Sambs to approve Operating and Payroll Vouchers #133548 thru #133594 in the amount of \$341,230.17 and Construction Fund Vouchers #180 thru #183 in the amount of \$1,207,954.21 for the month of January 2013. Motion carried unanimously. Accountant Voigt reported there will be no Construction Fund vouchers for approval from February. The next Construction Fund checks will be issued in March after we receive the next Clean Water Fund loan payment.

Accountant Voigt discussed the Accountant's Report for January 2013. The interest rates on the checking and money market accounts have not changed. Beginning in February the cash balance for Construction Funds will show only a small balance in the account due to funds received from the Clean Water Fund need to be paid out to the contractors within a couple of

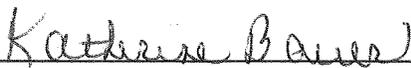
days. MCO generated \$4,800 in income for the Commission in January. Accountant Voigt reported on the changes made to the Cash Flow report. Motion by Commission President Youngquist, second by Commissioner Bauer to accept the Accountant's Report and Cash Flow Report for the month of January 2013. Motion carried unanimously.

Motion by Commissioner Bauer, second by Commissioner Falck to approve for payment MCO invoices #17137 - \$120,999.70; #17174 - \$392.65; and #17170 - \$59.03 and to pay the invoices after March 1, 2013. Motion carried unanimously.

Motion made by Commissioner Falck, seconded by Commissioner Sambs to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:58 a.m.



President



Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY MARCH 26th 2013.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
March 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 Sturm and Ald. Benner.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Cruickshank and Schmidt.

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Gretchen DeCoster

C. MINUTES TO APPROVE

1. **Minutes of the February 19, 2013 Plan Commission Meeting**

Motion by DPW Radtke, seconded by Ald. Benner to approve the February 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. **Certified Survey Map – Tana Lane Extended (Woodlands Nature Park)**

Commissioners discussed:

- Access easements relative to the wooded area within the site
- The location and need for a utility easement along the northeastern perimeter of the park

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the CSM on Tana Lane, extended for the Woodlands Nature Park.

The motion carried.

2. **Certified Survey Map – Ahnaip Street – Menasha Shoreline Park**

CDD Keil explained that the purpose of the CSM was to carve out a parcel for the land donation for the future shoreline park on the Gilbert Paper Company redevelopment site. It also provides an easement to connect the shoreline park area to Ahnaip Street and provide for handicap parking.

Commissioners discussed:

- The configuration of Lot 6 relative to the trail location and the existing parking lot for the East Central Wisconsin Regional Planning Commission
- The elevation of the existing landscape berm relative to the proposed trail elevation
- Trail lighting
- The accommodation of all types of trail users including handicap access

Motion by Comm. Sturm, COMMON COUNCIL 4/1/13 PAGE 14 seconded by Ald. Benner to recommend approval of the CSM on

Ahnaip Street.

The motion carried.

G. ADJOURNMENT

Motion by Comm. Sturm, seconded by Ald. Benner to adjourn at 4:10 p.m.

The motion carried.

Minutes respectfully submitted by CDD Keil.



**Public Works / Parks Safety Committee
February 26, 2013
Minutes**

Meeting called to order at 9:05 AM.

Present: Tim Jacobson, Jeff Nieland, Sue Nett, Adam Alix, Corey Gordon, Todd Drew, Pam Captain, Kevin Schmahl, Randy Losselyong
Absent: Ken Popelka, Vince Maas, Mark Radtke

Approval of minutes from January 22, 2013, motion by P. Captain second by C. Gordon - Motion carried with correction.

B. Old Business

1. **MSDS Sheets electronic program / book availability** – Drew reported that IT is working on a data base for MSDS sheets. Drew also requested input regarding a naming system for each chemical. Drew suggested a unique number- committee thought it would be very difficult to label containers with a number. T. Drew stated that specific books could be printed for areas which did not have direct computer access.
2. **Leaf Truck – Significant Program Award-** T. Drew will coordinate with employees involved in retro fitting the leaf truck to put together a submission for a CVMIC Program Award. Submissions are due in June.
3. **Public Works Walk Thru** – Update – Flammable cabinet moved to maintenance to address identified flammable storage issues.

C. New Business

1. **Monthly Safety Topic** – “Don’t be a FOOL follow the 3-point RULE...” was distributed and discussed. Topic discussed safely entering and exiting vehicles.
2. **Injury Review.** – No injuries reported
3. **Requests for safety equipment supplies/replacement-T.** Drew requested that all employees be notified that requests for replacement safety supplies go through supervisors not come to T. Drew directly.
4. **Other new items for discussion** – C. Gordon cited that digging had been done prior to locates being completed. All locates must

be completed and confirmed prior to any digging being conducted. Supervisors were requested to reinforce this with all employees. V. Maas stated that anti-slip mat was ordered for the bucket truck to avoid possible slip issue.

D. Training

1. **Hearing screening** – Scheduled for April 4 at the Health Department. Sign-up sheet is posted
2. **Rigging Training** – Scheduled for April 16th @ 7:30am at the Library in the Company E Room. Training will be conducted by All Lift Systems and will last approximately 2 hours.
3. **Other new training items or suggestions** –

E. Motion to adjourn at 10:10 AM made by P. Captain and seconded by A. Alix - Motion carried.



City Hall Safety Committee Meeting February 7, 2013 MINUTES

Meeting called to order at 1:35 PM by T. Drew

Present: Todd Drew, Sue Nett, Adam Alix, Vicki Lenz, Pam Captain, Sue Seffker

Excused: Kristi Heim, Kate Clausing

A. Motion to approve minutes from January 3, 2013 made by P. Captain and seconded by S. Seffker - Motion carried.

B. Old Business

1. **MSDS Computer Program** – Drew reported that sheets can be scanned in and the program is in process.

C. New Business

1. **Monthly Safety Topic** – Safety topic – “Don’t be a FOOL follow the 3-point rule” regarding properly getting in and out of vehicles / equipment using three points was distributed and discussed.
2. **Injury Review** – No injuries discussed.
3. **Additional items for discussion** – Issue regarding the handicap entrance sign was expressed, that it is potentially confusing, based on the font size and sign layout it can be mistaken that the entrance is in back. Drew to review and propose changes to the sign to make it more clear.

D. Training

1. **Safety Manual Training Intranet** – All completed
2. **Wellness/ Body Mechanics Training** – Wellness/ Body Mechanics training shall be held on March 12, 2013 in the Company E Room of the library – 2 sessions 10:00am and 1:00pm.
3. **Hearing Screening** – Screening will be conducted at the Health Department parking lot on April 4, 2013 – affected employees will sign up for a designated time.
4. **Additional Training items for discussion** – S. Nett stated that a Policy is being completed regarding conducting injury investigations along with revisions to the injury report form. Training will be conducted – coordinating between HR and CVMIC.

E. Motion to adjourn at 2:15 PM by P. Captain seconded by V. Lenz - Meeting adjourned.

Due by March 31, 2013

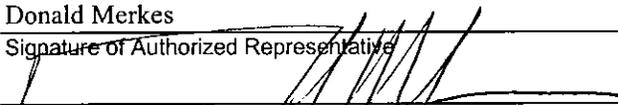
Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2012.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2013, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information			
Name of Municipality		Facility ID No. (FIN)	
City of Menasha		31110	
Mailing Address	City	State	ZIP Code
140 Main Street	Menasha	WI	54952
County(s) in which Municipality is located		Municipality Type: (select one)	
Calumet, Winnebago		<input type="radio"/> County <input checked="" type="radio"/> City <input type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)	

SECTION II. Municipal Contact Information			
Name of Municipal Contact Person		Title	
Mark Radtke		Director of Public Works	
Mailing Address	City	State	ZIP Code
140 Main Street	Menasha	WI	54952
Email	Phone Number (include area code)	Fax Number (include area code)	
mradtke@ci.menasha.wi.us	(920) 967-3610	(920) 967-5272	

SECTION III. Certification	
<p><i>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.</i></p>	
Authorized Representative Printed Name	Authorized Representative Title
Donald Merkes	Mayor
Signature of Authorized Representative	Date
	20 MARCH 2013
Email	Phone Number (include area code) Fax Number (include area code)
dmerkes@ci.menasha.wi.us	(920) 967-3600 (920) 967-5273

SECTION IV. General Information	
<p>a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.</p> <p>The City published a notice in the official newspaper inviting commentary on the draft annual report. The draft annual report is submitted to the Common Council as an official communication. The annual report is also available on the City's website and at City Hall for public review.</p>	
<p>b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.</p> <p>Elected and municipal officials and staff were provided the annual report. Staff involvement in the implementation of the storm water permit meet as needed to discuss programs and assure compliance with all requirements. Staff also attends various related seminars.</p>	
<p>c. Has the municipality prepared its own municipal-wide storm water management plan? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, title and date of storm water management plan:</p> <p>City of Menasha Stormwater Management Plan (Draft) January 30, 2008. DNR approval pending.</p>	

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions of the general permit as provided under Section 2.10 of the general permit? Yes No

If yes, describe these cooperative efforts:

The City's agreement with the Town of Menasha was submitted with the 2009 Annual Report. The efforts involved a shared cost agreement relating to a regional stormwater management pond.

e. Does the municipality have an internet website? Yes No

If yes, provide web address:

www.cityofmenasha-wi.gov

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program? Yes No

If yes, provide web address:

www.cityofmenasha-wi.gov

SECTION V. Permit Conditions

a. **Minimum Control Measures:** For each of the permit conditions listed below, provide a description of the status of implementation of program elements, the status of meeting measurable goals, and compliance with permit schedule in section 3 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach

Please see attached.

- Public Involvement and Participation

Please see attached.

- Illicit Discharge Detection and Elimination

Please see attached.

- Construction Site Pollutant Control

Please see attached.

- Post-Construction Storm Water Management

Please see attached.

- Pollution Prevention

Please see attached.

b. **Storm Water Quality Management:** Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard? Yes No

If yes, provide the following: Model used WinSLAM Version 9.2.5 Reduction (%) 26.98

If no, include a description of any actions the municipality has undertaken during 2012 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? Yes No

If yes, describe:

Staff conducted review and concluded there is no opportunity for retrofitting at this time.

- c. **Best Management Practices Maintenance:** Does the municipality have a maintenance program for installed storm water best management practices? Yes No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2012. If available, attach any additional information on the maintenance program.

The City's maintenance program includes regular interval cleaning of proprietary filtering devices and maintenance at stormwater management ponds and biofiltration devices.

- d. **Storm Sewer System Map:** Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.

Added storm sewer in newly developed residential areas.

SECTION VI. Fiscal Analysis

- a. Provide a fiscal analysis that includes the annual expenditures for 2012, and the budget for 2012 and 2013. A table to document fiscal information is provided on page 5.

- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

Storm water utility General fund Other Permit Fees

- c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements? Yes No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

A storm water utility was created with an initial effective date of January 1, 2009. The 2012 budget was established with objectives of determining the level of effort and financing necessary to meet existing debt service obligations, operational and maintenance activities, and engineering costs to update our Storm Water Management Plan with the Lower Fox River Basin TMDL in mind.

SECTION VII. Inspections and Enforcement Actions

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

- a. As of the date of this annual report, has the municipality adopted a construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:
- b. As of the date of this annual report, has the municipality adopted a post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:
- c. As of the date of this annual report, has the municipality adopted an illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:
- d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? Yes No If yes, attach copy or provide web link to ordinance:

- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

Residential erosion control permits, inspections, and enrollment activities were carried out by the Building Inspection Department. Commercial erosion control permits, inspections and enforcement activities were carried out by the Department of Public Works. Please see attached for details.

SECTION VIII. Water Quality Concerns

- a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/SurfaceWater/orwerw.html>) Yes No If yes, list:
- b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>) Yes No If yes, complete the following:
- Impaired waterbody to which the MS4 discharges:
Lake Winnebago, Lower Fox River
 - Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:
Please see attached.
- c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.
Continued PCB removal in the Lower Fox River.
- d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.
The City is not aware of any water quality degradation in the receiving water.

SECTION IX. Proposed Program Changes

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2013 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The City has received an Urban Non-Point Source & Storm Water Planning Grant in anticipation of expected additional phosphorus and sediment removal standards associated with the Lower Fox River Basin TMDL. Proposed changes are possible but unknown at this time.

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure 2012	Budget		Source of Funds
		2012	2013	
Public Education and Outreach	13,500	12,750	13,000	Stormwater Utilities
Public Involvement and Participation	2,000	2,500	2,500	Stormwater Utilities
Illicit Discharge Detection and Elimination	16,650	31,500	24,500	Stormwater Utilities and Permit Fees
Construction Site Pollutant Control	17,540	37,500	37,500	Stormwater Utilities and Permit Fees
Post-Construction Storm Water Management	11,750	34,000	34,000	Stormwater Utilities and Permit Fees
Pollution Prevention	650,200	795,000	805,000	Stormwater Utility
Storm Water Quality Management (including pollutant-loading analysis)	38,050	85,000	87,500	Stormwater Utility
Storm Sewer System Map	2,175	5,000	2,000	Stormwater Utility
Other:	100,100	298,854	297,260	Stormwater Utility

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program	Buffalo	Monroe	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.	Chippewa	Pepin	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401	Clark	Pierce	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522	Crawford	Portage	Phone: (715) 359-4522
Florence	Rusk		Dunn	St. Croix	
Forest	Sawyer		Eau Claire	Trempealeau	
Iron	Taylor		Jackson	Vernon	
	Vilas		Juneau	Wood	
	Washburn		La Crosse		

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	Attn: Storm Water Program	Dane	LaFayette	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.	Dodge	Richland	3911 Fish Hatchery Rd.
Fond du Lac	Outagamie	Green Bay, WI 54313	Grant	Rock	Fitchburg, WI 53711
Green Lake	Shawano	Phone: (920) 662-5100	Green	Sauk	Phone: (608) 275-3266
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100

City of Menasha, WI - Citywide Stormwater Management Program

January 01, 2012 To December 31, 2012

This program consists of the following 9 Minimum Control Measure(s).

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Pollutant Control
5. Post-Construction Storm Water Management
6. Pollution Prevention
7. Storm Water Quality Management
8. Storm Sewer System Map
9. Annual Report and Storm Water Management Program Funding

1 Public Education and Outreach

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

To satisfy this minimum control measure, the permittee shall implement a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state to encourage changes in public behavior to reduce such impacts. The program shall establish measurable goals and, at a minimum, include the following elements:

1. Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.
2. Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.
3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
4. Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.
5. Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.
6. Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.
7. Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.
8. Promote environmentally sensitive land development designs by developers and designers.

Best Management Practices

1.1 Promote Illicit Discharge Detection

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

Justification

Public awareness of illicit discharges and their prospective impacts along with education on how to report potential illicit discharges substantially increases the opportunity to quickly identify and eliminate them.

Goals

1.1.1 Create and distribute IDDE Response brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Create IDDE Response brochure and link to it on the city website. Make copies available at the city garage, library, police department, health department and city hall.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
06/13/2012	Distributed educational materials to restaurants (2012)

Description

Community Development distributed NEWSC educational materials to restaurants located in the City of Menasha to discourage illicit discharge from these establishments (attached).

File Attachment [Cover Letter.docx](#)

File Attachment [Dumpster Management Poster 11x17.pdf](#)

File Attachment [Restaurant Management.pdf](#)

File Attachment [Parking Lot.pdf](#)

1.1.2 Publish IDDE Response Advisory in city newsletter and/or website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Prepare and publish information annually in city newsletter and/or city website advising people on how to respond to apparent spills or illicit discharges.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date

Name

06/06/2012

Newsletter Article and Website Info (2012)

Description

Publish information regarding dumping down stormwater sewers in newsletter and website. Contact information for Public Works to report discharge was also included.

File Attachment [Stormwater Newsletter.docx](#)

File Attachment [Public Works Stormwater Programs And Information.mht](#)

1.2 Public Pollution Prevention Education

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

Justification

Informing the public of the potential pollution impacts of their activities together with the information they need to make educated decisions on alternative behaviors or actions will improve responsible actions.

Goals

1.2.1 Create and distribute pet waste brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Create and distribute a pet waste brochure containing information for pet owners on pet waste hazards and environmental consequences. Brochure to be distributed annually with pet licenses.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
06/06/2012	Pet Waste Flyer (2012)

Description

Flyers completed and copies were given to the Finance Department to be distributed with dog license. Flyer was also made available on the City's website.

File Attachment [Pet Waste.pdf](#)

1.2.2 Publish Public Pollution Prevention educational article in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, publish an article in the city newsletter and/or city website relating to one or more aspects of pollution prevention.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date **Name**
06/06/2012 Updated Website (2012)

Description

Educational materials were uploaded to the Public Work's webpage. All of the dead links were removed and replaced. Additional information was added. The Community Development Pollution Prevention Page now has the Resident Action link on it, so residents can access the updated information from both web pages.

File Attachment [Public Works Stormwater Programs And Information Resident Action.mht](#)

06/11/2012 Newsletter Article (2012)

Description

Published a newsletter article with general information about stormwater, why it is important and tips for residents to help prevent pollution.

File Attachment [Stormwater Newsletter.docx](#)

1.2.3 Participate in Annual Urban Clean Sweep Program

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Promote community participation in the annual urban Clean Sweep program sponsored by Outagamie, Winnebago and Calumet Counties by advertising the event on the city website and/or the city newsletter. Participate in the event by sending at least one staff member to staff the event.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011 2012

Activity Date **Name**
03/19/2012 Clean Sweep (2012)

Description

Promoted Clean Sweep 2012 in Spring Public Works newsletter, see attached (page 8).

File Attachment [Clean Sweep.pdf](#)

1.3 Leaf Management and Lawn Care

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Provide information and education to promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

Goals

1.3.1 Publish articles in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, publish leaf management and lawn care article(s) in the city's newsletter (which is distributed to every household in Menasha) and the city's website.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name
06/07/2012	Newsletter Article (2012)

Description

Published an article with some lawn care tips in the general stormwater article.

File Attachment [Stormwater Newsletter.docx](#)

06/07/2012	Website Articles (2012)
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Description

The "Resident Action" page on the city website was updated with new links and more information was added.

File Attachment [Public Works Stormwater Programs And Information Resident Action.mht](#)

1.3.2 Create and distribute a Leaf Management and Lawn Care brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Utilizing information from NEWSC and UW-Extension, create a leaf management and lawn care brochure to be distributed at the city garage, library, and city hall. This should be done at least annually in the summer/fall seasons.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date **Name**
06/13/2012 Leaf Brochure (2012)

Description

Distributed NEWS "Renew our Waters" leaf management brochure to municipal buildings & on the City's webpage.

File Attachment [Leaf Collection.pdf](#)

1.3.3 Participate in NEWS Phosphorus Education Campaign

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

The city will participate in the NEWS Phosphorus Education Campaign to promote residential yard care behaviors to reduce the phosphorus in our area waters. The campaign included multiple media venues, including television, radio, billboards, and even displays.

Planned: 2008 2009 2010

Complete: 2008 2009 2010

Activity Date	Name	Description
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None

1.4 Streambank and Shoreline Management

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

Goals

1.4.1 Promote the Winnebago County Shoreline Expo

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Promote the Winnebago County Shoreline Expo by publishing the press release and message on the city website's main page and/or the city newsletter.

Planned: 2008 2009

Complete: 2008

Activity Date	Name	Description
None		

1.4.2 Distribute educational materials to riparian properties

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Identify riparian properties in the City of Menasha and conduct an educational mailing campaign relating to shoreline best practices.

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name	Description
None		

1.5 Residential Property Infiltration

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.

Goals

1.5.1 Create and distribute Residential Property Infiltration informational brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Using information from NEWSC and UW-Extension, create an informational brochure which contains basic information on residential property infiltration and directing residents to resources. Make copies available at city hall, the library, Heckrodt Wetland Reserve, the senior center and the city garage.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
06/18/2012	Rain Garden and Rain Barrel Flyer

Description

Distributed NEWSC flyers about Rain Barrels and Rain Gardens in City Hall and at community events.

File Attachment [The Pefect Landscape.pub](#)

1.5.2 Publish article in city newsletter and/or city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, publish residential property infiltration article(s) in the city's newsletter (which is distributed to every household in Menasha) and/or the city's website.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
06/06/2012	Website Article (2012)

Description

NEWSC flyers were linked to the "Resident Action" page on the City's website.

File Attachment [Public Works Stormwater Programs And Information Resident Action.mht](#)

File Attachment [Rain Garden.pdf](#)

File Attachment [Rain Barrel.pdf](#)

06/07/2012 Newsletter Article (2012)

Description

General information about rain gardens and rain barrels included in the City's newsletter. It directs them to the website for additional information.

File Attachment [Stormwater Newsletter.docx](#)

1.5.3 Promote rain gardens and rain barrels at community events

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

At least annually, offer displays and educational information regarding residential property infiltration techniques such as rain gardens and rain barrels at community and/or regional events.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date Name

06/21/2012 Menasha's Farmers Market (2012)

Description

Staff distributed rain barrel coupons and information about rain barrels and rain gardens at Menasha's Farmers Market.

File Attachment [Rain barrel coupon.pdf](#)

File Attachment [The Pefect Landscape.pdf](#)

1.5.4 Develop and implement rain barrel program in coordination with NEWSC

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Planned: 2011 2012

Complete: 2011 2012

Activity Date Name

05/01/2012 Year 2, Regional Rain Barrel Program (2012)

Description

Staff served on the NEWSC "General Education" committee, which implemented a second year of the rain barrel program, partnering on a coupon with Lowes and Home Depot.

Staff distributed the coupon as described in 1.5.3.

1.6 Construction Site Erosion Control Education

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.

Goals

1.6.1 Hold educational meetings with contractors

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Upon application for a building permit, staff will meet with contractors to discuss site erosion control issues and review the proposed construction site erosion control plan.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
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None

1.6.2 Create and distribute a Construction Site Erosion Control brochure

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Utilizing information from NEWSC and UW-Extension, create and distribute a brochure explaining construction site erosion control issues and providing instruction on implementing control measures. Brochures to be made available at the Building Inspection counter and distributed with all building permits.

Planned: 2011 2012

Complete: 2011 2012

Activity Date	Name
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06/12/2012	Erosion Control Mailing (2012)
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Description

An educational packet about erosion control and concrete washout was mailed to concrete suppliers and finishers.

File Attachment [Concrete Washout.pdf](#)

File Attachment [Cover Letter.docx](#)

File Attachment [Erosion Control for Home Builders.pdf](#)

1.6.3 Publish articles in city newsletter and/or website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Publish information about the city's construction site erosion control requirements along with educational information.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
06/08/2012	2012 Website Article

Description

Information was updated and added to "Construction Information" website

File Attachment [Public Works Stormwater Programs And Information Construction Information.mht](#)

1.7 Non-Residential Property Pollution Prevention

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.

Goals

1.7.1 Create and distribute Property Pollution Prevention educational brochure for businesses

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Utilizing information from NEWSC and UW-Extension, create and distribute a Property Pollution Prevention educational brochure for commercial and industrial properties. Brochure to be mailed on an annual basis to all affected properties.

Planned: 2011 2012

Complete: 2011 2012

Activity Date

Name

06/11/2012 Mailing to carpet cleaners (2012)

Description

Staff sent an educational brochure to professional carpet cleaners who have clients that live in the city.

File Attachment [Professional Carpet Cleaning.pdf](#)

File Attachment [Cover Letter.docx](#)

06/12/2012 Mailing to pool specialists (2012)

Description

Staff sent educational materials to pool professionals regarding pool and spa discharge.

File Attachment [Cover Letter.docx](#)

File Attachment [Pool & Spa Discharge.pub](#)

06/13/2012 Mailing to landscape businesses (2012)

Description

Staff sent out educational lawn care materials to businesses who have clients who live in the city.

File Attachment [Cover Letter.docx](#)

File Attachment [The Perfect Lawn.pdf](#)

File Attachment [Leaf Collection.pdf](#)

File Attachment [Ice and Snow Control.pdf](#)

06/13/2012 Mailing to restaurants (2012)

Description

Staff sent out educational materials to restaurants located in the City of Menasha.

File Attachment [Cover Letter.docx](#)

File Attachment [Dumpster Management Poster 11x17.pdf](#)

File Attachment [Restaurant Management.pdf](#)

File Attachment [Parking Lot.pdf](#)

1.7.2 Develop Rain Garden Demonstration Projects

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Develop rain garden demonstration projects at commercial and/or public properties in the City of Menasha.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
09/30/2012	Appanasha Pet Clinic Biofilters (2012)

Description

Biofilters/rain gardens were installed at the new Appanasha Pet Clinic location on Whitmann Dr, as approved in their site plan.

12/31/2012	Fire State 36 Stormwater Management Demonstration Project (2012)
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Description

Quotes & planting schemes received from native plan nurseries. Final design and layout determined. Site flagged for work, but weather turned prior to commencing excavation.

New project completion timeline of spring 2013.

1.7.3 Offer Stormwater Utility Charge Credits for On Site Storm Water Management

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Offer Stormwater Utility Charge Credits for On Site Storm Water Management

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.8 Promote Environmentally Sensitive Land Development

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Promote environmentally sensitive land development designs by developers and designers.

Goals

1.8.1 Identify and evaluate environmentally sensitive land development principals

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Engage the Sustainability Board and/or Plan Commission to identify and evaluate environmentally sensitive land development principles suitable for the City of Menasha. Adoption, implementation, and promotion of policies to be ongoing.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

2 Public Involvement and Participation

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

To satisfy this minimum control measure, the permittee shall implement a program to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities. This program shall include measurable goals for public involvement and participation and comply with applicable state and local public notice requirements.

Best Management Practices

2.1 Public Notification

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Notify the public of activities required by the MS4 Permit on an annual basis.

Goals

2.1.1 Annually report to community on MS4 Permit activities

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Prior to submission, a draft of the MS4 Permit Annual Report shall be placed on the Common Council for public review, be placed on the city website, and be made available at the Department of Public Works. The final submission shall be posted on the city website and be made available at the Department of Public Works.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name
03/23/2012	2011 Annual Report to the Community

Description

A draft of the 2011 MS4 Permit Annual Report was submitted to the Common Council for public review. The draft was also placed on the city website and made available at the Department of Public Works. The final copy was posted on the city website and is available at the Department of Public Works.

2.1.2 Publish requirements of MS4 Permit on city website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

The city shall publish the purpose, requirements, and activities of the MS4 Permit on the city's website throughout the year.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name
06/15/2012	2012 MS4 Permit Activities Published on City Website

Description

The city's MS4 requirements are published on the city's website.

File Attachment [Public Works Stormwater Programs And Information.](#)

2.2 Public Participation

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

Encourage input and participation from the public regarding the activities of the MS4 Permit.

Goals

2.2.1 Publish Class One (1) notice requesting public input

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

In conjunction with annual reporting to the community, the Common Council shall schedule request public comment and input on the activities of the MS4 Permit. The request will be published in the official newspaper of the City of Menasha as a Class One (1) notice as provided in Chapter 985 of the Wisconsin Statutes.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
03/26/2012	2011 Annual Report Notice

Description

Class 1 Notice placed in the Appleton Post Crescent.

File Attachment [Annual Report Notice 2011.doc](#)

2.2.2 Publish requests for public input on city's website

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Publish a request for comment, input, and questions regarding the activities of the MS4 Permit on the city's website throughout the year and provide staff contact information.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name
06/08/2012	2012 Annual Report Website Notice

Description

Published website notice inviting public input on the 2012 annual report and MS4 activities.

File Attachment [Public Works Stormwater Programs And Information.mht](#)

3 Illicit Discharge Detection and Elimination

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Recognizing the adverse effects illicit discharges can have on receiving waters, the permittee shall develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4. The program shall include measurable goals and include all of the following:

1. An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4.
2. Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented.
3. On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.
4. Procedures for responding to known or suspected illicit discharges.
5. The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.
6. In the case of an illicit discharge that originates from the permittee's permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.
7. The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

Best Management Practices

3.1 IDDE Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4. At a minimum, the ordinance or other regulatory mechanism shall:

1. Prohibit the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4.
2. Identify non-storm water discharges or flows that are not considered illicit discharges. Non-storm water discharges that are not considered illicit discharges include water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, fire fighting and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state.
3. Establish inspection and enforcement authority.

Annual Reporting Items

Ordinance development and adoption; implementation.

Goals

3.1.1 IDDE Ordinance review and updates

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The City of Menasha Illicit Discharge and Connection Ordinance was adopted by the Council on August 17, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 8 of the City of Menasha Municipal Code. This can be found on the City's website:

<http://www.cityofmenasha-wi.gov/>

The ordinance will be reviewed at least once every five years and updated as needed.

Planned: 2009 2012

Complete: 2009 2012

Activity Date	Name	Description
None		

3.1.2 Enforcement of IDDE Ordinance

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

A procedure will be established for tracking complaints and response activities as part of the enforcement component of the ordinance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

3.2 Initial Field Screening

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented and include:

1. Visual Observation - A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping.
2. Field Analysis - If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol and detergents, unless the permittee elects instead to use detergent, ammonia, potassium and fluoride as the indicator parameters. Other alternative indicator parameters may be authorized by the Department in writing.

(1) Field screening points shall, where possible, be located downstream of any source of suspected illicit activity.

(2) Field screening points shall be located where practicable at the farthest manhole or other accessible location downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination.

Goals

3.2.1 Identification of major outfalls

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Identify and locate all of the major outfalls in the City.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Outfall List (2012)

Description

List of monitored outfalls.

File Attachment [Outfalls to Monitor.doc](#)

3.2.2 Field Screening

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Visit each major outfall during a dry weather period and conduct observation and analysis, if necessary, per Section 2.3.2 of our WPDES Permit. Complete written documentation of the field screening. The initial field screening of major outfalls is anticipated to be completed in summer of 2010.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name	Description
None		

3.3 On-going Dry Weather Field Screening

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.

Goals

3.3.1 Develop on-going field screening program

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Identify parameters for on-going field screening program, including the outfalls that will be evaluated and the field screening frequency. Consideration shall be given to hydrologic conditions, total drainage area of the site, population density of the site, traffic density, age of the buildings in the area, history of the area and land use types.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Update Outfall List (2012)

Description

Updated list of outfalls.

File Attachment [Outfalls to Monitor.doc](#)

3.3.2 Outfall AY

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of outfall on annual basis.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
---------------	------

11/27/2012

Inspection (2012)

Description

File Attachment [inspection.pdf](#)

3.3.3 Outfall BX

Responsible Staff / Position:

Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date

Name

11/27/2012

inspection (2012)

Description

Inspection of outfall BX

File Attachment [inspection.pdf](#)

3.3.4 Outfall X

Responsible Staff / Position:

Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date

Name

11/27/2012

Inspection (2012)

Description

Outfall inspection

File Attachment [inspection.pdf](#)

3.3.5 Outfall T

Responsible Staff / Position:

Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

Inspection of outfall T

File Attachment [inspection.pdf](#)

3.3.6 Outfall U

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

The inspection of outfall U. Water flow was checked from manhole U1

File Attachment [inspection.pdf](#)

3.3.7 Outfall R

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

The inspection of outfall R

File Attachment [inspection.pdf](#)

3.3.8 Outfall BV

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

The inspection of outfall BV

File Attachment [inspection.pdf](#)

3.3.9 Outfall D

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

The inspection of outfall D

File Attachment [inspection.pdf](#)

3.3.10 Outfall A

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
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11/27/2012 Inspection (2012)

Description

The inspection of outfall A

File Attachment [inspection.pdf](#)

3.3.11 Outfall Y

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Inspection of the outfall

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

The inspection of outfall Y

File Attachment [inspection.pdf](#)

3.3.12 Outfall AP & AQ

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

The inspection of outfalls AP & AQ.

File Attachment [inspection.pdf](#)

3.3.14 Outfall BU

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

The inspection of outfall BU

File Attachment [inspection.pdf](#)

3.3.15 Outfall BI

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

The inspection of outfall BI

File Attachment [inspection.pdf](#)

3.3.16 Outfall DI

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall Inspection

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

The inspection of outfall DI

File Attachment [inspection.pdf](#)

3.3.17 Outfall DS & DT

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection (2012)

Description

All other tests did not show anything.

File Attachment [inspection.pdf](#)

3.3.19 Outfall DU & DV

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection 2012

Description

Inspection of outfalls DU & DV which come out of Lake Park Villas Pond 4.

All other tests did not show pollutants.

File Attachment [inspection.pdf](#)

3.3.21 Outfall H

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date **Name**
11/27/2012 Inspection 2012

Description
Inspection of outfall H

File Attachment [inspection.pdf](#)

3.3.22 Outfall AZ

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date **Name**
11/27/2012 Inspection 2012

Description
Inspection of outfall AZ.

File Attachment [inspection.pdf](#)

3.3.22 Outfall DZ

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
Outfall Inspection

Planned: 2012

Complete: 2012

Activity Date **Name**
11/27/2012 Inspection 2012

Description
Inspection of Outfall DZ. Outfall was created in Febuary 2012.

File Attachment [inspection.pdf](#)

3.3.23 Outfall N

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection 2012

Description

Inspection of outfall N. Inspection was done from manhole N1 because of water level.

File Attachment [inspection.pdf](#)

3.3.24 Outfall BP

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall Inspection

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
11/27/2012	Inspection 2012

Description

Inspection of outfall BP.

Inspection done at BP1

File Attachment [inspection.pdf](#)

3.4 Illicit Discharge Response

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Procedures for responding to known or suspected illicit discharges. At a minimum, procedures shall be established for:

1. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.
2. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.
3. Preventing and containing spills that may discharge into or are already within the MS4.
4. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.
5. To the maximum extent practicable, eliminating leakage from sanitary conveyance systems into the MS4.
6. Providing the Department with advance notice of the time and location of dye testing within a MS4. (Because the dye may get reported to the Department as an illicit discharge or spill, the Department requires prior notification of dye testing.)

Annual Reporting Items

A copy of the spill and illicit discharge response procedure manual is on file at City Hall. No illicit discharges were found during 2009.

Goals

3.4.1 Illicit Discharge Response Procedure Manual

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The City of Menasha Spill and Illicit Discharge Response Procedural Manual was developed using the template manual created by NEWSC. It will be reviewed annually and updated as necessary.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Review Manual (2012)

Description
Review Illicit Discharge Response Procedure Manual and incorporate changes into the manual, if necessary

3.5 Illicit Discharge Removal Action

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.

Goals

3.5.1 Illicit discharge removal

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Create a letter of notification to Illicit discharge violators.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
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None

3.5.2 Illicit discharge complaints

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

A list of complaints and what was done to follow up with complaint

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
12/31/2012	Illicit Discharge Complaints (2012)

Description

A list of Complaints for 2012.

File Attachment [Lower Fox Color complaint.pdf](#)

3.6 Neighboring Jurisdiction Notification

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

In the case of an illicit discharge that originates from the permittee's permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.

Goals

3.6.1 Identify neighboring jurisdictions

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Establish a list of discharge points to neighboring jurisdictions and contact people for neighboring MS4's. Verify contact information annually.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

3.7 Responsible Party List

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

Goals

3.7.1 Illicit discharge reponse

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Establish contact list and chain of command.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

4 Construction Site Pollutant Control

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Each permittee shall develop, implement and enforce a program to reduce the discharge of sediment and construction materials from construction sites. The program shall establish measurable goals and include the following elements:

1. An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance.
2. Procedures for construction site inspection and enforcement of erosion and sediment control measures.
3. Procedures for receipt and consideration of information submitted by the public.

Best Management Practices

4.1 Construction Site Erosion & Sediment Control Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance. Note that Appendix A of ch. NR152, Wis. Adm. Code, contains a construction site model ordinance. At a minimum, the ordinance or other regulatory mechanism shall conform to Section 2.4.1 of the City's WPDES General Permit.

The City of Menasha adopted Ordinance O-7-08 relating to Construction Site Erosion Control on June 2, 2008. The ordinance mimics the model ordinance developed by NEWSOC and is available as Section 1, Title 6, Chapter 6 of the City of Menasha Municipal Code. This can be found on the City's website:
<http://www.cityofmenasha-wi.gov/>.

The City of Menasha is located in Winnebago and Calumet counties, both of which also have erosion control ordinances. We will enforce the more stringent requirements from the city and county ordinances.

Goals

4.1.1 Request authority to regulate erosion control at public buildings and places of employment

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Section 2.4.1.1.3 of the WPDES General Permit requires municipal permittees to request authority from the Wisconsin Department of Commerce to regulate erosion control at public buildings and places of employment.

The City had done so but needed to have an employee properly trained to perform the regulatory duties before Commerce would grant authority. That training has been completed but we need to follow through with making another request to Commerce. I expect this to be done in March, 2010.

Planned: 2009 2010

Complete: 2009 2010

Activity Date	Name	Description
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None

4.1.2 Track enforcement actions

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Maintain an accounting of all enforcement actions taken by the City, including verbal warnings, written warnings, stop work notices, citations, and corrective work done by others.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
12/31/2012	Enforcement Action (2012)

Description

Emails were sent out to all contractors requesting corrections when needed.

4.1.3 Review and update ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a minimum, this will be done every five years, beginning in 2012.

The city is currently awaiting renewal of our MS4 permit; we plan to review and update the ordinance if necessary upon issuance of a new permit.

Planned: 2012

Complete:

Activity Date	Name	Description
None		

4.2 Construction Site Inspections and Enforcement

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

Procedures for construction site inspection and enforcement of erosion and sediment control measures.

The City of Menasha Engineering Dept. will require erosion control inspections on all commercial and utility construction sites within the City. These inspections will be an on site inspection on a weekly basis and within 24 hours of a 1/2" or more of rain. A written report of each inspection (see construction site inspection checklist) will be kept on file at City Hall. If the contractor fails to comply or correct areas of concern within time stated on the report, a stop work order will be posted on site and also mailed to the contractor. If after a stop work order is issued and corrective conditions are still not met the City will make provisions for its crews or another contractor to enter the site and correct the conditions. Any costs incurred by this will be taken out of the contractor's financial guarantee.

Education Program / Public Outreach

Meet with contractors at pre-construction meetings and discuss the importance of the erosion control measures. Also discuss any areas of concern. Provide informational brochures/handouts for contractors at the Building Inspection Department.

Annual Reporting Items

Number of construction sites within given year.

Goals

4.2.1 Track construction site inspections

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Track the number of inspections by category of residential, ordinance related or complaint driven. Prepare an annual summary report.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Commercial Construction Sites (2012)

Description

Report of the 2011 construction sites passing and failing inspections

File Attachment [EC Yearly Inspection Report.1ji6kou.partial](#)

12/31/2012

Residential Construction Sites (2012)

Description

The Building Inspection Department issued 34 construction site erosion control permits in 2011. Erosion control plans identifying BMPs to be utilized were required for permit approval. Site inspections and enforcement were conducted periodically at each site over the course of construction activities. Permit records are maintained in the Building Inspection files.

4.2.2 Non permit required erosion inspections

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Tracking of non permit required erosion inspections.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
12/31/2012	Non-compliant Erosion Control (2012)

Description

Letters sent to properties that were not in compliance with erosion control practices.

File Attachment [1226 Southfield.doc](#)

4.3 Public Information Response Procedures

Responsible Staff / Position:

Required Yes

Description

Procedures for receipt and consideration of information submitted by the public.

Goals

4.3.1 Maintain public complaint log

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Establish and maintain a log for receipt of erosion control complaints from the public. System should include associated follow up results and actions, if any.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Complaint Log (2012)

Description

There were no complaints for 2011.

5 Post-Construction Storm Water Management

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The permittee shall develop, implement and enforce a program to require control of the quality of discharges from areas of new development and redevelopment, after construction is completed. The program shall establish measurable goals and include:

1. An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment.
2. Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

Best Management Practices

5.1 Post-Construction Storm Water Management Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment. At a minimum, the ordinance or other regulatory mechanism shall establish or include:

1. Applicability and jurisdiction that shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee.
2. Design criteria, standards and specifications equivalent to technical standards or the Wisconsin Storm Water Manual approved by the Department. The Department-approved technical standards shall take precedence over the Wisconsin Storm Water Manual. The Department-approved technical standards and the Wisconsin Storm Water Manual are available at <http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>.
3. Post-construction performance standards equivalent to or more restrictive than those in ss. NR 151.12 and 151.24, Wis. Adm. Code.
4. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.
5. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures.
6. Inspection and enforcement authority.

The City of Menasha adopted Ordinance O-22-08 relating to Post-Construction Storm Water Management on January 5, 2009. The ordinance mimics the model ordinance developed by NEWSOC and is available as Section 1, Title 6, Chapter 7 of the City of Menasha Municipal Code. This can be found on the City's website: <http://www.cityofmenasha-wi.gov/>. The City of Menasha is located in Winnebago and Calumet counties, both of which also have storm water management ordinances. We will enforce the more stringent requirements from the city and county ordinances.

Goals

5.1.1 Review and update ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a minimum, this will be done every five years, beginning in 2012.

Planned: 2012

Complete:

Activity Date	Name	Description
None		

5.1.2 Storm water management plan review

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Contract with a qualified consultant to review commercial and subdivision storm water management plans for compliance with the ordinance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011

Activity Date	Name	Description
None		

5.2 Long-Term Maintenance Procedures

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

The City of Menasha has developed a template for a Storm Water Facilities Maintenance Agreement to ensure long term maintenance for the storm water facility in accordance with the design functions and the post-construction storm water management plan.

Upon approval of the plan, the maintenance agreement is signed by the property owner and the City of Menasha and is recorded at the appropriate county.

The management and long term maintenance of regional storm water ponds and residential subdivision ponds shall be the responsibility of the City of Menasha, accomplished via either easement or land dedication.

Goals

5.2.1 Audit private facilities for long term maintenance

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Audit up to five properties annually for compliance with the approved operation and maintenance plan and recorded maintenance agreement.

Planned: 2011 2012

Complete: 2011 2012

Activity Date	Name	Description
None		

6 Pollution Prevention

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Each permittee shall develop and implement a pollution prevention program that establishes measurable goals for pollution prevention. The program shall include:

1. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.
2. Routine street sweeping and cleaning of catch basins with sumps where appropriate.
3. Proper disposal of street sweeping and catch basin cleaning waste.
4. If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety.
5. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.
6. Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities.
7. Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.
8. Education of appropriate municipal and other personnel involved in implementing this program.
9. Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at:
<http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>.

Best Management Practices

6.1 Routine Facility Inspection and Maintenance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency. The City of Menasha currently has responsibility for 10 wet storm water ponds, three dry ponds, several ditches and one CDS filter unit. These facilities are inspected at least annually.

Goals

6.1.1 Menasha Marina Proprietary Device

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Conduct semi-annual inspections, maintain and clean with vector truck. Record date and estimate amount of solids removed if possible.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011 2012

Activity Date	Name
10/31/2012	Cleaning (2012)

Description

basin was cleaned in May and october of 2012 and again very minimal debri. area around structure was excavated and repaved to correct settling

6.1.2 Lake Park Villas Phase I, Pond 1

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 1 Inspections and Maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Pond Inspection 2012

Description

The inspection of pond and any corrections that were made if any.

File Attachment [2012 Lake Park Phase I Pond I Inspection.doc](#)

6.1.3 Lake Park Villas Phase I, Pond 2

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 2 inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Pond Inspection 2012

Description

The inspection of pond and any corrections that were made if any.

File Attachment [2012 Lake Park Phase I Pond II Inspection.doc](#)

6.1.4 Lake Park Villas Phase I, Pond 3

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 3 inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Pond Inspection 2012

Description

The inspection of pond and any corrections that were made if any.

File Attachment [2012 Lake Park Phase I Pond III Inspection.doc](#)

6.1.5 Lake Park Villas Phase I, Pond 4

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 4 inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
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12/31/2012

Pond Inspection 2012

Description

The inspection of pond and any corrections that were made if any.

File Attachment [2012 Lake Park Phase I Pond IV Inspection.doc](#)

6.1.6 Lake Park Villas Phase II Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

LPV Phase II pond inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Pond Inspection 2012

Description

The inspection of pond and any corrections that were made if any.

File Attachment [2012 Lake Park Phase II Pond Inspection.doc](#)

6.1.7 Midway Business Park Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Midway Business Park wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Pond Inspection 2012

Description

The inspection of pond and any corrections that were made if any.

File Attachment [2012 Midway buisness Pond Inspection.doc](#)

6.1.8 Province Terrace Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Province Terrace wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Pond Inspection 2012

Description

The inspection of pond and any corrections that were made if any.

File Attachment [2012 Province Tr Pond Inspection.doc](#)

6.1.9 Lake Park Villas Phase I, Pond 5

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 5 Inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Pond Inspection 2012

Description

The inspection of pond and any corrections that were made if any.

File Attachment [2012 Lake Park Phase I Pond V Inspection.doc](#)

6.1.10 Natures Way Housing Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond inspections and maintance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Pond Inspection 2012

Description

The inspection of pond and any corrections that were made if any.

File Attachment [2012 Nature's way Housing Pond Inspection.doc](#)

6.1.11 Nature's Way/Province Terrace Pond

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond Inspection and Maintance

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Pond Inspection 2012

Description

The inspection of pond and any corrections that were made if any.

6.2 Street Sweeping / Catch Basin Cleaning

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

Routine street sweeping and cleaning of catch basins with sumps where appropriate.

Goals

6.2.1 Downtown, Major, and Secondary Roads

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

All downtown and major roads cleaned every week. Secondary roads cleaned once a month.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Downtown, Major, and Secondary Roads (2012)

Description

2012- 3,746 miles of sweeping during season at 759.25 hours. 1,521 catch basins cleaned.

6.3 Sweeping and Basin Waste Disposal

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

Proper disposal of street sweeping and catch basin cleaning waste.

Goals

6.3.1 Sweeping and Basin Disposal

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

proper disposal sweepings and basin debris.

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name
12/31/2012	Sweeping and Basin Disposal (2012)

Description

321.29 ton of debris disposed of at outagamie landfill

6.4 Deicer Application Management

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety. Also, the use of environmentally friendly deicers, such as Geomelt, shall be evaluated as a standard operating policy for snow and ice control.

Justification

Deicer is necessary to provide appropriate level of safety as defined in the City's Snow and Ice Control Policy.

Annual Reporting Items

WisDOT requires an annual Salt Inventory report.

Goals

6.4.1 Maximize Use of Geomelt

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

The use of Geomelt as a deicer allows us to reduce the amount of road salt being applied to our streets, thus reducing the amount of chlorides entering our waterways.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

6.4.2 Annual Salt Storage Facility Inspection/Inventory

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Conduct the annual salt storage facility inspection by WisDOT. Prepare salt inventory report.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

6.4.3 Fleet Maintenance

Responsible Staff / Position:

Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

Maintain fleet and equipment for proper application of road salt and salt brine. Perform calibration of equipment prior to winter season.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		

6.5 Leaf and Grass Clipping Management

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Required Yes

Description

Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.

Annual Reporting Items

2012- processed approximately 17,000 cubic yards of yard waste. filled seven bio -bags. attempt is to meet STA standards for sale purposes.

Goals

6.5.1 Proper Management of Leaf and Grass Clipping Yard Waste

Responsible Staff / Position: Tim Jacobson
Public Works Superintendent
(920) 967-3620

Description

The City of Menasha will collect and process yard waste to produce sifted compost product that will be made available to residents. The city will utilize a bio-bag collection system. Property owners will be required to mulch or compost grass clippings on site.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		

6.5.2 Proper Management of Leaf and Grass Clippings in City Parks

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Description

Turf grass will be mulched during the growing season. Leaves will also mulched several times in the fall.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Mulching (2012)

Description

Turf grass was mulched on site.

6.6 Municipal Facility SWPPPs

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities. We have reviewed SWPPPs from other communities but have not yet prepared our own SWPPP. While we intended to complete our SWPPP in 2012 we did not accomplish that goal due to time constraints. Therefore, in 2013, we will contract to have our SWPPP prepared and upon completion, we will contract for training of involved employees.

Goals

6.6.1 Prepare SWPPP

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Complete written SWPPP.

Planned: 2011 2012

Complete:

Activity Date	Name	Description
None		

6.7 Nutrient Application Management

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Required Yes

Description

Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.

Goals

6.7.1 Nutrient Application Management

Responsible Staff / Position: Vince Maas
Parks Superintendent
(920) 967-3642

Description

At this time the City of Menasha does not apply lawn or garden fertilizer to any area larger than 2 acres. The Parks Department has a Turf Management Plan which is reviewed annually. It was recently updated.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

6.8 Staff Training and Education

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Education of appropriate municipal and other personnel involved in implementing this program. Comprehensive training for City employees has not yet occurred. It is expected this will occur in 2013.

Goals

6.8.1 Provide staff training on pollution prevention

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Education of appropriate municipal and other personnel involved in implementing this program.

Planned: 2010 2011 2012

Complete: 2011

Activity Date	Name	Description
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None

6.9 Source Water Protection Measures

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at:

<http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>.

Goals

6.9.1 Execute pollution prevention operations per Storm Water Management Plan

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The City performs various tasks to reduce the amount of pollutants entering source waters, including street sweeping, catch basin cleaning, use of erosion control measures, etc.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		

7 Storm Water Quality Management

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

The permittee shall develop and implement a municipal storm water management program. This program shall achieve compliance with the developed urban area performance standards of s. NR 151.13(2), Wis. Adm. Code, for those areas of the municipality that were not subject to the postconstruction performance standards of s. NR 151.12 or 151.24. The program shall include:

1. To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.
2. Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.
3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Best Management Practices

7.1 20% TSS Reduction Practices

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.

Note: Pursuant to s. NR 151.13(2), Wis. Adm. Code, the total suspended solids reduction requirement increases to 40% by March 10, 2013. The 20% and 40% total suspended solids reduction requirements are applied to runoff from areas of urban land use and are not applicable to agricultural or rural land uses and associated roads. Additional MS4 modeling guidance for modeling the total suspended solids control is given on the Department's Internet site at:

<http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>.

Goals

7.1.1 Adopt and implement Storm Water Management Plan

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Adopt and implement a city-wide storm water management plan to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		

7.2 Evaluation of Existing Facility for Retrofit

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.

Goals

7.2.1 Inspect and evaluate existing facilities for retrofit.

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Inspect and evaluate all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal.

Planned: 2009 2011

Complete: 2009 2011

Activity Date	Name	Description
None		

7.3 Pollutant Loading Analysis Model (SLAMM/ P8)

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Goals

7.3.1 Conduct Pollutant Load Analysis

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Complete a pollutant-loading analysis to assess compliance with the 20% and 40% TSS reduction developed urban area performance standard.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		

8 Storm Sewer System Map

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

The permittee shall develop and maintain a MS4 map.

Best Management Practices

8.1 Storm Sewer System Map Requirements

Responsible Staff / Position: Tim Montour
Engineering Supervisor
(920) 967-3610

Required Yes

Description

The municipal storm sewer system map shall include:

1. Identification of waters of the state, name and classification of receiving water(s), identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS4 outfall and municipal separate storm sewer conveyance systems.
2. Identification of any known threatened or endangered resources, historical property and wetlands, as defined in sections 1.6 through 1.8 of this permit, which might be affected.
3. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s. Major outfalls shall be uniquely identified.
4. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the permittee's area may be obtained from the Department.
5. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified.
6. Identification of publicly owned parks, recreational areas and other open lands.
7. Location of municipal garages, storage areas and other public works facilities.
8. Identification of streets.

Goals

8.1.1 Storm Sewer Map

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Create a map of the city showing all storm sewer system. Map to be updated on an annual basis.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date

12/31/2012

Name

Update Storm Sewer Map (2011, 12)

Description

Yearly update of storm sewer mapping.

File Attachment [STORM_system.pdf](#)

9 Annual Report and Storm Water Management Program Funding

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

The permittee shall submit an annual report to the Department in accordance with section 3.10 of the Permit. The permittee shall invite the municipal governing body, interest groups and the general public to review and comment on the annual report.

Best Management Practices

9.1 Annual Reporting Requirements

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Required Yes

Description

The annual report shall include:

1. The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules.
2. A fiscal analysis which includes the annual expenditures and budget for the reporting year, and the budget for the next year.
2. A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances.
4. Identification of any known water quality improvements or degradation in the receiving water to which the permittee?s MS4 discharges. Where degradation is identified, identify why and what actions are being taken to improve the water quality of the receiving water.
5. A duly authorized representative of the permittee shall sign and certify the annual report and include a statement or resolution that the permittee?s governing body or delegated representatives have reviewed or been apprised of the content of the annual report. A signed copy of the annual report and other required reports shall be submitted to the appropriate Department regional storm water contact or to the Wisconsin DNR, Storm Water Program ?WT/2, PO Box 7921, Madison, WI 53707-7921.

Goals

9.1.1 Utilize PermiTrack Software for Annual Reporting

Responsible Staff / Position: Kara Homan
Principal Planner
(920) 967-3652

Description

Train staff on and utilize PermiTrack software to plan, record, and document all activities relating to the city's MS4 Permit.

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
12/31/2012	Document MS4 Permit Activities in PermiTrack (2012)

Description

Staff utilized PermiTrak to document activities pertaining to MS4 goals for 2012 throughout the year.

9.1.2 Prepare Annual Report

Responsible Staff / Position:

Kara Homan
Principal Planner
(920) 967-3652

Description

Review annual documentation and ensure all activities are entered into PermiTrack software. Prepare annual report document for Common Council and public review. Submit annual report by March 31.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011

Activity Date

Name

03/23/2012

2011 Annual Report

Description

Prepared 2011 Annual Report

9.2 Annual Funding Information

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

The permittee will generate revenue to fund the activities and requirements of the storm water management program.

Goals

9.2.1 Adopt budget

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Prepare annual budget for adoption by Common Council and review adequacy of storm water fees.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
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None

9.3 Annual Program Costs

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Required Yes

Description

Costs for implementing the program shall be summarized and attached to the annual permit.

Goals

9.3.1 Complete fiscal analysis table for annual report

Responsible Staff / Position: Mark Radtke
Director of Public Works
(920) 967-3610

Description

Prepare the budget breakdown on the form provided as part of the annual DNR storm water report.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		



DEPARTMENT OF THE ARMY

DETROIT DISTRICT, CORPS OF ENGINEERS

477 MICHIGAN AVENUE

DETROIT, MICHIGAN 48226

March 12, 2013

Engineering & Technical Services Division
H&H Watershed Hydrology Branch

To Our Lake Winnebago Partners,

The purpose of this letter is to inform you of our upcoming interagency conference call regarding the Lake Winnebago fill-up strategy scheduled for Wednesday, April 10, 2013 at 1:00 PM (C.D.T.). During the conference call, the timing and extent of the 2013 refill on Lake Winnebago will be discussed. The agenda for the conference call is as follows:

- Introduction and Conference Call Guidelines
- Recap of Drawdown
- Basin Conditions
 - Lake Winnebago water levels
 - Snow pack
 - Ice cover
 - River flows
- Expected spring conditions
- Fill-up Strategy
- Wrap-up session

This conference call is open to the public. To join the conference call please dial (877) 873-8017 and enter 5016219 when prompted for the access code. After entering the access code, you will be asked to enter the security code which is 1234. After dialing in, please press *6 to mute your phone. You may press *6 again during the call when you wish to speak. The conference call is scheduled for April 10, 2013 at 1:00 PM (C.D.T.).

If you have any questions please feel free to call Mr. Keith Kompoltowicz at (313) 226-6442.

Sincerely,

A handwritten signature in cursive script that reads "Michael K. O'Bryan".

Michael K. O'Bryan, P.E.
Chief, Engineering & Technical
Services Division



DAVIS & KUELTHAU'S 35th ANNUAL Public Officials Program

April 30, 2013 | Kimberly, Wis.

Davis & Kuelthau, s.c. is pleased to invite you to its annual program for veteran and newly-elected public officials. This program will provide valuable information on Act 10 Implementation and Litigation, Affordable Care Act issues, Compensation/Wage Surveys, Open Meetings/Public Records Updates, as well as a question and answer panel discussion.

When and Where

Tuesday, April 30, 2013
5:30 p.m. – 8:30 p.m.
Liberty Hall Banquet and Conference Center
(Located just minutes off Hwy 41 at Hwy 441 and CE)
800 Eisenhower Drive
Kimberly, WI

Agenda

5:00 p.m.	Registration
5:30 p.m.	Reception
6:00 p.m.	Dinner
7:00 p.m.	Program

Who Should Attend

School board members, city council members, town and village board members, county board members, school administrators, mayors, county executives, municipal administrators, human resource professionals and others who have an interest in public sector issues will benefit from attending this program. The program will be particularly helpful to newly-elected public officials.

How to Register

There is a \$27.00 per person registration fee for the program and dinner. Please complete the registration form on the reverse side of this sheet and mail it with a check payable to Davis & Kuelthau, s.c., Attn: Jeanne Venturini, P.O. Box 1278, Oshkosh, WI 54903-1278. For additional information, please contact Jeanne Venturini at (920) 232-4848 or jventurini@dkattorneys.com.

About the Firm

Davis & Kuelthau, s.c. has offices in Green Bay, Oshkosh, Sheboygan, Milwaukee, Madison and Brookfield. We are proud to represent many municipalities and school districts throughout the state of Wisconsin. Our firm emphasizes personalized, high-quality client service in all of our practice areas: business and corporate law, labor and employment law, commercial and civil litigation, environmental law, municipal special counsel, employee benefits, school law, intellectual property, real estate, commercial finance, insurance coverage, construction, and trusts, estate planning and probate.

PROGRAM TOPICS

ACT 10 IMPLEMENTATION AND LITIGATION UPDATE: While more clarity has been achieved at the federal court level as to the constitutionality of certain provisions of Act 10, issues remain pending in state court litigation. Practical issues as to base wage negotiations, handbook implementation, and disciplinary procedures will be discussed

AFFORDABLE CARE ACT ISSUES FOR PUBLIC EMPLOYERS: The Affordable Care Act (ACA) and other benefits regulations have implications for future staffing and fringe benefit decisions. This presentation will provide an overview of some of the developing issues related to ACA implementation, tax discrimination testing and other concerns.

COMPENSATION AND WAGES SURVEYS: The flexibility in salary and wage determinations which has been afforded to management under Act 10 carries with it new challenges in achieving cost efficiency, consistency and recruiting competitiveness. The use of salary and wage surveys and compensation studies in the post-Act 10 public sector will be discussed.

PUBLIC RECORDS/OPEN MEETINGS UPDATE: The Wisconsin Supreme Court decision barring recovery of redaction costs when responding to public records requests will be examined, along with a review of which other types of costs are allowed to be recovered. In addition, selected lower court and attorney general opinions on open meeting and public record issues will be discussed.

QUESTIONS AND ANSWERS - PANEL DISCUSSION: A panel of Davis & Kuelthau professionals will collaborate on responses to questions on the presented topics as well as any other issues of interest to public officials.

REGISTRATION FORM

ORGANIZATION NAME AND ADDRESS: _____

ATTENDEE NAMES, TITLES, AND E-MAIL ADDRESSES: _____

Please return completed registration form by April 19th along with a check payable to Davis & Kuelthau in the amount of \$27 per person to: Davis & Kuelthau, s.c., Attn: Jeanne Venturini, P.O. Box 1278, Oshkosh, WI 54903-1278.



The way energy should be

At-a-Glance

WPPI Energy is a not-for-profit, regional power company serving 51 locally-owned electric utilities. Through WPPI Energy, our member public power utilities share resources and own generation facilities to provide reliable, affordable electricity to more than 195,000 homes and businesses in Wisconsin, Upper Michigan and Iowa.

Our Mission

It is WPPI Energy's mission to secure and maintain a diverse, reliable and responsible power supply portfolio to meet the long-term electric needs of our members and their customers, and to help member utilities provide excellent service at competitive rates.

The Joint-Action Advantage

WPPI Energy members do through joint action what would be too expensive and difficult to do alone. Our members work together to own generation resources, make joint power purchases, and gain economies of scale for cost-effective programs and services for customers, information technology, advocacy in legislative and regulatory affairs, and more. Together, our members are better equipped to operate successfully in a rapidly changing industry.

Owned Generation Resources and Purchased Power

Owned Generation	Fuel	Capacity (MW)
Boswell Unit 4	Coal	117
Elm Road Generating Station	Coal	104
South Fond du Lac Unit 1	Gas	82
South Fond du Lac Unit 2	Gas	82
Island Street Peaking Plant	Gas	55
Worthington Wind Turbines	Wind	2

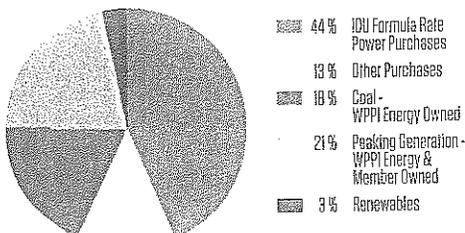
Purchased Power Agreements

Purchased Power Agreements	Fuel	Capacity (MW)
Point Beach Nuclear Plant	Nuclear	162
Kendall County Unit 3	Gas	85
Butler Ridge	Wind	54
Top of Iowa II	Wind	50
Barton I	Wind	30
Forward Wind Energy Center	Wind	27.5
Outagamie Clean Energy Project	Landfill biogas	4.8
Neenah-Menasha Sewerage Project	Biogas - anaerobic digester	0.3

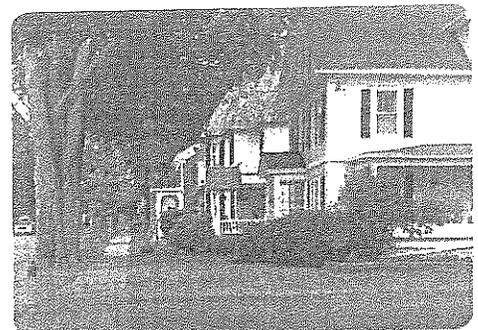
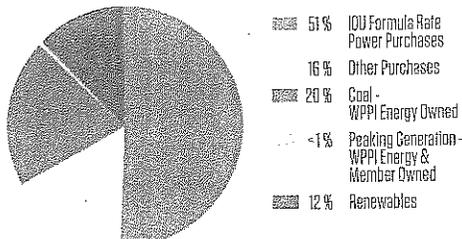
The Value of Public Power

WPPI Energy adheres to the principles of public power, including local ownership, local control and commitment to customers and communities. As a public power utility, WPPI Energy remains separate and distinct from state and federal government, and does not receive federal subsidies. WPPI Energy is a not-for-profit organization that serves the public interest and works to ensure the highest quality of service to its members.

2011 Capacity Resources



2011 Energy Resources



Power Supply

As the not-for-profit power supplier for our members, WPPI Energy is focused on maintaining a diverse and flexible power supply to help keep rates competitive. Our constantly evolving portfolio features both owned and purchased power from a variety of resources including coal, nuclear, natural gas, and renewables. This strategic diversity allows us to ensure reliability and operate cost-effectively in a variety of economic conditions and regulatory environments.

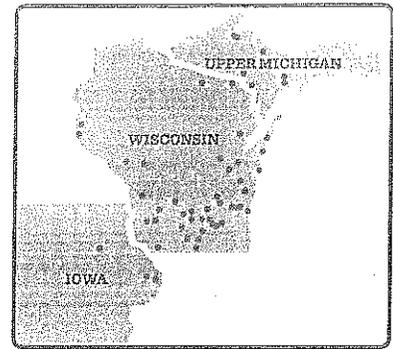
Community Stewardship

We are committed to good stewardship of the economic and environmental well-being of our communities.

- > **Saving energy.** In 2011, customers of WPPI Energy member utilities saved enough energy through our energy efficiency programs to power 34,000 typical homes. Using energy more efficiently helps keep dollars in customers' pockets and provides a boost for the local economy.
- > **Using renewable energy.** We have the resources in place to meet state mandates requiring 10 percent renewable energy use by 2015. In fact, in 2011, 14 percent of our energy was supplied from renewable resources.
- > **Reducing emissions.** We have significantly reduced our emissions profile. By the end of 2012, nearly 40 percent of WPPI Energy's power supply will come from carbon-free resources.
- > **Leading by example.** Our energy efficient, sustainably designed office and operations facility in Sun Prairie has achieved both Leadership in Energy and Environmental Design (LEED) "Gold" status and ENERGY STAR® certification.

Governance

WPPI Energy has a 51-member Board of Directors, with one director representing each member utility. The full board elects an 11-member Executive Committee responsible for overseeing WPPI Energy's business affairs and making recommendations for action by the board. A professional staff handles day-to-day operations.



Member Communities

WISCONSIN	Prairie du Sac
Algoma	Reedsburg
Black River Falls	Richland Center
Boscobel	River Falls
Brodhead	Slinger
Cedarburg	Stoughton
Columbus	Sturgeon Bay
Cuba City	Sun Prairie
Eagle River	Two Rivers
Evansville	Waterloo
Florence	Waunakee
Hartford	Waupun
Hustisford	Westby
Jefferson	Whitehall
Juneau	
Kaukauna	MICHIGAN
Lake Mills	Alger Delta CEA
Lodi	Baraga
Menasha	Crystal Falls
Mount Horeb	Gladstone
Muscoda	L'Anse
New Glarus	Negaunee
New Holstein	Norway
New London	
New Richmond	IOWA
Oconomowoc	Independence
Oconto Falls	Maquoketa
Plymouth	Preston

Quick Facts:

Member Utilities

51

Max Peak-Hour Demand in 2011 **1,045 MEGAWATTS**

Homes and Businesses Served by WPPI Energy Members **195,000**

Est.

1980

Revenues in 2011: \$645 million • Total Assets: \$700 million

Net Capital: \$550 million • Equity Ownership in American Transmission Co.: \$80 million

Energy Commitments to 2015: \$1.5 billion • President and Chief Executive Officer: Mike Pareo

Joint ownership of WPPI Energy enables members to gain economies of scale for support services. Together, members are better equipped to operate successfully in a rapidly changing industry. Support is available in the following areas and more:

Governmental Relations

Advocacy for member interests continues to grow in importance as the utility industry faces increased challenges in the areas of costs, regulation, energy security, environmental protection and more.

WPPI's strength is rooted in the relationships our local leaders have with their elected officials at the state and federal levels. Through joint action, members aggressively work to shape the policies that will affect our collective ability to maintain prosperous and healthy communities.

Joint Purchasing of Electric Materials

Shortly after forming WPPI three decades ago, founding members worked to gain economies of scale in the purchase of distribution system materials with the goals of lowering costs, improving lead times and reducing utility inventories. To that end, members have created a catalog of widely used items that are centrally bid to produce savings. Today, there are about 1,000 products in the catalog and nearly all members use this valuable service to aid in their local operational efforts.

Advanced Metering & Data Management

Operational efficiencies and cost control will be essential going forward, as our members make strategic use of the technologies that help them best serve residents and businesses as cost-effectively as possible in a rapidly changing industry.

One significant change that will likely impact all utilities over time is the emergence of advanced metering infrastructure (AMI) and associated information systems that will help optimize and enhance the exchange of energy usage data between retail customers and their utilities.

These new systems will help customers manage their energy costs by keeping them better informed and able to make time-sensitive adjustments to their own usage. The flow of energy usage data will also enable the more efficient distribution of energy across the WPPI system.

AMI will be the way of the future, but implementing the associated technologies and systems will be a considerable undertaking. The WPPI Energy Board of Directors adopted an AMI strategy with the objective of making WPPI systems ready to support members as they proceed.

In 2011, members selected uniform AMI and customer billing systems, as well as a central meter data management system. Using the joint-action model, WPPI is working to configure and install these information and data systems on behalf of members. Work will continue into 2013 and beyond to assist members in transitioning to these new technologies when they are ready, including WPPI incentive and no-interest funding to help members with local purchases of customer billing systems, which are an integral part of AMI.

By working together, interested members lower AMI implementation costs, achieve greater operational efficiencies and help customers reduce their energy costs. This initiative will position our members well for the future.

Electric Rate Design & Financial Modeling

Driven by the need to help members keep retail rates competitive, WPPI offers support in the development of revenue requirements, cost-of-service analyses and innovative rate design. For interested members, WPPI can file applications at the state Public Service Commission (Wisconsin), testify if necessary and help communicate adjustments to customers.

WPPI is also available to assess the rate impact of distribution improvement projects, generate rate comparisons and provide financial models.

Members have found these support services valuable to help keep their finances stable and their retail electric rates competitive.

Energy Efficiency

Efficient use of energy—particularly by larger power users—means lower operating costs and improved bottom lines. When businesses are more competitive, local economies thrive. Initiatives that save energy also reduce overall power demand, keeping future

energy costs down and extending the capacity of the distribution system.

Members are committed to helping customers lower their utility bills. WPPI helps fulfill that commitment by offering cost-saving energy efficiency programs for residential, business, industrial and institutional customers. Members choose which programs to offer locally. These programs complement offerings from Focus on Energy in Wisconsin and Efficiency United in Michigan.

WPPI also helps member communities make energy efficiency improvements in municipal and utility facilities by offering loan and grant programs, staff assistance and expertise.

Field Staff Support

Through its Energy Services Representatives and Key Account Management, WPPI provides field staff support to aid in the delivery of energy services to retail customers. While leveraging the efficiencies of joint action, these services can be tailored for each member community under the direction of the local utility managers.

Economic Development

Through WPPI, members have access to a variety of programs for existing customers. For businesses planning new facilities or expansions, WPPI can provide helpful services such as operating cost estimates and energy cost comparisons, power

quality services, new construction design technical assistance, study grants and more.

Renewable Energy

WPPI members can offer customers the opportunity to offset some or all of their electric use with renewable energy. Grants and incentives are also available for the development and use of solar and wind power, microturbines, fuel cells, co-generation and other renewable energy technologies.

Community Outreach

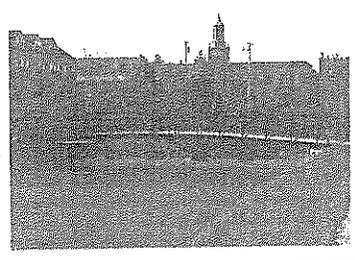
WPPI members have access to funding for community contributions, customer communication and education and high school scholarships— all to help create a strong network of support to maintain a sound connection with their customers and communities.

WPPI Benefit Plan Trust

The WPPI Benefit Plan Trust is a separate entity whose mission is to provide a cost-effective alternative to conventional and self-insured benefit programs for participating member utilities and communities.

The Trust combines the purchasing power of participants to deliver high quality, competitive benefit plans and programs—like the wellness program aimed at creating sustainable health behavioral change—and offers participants an active role in determining and administering health care benefits.

“Local ownership and the strength of public power—local control, excellent service, a responsive staff and deep commitment to community—bring value to our 51 member communities, making public power communities great places to live and work. Members created WPPI to preserve and enhance this value for the long term.”



Learn More About Support Services

WPPI's intranet site—the i-Net—provides online access to the essential information related to all the services listed in this brochure. Through this web site, members can quickly connect to many items of interest including the joint purchasing catalog, load data, upcoming events, news and much more.

WPPI Energy Support Services

Utility

- › *Member Relations*
 - Member Energy Efficiency & Renewable Energy Loan
 - Community Leader Education & Outreach
- › *Market Research*
- › *Joint Purchasing*
 - Electric Materials
 - Other Utility Services
- › *Retail Metering and Billing*
 - Metering and Reporting Service
 - Outsourced Retail Billing Service
- › *Rate Services*
 - Electric Rate Applications
 - Rate Comparisons
- › *Financial Modeling*
 - Five-Year Projections of Purchased Power Costs & Sales Revenue
 - Department of Energy EIA 861 Filing
 - Benchmarking Studies
 - Rate Impact Analysis
- › *Hosted Software and Support Services*
 - Meter Data Collection and Management Service (Elster and Sensus)
 - Hosted Utility Billing & Customer Information Software (Northstar)
 - Non-Hosted Utility Billing & Customer Information Software (Caselle)

- Hosted Financial and Accounting Software (Dynamics SL)
- Wide Area Network
- Member Network Assessment, Support & Monitoring Service
- Hosted Email Service
- › *Distribution System Support Services*
 - Management Support
 - Interim Utility Management
 - Thermal Imaging Rental
- › *Communications and Education*
 - Local Newsletter Template Service
 - Cooperative Newspaper Advertising Program
 - Web Site Development Service
 - Power Report
 - News Releases
 - Home Energy Report

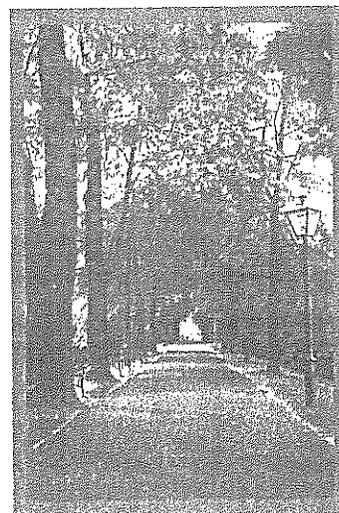
Community

- › *Community Relations Program*
 - Community Contribution Fund
 - Value of Public Power Fund
 - High School Scholarship Program
- › *Electric Vehicle Incentive*
- › *Economic Development Support*
- › *Speakers Bureau*

Customers

- › *Energy Services*
 - Field Staff Report*
 - Key Account Management
 - Energy Services Representative
- › *Energy Efficiency (Mass Markets)*
 - Wholesale Commitment to Community Funding
 - National Theatre for Children
 - Central A/C Tune Up Discount
 - Tree Power! Cash Rebate
 - Home Energy Suite Online Tools
 - K-12 Energy Education Program
- › *Energy Efficiency (Targeted Markets)*
 - Energy Management Services for Schools
 - Utility & Municipal Building Efficiency Incentives
 - RFP for Energy Efficiency
 - Enhanced Efficiency Improvement Incentives
 - Shared Savings
 - Technical Training and Educational Outreach
- › *Renewable Energy Programs*
 - Renewable Energy Blocks
 - Customer Incentives (IA & MI only)
 - Demonstration Project Grants

- Power Supply
- Resource Funding
- Solar PV Buy-Back Tariff
- › *Low-income*
 - Program Administration Service
 - Customer Credit Program
 - Cooling Assistance
 - Weatherization Program
 - Refrigeration Replacement Program
 - Commitment to Community Pool
- › *Customer-Sited Distributed Generation*
 - Capacity Program
 - Cogeneration Evaluation Services
- › *Demand Response*
 - Interruptible Load Credits
 - Market-Based Pricing: Curtailable Load Option
- › *Retail Power Quality Services*



Joint Action Advantage

WPPI Energy's mission is to secure and maintain a diverse, reliable and responsible power supply portfolio to meet the long-term electric needs of our members and their customers, and to help member utilities provide excellent service at competitive rates.

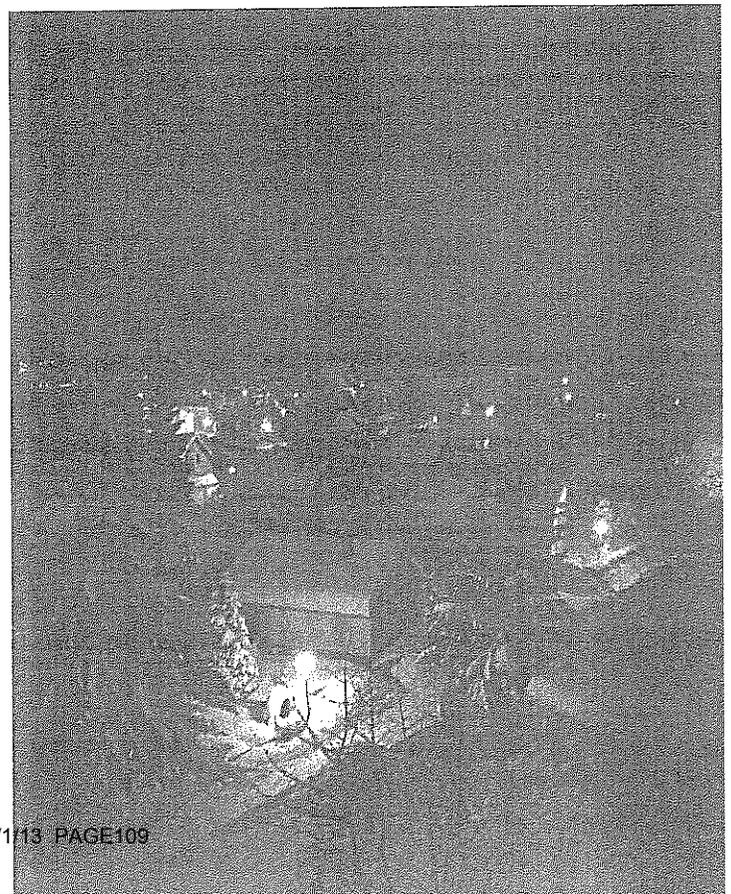
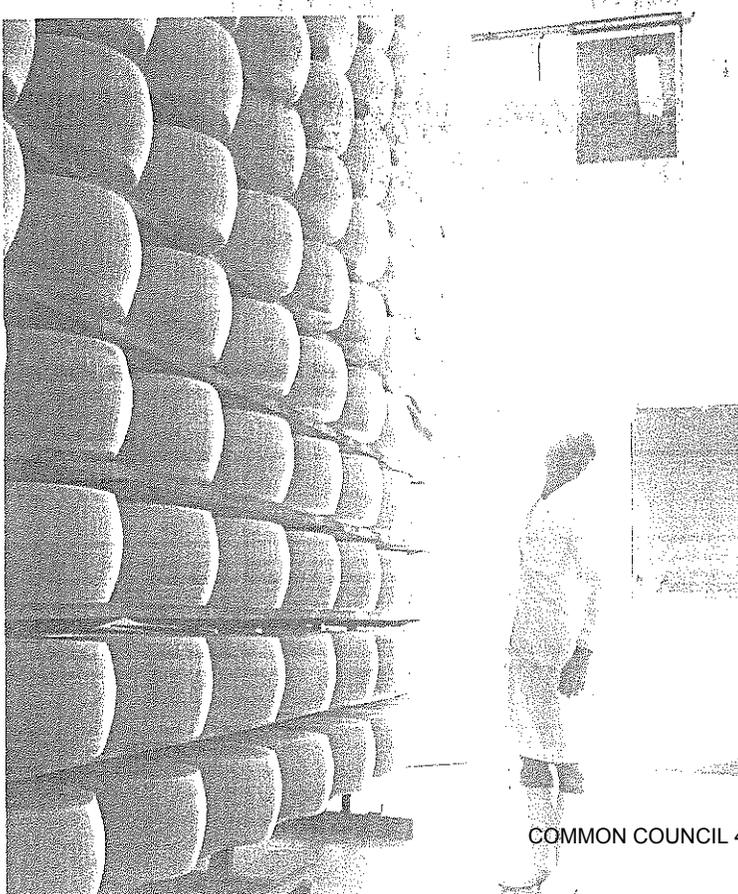
Through joint action, WPPI members are able to accomplish what would otherwise be too expensive and difficult to do alone. Our members work together to own generation resources, make joint power purchases, and gain economies of scale for cost-effective programs and services for customers.

WPPI also makes available a comprehensive array of services and staff support aimed at helping members continue to operate successfully in a rapidly changing industry. Many services are available at no additional cost to all members as part of WPPI membership while others are available on a pay-for-service basis.

"WPPI members have joined together to gain economies of scale, strengthen their local advantage and add value for their communities."

Members Develop Services

WPPI is built on the principle that all members should have the opportunity to participate fully in decision-making regarding the organization. WPPI's support services are developed under the direction of member advisory groups. Members have carefully structured WPPI as a resource that helps them keep their utilities strong, efficient and competitive.



MENASHA HISTORICAL SOCIETY NEWS

April 2013

EASTER BLESSINGS



Although a couple of months have passed since we have seen a lot of you the board of directors have been extremely busy preparing for our April meeting. In addition many hours have been put in scanning our files preparing them for the digitalization process in the future. We have acquired an additional desk, computer, and scanner and with the expertise knowledge and donated time of our newly appointed board member, Nick Jevne, we are now able to have several persons working in that area. He has spent countless hours and donated additional, necessary equipment to enable us to keep up with rapidly advancing technology. For this we owe him a big THANK YOU and WELCOME ABOARD!

We would also like to welcome Michael Hoks and Linda Knorr Grishaber who have recently joined our society.

For security reasons we have acquired a door bell so when someone is there working by themselves the outside door can always be locked. This is especially necessary now that we are open Monday evenings. No more pounding on the door and hope someone will hear you. Just push the knob and it will ring in our area.

MARK YOUR CALENDARS FOR A DELIGHTFUL EVENING OF "VINTAGE FASHIONS AND HAIR TREATMENTS OF THE PAST"

The Appleton Career Academy students have been working diligently to prepare an evening of entertainment. They will be modeling clothing as well as presenting us with facts and historical background associated with each outfit. Come and reminisce (or discover) what the fashion trends were in the days past—with a little humor added. Carol Harp will be presenting what women had to do to look beautiful. Antique beauty parlor equipment will be on display as she "demonstrates" how hair used to get curled. Due to cumbersome equipment and the amount of wearing apparel involved it became necessary for this program to be held in the upper level of the Memorial Building which involves climbing stairs. We do apologize for this inconvenience. Refreshments will be served following the program.

The public is welcome to attend.

THURSDAY, APRIL 11, 2013

7:00 P.M.

MEMORIAL BUILDING

(upstairs)

MAY PROGRAM

May 9 - 1:00 P.M. Writing Paper Company tour. Lunch will precede. Complete details will be forthcoming in the next newsletter.

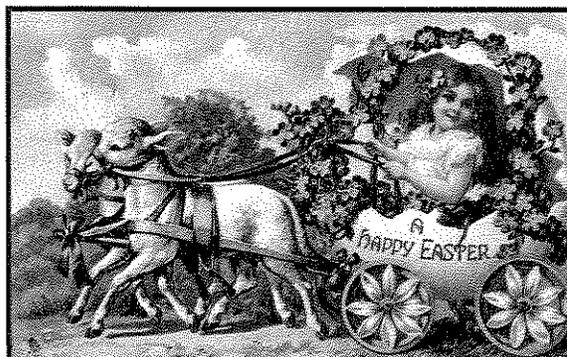
"MENASHA BOOKS"

Our recently published "Menasha" book continues to be very popular especially as it is an excellent gift for that person who is difficult to buy for. It is available at the resource center/mini-museum, located in the Memorial Building, on Mondays 9:30 a.m.-12:30 p.m. and 6:00 p.m.- 8:00 p.m. for \$21.99. If that time is not convenient other arrangements can be made by calling 725-0250 or 722-7349. Although the book is being sold at several retail stores, we appreciate that you first consider purchasing it through the Menasha Historical Society as then we are able to keep a greater amount of the revenue generated by its sale.

REMINDER

Board Meeting – Monday, April 1, 6:00 p.m. (resource center/mini-museum located in the Memorial bldg.)

CLOSE YOUR EYES AND HAVE WARM THOUGHTS



RESOURCE CENTER & MUSEUM

(Located at 640 Keyes Street)

P.O. Box 255

Menasha, WI 54952

jchew2366@yahoo.com

menashahistorical@yahoo.com

www.menashahistorical.webs.com

OFFICERS & BOARD OF DIRECTORS

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Bob Smarzinski

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EX-OFFICIO

Nancy Barker

Sylvia Biebel

Paul Brunette

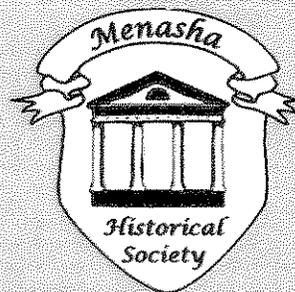
Stacey Hoekstra

Nick Jevne

Tom Konetzke

Dick Loehning

Carol Sweet



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday March 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 Benner, Klein, Taylor, Sevenich, Krueger, Zelinski, Englebert

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, PRD Tungate,
Dpty Treasurer Sassman, Clerk Galeazzi

D. PUBLIC HEARING

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

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

Chad Bruechert, 107 Anton Court, Appleton. Running for Menasha School Board

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. MJSD Superintendent Dr. Kobylski – Renovation plans for Menasha High School

Dr. Kobylski explained the renovation plans for Menasha High School. He answered questions from the Council.

2. Mayor Merkes - APPA Rally, Meetings with State/Federal Elected Officials

Mayor Merkes reported on attending the APPA Rally and his meeting with elected officials on issues for Utilities.

3. [Mayor Merkes – Community of Lake Park presentation](#)

Mayor Merkes gave a presentation on the activity in the Lake Park area and the progress of construction

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

Minutes to receive:

a. [Administration Committee, 3/4/13](#)

b. [Board of Public Works, 3/4/13](#)

c. [Board of Health, 1/9/13](#)

d. [Committee on Aging, 1/10/13](#)

e. [Parks and Recreation Board, 3/11/13](#)

f. Police Commission, [2/21/13](#), [2/28/13](#)

g. [Redevelopment Authority, 3/6/13](#)

h. [Safety Committee, 1/3/13; City Hall](#)

i. [Safety Committee, 1/22/13; Public Works/Parks](#)

j. [Water & Light Commission, 2/27/13](#)

Communications:

k. [2013 Memorial Day Parade Committee, invitation to participate in the parade](#)

l. [Ald. Englebert, 3/14/13; Appleton Regional Partnership First Quarter Shareholders Meeting](#)

m. [Asst. Supt. of Buildings & Parks, Adam Alix, 3/14/13; 2012 Leftover Police and Fire funds – Intentions of Use](#)

n. [East Central Regional Planning, 3/7/13; WisDOT 2013 navigation season operating dates](#)

o. [NM Fire Rescue and Local 275 Firefighters, Invitation to Fire Station Open House](#)

Moved by Ald. Sevenich, seconded by Ald. Krueger to receive Minutes and Communications A-O.

General discussion ensued.

Motion carried on voice vote.

G. CONSENT AGENDA

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

Minutes to approve:

1. [Common Council, 3/4/13](#)

Board of Public Works, 3/4/13; Recommends approval of:

2. [Street Use Application for Memorial Day Parade, Monday May 27, 2013, 8:00 AM-11:00 AM, Twin Cities Veterans Organization](#)
3. [Street Use Application for Race the Lake, Sunday August 18, 2013, 7:00 AM-9:00 AM, Midwest Sports Events](#)
4. [Installation of a 150 watt HPS light on the existing Menasha Utilities' pole located at the northeast corner of the intersection of Washington Street and Garfield Avenue](#)
5. [Selection of Ashlar Stone Concept A as design element for structures east of Little Lake Butte des Morts for the WIS 441 expansion project](#)
6. [Selection of Ashlar Stone Concept A as design element for Junction US 10/WIS 441 and US 41 structures for the WIS 441 expansion project](#)
7. [Selection of Ashlar Stone Concept B as design element for neighborhood noise barrier concept for the WIS 441 expansion project](#)
8. [Selection of Highway Concept 1 as design element for highway noise barrier concept for the WIS 441 expansion project](#)

Moved by Ald. Sevenich, seconded by Ald. Krueger to approve Consent Agenda items 1-8.

Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 3/5/13 to 3/14/13 in the amount of \\$482,202.50](#)

Moved by Ald. Klein, seconded by Ald. Krueger to approve accounts payable and payroll.

General discussion ensued on expenditures.

Motion carried on roll call 7-0.

J. ORDINANCES AND RESOLUTIONS

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke

O. ADJOURN

Moved by Ald. Krueger, seconded by Ald. Englebert to adjourn at 7:15 p.m.

Motion carried on voice vote.

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

Kaempfer & Associates, Inc.

Consulting Engineers

650 East Jackson St. P.O. Box 150
Oconto Falls, Wisconsin 54154
(920) 846-3932 Fax (920) 846-8319

March 14, 2013

E145-08.06

Mr. Mark Radtke, P.E., Director of Public Works
City of Menasha
140 Main Street
Menasha, WI 54952-3190

Re: Ninth Street Sewage Lift Station Improvements
Bid Award Recommendation

Dear Mr. Radtke:

On Tuesday, March 12, 2013 at 2:00 p.m., bids for the Ninth Street Sewage Lift Station Improvements, Contract E145-13-01A for Sewage Lift Station Modifications and Contract E145-13-01B for Sewage Force Main Replacement were opened and read. A total of eleven (11) bids were received from ten (10) Contractors. Two (2) bids were received for Contract E145-13-01A and nine (9) bids were received for Contract E145-13-01B. All of the Contractors who received plans and specifications and were prequalified by the City submitted a bid.

The two (2) bids received for Contract E145-13-01A, Sewage Lift Station Modifications, were as follows:

<u>Contractor</u>	<u>Total Bid</u>
PTS Contractors, Inc.	\$298,875.00
Advance Construction, Inc.	\$325,010.00

The proposal schedule for Contract E145-13-01A did not contain any optional work items. The proposal schedule for Contract E145-13-01A contained two substitute optional work items. Substitute Optional Bid Item O-1A is for removing and replacing the existing sewage lift station shown on the drawings with a USEMCO below grade flooded suction pumping station. Bid Items 1A, 2A, 3A, 4A, 5A, and 7A would be eliminated if Substitute Optional Bid Item O-1A is selected. Substitute Optional Bid Item O-1A would decrease the contract amount of the low bidder for Sewage Lift Station Modifications by \$22,275.00. We recommend that Substitute Optional Bid Item O-1A be included in the Sewage Lift Station Modifications contract.

Substitute Optional Bid Item O-2A is for removing and replacing the existing sewage lift station shown on the drawings with a Smith & Loveless below grade flooded suction pumping station. Smith & Loveless was unable to provide a quotation and supporting information to the Contractors for Substitute Optional Bid Item O-2A. As a result, the Contractors did not provide a bid for Substitute Optional Bid Item O-2A.

No Contractors offered proposed alternatives for the Sewage Lift Station Modifications contract.

The nine (9) bids received for Contract E145-13-01B, Sewage Force Main Replacement, were as follows:

<u>Contractor</u>	<u>Total Bid</u>
Roger Bowers Construction, Inc.	\$194,066.35
David Tenor Corporation	\$196,106.60
Donald Hietpas & Sons, Inc.	\$203,702.56
Carl Bowers & Sons Construction Co., Inc.	\$212,400.00
DeGroot, Inc.	\$220,906.37
VanStraten Construction Co., Inc.	\$232,620.00
PTS Contractors, Inc.	\$241,523.20
Feaker & Sons Co., Inc.	\$246,699.00
Dorner Inc.	\$327,175.00

The proposal schedule for Contract E145-13-01B did not contain any optional work items or substitute optional work items. No Contractors offered proposed alternatives for the Sewage Force Main Replacement contract.

One (1) combined bid was received for Contracts E145-13-01A and E145-13-01B. The low combined bid of \$540,398.20 from PTS Contractors, Inc. was \$47,456.85 higher than the sum of the low bids from PTS Contractors, Inc. for Contract E145-13-01A and Roger Bowers Construction, Inc. for Contract E145-13-01B. The combined bid will not affect the low bidders for Contracts E145-13-01A and E145-13-01B. We recommend that the combined bid not be considered.

A copy of the bid tabulation, which includes details of the unit price work items, is attached for your information. The bid tabulation reflects the amounts after all corrections have been made. Two (2) addenda were issued during the bidding process. All of the Contractors acknowledged receipt of Addendum No. 1 and Addendum No. 2. All bidders whose proposals were received were prequalified by the City of Menasha.

The Engineer's estimate for the project, based on the final design, was:

Contract E145-13-01A, Sewage Lift Station Modifications	\$170,200.00
Contract E145-13-01B, Sewage Force Main Replacement	<u>\$320,849.00</u>
TOTAL	<u>\$491,049.00</u>

The sum of the low bids was one percent (1%) higher than the Engineer's estimate. We are of the opinion that bidding on the project was very competitive due to the closeness of the bids and the number of bidders.

All proposals were signed and notarized and were submitted with a bid bond for five percent (5%) of the bid amount. The following irregularities were found when the bids were reviewed:

March 14, 2013

Mr. Mark Radtke, P.E., Director of Public Works

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1. PTS Contractors, Inc. did not provide complete addresses for Proposed Subcontractors for Contract E145-13-01A. PTS Contractors, Inc. provided names of more than one manufacturer and supplier on the Proposed Equipment and Material List for Contract E145-13-01B. PTS Contractors, Inc. failed to provide complete addresses for Proposed Subcontractors for Contract E145-13-01B. PTS Contractors, Inc. failed to properly complete the Disadvantaged Business Enterprise Program (DBE) Subcontractor Utilization Form.
2. Advance Construction, Inc. provided a total bid for Contract E145-13-01A written in figures for Bid Items 1A through 8A as \$325,010.00. The total of Bid Items 1A through 8A did not equal the amount listed for their bid. The total cost for Bid Item 8A has been adjusted for the math error. The total cost for Bid Item 8A is \$50,500.00. Advance Construction, Inc. provided a total cost for Substitute Optional Bid Item O-1A written in words as "one hundred seventy nine thousand + 00/100" and written in figures as \$175,000.00. Advance Construction, Inc. failed to provide complete addresses for Proposed Subcontractors. Advance Construction, Inc. failed to properly complete the Disadvantaged Business Enterprise Program (DBE) Subcontractor Utilization Form. Advance Construction, Inc. did not provide typed name for the signature block on the Bid Bond.
3. Roger Bowers Construction, Inc. provided names of more than one manufacturer on the Proposed Equipment and Material List. Roger Bowers Construction, Inc. did not provide name or address for the Terrace and Lawn Restoration Subcontractor. Roger Bowers Construction, Inc. failed to properly complete the Disadvantaged Business Enterprise Program (DBE) Subcontractor Utilization Form. Roger Bowers Construction, Inc. did not provide typed name or title for the signature block on the Bid Bond. The bonding company did not provide a city and state for the Attorney-in-Fact on the Bid Bond for Roger Bowers Construction, Inc.
4. David Tenor Corporation did not have a correct total cost due to an addition/math error. The total cost for Contract E145-13-01B was listed as \$196,124.60. The correct total cost for Contract E145-13-01B is \$196,106.60. David Tenor Corporation provided names of more than one manufacturer on the Proposed Equipment and Material List. David Tenor Corporation failed to properly complete the Disadvantaged Business Enterprise Program (DBE) Subcontractor Utilization Form. David Tenor Corporation did not provide typed name or title for the signature block on the Bid Bond.
5. Donald Hietpas & Sons, Inc. did not have a correct total cost for Bid Item 20B due to a multiplication error. The total cost for Bid Item 20B was listed as \$5,100.00. The correct total cost for Bid Item 20B is \$4,641.00. This error did not affect the total bid amount. Donald Hietpas & Sons, Inc. provided names of more than one manufacturer and supplier on the Proposed Equipment and Material List. Donald Hietpas & Sons, Inc. failed to properly complete the Disadvantaged Business Enterprise Program (DBE) Subcontractor Utilization Form. Donald Hietpas & Sons, Inc. did not provide typed name for the signature block on the Bid Bond.

6. Carl Bowers & Sons Construction Co., Inc. did not have a correct total cost for Bid Item 11B due to a multiplication error. The total cost for Bid Item 11B was listed as \$2,440.00. The correct total cost for Bid Item 11B is \$2,240.00. The total cost for Contract E145-13-01B was incorrect due to this error. The correct total cost for Contract E145-13-01B is \$212,400.00. Carl Bowers & Sons Construction Co., Inc. provided names of more than one manufacturer on the Proposed Equipment and Material List. Carl Bowers & Sons Construction Co., Inc. failed to provide addresses for Proposed Subcontractors. Carl Bowers & Sons Construction Co., Inc. did not provide typed name for the signature block on the Bid Bond.
7. DeGroot, Inc. provided a total sum written in words as "Two hundred twenty thousand nine hundred Six + 37/100" and written in figures as \$228,571.37 for Contract E145-13-01B. The total cost for Bid Items 1B through 21B is \$220,906.37. The correct total cost for Contract E145-13-01B is \$220,906.37. DeGroot, Inc. failed to provide addresses for Proposed Subcontractors. DeGroot, Inc. did not provide a name or address for the Terrace and Lawn Restoration Subcontractor. DeGroot, Inc. did not provide a typed name or title for the signature block on the Bid Bond.
8. VanStraten Construction Co., Inc. provided names of more than one manufacturer on the Proposed Equipment and Material List. VanStraten Construction Co., Inc. failed to provide name or address for the Terrace and Lawn Restoration Subcontractor.
9. Feaker & Sons Co., Inc. provided names of more than one manufacturer on the Proposed Equipment and Material List. Feaker & Sons Co., Inc. failed to provide complete addresses for Proposed Subcontractors.
10. Dorner Inc. provided names of more than one manufacturer on the Proposed Equipment and Material List. Dorner Inc. did not provide a typed name for the signature block on the Bid Bond.

We are of the opinion that the irregularities are not significant and should be waived.

Based on our review of the bids, we recommend that Contract E145-13-01A, Sewage Lift Station Modifications, be awarded to PTS Contractors, Inc. of Green Bay, Wisconsin for the amount of \$276,600.00. The contract amount will include replacing Bid Items 1A, 2A, 3A, 4A, 5A, and 7A with Substitute Optional Bid Item O-1A.

Base Bid	\$298,875.00
Delete Bid Item 1A	(\$ 2,075.00)
Delete Bid Item 2A	(\$ 30,600.00)
Delete Bid Item 3A	(\$ 7,100.00)
Delete Bid Item 4A	(\$105,500.00)
Delete Bid Item 5A	(\$ 6,000.00)
Delete Bid Item 7A	(\$ 11,000.00)
Add Substitute Optional Bid Item O-1A	<u>\$140,000.00</u>
TOTAL	<u>\$276,600.00</u>

March 14, 2013
Mr. Mark Radtke, P.E., Director of Public Works
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Based on our review of the bids, we recommend that Contract E145-13-01B, Sewage Force Main Replacement, be awarded to Roger Bowers Construction, Inc. of Kaukauna, Wisconsin for the amount of \$194,066.35.

The total of both contracts to be awarded is \$470,666.35. Please contact Jeff Wolford or me if you have any questions or need additional information.

Sincerely,

KAEMPFER & ASSOCIATES, INC.



Taryn S. Nall, P.E.

TSN:jlb

Enc: Bid Tabulation

Bid Tabulation
 Ninth Street Sewage Lift Station Improvements
 Contract No. E145-13-01
 City of Menasha

Bid Date: March 12, 2013
 Engineer: Kaempfer & Associates, Inc.
 Page 1 of 1

Contractor	E145-13-01A Sewage Lift Station Modifications	E145-13-01B Sewage Force Main Replacement	Combined Bid	Bid Bond
PTS Contractors, Inc.	\$298,875.00	\$241,523.20	\$540,398.20	5%
Advance Construction, Inc.	\$325,010.00	--	--	5%
Roger Bowers Construction, Inc.	--	\$194,066.35	--	5%
David Tenor Corporation	--	\$196,106.60	--	5%
Donald Hietpas & Sons, Inc.	--	\$203,702.56	--	5%
Carl Bowers & Sons Construction Co., Inc.	--	\$212,400.00	--	5%
DeGroot, Inc.	--	\$220,906.37	--	5%
VanStraten Construction Co., Inc.	--	\$232,620.00	--	5%
Feaker & Sons Co., Inc.	--	\$246,699.00	--	5%
Dorner Inc.	--	\$327,175.00	--	5%
Engineer's Estimate	\$170,200.00	\$320,849.00		

NINTH STREET SEWAGE LIFT STATION IMPROVEMENTS

Contract E145-13-01A

City of Menasha, Winnebago County, Wisconsin

March 12, 2013

Item No.	Description	Contractors		Engineer's Estimate Total Cost
		PTS Contractors, Inc. Total Cost	Advance Construction Inc. Total Cost	
1A	Provide sewage lift station stair modifications	\$2,075.00	\$2,660.00	\$3,200.00
2A	Remove equipment, prepare surfaces, and paint interior and exterior exposed steel surfaces	\$30,600.00	\$39,200.00	\$37,000.00
3A	Provide Type "B" premium efficiency inverter duty motors	\$7,100.00	\$14,000.00	\$6,000.00
4A	Provide raw sewage pump variable frequency drive, primary and secondary control systems, electrical and control panel, and electrical and control work	\$105,500.00	\$95,000.00	\$45,000.00
5A	Provide pump suction elbows and sewage lift station ancillary systems, as specified in Article C11.04	\$6,000.00	\$16,100.00	\$18,500.00
6A	Provide 6-inch diameter ductile iron raw sewage suction pipelines	\$81,100.00	\$100,000.00	\$22,500.00
7A	Provide cathodic protection system	\$11,000.00	\$7,550.00	\$10,000.00
8A	Provide all other work for modification of the Ninth Street Sewage Lift Station	\$55,500.00	\$50,500.00	\$28,000.00
TOTAL, Items 1A through 8A		\$298,875.00	\$325,010.00	\$170,200.00
SUBSTITUTE OPTIONAL WORK ITEMS				
<p>The bidder shall provide a price for the substitute optional work items for the Owner's consideration. The substitute optional work item to be used shall be selected by the Owner. Substitute Optional Bid Item O-1A or Substitute Optional Bid Item O-2A may be substituted for Bid Items 1A, 2A, 3A, 4A, 5A, and 7A. The Bidder shall attach submittal information for each Substitute Optional Bid Item. The submittal information shall include preliminary design drawings showing the dimensions, details of enclosure construction and layout of the sewage lift station, data sheets for the equipment and systems to be provided; pump performance curves; details on cathodic protection system, details on electrical components and equipment control panel; and details on the ancillary equipment. The Bidder shall attach a delivery schedule for each Substitute Optional Bid Item that includes shop drawing development and review, fabrication, and delivery of the sewage lift station.</p>				
O-1A	Remove and replace the existing sewage lift station shown on the drawings with a USEMCO below grade flooded suction pumping station	\$140,000.00	\$175,000.00	\$140,000.00
O-2A	Remove and replace the existing sewage lift station shown on the drawings with a Smith & Loveless below graded flooded suction pumping station	No Bid	No Bid	\$140,000.00

NINTH STREET SEWAGE LIFT STATION IMPROVEMENTS
 Contract E145-13-01B
 City of Menasha, Winnebago County, Wisconsin
 March 12, 2013

Item No.	Description	Contractors						DeGroot, Inc.			
		Roger Bowers Cons. Inc.		David Tenor Construction		Donald Hierpas & Sons, Inc.			Carl Bowers & Sons Constr.		
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost		
1B	1 -each mobilization and demobilization for Contract E145-13-01B, including other general conditions	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$502.00	\$502.00	\$6,464.00	\$6,464.00
2B	1 -each traffic control for duration of the project	\$3,500.00	\$3,500.00	\$8,550.00	\$8,550.00	\$7,575.00	\$7,575.00	\$8,000.00	\$8,000.00	\$9,000.00	\$9,000.00
3B	2,152 -lineal feet of 8-inch PVC SFM pipeline replacement with granular backfill	\$45.00	\$96,840.00	\$46.50	\$100,068.00	\$44.75	\$96,302.00	\$50.00	\$107,600.00	\$43.62	\$93,870.24
4B	120 -lineal feet of 8-inch PVC SFM pipeline replacement with aggregate slurry backfill	\$180.00	\$21,600.00	\$114.00	\$13,680.00	\$141.80	\$17,016.00	\$130.00	\$15,600.00	\$120.05	\$14,406.00
5B	688 -lineal feet of 8-inch PVC SFM pipeline replacement with engineered backfill	\$34.00	\$23,392.00	\$34.00	\$23,392.00	\$31.87	\$21,926.56	\$50.00	\$34,400.00	\$29.28	\$20,144.64
6B	1 -each connection of 8-inch SFM to existing 6-inch SFM at Sewage Lift Station, including 8-inch x 6-inch reducer and 6-inch solid sleeve	\$900.00	\$900.00	\$1,350.00	\$1,350.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,393.84	\$2,393.84
7B	1 -each 8-inch 1/4 SFM bend	\$250.00	\$250.00	\$380.00	\$380.00	\$300.00	\$300.00	\$300.00	\$300.00	\$615.91	\$615.91
8B	8 -each 8-inch 1/8 SFM bend	\$250.00	\$2,000.00	\$275.00	\$2,200.00	\$300.00	\$2,400.00	\$300.00	\$2,400.00	\$698.62	\$5,588.96
9B	1 -each 8-inch 1/2 SFM bend	\$200.00	\$200.00	\$360.00	\$360.00	\$300.00	\$300.00	\$300.00	\$300.00	\$587.94	\$587.94
10B	4 -each tracer wire access riser	\$250.00	\$1,000.00	\$300.00	\$1,200.00	\$650.00	\$2,600.00	\$250.00	\$1,000.00	\$231.72	\$926.88
11B	448 -square feet of 2-inch frost protection rigid insulation	\$2.00	\$896.00	\$3.00	\$1,344.00	\$2.75	\$1,232.00	\$5.00	\$2,240.00	\$3.03	\$1,357.44
12B	1 -each emergency force main connection including bypass connection riser, three (3) resilient-seated gate valves, fittings, piping, and connection to Manhole No. 855, as shown on Drawing P4	\$7,500.00	\$7,500.00	\$5,700.00	\$5,700.00	\$8,600.00	\$8,600.00	\$1,500.00	\$1,500.00	\$11,547.66	\$11,547.66
13B	1 -each discharge manhole and appurtenances	\$4,247.00	\$4,247.00	\$3,750.00	\$3,750.00	\$5,275.00	\$5,275.00	\$4,000.00	\$4,000.00	\$9,806.87	\$9,806.87
14B	1 -each air release valve manhole and appurtenances, as shown on Drawing P3	\$6,500.00	\$6,500.00	\$7,800.00	\$7,800.00	\$8,300.00	\$8,300.00	\$6,000.00	\$6,000.00	\$8,635.83	\$8,635.83
15B	600 -square feet of concrete pavement restoration	\$6.50	\$3,900.00	\$6.57	\$3,942.00	\$5.75	\$3,450.00	\$6.00	\$3,600.00	\$14.32	\$8,592.00
16B	56 -tons of E-1 19mm bituminous concrete pavement roadway and apron restoration	\$98.85	\$5,555.60	\$90.00	\$5,040.00	\$150.00	\$8,400.00	\$110.00	\$6,160.00	\$156.55	\$8,766.80
17B	25 -tons of E-1 12.5mm bituminous concrete pavement roadway and apron restoration	\$108.47	\$2,711.75	\$100.00	\$2,500.00	\$150.00	\$3,750.00	\$130.00	\$3,250.00	\$156.55	\$3,913.75
18B	1,200 -each square yards of terrace and lawn restoration	\$2.50	\$3,000.00	\$4.32	\$5,184.00	\$4.25	\$5,100.00	\$5.00	\$6,000.00	\$4.55	\$5,460.00
19B	1,092 -square feet of concrete driveway apron restoration	\$4.50	\$4,914.00	\$4.55	\$4,968.60	\$4.25	\$4,641.00	\$4.00	\$4,368.00	\$5.73	\$6,257.16
20B	60 -lineal feet of curb and gutter restoration	\$28.00	\$1,680.00	\$28.30	\$1,698.00	\$36.00	\$2,160.00	\$28.00	\$1,680.00	\$32.32	\$1,939.20
21B	25 -each inlet protection	\$100.00	\$2,500.00	\$40.00	\$1,000.00	\$75.00	\$1,875.00	\$80.00	\$2,000.00	\$25.25	\$631.25
	TOTAL, Items 1B through 21B		\$194,066.35		\$196,106.60		\$203,702.56		\$212,400.00		\$220,906.37

NINTH STREET SEWAGE LIFT STATION IMPROVEMENTS
 Contract E145-13-01B
 City of Menasha, Winnebago County, Wisconsin
 March 12, 2013

Item No.	Description	Contractors											
		VanStraten Constr. Co. Inc.			PTS Contractors, Inc.			Feaker & Sons Co., Inc.			Dorner Inc.		
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1B	1 -each mobilization and demobilization for Contract E145-13-01B, including other general conditions	\$12,000.00	\$12,000.00	\$7,980.00	\$7,980.00	\$6,960.00	\$6,960.00	\$12,500.00	\$12,500.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
2B	1 -each traffic control for duration of the project	\$7,000.00	\$7,000.00	\$8,650.00	\$8,650.00	\$9,500.00	\$9,500.00	\$10,000.00	\$10,000.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00
3B	2,152 -lineal feet of 8-inch PVC SFM pipeline replacement with granular backfill	\$49.00	\$105,448.00	\$58.00	\$124,816.00	\$56.00	\$120,512.00	\$75.00	\$161,400.00	\$75.00	\$161,400.00	\$75.00	\$161,400.00
4B	120 -lineal feet of 8-inch PVC SFM pipeline replacement with aggregate slurry backfill	\$55.00	\$6,600.00	\$114.15	\$13,698.00	\$100.00	\$12,000.00	\$210.00	\$25,200.00	\$125.00	\$15,000.00	\$125.00	\$15,000.00
5B	688 -lineal feet of 8-inch PVC SFM pipeline replacement with engineered backfill	\$40.00	\$27,520.00	\$34.70	\$23,873.60	\$36.00	\$24,768.00	\$40.00	\$27,520.00	\$70.00	\$48,160.00	\$70.00	\$48,160.00
6B	1 -each connection of 8-inch SFM to existing 6-inch SFM at Sewage Lift Station, including 8-inch x 6-inch reducer and 6-inch solid sleeve	\$4,900.00	\$4,900.00	\$1,470.00	\$1,470.00	\$3,300.00	\$3,300.00	\$5,000.00	\$5,000.00	\$500.00	\$500.00	\$500.00	\$500.00
7B	1 -each 8-inch 1/4 SFM bend	\$500.00	\$500.00	\$295.00	\$295.00	\$290.00	\$290.00	\$250.00	\$250.00	\$700.00	\$700.00	\$700.00	\$700.00
8B	8 -each 8-inch 1/8 SFM bend	\$500.00	\$4,000.00	\$277.00	\$2,216.00	\$270.00	\$2,160.00	\$230.00	\$1,840.00	\$600.00	\$4,800.00	\$600.00	\$4,800.00
9B	1 -each 8-inch 1/2 SFM bend	\$400.00	\$400.00	\$268.00	\$268.00	\$260.00	\$260.00	\$225.00	\$225.00	\$500.00	\$500.00	\$500.00	\$500.00
10B	4 -each tracer wire access riser	\$500.00	\$2,000.00	\$395.00	\$1,580.00	\$325.00	\$1,300.00	\$225.00	\$900.00	\$200.00	\$800.00	\$200.00	\$800.00
11B	448 -square feet of 2-inch frost protection rigid insulation	\$2.00	\$896.00	\$2.40	\$1,075.20	\$3.00	\$1,344.00	\$3.75	\$1,680.00	\$4.00	\$1,792.00	\$4.00	\$1,792.00
12B	1 -each emergency force main connection including bypass connection riser, three (3) resilient-seated gate valves, fittings, piping, and connection to Manhole No. 855, as shown on Drawing P4	\$8,000.00	\$8,000.00	\$9,500.00	\$9,500.00	\$10,000.00	\$10,000.00	\$12,500.00	\$12,500.00	\$9,700.00	\$9,700.00	\$9,700.00	\$9,700.00
13B	1 -each discharge manhole and appurtenances	\$8,750.00	\$8,750.00	\$6,050.00	\$6,050.00	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
14B	1 -each air release valve manhole and appurtenances, as shown on Drawing P3	\$11,000.00	\$11,000.00	\$10,600.00	\$10,600.00	\$11,000.00	\$11,000.00	\$13,000.00	\$13,000.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00
15B	600 -square feet of concrete pavement restoration	\$14.00	\$8,400.00	\$7.30	\$4,380.00	\$8.00	\$4,800.00	\$18.00	\$10,800.00	\$20.00	\$12,000.00	\$20.00	\$12,000.00
16B	56 -tons of E-1 19mm bituminous concrete pavement roadway and apron restoration	\$100.00	\$5,600.00	\$103.00	\$5,768.00	\$153.00	\$8,568.00	\$115.00	\$6,440.00	\$70.00	\$3,920.00	\$70.00	\$3,920.00
17B	25 -tons of E-1 12.5mm bituminous concrete pavement roadway and apron restoration	\$110.00	\$2,750.00	\$109.00	\$2,725.00	\$153.00	\$3,825.00	\$125.00	\$3,125.00	\$70.00	\$1,750.00	\$70.00	\$1,750.00
18B	1,200 -each square yards of terrace and lawn restoration	\$5.00	\$6,000.00	\$5.40	\$6,480.00	\$7.15	\$8,580.00	\$7.50	\$9,000.00	\$4.50	\$5,400.00	\$4.50	\$5,400.00
19B	1,092 -square feet of concrete driveway apron restoration	\$5.50	\$6,006.00	\$5.20	\$5,678.40	\$6.00	\$6,552.00	\$10.00	\$10,920.00	\$6.00	\$6,552.00	\$6.00	\$6,552.00
20B	60 -lineal feet of curb and gutter restoration	\$60.00	\$3,600.00	\$42.00	\$2,520.00	\$33.00	\$1,980.00	\$50.00	\$3,000.00	\$25.00	\$1,500.00	\$25.00	\$1,500.00
21B	25 -each inlet protection	\$50.00	\$1,250.00	\$76.00	\$1,900.00	\$40.00	\$1,000.00	\$75.00	\$1,875.00	\$75.00	\$1,875.00	\$75.00	\$1,875.00
TOTAL, Items 1B through 21B			\$232,620.00	\$241,523.20	\$246,699.00	\$327,175.00	\$327,175.00	\$327,175.00	\$327,175.00	\$327,175.00	\$327,175.00	\$327,175.00	\$327,175.00

Kaempfer & Associates, Inc.

Consulting Engineers

650 East Jackson St. P.O. Box 150
Oconto Falls, Wisconsin 54154
(920) 846-3932 Fax (920) 846-8319

March 14, 2013

E145-08.06

Mr. Mark Radtke, P.E., Director of Public Works
City of Menasha
140 Main Street
Menasha, WI 54952-3190

Re: Ninth Street Sewage Lift Station Improvements
Bid Award Recommendation

Dear Mr. Radtke:

On Tuesday, March 12, 2013 at 2:00 p.m., bids for the Ninth Street Sewage Lift Station Improvements, Contract E145-13-01A for Sewage Lift Station Modifications and Contract E145-13-01B for Sewage Force Main Replacement were opened and read. A total of eleven (11) bids were received from ten (10) Contractors. Two (2) bids were received for Contract E145-13-01A and nine (9) bids were received for Contract E145-13-01B. All of the Contractors who received plans and specifications and were prequalified by the City submitted a bid.

The two (2) bids received for Contract E145-13-01A, Sewage Lift Station Modifications, were as follows:

<u>Contractor</u>	<u>Total Bid</u>
PTS Contractors, Inc.	\$298,875.00
Advance Construction, Inc.	\$325,010.00

The proposal schedule for Contract E145-13-01A did not contain any optional work items. The proposal schedule for Contract E145-13-01A contained two substitute optional work items. Substitute Optional Bid Item O-1A is for removing and replacing the existing sewage lift station shown on the drawings with a USEMCO below grade flooded suction pumping station. Bid Items 1A, 2A, 3A, 4A, 5A, and 7A would be eliminated if Substitute Optional Bid Item O-1A is selected. Substitute Optional Bid Item O-1A would decrease the contract amount of the low bidder for Sewage Lift Station Modifications by \$22,275.00. We recommend that Substitute Optional Bid Item O-1A be included in the Sewage Lift Station Modifications contract.

Substitute Optional Bid Item O-2A is for removing and replacing the existing sewage lift station shown on the drawings with a Smith & Loveless below grade flooded suction pumping station. Smith & Loveless was unable to provide a quotation and supporting information to the Contractors for Substitute Optional Bid Item O-2A. As a result, the Contractors did not provide a bid for Substitute Optional Bid Item O-2A.

No Contractors offered proposed alternatives for the Sewage Lift Station Modifications contract.

The nine (9) bids received for Contract E145-13-01B, Sewage Force Main Replacement, were as follows:

<u>Contractor</u>	<u>Total Bid</u>
Roger Bowers Construction, Inc.	\$194,066.35
David Tenor Corporation	\$196,106.60
Donald Hietpas & Sons, Inc.	\$203,702.56
Carl Bowers & Sons Construction Co., Inc.	\$212,400.00
DeGroot, Inc.	\$220,906.37
VanStraten Construction Co., Inc.	\$232,620.00
PTS Contractors, Inc.	\$241,523.20
Feaker & Sons Co., Inc.	\$246,699.00
Dorner Inc.	\$327,175.00

The proposal schedule for Contract E145-13-01B did not contain any optional work items or substitute optional work items. No Contractors offered proposed alternatives for the Sewage Force Main Replacement contract.

One (1) combined bid was received for Contracts E145-13-01A and E145-13-01B. The low combined bid of \$540,398.20 from PTS Contractors, Inc. was \$47,456.85 higher than the sum of the low bids from PTS Contractors, Inc. for Contract E145-13-01A and Roger Bowers Construction, Inc. for Contract E145-13-01B. The combined bid will not affect the low bidders for Contracts E145-13-01A and E145-13-01B. We recommend that the combined bid not be considered.

A copy of the bid tabulation, which includes details of the unit price work items, is attached for your information. The bid tabulation reflects the amounts after all corrections have been made. Two (2) addenda were issued during the bidding process. All of the Contractors acknowledged receipt of Addendum No. 1 and Addendum No. 2. All bidders whose proposals were received were prequalified by the City of Menasha.

The Engineer's estimate for the project, based on the final design, was:

Contract E145-13-01A, Sewage Lift Station Modifications	\$170,200.00
Contract E145-13-01B, Sewage Force Main Replacement	<u>\$320,849.00</u>
TOTAL	<u>\$491,049.00</u>

The sum of the low bids was one percent (1%) higher than the Engineer's estimate. We are of the opinion that bidding on the project was very competitive due to the closeness of the bids and the number of bidders.

All proposals were signed and notarized and were submitted with a bid bond for five percent (5%) of the bid amount. The following irregularities were found when the bids were reviewed:

1. PTS Contractors, Inc. did not provide complete addresses for Proposed Subcontractors for Contract E145-13-01A. PTS Contractors, Inc. provided names of more than one manufacturer and supplier on the Proposed Equipment and Material List for Contract E145-13-01B. PTS Contractors, Inc. failed to provide complete addresses for Proposed Subcontractors for Contract E145-13-01B. PTS Contractors, Inc. failed to properly complete the Disadvantaged Business Enterprise Program (DBE) Subcontractor Utilization Form.
2. Advance Construction, Inc. provided a total bid for Contract E145-13-01A written in figures for Bid Items 1A through 8A as \$325,010.00. The total of Bid Items 1A through 8A did not equal the amount listed for their bid. The total cost for Bid Item 8A has been adjusted for the math error. The total cost for Bid Item 8A is \$50,500.00. Advance Construction, Inc. provided a total cost for Substitute Optional Bid Item O-1A written in words as "one hundred seventy nine thousand + 00/100" and written in figures as \$175,000.00. Advance Construction, Inc. failed to provide complete addresses for Proposed Subcontractors. Advance Construction, Inc. failed to properly complete the Disadvantaged Business Enterprise Program (DBE) Subcontractor Utilization Form. Advance Construction, Inc. did not provide typed name for the signature block on the Bid Bond.
3. Roger Bowers Construction, Inc. provided names of more than one manufacturer on the Proposed Equipment and Material List. Roger Bowers Construction, Inc. did not provide name or address for the Terrace and Lawn Restoration Subcontractor. Roger Bowers Construction, Inc. failed to properly complete the Disadvantaged Business Enterprise Program (DBE) Subcontractor Utilization Form. Roger Bowers Construction, Inc. did not provide typed name or title for the signature block on the Bid Bond. The bonding company did not provide a city and state for the Attorney-in-Fact on the Bid Bond for Roger Bowers Construction, Inc.
4. David Tenor Corporation did not have a correct total cost due to an addition/math error. The total cost for Contract E145-13-01B was listed as \$196,124.60. The correct total cost for Contract E145-13-01B is \$196,106.60. David Tenor Corporation provided names of more than one manufacturer on the Proposed Equipment and Material List. David Tenor Corporation failed to properly complete the Disadvantaged Business Enterprise Program (DBE) Subcontractor Utilization Form. David Tenor Corporation did not provide typed name or title for the signature block on the Bid Bond.
5. Donald Hietpas & Sons, Inc. did not have a correct total cost for Bid Item 20B due to a multiplication error. The total cost for Bid Item 20B was listed as \$5,100.00. The correct total cost for Bid Item 20B is \$4,641.00. This error did not affect the total bid amount. Donald Hietpas & Sons, Inc. provided names of more than one manufacturer and supplier on the Proposed Equipment and Material List. Donald Hietpas & Sons, Inc. failed to properly complete the Disadvantaged Business Enterprise Program (DBE) Subcontractor Utilization Form. Donald Hietpas & Sons, Inc. did not provide typed name for the signature block on the Bid Bond.

6. Carl Bowers & Sons Construction Co., Inc. did not have a correct total cost for Bid Item 11B due to a multiplication error. The total cost for Bid Item 11B was listed as \$2,440.00. The correct total cost for Bid Item 11B is \$2,240.00. The total cost for Contract E145-13-01B was incorrect due to this error. The correct total cost for Contract E145-13-01B is \$212,400.00. Carl Bowers & Sons Construction Co., Inc. provided names of more than one manufacturer on the Proposed Equipment and Material List. Carl Bowers & Sons Construction Co., Inc. failed to provide addresses for Proposed Subcontractors. Carl Bowers & Sons Construction Co., Inc. did not provide typed name for the signature block on the Bid Bond.
7. DeGroot, Inc. provided a total sum written in words as "Two hundred twenty thousand nine hundred Six + 37/100" and written in figures as \$228,571.37 for Contract E145-13-01B. The total cost for Bid Items 1B through 21B is \$220,906.37. The correct total cost for Contract E145-13-01B is \$220,906.37. DeGroot, Inc. failed to provide addresses for Proposed Subcontractors. DeGroot, Inc. did not provide a name or address for the Terrace and Lawn Restoration Subcontractor. DeGroot, Inc. did not provide a typed name or title for the signature block on the Bid Bond.
8. VanStraten Construction Co., Inc. provided names of more than one manufacturer on the Proposed Equipment and Material List. VanStraten Construction Co., Inc. failed to provide name or address for the Terrace and Lawn Restoration Subcontractor.
9. Feaker & Sons Co., Inc. provided names of more than one manufacturer on the Proposed Equipment and Material List. Feaker & Sons Co., Inc. failed to provide complete addresses for Proposed Subcontractors.
10. Dorner Inc. provided names of more than one manufacturer on the Proposed Equipment and Material List. Dorner Inc. did not provide a typed name for the signature block on the Bid Bond.

We are of the opinion that the irregularities are not significant and should be waived.

Based on our review of the bids, we recommend that Contract E145-13-01A, Sewage Lift Station Modifications, be awarded to PTS Contractors, Inc. of Green Bay, Wisconsin for the amount of \$276,600.00. The contract amount will include replacing Bid Items 1A, 2A, 3A, 4A, 5A, and 7A with Substitute Optional Bid Item O-1A.

Base Bid	\$298,875.00
Delete Bid Item 1A	(\$ 2,075.00)
Delete Bid Item 2A	(\$ 30,600.00)
Delete Bid Item 3A	(\$ 7,100.00)
Delete Bid Item 4A	(\$105,500.00)
Delete Bid Item 5A	(\$ 6,000.00)
Delete Bid Item 7A	(\$ 11,000.00)
Add Substitute Optional Bid Item O-1A	<u>\$140,000.00</u>
TOTAL	<u>\$276,600.00</u>

March 14, 2013
Mr. Mark Radtke, P.E., Director of Public Works
Page 5

Based on our review of the bids, we recommend that Contract E145-13-01B, Sewage Force Main Replacement, be awarded to Roger Bowers Construction, Inc. of Kaukauna, Wisconsin for the amount of \$194,066.35.

The total of both contracts to be awarded is \$470,666.35. Please contact Jeff Wolford or me if you have any questions or need additional information.

Sincerely,

KAEMPFER & ASSOCIATES, INC.



Taryn S. Nall, P.E.

TSN:jlb

Enc: Bid Tabulation

Bid Tabulation
 Ninth Street Sewage Lift Station Improvements
 Contract No. E145-13-01
 City of Menasha

Bid Date: March 12, 2013
 Engineer: Kaempfer & Associates, Inc.
 Page 1 of 1

Contractor	E145-13-01A Sewage Lift Station Modifications	E145-13-01B Sewage Force Main Replacement	Combined Bid	Bid Bond
PTS Contractors, Inc.	\$298,875.00	\$241,523.20	\$540,398.20	5%
Advance Construction, Inc.	\$325,010.00	--	--	5%
Roger Bowers Construction, Inc.	--	\$194,066.35	--	5%
David Tenor Corporation	--	\$196,106.60	--	5%
Donald Hietpas & Sons, Inc.	--	\$203,702.56	--	5%
Carl Bowers & Sons Construction Co., Inc.	--	\$212,400.00	--	5%
DeGroot, Inc.	--	\$220,906.37	--	5%
VanStraten Construction Co., Inc.	--	\$232,620.00	--	5%
Feaker & Sons Co., Inc.	--	\$246,699.00	--	5%
Dorner Inc.	--	\$327,175.00	--	5%
Engineer's Estimate	\$170,200.00	\$320,849.00		

NINTH STREET SEWAGE LIFT STATION IMPROVEMENTS

Contract E145-13-01A

City of Menasha, Winnebago County, Wisconsin

March 12, 2013

Item No.	Description	Contractors		Engineer's Estimate Total Cost
		PTS Contractors, Inc. Total Cost	Advance Construction Inc. Total Cost	
1A	Provide sewage lift station stair modifications	\$2,075.00	\$2,660.00	\$3,200.00
2A	Remove equipment, prepare surfaces, and paint interior and exterior exposed steel surfaces	\$30,600.00	\$39,200.00	\$37,000.00
3A	Provide Type "B" premium efficiency inverter duty motors	\$7,100.00	\$14,000.00	\$6,000.00
4A	Provide raw sewage pump variable frequency drive, primary and secondary control systems, electrical and control panel, and electrical and control work	\$105,500.00	\$95,000.00	\$45,000.00
5A	Provide pump suction elbows and sewage lift station ancillary systems, as specified in Article C11.04	\$6,000.00	\$16,100.00	\$18,500.00
6A	Provide 6-inch diameter ductile iron raw sewage suction pipelines	\$81,100.00	\$100,000.00	\$22,500.00
7A	Provide cathodic protection system	\$11,000.00	\$7,550.00	\$10,000.00
8A	Provide all other work for modification of the Ninth Street Sewage Lift Station	\$55,500.00	\$50,500.00	\$28,000.00
TOTAL, Items 1A through 8A		\$298,875.00	\$325,010.00	\$170,200.00
SUBSTITUTE OPTIONAL WORK ITEMS				
<p>The bidder shall provide a price for the substitute optional work items for the Owner's consideration. The substitute optional work item to be used shall be selected by the Owner. Substitute Optional Bid Item O-1A or Substitute Optional Bid Item O-2A may be substituted for Bid Items 1A, 2A, 3A, 4A, 5A, and 7A. The Bidder shall attach submittal information for each Substitute Optional Bid Item. The submittal information shall include preliminary design drawings showing the dimensions, details of enclosure construction and layout of the sewage lift station, data sheets for the equipment and systems to be provided; pump performance curves; details on cathodic protection system, details on electrical components and equipment control panel; and details on the ancillary equipment. The Bidder shall attach a delivery schedule for each Substitute Optional Bid Item that includes shop drawing development and review, fabrication, and delivery of the sewage lift station.</p>				
O-1A	Remove and replace the existing sewage lift station shown on the drawings with a USEMCO below grade flooded suction pumping station	\$140,000.00	\$175,000.00	\$140,000.00
O-2A	Remove and replace the existing sewage lift station shown on the drawings with a Smith & Loveless below graded flooded suction pumping station	No Bid	No Bid	\$140,000.00

NINTH STREET SEWAGE LIFT STATION IMPROVEMENTS
 Contract E145-13-01B
 City of Menasha, Winnebago County, Wisconsin
 March 12, 2013

Item No.	Description	Contractors						DeGroot, Inc.			
		Roger Bowers Cons. Inc.		David Tenor Construction		Donald Hierpas & Sons, Inc.			Carl Bowers & Sons Constr.		
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost		
1B	1 -each mobilization and demobilization for Contract E145-13-01B, including other general conditions	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$502.00	\$502.00	\$6,464.00	\$6,464.00
2B	1 -each traffic control for duration of the project	\$3,500.00	\$3,500.00	\$8,550.00	\$8,550.00	\$7,575.00	\$7,575.00	\$8,000.00	\$8,000.00	\$9,000.00	\$9,000.00
3B	2,152 -lineal feet of 8-inch PVC SFM pipeline replacement with granular backfill	\$45.00	\$96,840.00	\$46.50	\$100,068.00	\$44.75	\$96,302.00	\$50.00	\$107,600.00	\$43.62	\$93,870.24
4B	120 -lineal feet of 8-inch PVC SFM pipeline replacement with aggregate slurry backfill	\$180.00	\$21,600.00	\$114.00	\$13,680.00	\$141.80	\$17,016.00	\$130.00	\$15,600.00	\$120.05	\$14,406.00
5B	688 -lineal feet of 8-inch PVC SFM pipeline replacement with engineered backfill	\$34.00	\$23,392.00	\$34.00	\$23,392.00	\$31.87	\$21,926.56	\$50.00	\$34,400.00	\$29.28	\$20,144.64
6B	1 -each connection of 8-inch SFM to existing 6-inch SFM at Sewage Lift Station, including 8-inch x 6-inch reducer and 6-inch solid sleeve	\$900.00	\$900.00	\$1,350.00	\$1,350.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,393.84	\$2,393.84
7B	1 -each 8-inch 1/4 SFM bend	\$250.00	\$250.00	\$380.00	\$380.00	\$300.00	\$300.00	\$300.00	\$300.00	\$615.91	\$615.91
8B	8 -each 8-inch 1/8 SFM bend	\$250.00	\$2,000.00	\$275.00	\$2,200.00	\$300.00	\$2,400.00	\$300.00	\$2,400.00	\$698.62	\$5,588.96
9B	1 -each 8-inch 1/2 SFM bend	\$200.00	\$200.00	\$360.00	\$360.00	\$300.00	\$300.00	\$300.00	\$300.00	\$587.94	\$587.94
10B	4 -each tracer wire access riser	\$250.00	\$1,000.00	\$300.00	\$1,200.00	\$650.00	\$2,600.00	\$250.00	\$1,000.00	\$231.72	\$926.88
11B	448 -square feet of 2-inch frost protection rigid insulation	\$2.00	\$896.00	\$3.00	\$1,344.00	\$2.75	\$1,232.00	\$5.00	\$2,240.00	\$3.03	\$1,357.44
12B	1 -each emergency force main connection including bypass connection riser, three (3) resilient-seated gate valves, fittings, piping, and connection to Manhole No. 855, as shown on Drawing P4	\$7,500.00	\$7,500.00	\$5,700.00	\$5,700.00	\$8,600.00	\$8,600.00	\$1,500.00	\$1,500.00	\$11,547.66	\$11,547.66
13B	1 -each discharge manhole and appurtenances	\$4,247.00	\$4,247.00	\$3,750.00	\$3,750.00	\$5,275.00	\$5,275.00	\$4,000.00	\$4,000.00	\$9,806.87	\$9,806.87
14B	1 -each air release valve manhole and appurtenances, as shown on Drawing P3	\$6,500.00	\$6,500.00	\$7,800.00	\$7,800.00	\$8,300.00	\$8,300.00	\$6,000.00	\$6,000.00	\$8,635.83	\$8,635.83
15B	600 -square feet of concrete pavement restoration	\$6.50	\$3,900.00	\$6.57	\$3,942.00	\$5.75	\$3,450.00	\$6.00	\$3,600.00	\$14.32	\$8,592.00
16B	56 -tons of E-1 19mm bituminous concrete pavement roadway and apron restoration	\$98.85	\$5,535.60	\$90.00	\$5,040.00	\$150.00	\$8,400.00	\$110.00	\$6,160.00	\$156.55	\$8,766.80
17B	25 -tons of E-1 12.5mm bituminous concrete pavement roadway and apron restoration	\$108.47	\$2,711.75	\$100.00	\$2,500.00	\$150.00	\$3,750.00	\$130.00	\$3,250.00	\$156.55	\$3,913.75
18B	1,200 -each square yards of terrace and lawn restoration	\$2.50	\$3,000.00	\$4.32	\$5,184.00	\$4.25	\$5,100.00	\$5.00	\$6,000.00	\$4.55	\$5,460.00
19B	1,092 -square feet of concrete driveway apron restoration	\$4.50	\$4,914.00	\$4.55	\$4,968.60	\$4.25	\$4,641.00	\$4.00	\$4,368.00	\$5.73	\$6,257.16
20B	60 -lineal feet of curb and gutter restoration	\$28.00	\$1,680.00	\$28.30	\$1,698.00	\$36.00	\$2,160.00	\$28.00	\$1,680.00	\$32.32	\$1,939.20
21B	25 -each inlet protection	\$100.00	\$2,500.00	\$40.00	\$1,000.00	\$75.00	\$1,875.00	\$80.00	\$2,000.00	\$25.25	\$631.25
TOTAL, Items 1B through 21B			\$194,066.35		\$196,106.60		\$203,702.56		\$212,400.00		\$220,906.37

NINTH STREET SEWAGE LIFT STATION IMPROVEMENTS
 Contract E145-13-01B
 City of Menasha, Winnebago County, Wisconsin
 March 12, 2013

Item No.	Description	Contractors											
		VanStraten Constr. Co. Inc.			PTS Contractors, Inc.			Feaker & Sons Co., Inc.			Dorner Inc.		
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1B	1 -each mobilization and demobilization for Contract E145-13-01B, including other general conditions	\$12,000.00	\$12,000.00	\$7,980.00	\$7,980.00	\$6,960.00	\$6,960.00	\$12,500.00	\$12,500.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
2B	1 -each traffic control for duration of the project	\$7,000.00	\$7,000.00	\$8,650.00	\$8,650.00	\$9,500.00	\$9,500.00	\$10,000.00	\$10,000.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00
3B	2,152 -lineal feet of 8-inch PVC SFM pipeline replacement with granular backfill	\$49.00	\$105,448.00	\$58.00	\$124,816.00	\$56.00	\$120,512.00	\$75.00	\$161,400.00	\$75.00	\$161,400.00	\$75.00	\$161,400.00
4B	120 -lineal feet of 8-inch PVC SFM pipeline replacement with aggregate slurry backfill	\$55.00	\$6,600.00	\$114.15	\$13,698.00	\$100.00	\$12,000.00	\$210.00	\$25,200.00	\$125.00	\$15,000.00	\$125.00	\$15,000.00
5B	688 -lineal feet of 8-inch PVC SFM pipeline replacement with engineered backfill	\$40.00	\$27,520.00	\$34.70	\$23,873.60	\$36.00	\$24,768.00	\$40.00	\$27,520.00	\$70.00	\$48,160.00	\$70.00	\$48,160.00
6B	1 -each connection of 8-inch SFM to existing 6-inch SFM at Sewage Lift Station, including 8-inch x 6-inch reducer and 6-inch solid sleeve	\$4,900.00	\$4,900.00	\$1,470.00	\$1,470.00	\$3,300.00	\$3,300.00	\$5,000.00	\$5,000.00	\$500.00	\$500.00	\$500.00	\$500.00
7B	1 -each 8-inch 1/4 SFM bend	\$500.00	\$500.00	\$295.00	\$295.00	\$290.00	\$290.00	\$250.00	\$250.00	\$700.00	\$700.00	\$700.00	\$700.00
8B	8 -each 8-inch 1/8 SFM bend	\$500.00	\$4,000.00	\$277.00	\$2,216.00	\$270.00	\$2,160.00	\$230.00	\$1,840.00	\$600.00	\$4,800.00	\$600.00	\$4,800.00
9B	1 -each 8-inch 1/2 SFM bend	\$400.00	\$400.00	\$268.00	\$268.00	\$260.00	\$260.00	\$225.00	\$225.00	\$500.00	\$500.00	\$500.00	\$500.00
10B	4 -each tracer wire access riser	\$500.00	\$2,000.00	\$395.00	\$1,580.00	\$325.00	\$1,300.00	\$225.00	\$900.00	\$200.00	\$800.00	\$200.00	\$800.00
11B	448 -square feet of 2-inch frost protection rigid insulation	\$2.00	\$896.00	\$2.40	\$1,075.20	\$3.00	\$1,344.00	\$3.75	\$1,680.00	\$4.00	\$1,792.00	\$4.00	\$1,792.00
12B	1 -each emergency force main connection including bypass connection riser, three (3) resilient-seated gate valves, fittings, piping, and connection to Manhole No. 855, as shown on Drawing P4	\$8,000.00	\$8,000.00	\$9,500.00	\$9,500.00	\$10,000.00	\$10,000.00	\$12,500.00	\$12,500.00	\$9,700.00	\$9,700.00	\$9,700.00	\$9,700.00
13B	1 -each discharge manhole and appurtenances	\$8,750.00	\$8,750.00	\$6,050.00	\$6,050.00	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
14B	1 -each air release valve manhole and appurtenances, as shown on Drawing P3	\$11,000.00	\$11,000.00	\$10,600.00	\$10,600.00	\$11,000.00	\$11,000.00	\$13,000.00	\$13,000.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00
15B	600 -square feet of concrete pavement restoration	\$14.00	\$8,400.00	\$7.30	\$4,380.00	\$8.00	\$4,800.00	\$18.00	\$10,800.00	\$20.00	\$12,000.00	\$20.00	\$12,000.00
16B	56 -tons of E-1 19mm bituminous concrete pavement roadway and apron restoration	\$100.00	\$5,600.00	\$103.00	\$5,768.00	\$153.00	\$8,568.00	\$115.00	\$6,440.00	\$70.00	\$3,920.00	\$70.00	\$3,920.00
17B	25 -tons of E-1 12.5mm bituminous concrete pavement roadway and apron restoration	\$110.00	\$2,750.00	\$109.00	\$2,725.00	\$153.00	\$3,825.00	\$125.00	\$3,125.00	\$70.00	\$1,750.00	\$70.00	\$1,750.00
18B	1,200 -each square yards of terrace and lawn restoration	\$5.00	\$6,000.00	\$5.40	\$6,480.00	\$7.15	\$8,580.00	\$7.50	\$9,000.00	\$4.50	\$5,400.00	\$4.50	\$5,400.00
19B	1,092 -square feet of concrete driveway apron restoration	\$5.50	\$6,006.00	\$5.20	\$5,678.40	\$6.00	\$6,552.00	\$10.00	\$10,920.00	\$6.00	\$6,552.00	\$6.00	\$6,552.00
20B	60 -lineal feet of curb and gutter restoration	\$60.00	\$3,600.00	\$42.00	\$2,520.00	\$33.00	\$1,980.00	\$50.00	\$3,000.00	\$25.00	\$1,500.00	\$25.00	\$1,500.00
21B	25 -each inlet protection	\$50.00	\$1,250.00	\$76.00	\$1,900.00	\$40.00	\$1,000.00	\$75.00	\$1,875.00	\$75.00	\$1,875.00	\$75.00	\$1,875.00
TOTAL, Items 1B through 21B			\$232,620.00	\$241,523.20	\$246,699.00	\$327,175.00	\$327,175.00	\$327,175.00	\$327,175.00	\$327,175.00	\$327,175.00	\$327,175.00	\$327,175.00

A PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 8, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, David M. Schmalz, Wisconsin Registered Land Surveyor S-1284, certify that I have surveyed, divided and mapped a part of the Southwest 1/4 of the Southeast 1/4 of Section 8, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin containing 225,556 square feet (5.178 acres) of land and described as follows:

Commencing at the Southeast corner of said Section 8; Thence S89°45'43"W, 1588.52 feet along the South line of the Southeast 1/4 to the Point of Beginning; Thence continue S89°45'43"W, 382.01 feet to the West line of the East 1/2 of the Southwest 1/4 of the Southeast 1/4; Thence N00°24'04"E, 577.37 feet along said West line; Thence S89°35'56"E, 352.97 feet; Thence S00°24'04"W, 254.83 feet; Thence S89°31'01"E, 119.33 feet to the start of a 275.00 foot radius curve to the right; Thence 90.68 feet along the arc of said curve with a chord distance of 90.27 feet which bears S13°50'35"W; Thence S23°17'22"W, 112.48 feet to the start of a 325.00 foot radius curve to the left; Thence 130.11 feet along the arc of said curve with a chord distance of 129.24 feet which bears S11°49'14"W to the Point of Beginning.

INGRESS-EGRESS DESCRIPTION TO THE CITY OF MENASHA:

A part of the Southwest 1/4 of the Southeast 1/4 of Section 8, Township 20 North, Range 18 East, City of Menasha, Winnebago County, Wisconsin containing 25,073 square feet (0.576 acres) of land and described as follows:

Commencing at the Southeast corner of said Section 8; Thence S89°45'43"W, 1538.52 feet along the South line of the Southeast 1/4 to the Point of Beginning; Thence continue S89°45'43"W, 50.00 feet along said South line to the start of a 325.00 foot radius curve to the right; Thence 130.11 feet along the arc of said curve with a chord distance of 129.24 feet which bears N11°49'14"E; Thence N23°17'22"E, 112.48 feet to the start of a 275.00 foot radius curve to the left; Thence 90.68 feet along the arc of said curve with a chord distance of 90.27 feet which bears N13°50'35"E; Thence S89°31'01"E, 50.10 feet to the start of a 325.00 foot radius curve to the right; Thence 106.18 feet along the arc of said curve with a chord distance of 105.71 feet which bears S13°09'12"W; Thence S89°31'06"E, 158.03 feet to the Southwest corner of Lot 61 Lake Park Heights; Thence S00°28'54"W, 50.00 feet to the Northwest corner of Lot 60 Lake Park Heights; Thence N89°31'06"W, 179.02 feet; Thence S23°17'22"W, 62.66 feet to the start of a 275.00 foot radius curve to the left; Thence 109.58 feet along the arc of said curve with a chord distance of 108.86 feet which bears S11°52'27"W to the Point of Beginning. Terms & conditions of this easement to be defined by a separate instrument.

I further certify that this map is a correct representation of the exterior boundary lines of the lines of the land surveyed and the division of that land, and that I have complied with Section 236.34 of the Wisconsin Statutes, the City of Menasha Subdivision Ordinances in surveying, dividing and mapping the same.

Given under my hand and seal this _____ day of _____, 20____.

David M. Schmalz, Reg. WI Land Surveyor S-1284

CURVE DATA					
CURVE	RADIUS	DELTA ANGLE	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	275.00'	18°53'34"	90.68'	90.27'	S 13°50'35" W
C2	325.00'	22°56'16"	130.11'	129.24'	S 11°49'14" W
C3	325.00'	18°43'08"	106.18'	105.71'	S 13°09'12" W
C4	275.00'	22°49'50"	109.58'	108.86'	S 11°52'27" W

A PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 8, TOWNSHIP 20 NORTH,
RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN

UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas, and communications service is hereby granted
to

AT&T, MENASHA UTILITIES and TIME WARNER CABLE
and other utility providers Grantee

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the Certified Survey Map designated as "Utility Easement Areas" and the property designated on the Certified Survey Map for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantees. The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

CERTIFIED SURVEY MAP NO. _____

A division of Lots 1, 2 and 4 of Certified Survey Map No. 6153, Being part of the Southwest 1/4, Southeast 1/4 and Northeast 1/4 of the Northeast 1/4 of Section 22, Town 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN }
 :SS
WAUKESHA COUNTY }

I, ERIC R. STURM, a Registered Land Surveyor, do hereby certify:

that I have surveyed, mapped, and divided Lots 1, 2 and 4 of Certified Survey Map No. 6153, being part of the Southwest 1/4, Southeast 1/4 and Northeast 1/4 of the Northeast 1/4 of Section 22, Town 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin, bounded and described as follows:

Commencing at the East 1/4 corner of said Section 22; thence South 89°35'43" West along the South line of the Northeast 1/4 of said Section 22 for a distance of 1755.10 feet to a point; thence North 00° 24' 17" West, 299.53 feet to the point of beginning; thence North 42°20'50" West, 369.64 feet to a point; thence North 12°32'49" East, 243.42 feet to a point on a meander line that is South 12°32'49" West, 14 feet more or less from the water's edge of the Fox River; thence North 83°10'10" East along said meander line, 243.90 feet to a point; thence North 58°10'45" East along said meander line, 305.44 feet to point; thence North 28°56'00" East along said meander line, 165.75 feet to a point; thence North 31°00'00" East along the shoreline of the Fox River as established in 1957 and illustrated on Certified Survey Map No. 6153, for a distance of 53.00 feet to a point; thence North 47°00'00" East continuing along said shoreline 298.00 feet to a point; thence South 43°00'00" East continuing along said shore line, 18.50 feet to a point; thence North 53°33'53" East continuing along said shoreline, 479.22 feet to a point; thence South 43°23'00" East along the Easterly line of Lot 47, SUBDIVISION OF THE RESERVATION OF SAID BLOCK "A", for a distance of 149.42 feet to a point; thence South 46°40'53" West along the water's edge of Lawson Canal, 209.96 feet to a point; thence South 43°15'59" West continuing along said water's edge, 100.85 feet to a point; thence South 43°56'47" West continuing along said water's edge, 39.41 feet to a point; thence South 43°21'15" East, 86.96 feet to a point; thence South 40°52'06" East along the Easterly line of Lot 50, SUBDIVISION OF THE RESERVATION OF SAID BLOCK "A" East, for a distance of 40.00 feet to a point; thence South 46°36'58" West along the Southerly line of said Lot 50 for a distance of 70.00 feet to a point; thence South 43°41'57" East along the Easterly line of Lot 20, SUBDIVISION OF THE RESERVATION OF SAID BLOCK "A", for a distance of 121.42 feet to a point on the Northerly right of way line of Ahnaip Street; thence South 46°37'00" West along said Northerly line 815.13 feet to a point; thence North 44°23'54" West continuing along said Northerly right of way line, 10.38 feet to a point; thence South 46°40'02" West continuing along said Northerly right of way line, 99.82 feet to a point; thence North 43°20'28" West along the Westerly line of Lot 2, E.D. SMITH'S SUBDIVISION OF PART OF BLOCK B, for a distance of 84.84 feet to a point; thence North 56°25'32" East, 100.00 feet to a point; thence North 09°30'55" West, 180.14 feet to a point; thence South 80°35'32" West, 75.80 feet to a point; thence South 46°39'32" West, 235.94 feet to a point; thence South 43°20'28" East, 40.00 feet to a point; thence South 46°39'32" West, 100.00 feet to a point; thence South 43°20'28" East, 120.00 feet to a point; thence South 46°39'32" West along the Northerly line of Lots 7 and 8, E.D. SMITH'S SUBDIVISION OF PART OF BLOCK B, for a distance of 100.00 feet to a point; thence South 56°59'08" West along the Northerly line of Lot 9, E.D. SMITH'S SUBDIVISION OF PART OF BLOCK B, for a distance of 50.65 feet to the point of beginning.

Containing 619,600 square feet (14.16) acres more or less. Also, including lands lying between meander line and the water's edge of the Fox River.

14.16

Said lands contain 619,600 square feet or ~~20.20~~ acres.

THAT I have made this survey, land division and map by the direction of PJC GROUP LLC, GILBERT WAREHOUSE, LLC and GILBERT DEVELOPMENT COMPANY, LLC, OWNERS of above described lands.

THAT such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

THAT I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the Subdivision Regulations of the City of Menasha, in surveying, dividing and mapping the same.

DATE MARCH 15, 2013



Eric R. Sturm (SEAL)
ERIC R. STURM,
REGISTERED LAND SURVEYOR S-2309

CERTIFIED SURVEY MAP NO. _____

A division of Lots 1, 2 and 4 of Certified Survey Map No. 6153, Being part of the Southwest 1/4, Southeast 1/4 and Northeast 1/4 of the Northeast 1/4 of Section 22, Town 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.

CORPORATE OWNER'S CERTIFICATE

PJC Group LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, hereby certify that we caused the land above described to be surveyed, divided, and mapped all as shown and represented on this map.

Dated this _____ day of _____, 2013.

(print name & title)

(signature)

State of Wisconsin }
 :SS
Winnebago County }

Personally came before me on the _____ day of _____, 2013, the above named owners to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____ my commission expires _____
(Notary name)

CONSENT OF CORPORATE MORTGAGEE

COMMUNITY FIRST, duly organized and existing under and by virtue of the laws of State of _____, mortgagee of the above-described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this certified survey map, and does hereby consent to the above certificate of said owner.

In witness whereof, the said COMMUNITY FIRST, has caused these presents to be signed by

_____, its _____, at _____

and its corporate seal to be hereunto affixed this _____ day of _____, 2013.

COMMUNITY FIRST

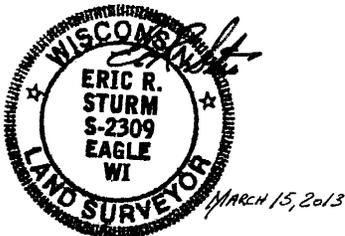
SIGNED: _____

TITLE: _____

STATE OF _____ }
 :SS
_____ COUNTY }

PERSONALLY came before me this _____ day of _____, 2013,

_____ to me known as the person who executed the foregoing instrument as such officer as the deed of the corporation, by its authority.



Notary Public, State of _____ (SEAL)

My commission expires

Sheet 3 of 6 Sheets

City of Menasha Disbursements

Accounts Payable	3/21/13-3/28/13 Checks # 36691-36840	\$ 575,685.54
Payroll	3/21/13	<u>\$ 152,260.80</u>
	Total	<u><u>\$ 727,946.34</u></u>

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

United Way-Employee Donations

Wisconsin Support Collections-Child/Spousal Support

WI SCTF-Child Support Annual Fee

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

AP Check Register

Check Date: 3/21/2013

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
ACC PLANNED SERVICE INC	36691	3/21/2013	10150	100-0801-521.24-03	1,151.06	Exhaust Fan
				100-0501-522.24-03	767.38	Air Dryer/Actuator
				100-1001-514.24-03	367.75	Air Dryer/Actuator
				Total for check: 36691		2,286.19
ACCURATE	36692	3/21/2013	1300732	731-1022-541.38-03	8.79	Strobe Bulb
				731-1022-541.30-18	24.00	Hose Clamps
				731-1022-541.30-18	108.97	Brakleen/Drill Bits/Ties
				731-1022-541.30-18	32.16	Sealing Wrap/Brakleen
				731-1022-541.30-18	417.10	Fuse/Nuts/Bolts/Washers/ Cable/Connector
				731-1022-541.38-03	231.15	Brake Pad/Rotors
		731-1022-541.30-18	3.90	Wire Wheel		
Total for check: 36692		826.07				
AIRGAS USA LLC	36693	3/21/2013	9013110782	731-1022-541.30-18	97.45	Plasma Nzl Shld/Elec Shld
				Total for check: 36693		97.45
ARNDT, JEFFREY	36694	3/21/2013	ARNDT	100-1006-541.30-18	50.00	Damaged Mailbox Reimb
				Total for check: 36694		50.00
ASSOCIATED APPRAISAL CONSULTANTS	36695	3/21/2013	14610	100-0402-513.21-09	4,991.67	Feb Professional Services
				100-0402-513.30-11	12.34	Feb Postage
				100-0402-513.21-04	59.76	Feb Internet Postings
Total for check: 36695		5,063.77				
AT&T	36696	3/21/2013	920R09453003	601-1020-543.22-01	292.50	Monthly Service
				100-1001-514.22-01	113.90	Monthly Service
				Total for check: 36696		406.40

AP Check Register

Check Date: 3/21/2013

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BADGER HIGHWAYS CO INC	36697	3/21/2013	159247	100-1003-541.30-18	189.75	Cold Mix
			Total for check: 36697		189.75	
BECK ELECTRIC INC	36698	3/21/2013	M0413-COM-ED2	100-1008-541.24-04	448.50	Oneida & Manitowoc Accident 2013-7
				100-1008-541.30-18	2.08	Oneida & Manitowoc Accident 2013-7
		3/21/2013	M0413-COM-ED3	100-1008-541.24-04	373.75	SE Corner 7th & Racine Accident 2013-8
				100-1008-541.30-18	2.08	SE Corner 7th & Racine Accident 2013-8
			Total for check: 36698		826.41	
BUILDERS SERVICE CENTER	36699	3/21/2013	B010556-IN	100-0501-522.24-03	410.00	Door Repair/Station 35
			Total for check: 36699		410.00	
CARGILL INCORPORATED	36700	3/21/2013	2901012045	100-1006-541.30-18	9,279.61	Deicer Salt
		3/21/2013	2901014397	100-1006-541.30-18	19,459.08	Deicer Salt
			Total for check: 36700		28,738.69	
CASCADE ENGINEERING	36701	3/21/2013	30071271	100-1016-543.30-15	2,822.50	Carts
			Total for check: 36701		2,822.50	
CASPERS TRUCK EQUIPMENT INC	36702	3/21/2013	65547	731-1022-541.38-03	16.04	Gland Nut Assy
			Total for check: 36702		16.04	
CULLIGAN WATER CONDITIONING	36703	3/21/2013	718387	100-1001-514.20-01	18.90	Water Coolers
			Total for check: 36703		18.90	
VALERIE DAVIS	36704	3/21/2013		100-0903-531.33-01	32.90	January Mileage
				100-0903-531.33-01	20.95	February Mileage
			Total for check: 36704		53.85	

AP Check Register

Check Date: 3/21/2013

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
UNEMPLOYMENT INSURANCE	36705	3/21/2013	000004759387	100-0601-551.15-09	19.00	February
				100-0706-561.15-09	299.68	February
				100-1019-552.15-09	2,425.00	February
				Total for check: 36705		
FIRST SUPPLY LLC - APPLETON	36706	3/21/2013	9763430-00	100-0704-552.24-03	143.00	Ball Valve
				Total for check: 36706		
FOX CITIES CHAMBER OF COMMERCE &	36707	3/21/2013	39085	471-0304-562.21-10	8,750.00	Economic Dev Pledge
				Total for check: 36707		
DAVID N JAGLA	36708	3/21/2013	68	100-0801-521.21-06	350.00	Background Check
		3/21/2013	ERICKSON	100-0801-521.21-06	400.00	Background Check
		Total for check: 36708			750.00	
JX ENTERPRISES INC	36709	3/21/2013	G-230570013	731-1022-541.38-03	175.15	Bottle-Washer
				Total for check: 36709		
LORETTA KJEMHUS	36710	3/21/2013		100-0903-531.33-01	48.40	Jan & Feb Mileage
				Total for check: 36710		
LAKE PARK VILLAS HOMEOWNERS ASSN	36711	3/21/2013		501-0703-553.22-05	59.45	LP Villas Project
				501-0703-553.22-03	27.85	LP Villas Project
				501-0703-553.32-01	21.75	LP Villas Project
				501-1010-541.22-03	25.58	LP Villas Project
				501-1012-541.22-03	39.30	LP Villas Project
				Total for check: 36711		

AP Check Register

Check Date: 3/21/2013

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MARTENSON & EISELE INC	36712	3/21/2013	50042	490-1009-541.82-02	300.00	Midway Road Easements
			Total for check: 36712		300.00	
MATTHEWS TIRE & SERVICE CENTER	36713	3/21/2013	46577	731-1022-541.38-02	358.00	Tires
			Total for check: 36713		358.00	
MENASHA EMPLOYEES CREDIT UNION	36714	3/21/2013	20130321	100-0000-202.05-00	13,145.00	PAYROLL SUMMARY
			Total for check: 36714		13,145.00	
MENASHA NEENAH MUNICIPAL COURT	36715	3/21/2013		100-0000-201.03-00	252.80	Bond/MEPD 12-483 & 12-484
				100-0000-201.03-00	311.00	Bond/MEPD 13-766
			Total for check: 36715		563.80	
MENASHA UTILITIES	36718	3/21/2013		100-1008-541.22-03	313.50	Electric
				100-1008-541.22-05	45.22	Water/Sewer
				100-0704-552.22-03	405.00	Electric
				100-0704-552.22-05	409.00	Water/Sewer
				731-1022-541.22-03	6,252.10	Electric
				731-1022-541.22-05	509.12	Water/Sewer
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	1,386.08	Electric
				100-0801-521.22-05	259.82	Water/Sewer
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	1,003.72	Electric
				100-0000-123.00-00	188.14	Water/Sewer
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	72.86	Electric
				100-0601-551.22-03	3,396.40	Electric
				100-0601-551.22-05	420.35	Water/Sewer
				100-0601-551.22-06	103.75	Storm
				100-1019-552.22-03	495.20	Electric

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MENASHA UTILITIES...	36718...	3/21/2013...	...	100-1019-552.22-05	12.38	Water/Sewer
				100-0000-123.00-00	10.06	Electric
				100-1001-514.22-03	16.93	Electric
				100-1001-514.22-05	12.38	Water/Sewer
				100-1001-514.22-06	17.50	Storm
				100-0703-553.22-03	1,284.08	Electric
				100-0703-553.22-06	700.63	Storm
				457-0304-562.22-06	2.50	Storm
				485-0304-562.22-06	15.00	Storm
				457-0304-562.21-10	8.48	Electric
				100-0305-562.22-06	5.00	Storm
				501-0304-562.22-06	277.51	Storm
				485-0304-562.22-06	32.02	2027 Manitowoc Road
				267-0102-581.22-03	2,320.05	198 River St/Feb Electric
3/21/2013	004062	100-1012-541.25-01	404.26	Hit & Run 3rd & Racine		
Total for check: 36718				21,462.18		
MENASHA UTILITIES	36719	3/21/2013		267-0102-581.22-05	211.68	Steam Plant/Feb Water
			Total for check: 36719			
MICHELS MATERIALS	36720	3/21/2013	264536	100-1006-541.30-18	1,662.73	Screened Chips
			Total for check: 36720			
MODERN BUSINESS MACHINES	36721	3/21/2013	26304586	743-0403-513.29-01	102.62	Jan Service
			Total for check: 36721			
NEENAH-MENASHA YMCA	36722	3/21/2013	2868	100-0801-521.21-06	180.00	Fitness Assessment/PD
			Total for check: 36722			

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NETWORK HEALTH SYSTEM INC	36723	3/21/2013	298432	100-0202-512.21-06	188.00	Exams & Screenings
			Total for check: 36723		188.00	
NORTHEAST ASPHALT INC	36724	3/21/2013	1196014	100-1003-541.30-18	220.46	Cold Mix
		3/21/2013	1197283	100-1003-541.30-18	240.85	Cold Mix/Parks Dept
			Total for check: 36724		461.31	
OSI ENVIRONMENTAL INC	36725	3/21/2013	406619	266-1027-543.21-06	50.00	Filters for Recycling
			Total for check: 36725		50.00	
PERSONNEL EVALUATION INC	36726	3/21/2013	03132	100-0801-521.21-06	160.00	Personnel Evaluation
			Total for check: 36726		160.00	
DENISE QUICK	36727	3/21/2013		100-1001-514.33-01	21.35	Feb Mileage
			Total for check: 36727		21.35	
ROLAND MACHINERY EXCHANGE	36728	3/21/2013	41004872	731-1022-541.38-03	59.01	Servicemate 24
			Total for check: 36728		59.01	
STAPLES ADVANTAGE	36729	3/21/2013	3193385644	731-1022-541.30-10	42.25	Supplies
				731-1022-541.30-18	36.96	Supplies
				100-0703-553.30-10	13.50	Supplies
			Total for check: 36729		92.71	
TAPCO	36730	3/21/2013	1416767	100-1008-541.30-18	495.00	Bracket
			Total for check: 36730		495.00	

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TWIN CITY VETERANS	36731	3/21/2013	PARADE	100-0408-552.30-10	600.00	2013 Memorial Day Parade
			Total for check: 36731		600.00	
UNIFIRST CORPORATION	36732	3/21/2013	097 0133042	731-1022-541.20-01	129.95	Clothing/Mat/Mop Service
			Total for check: 36732		129.95	
UNITED WAY FOX CITIES	36733	3/21/2013	20130321	100-0000-202.09-00	30.25	PAYROLL SUMMARY
			Total for check: 36733		30.25	
VERIZON WIRELESS	36734	3/21/2013	9700920495	100-0703-553.22-01	21.46	Park & Rec
		3/21/2013	9700920496	100-1001-514.22-01	7.53	Monthly Charges
				100-1002-541.22-01	63.76	Monthly Charges
				625-1002-541.22-01	21.25	Monthly Charges
				601-1020-543.22-01	29.26	Monthly Charges
				625-1010-541.22-01	19.33	Monthly Charges
		3/21/2013	9700920497	743-0403-513.30-15	84.02	I-Pad Data Plans
		3/21/2013	9700920498	100-0919-531.22-01	10.61	Health Dept Telephone
		3/21/2013	9700920499	743-0403-513.30-15	105.00	I-Pad Data Plans
				743-0403-513.22-01	(11.63)	I-Pad Data Plans/Credit
			Total for check: 36734		350.59	
VISION INSURANCE PLAN OF AMERICA	36735	3/21/2013	126145	100-0000-204.10-00	1,072.10	April Insurance
			Total for check: 36735		1,072.10	
WALMART COMMUNITY	36736	3/21/2013		100-0702-552.30-18	38.35	Program Supplies
			Total for check: 36736		38.35	
WAUSAU EQUIPMENT COMPANY INC	36737	3/21/2013	153384	100-1006-541.30-18	1,484.20	Hole Shock/Spring/Brg
			Total for check: 36737		1,484.20	

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WE ENERGIES	36738	3/21/2013		100-0701-533.22-03	8.96	North Street
				100-0903-531.22-04	54.83	316 Racine St
				100-0701-533.22-03	18.32	North Street
			Total for check: 36738			
WE ENERGIES	36739	3/21/2013		733-0206-512.73-01	1,428.00	901 Airport Rd/PO 5858
			Total for check: 36739			
WERNER ELECTRIC SUPPLY CO	36740	3/21/2013	S3800938.001	100-0501-522.30-13	227.25	Station 36
				100-0000-132.00-00	227.25	Bulb Inventory
			Total for check: 36740			
WINNEBAGO COUNTY CLERK OF COURTS	36741	3/21/2013		100-0000-201.03-00	738.00	Bond/MEPD 13-722
			Total for check: 36741			
WINNEBAGO COUNTY HOUSING AUTHORITY	36742	3/21/2013	883/885 SIXTH	100-0000-201.03-00	104.00	Overpayment for Permit 883/885 Sixth St
			Total for check: 36742			
WINNEBAGO COUNTY REGISTER OF DEEDS	36743	3/21/2013		263-0306-562.70-01	30.00	Recording Fees
			Total for check: 36743			
WINNEBAGO COUNTY TREASURER	36744	3/21/2013		100-0000-201.03-00	1,177.50	Dog Licenses
			Total for check: 36744			
WISCONSIN SUPPORT COLLECTIONS	36745	3/21/2013	20130321	100-0000-202.03-00	1,528.13	PAYROLL SUMMARY
			Total for check: 36745			

103,351.25

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ACC PLANNED SERVICE INC	36746	3/26/2013	10233	100-0601-551.24-03	1,301.28	BLDG REPAIR & MAINTENANCE
			Total for check: 36746		1,301.28	
AMAZON	36748	3/26/2013	114194829747	100-0601-551.30-14	(3.14)	CREDIT
		3/26/2013	114198232074	100-0601-551.30-14	3.14	LIBRARY MATERIALS
		3/26/2013	129990156776	100-0601-551.30-14	(4.00)	CREDIT
		3/26/2013	129990468085	100-0601-551.30-14	(1.00)	CREDIT
		3/26/2013	129991492045	100-0601-551.30-14	(4.00)	CREDIT
		3/26/2013	129993956223	100-0601-551.30-14	56.97	LIBRARY MATERIALS
		3/26/2013	129994337616	100-0601-551.30-14	236.46	LIBRARY MATERIALS
		3/26/2013	129994551860	100-0601-551.30-14	(1.00)	CREDIT
		3/26/2013	129994647666	100-0601-551.30-14	(1.00)	CREDIT
		3/26/2013	129995531825	100-0601-551.30-14	(1.00)	CREDIT
		3/26/2013	129997629511	100-0601-551.30-14	(1.00)	CREDIT
		3/26/2013	129998125750	100-0601-551.30-14	(1.00)	CREDIT
		3/26/2013	129999022888	100-0601-551.30-14	(4.00)	CREDIT
		3/26/2013	166030345120	100-0601-551.30-14	(5.00)	CREDIT
		3/26/2013	166030698237	100-0601-551.30-14	580.77	LIBRARY MATERIALS
		3/26/2013	166031180847	100-0601-551.30-14	(7.87)	CREDIT
		3/26/2013	166031584817	100-0601-551.30-14	57.61	LIBRARY MATERIALS
		3/26/2013	166032938450	100-0601-551.30-14	(1.00)	CREDIT
		3/26/2013	166032965049	100-0601-551.30-14	(1.00)	CREDIT
		3/26/2013	166034446022	100-0601-551.30-14	128.93	LIBRARY MATERIALS
		3/26/2013	166036829911	100-0601-551.30-14	(1.00)	CREDIT
		3/26/2013	184501779321	100-0601-551.30-14	111.25	LIBRARY MATERIALS
		3/26/2013	184503454851	100-0601-551.30-14	473.03	LIBRARY MATERIALS
		3/26/2013	184507275299	100-0601-551.30-14	91.28	LIBRARY MATERIALS
		3/26/2013	184507676507	100-0601-551.30-14	14.00	LIBRARY MATERIALS
		3/26/2013	184507769303	100-0601-551.30-14	15.00	LIBRARY MATERIALS
		3/26/2013	184507906427	100-0601-551.30-14	9.33	LIBRARY MATERIALS
		3/26/2013	212171283002	100-0601-551.30-14	173.58	LIBRARY MATERIALS

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AMAZON...	36748...	3/26/2013	212171621596	100-0601-551.30-14	15.32	LIBRARY MATERIALS
			Total for check: 36748		1,929.66	
AMERICAN-WISCONSIN FIRE PROTECTION	36749	3/26/2013	22479	100-0601-551.24-03	107.95	BLDG REPAIR & MAINTENANCE
			Total for check: 36749		107.95	
AUDIOGO	36750	3/26/2013	479663	100-0601-551.30-14	40.00	LIBRARY MATERIALS
			Total for check: 36750		40.00	
BAKER & TAYLOR INC	36753	3/26/2013	2027865289	100-0601-551.30-14	166.71	LIBRARY MATERIALS
		3/26/2013	2027865762	100-0601-551.30-14	6.28	LIBRARY MATERIALS
		3/26/2013	2027873110	100-0601-551.30-14	546.42	LIBRARY MATERIALS
		3/26/2013	2027876378	100-0601-551.30-14	336.98	LIBRARY MATERIALS
		3/26/2013	2027881014	100-0601-551.30-14	374.20	LIBRARY MATERIALS
		3/26/2013	2027884909	100-0601-551.30-14	292.83	LIBRARY MATERIALS
		3/26/2013	2027889349	100-0601-551.30-14	366.40	LIBRARY MATERIALS
		3/26/2013	2027890102	100-0601-551.30-14	90.66	LIBRARY MATERIALS
		3/26/2013	2027894657	100-0601-551.30-14	69.27	LIBRARY MATERIALS
		3/26/2013	2027896000	100-0601-551.30-14	53.11	LIBRARY MATERIALS
		3/26/2013	2027896533	100-0601-551.30-14	235.83	LIBRARY MATERIALS
		3/26/2013	2027899540	100-0601-551.30-14	289.54	LIBRARY MATERIALS
		3/26/2013	2027903544	100-0601-551.30-14	302.80	LIBRARY MATERIALS
		3/26/2013	2027905421	100-0601-551.30-14	108.80	LIBRARY MATERIALS
		3/26/2013	2027908138	100-0601-551.30-14	183.61	LIBRARY MATERIALS
		3/26/2013	2027913100	100-0601-551.30-14	376.65	LIBRARY MATERIALS
		3/26/2013	2027915140	100-0601-551.30-14	47.91	LIBRARY MATERIALS
		3/26/2013	2027915488	100-0601-551.30-14	106.81	LIBRARY MATERIALS
		3/26/2013	2027918752	100-0601-551.30-14	154.98	LIBRARY MATERIALS
		3/26/2013	2027921553	100-0601-551.30-14	279.77	LIBRARY MATERIALS
		3/26/2013	2027923599	100-0601-551.30-14	511.22	LIBRARY MATERIALS
		3/26/2013	2027927867	100-0601-551.30-14	189.25	LIBRARY MATERIALS
		3/26/2013	2027929655	100-0601-551.30-14	97.85	LIBRARY MATERIALS
		3/26/2013	2027929698	100-0601-551.30-14	60.10	LIBRARY MATERIALS

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BAKER & TAYLOR INC...	36753...	3/26/2013	2027932144	100-0601-551.30-14	470.13	LIBRARY MATERIALS
		3/26/2013	2027942229	100-0601-551.30-14	241.78	LIBRARY MATERIALS
		3/26/2013	2027945178	100-0601-551.30-14	31.07	LIBRARY MATERIALS
		3/26/2013	2027945198	100-0601-551.30-14	26.28	LIBRARY MATERIALS
		3/26/2013	2027953579	100-0601-551.30-14	394.06	LIBRARY MATERIALS
		3/26/2013	2027955916	100-0601-551.30-14	537.57	LIBRARY MATERIALS
		3/26/2013	2027958007	100-0601-551.30-14	15.68	LIBRARY MATERIALS
		3/26/2013	5012430306	100-0601-551.30-14	69.92	LIBRARY MATERIALS
		3/26/2013	M09224070	100-0601-551.30-14	404.82	LIBRARY MATERIALS
		3/26/2013	M09224071	100-0601-551.30-14	64.77	LIBRARY MATERIALS
		3/26/2013	M09224080	100-0601-551.30-14	62.61	LIBRARY MATERIALS
		3/26/2013	M09490320	100-0601-551.30-14	66.83	LIBRARY MATERIALS
		3/26/2013	M09490321	100-0601-551.30-14	49.62	LIBRARY MATERIALS
		3/26/2013	M10221410	100-0601-551.30-14	55.35	LIBRARY MATERIALS
		3/26/2013	M10221411	100-0601-551.30-14	129.54	LIBRARY MATERIALS
		3/26/2013	M10221430	100-0601-551.30-14	66.93	LIBRARY MATERIALS
		3/26/2013	M10221431	100-0601-551.30-14	66.93	LIBRARY MATERIALS
		3/26/2013	V93416070	100-0601-551.30-14	64.77	LIBRARY MATERIALS
		3/26/2013	V93416071	100-0601-551.30-14	129.54	LIBRARY MATERIALS
				Total for check: 36753		8,196.18
CATE BRANDT	36754	3/26/2013	03252013	100-0601-551.30-18	22.03	DEPARTMENT SUPPLIES
			Total for check: 36754		22.03	
BRAZEE ACE HARDWARE	36755	3/26/2013	021324	100-0601-551.30-13	5.29	HOUSEKEEPING SUPPLIES
			Total for check: 36755		5.29	
CAPSTONE PRESS INC	36756	3/26/2013	CI10300427	100-0601-551.30-14	1,641.98	LIBRARY MATERIALS
			Total for check: 36756		1,641.98	
CDW GOVERNMENT INC	36757	3/26/2013	X437038	100-0601-551.30-10	393.40	OFFICE SUPPLIES

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CDW GOVERNMENT INC...	36757...	3/26/2013	X553526	100-0601-551.30-10	135.22	OFFICE SUPPLIES
			Total for check: 36757		528.62	
CENTER POINT LARGE PRINT	36758	3/26/2013	1073903	100-0601-551.30-14	131.22	LIBRARY MATERIALS
		3/26/2013	1079888	100-0601-551.30-14	131.22	LIBRARY MATERIALS
			Total for check: 36758		262.44	
FINDAWAY WORLD LLC	36759	3/26/2013	90194	100-0601-551.30-14	382.45	LIBRARY MATERIALS
			Total for check: 36759		382.45	
FOCOL	36760	3/26/2013	03252013	100-0601-551.32-01	25.00	MEMBERSHIP DUES
			Total for check: 36760		25.00	
GALE	36761	3/26/2013	98757820	100-0601-551.30-14	38.92	LIBRARY MATERIALS
		3/26/2013	98874848	100-0601-551.30-14	57.58	LIBRARY MATERIALS
			Total for check: 36761		96.50	
GANNETT WISCONSIN MEDIA #1014	36762	3/26/2013	03252013	100-0601-551.30-14	372.84	LIBRARY MATERIALS
			Total for check: 36762		372.84	
KITZ & PFEIL INC	36763	3/26/2013	0206090046	100-0601-551.30-13	18.74	HOUSEKEEPING SUPPLIES
			Total for check: 36763		18.74	
LERNER PUBLISHING GROUP	36764	3/26/2013	1092640	100-0601-551.30-14	376.96	LIBRARY MATERIALS
			Total for check: 36764		376.96	
MADER NEWS AGENCY INC	36765	3/26/2013	98076	100-0601-551.30-14	122.00	LIBRARY MATERIALS
			Total for check: 36765		122.00	

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MANDERFIELD BAKERY	36766	3/26/2013	03252013	100-0601-551.30-16	27.80	PROGRAM SUPPLIES
			Total for check: 36766		27.80	
MIDWEST TAPE	36767	3/26/2013	90765974	100-0601-551.30-14	120.91	LIBRARY MATERIALS
		3/26/2013	90802672	100-0601-551.30-14	124.95	LIBRARY MATERIALS
		3/26/2013	90802674	100-0601-551.30-14	486.78	LIBRARY MATERIALS
		3/26/2013	90818425	100-0601-551.30-14	64.98	LIBRARY MATERIALS
		3/26/2013	90818427	100-0601-551.30-14	59.97	LIBRARY MATERIALS
			Total for check: 36767		857.59	
NAEIR	36768	3/26/2013	H501300	100-0601-551.30-16	24.00	PROGRAM SUPPLIES
		3/26/2013	H501300DUP	100-0601-551.30-10	40.75	OFFICE SUPPLIES
		3/26/2013	H501621	100-0601-551.30-10	9.00	OFFICE SUPPLIES
				100-0601-551.30-16	38.00	PROGRAM SUPPLIES
			Total for check: 36768		111.75	
NEOPOST USA INC	36769	3/26/2013	49322661	100-0601-551.30-11	(100.12)	CREDIT
				100-0601-551.30-11	100.12	CREDIT
		3/26/2013	49880100	100-0601-551.30-11	323.40	SUPPLIES -- POSTAGE
				100-0601-551.30-11	(323.40)	SUPPLIES -- POSTAGE
			Total for check: 36769		0	
OFFICE DEPOT CREDIT PLAN	36770	3/26/2013	3814265	100-0601-551.30-10	34.75	OFFICE SUPPLIES
		3/26/2013	4374400	100-0601-551.30-10	20.00	OFFICE SUPPLIES
			Total for check: 36770		54.75	
PENWORTHY COMPANY	36771	3/26/2013	X:544205	100-0601-551.30-14	117.72	LIBRARY MATERIALS
			Total for check: 36771		117.72	
RANDOM HOUSE INC	36772	3/26/2013	1086326387	100-0601-551.30-14	87.75	LIBRARY MATERIALS

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RANDOM HOUSE INC...	36772...	3/26/2013	1086422154	100-0601-551.30-14	33.00	LIBRARY MATERIALS
			Total for check: 36772		120.75	
RECORDED BOOKS LLC	36773	3/26/2013	74674914	100-0601-551.30-14	280.20	LIBRARY MATERIALS
		3/26/2013	74678122	100-0601-551.30-14	99.00	LIBRARY MATERIALS
		3/26/2013	74678779	100-0601-551.30-14	60.00	LIBRARY MATERIALS
			Total for check: 36773		439.20	
SEBCO BOOKS	36774	3/26/2013	166481	100-0601-551.30-14	2,800.25	LIBRARY MATERIALS
			Total for check: 36774		2,800.25	
TESCH CHEMICAL CO INC	36775	3/26/2013	TC117728	100-0601-551.30-13	48.34	HOUSEKEEPING SUPPLIES
			Total for check: 36775		48.34	
UNIQUE BOOKS INC	36776	3/26/2013	359756.2	100-0601-551.30-14	16.95	LIBRARY MATERIALS
		3/26/2013	360170	100-0601-551.30-14	67.13	LIBRARY MATERIALS
		3/26/2013	360172	100-0601-551.30-14	65.47	LIBRARY MATERIALS
			Total for check: 36776		149.55	
UNIQUE MANAGEMENT SERVICES INC	36777	3/26/2013	235603	100-0000-441.19-00	152.15	COLLECTION AGENCY FEE
			Total for check: 36777		152.15	
US POSTAL SERVICE	36778	3/26/2013	03212013	100-0601-551.30-11	300.00	SUPPLIES -- POSTAGE
			Total for check: 36778		300.00	

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WISCONSIN DEPT OF JUSTICE	36779	3/26/2013	G3228 32013	100-0601-551.21-06	14.00	PROFESSIONAL SERV/MGMT
			Total for check: 36779		<u>14.00</u>	
					<u>20,623.77</u>	

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ACC PLANNED SERVICE INC	36780	3/28/2013	10242	731-1022-541.24-03	472.50	Garage Service
			Total for check: 36780		472.50	
ACCURATE	36781	3/28/2013	1302468	731-1022-541.30-15	71.75	Pneumatic Wheeled Hand C
		3/28/2013	1303062	731-1022-541.30-18	76.67	Loop Pins/Connectors
			Total for check: 36781		148.42	
AEROLOC INCORPORATED	36782	3/28/2013	1082	100-0000-123.00-00	450.00	Remove Asbestos/304 Third
			Total for check: 36782		450.00	
AIRGAS USA LLC	36783	3/28/2013	9013388867	731-1022-541.30-18	159.19	
		3/28/2013	9907893564	731-1022-541.21-06	145.80	Cyl Rental
			Total for check: 36783		304.99	
ARING EQUIPMENT CO INC	36784	3/28/2013	301708	731-1022-541.38-03	930.26	Bolt on Edge/Screws/Nuts
			Total for check: 36784		930.26	
ARK MEDIA GROUP	36785	3/28/2013	00002073	492-0304-562.21-10	10,000.00	Lake Park Marketing Phase 3
			Total for check: 36785		10,000.00	
BADGER LAB & ENGINEERING INC	36786	3/28/2013	INV000052280	601-1020-543.21-02	620.00	Gunderson Cleaners Wastewater Sampling
		3/28/2013	INV000052306	601-1020-543.21-02	805.00	Graphics Packaging Wastewater Sampling
		3/28/2013	INV000052307	601-1020-543.21-02	1,010.00	Intertape Polymer Group Wastewater Sampling
		3/28/2013	INV000052311	601-1020-543.21-02	805.00	Exopack Wastewater Sampling
		3/28/2013	INV000052324	601-1020-543.21-02	560.00	George Whiting Paper Wastewater Sampling
			Total for check: 36786		3,800.00	

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BAHCALL RUBBER CO INC	36787	3/28/2013	605238-001	731-1022-541.38-03	398.00	High Temp 100R1
			Total for check: 36787			
BATTERIES PLUS LLC	36788	3/28/2013	508-173129	100-1006-541.30-18	2.69	Salt Shed Remote
		3/28/2013	508-174074	743-0403-513.30-15	19.95	
Total for check: 36788				22.64		
BMO HARRIS BANK NA	36789	3/28/2013	4033086	100-0202-512.21-06	260.00	Participation Fees
			Total for check: 36789			
CARDMEMBER SERVICE	36792	3/28/2013		100-0601-551.24-03	19.95	Batteries Plus
				100-0801-521.30-13	36.00	Water Right Services
				100-1001-514.20-01	53.33	Water Right Services
				731-1022-541.30-13	36.00	Water Right Services
				100-0501-522.24-03	15.17	Mouser Electronics/Relays
				100-0601-551.24-03	72.67	All-Battery.com
				100-0601-551.24-03	136.08	Lampline
				743-0403-513.34-04	12.95	Experts Exchange/ Online Tech Database
				100-0801-521.30-10	26.55	Barcodesinc
				100-0304-562.30-18	20.00	Annexation Manual
				100-0703-553.30-18	146.70	Moe's Marine Service
				100-0202-512.32-01	134.00	Intl Public Mgmt/MemershMembership
				100-0202-512.34-02	165.00	Society Human Resource/ Membership
				100-0901-515.30-18	213.60	Worldpoint Ecc Training Supplies
				100-0908-531.30-18	47.78	Worldpoint Ecc Training Supplies
				100-0903-531.30-18	1,061.22	Worldpoint Ecc Training Supplies
	100-0000-123.00-00	184.14	Worldpoint Ecc Training Supplies			
	743-0403-513.30-10	0.91	Office Max			
	100-0801-521.34-03	88.08	Kalahari Resorts			
	100-0801-521.34-03	88.08	Kalahari Resorts			
	100-0801-521.34-03	88.08	Kalahari Resorts			
	100-0801-521.34-03	68.53	Marley's			
	100-0801-521.34-03	17.54	Culver's			

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CARDMEMBER SERVICE...	36792...	3/28/2013...	...	100-0801-521.34-03	18.67	Dunkin	
				100-0801-521.32-01	5.25	TLO	
				100-0801-521.30-10	19.20	Amazon Mktplace Pmts/	Bulletin Board
				100-0702-552.32-01	476.00	Swank Motion Pictures	
				100-0801-521.34-02	100.00	Awareness Protection/	Training
				100-0801-521.30-18	99.95	newegg.com/Camera	
				100-0801-521.34-03	21.00	Canyon City Wood Grill	
				100-0801-521.34-03	6.31	Cousins Subs	
				100-0801-521.34-03	160.00	Country Springs Hotel	
				100-0801-521.34-03	9.58	Culver's	
				100-0801-521.19-03	42.58	Tactical Command/	Earpiece Cable
				100-0601-551.24-01	59.00	WM Supercenter	
				Total for check: 36792	3,749.90		
COMMON SENSE SOLUTIONS LLC	36793	3/28/2013		743-0403-513.21-04	558.80	Attend Springsted Meeting	
							Total for check: 36793
COMMUNITY HOUSING COORDINATOR	36794	3/28/2013	173	100-0304-562.21-06	1,800.00	Contract Service/Feb 2013	
							Total for check: 36794
CUMMINS NPOWER LLC	36795	3/28/2013	809-17836	731-1022-541.38-03	25.36	Sealing Washer & Plug	
							Total for check: 36795
DUMKE & ASSOCIATES &	36796	3/28/2013	2012 CREDIT	100-0903-531.29-06	(1,372.57)	Comon Area Maintenance	
		3/28/2013	316 RACINE	100-0903-531.29-06	2,077.50	Rental 316 Racine	
						Total for check: 36796	704.93
FORCE AMERICA DISTRIBUTING LLC	36797	3/28/2013	02117353	741-0000-193.00-00	3,557.05	Replacement Manifolds	
							Total for check: 36797

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FOX VALLEY TECHNICAL COLLEGE	36798	3/28/2013	FY12-13	100-0801-521.34-02	190.00	Training
			Total for check: 36798			
FOX VALLEY TRUCK	36799	3/28/2013	502582	731-1022-541.38-03	275.76	Mirror
			502631	731-1022-541.38-03	149.77	Hose & Fitting
			Total for check: 36799			
GUSTMAN CHEVROLET SALES INC	36800	3/28/2013	26786	731-1022-541.38-03	39.73	Actuator
			Total for check: 36800			
H&K WOODS INC	36801	3/28/2013	1249	100-1006-541.30-18	224.60	Lumber Sawing/Blade Damag
			Total for check: 36801			
HERCULES INCORPORATED	36802	3/28/2013	130234638	267-0102-581.30-18	1,257.10	Amertrol Drum
			Total for check: 36802			
HOTSY CLEANING SYSTEMS INC	36803	3/28/2013	0082475-IN	731-1022-541.30-18	330.00	Panel Wash
			Total for check: 36803			
JX ENTERPRISES INC	36804	3/28/2013	G-230650024	731-1022-541.38-03	331.90	Switch & Solenoid Valve
			Total for check: 36804			
KAY PARK REC CORP	36805	3/28/2013	00160384	100-0703-553.30-15	914.00	Grill w/Grate
			Total for check: 36805			
KITZ & PFEIL INC	36807	3/28/2013	022109-0009	100-0601-551.30-13	12.58	Ice Melt
				100-0903-531.30-13	12.99	Battery
				100-0801-521.30-13	6.29	Ice Melt
				100-0501-522.30-13	6.29	Ice Melt

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KITZ & PFEIL INC...	36807...	3/28/2013...	022109-0009...	100-1001-514.30-13	15.88	Ice Melt
		3/28/2013	022114-0032	100-0703-553.24-03	3.46	Misc Hardware
		3/28/2013	022114-0081	100-0703-553.24-03	8.33	Plas Knife/Putty/Scraper
		3/28/2013	022714-0070	100-0703-553.24-02	(72.99)	Knives/Credit
		3/28/2013	022814-0003	100-0703-553.24-02	20.42	Tack Cloths/Sandpaper/ Brush
		3/28/2013	022814-0013	100-0704-552.24-03	27.99	Misc Hardware
		3/28/2013	022814-0039	100-0703-553.30-18	2.38	Misc Hardware
		3/28/2013	030114-0005	100-0703-553.24-03	13.64	Brushes & Enamel
		3/28/2013	030114-0018	100-0801-521.30-13	17.08	Bulbs
		3/28/2013	030114-0037	100-0703-553.24-03	18.30	Connectors/Terminals
		3/28/2013	030514-0004	100-0703-553.24-03	(0.27)	Rods/Credit
		3/28/2013	030514-0095	100-0703-553.24-03	11.29	Coupling Nuts/Shoe Covers
		3/28/2013	030614-0060	100-0703-553.24-03	6.06	Misc Hardware/Pipe
		3/28/2013	030809-0001	100-0703-553.24-02	101.66	Outfeed/Infeed Rollers
		3/28/2013	030814-0003	100-0703-553.24-03	3.13	
		3/28/2013	031109-0015	100-0703-553.24-03	10.79	Filter Bag
		3/28/2013	031114-0061	731-1022-541.30-18	2.40	Misc Hardware
		3/28/2013	031209-0023	100-0704-552.24-04	5.39	U-Bolt
		3/28/2013	031214-0002	100-0703-553.30-18	27.43	Micro Cleaning Kit/Filter
		3/28/2013	031214-0016	731-1022-541.30-18	8.35	Fem Clincher/Coupling
		3/28/2013	031314-0029	100-0704-552.24-04	0.45	U-Bolt
		3/28/2013	031314-0080	100-0703-553.30-18	6.55	Paint/Chip Brush
		3/28/2013	031314-0089	100-0801-521.29-05	2.98	Common Single Sided
		3/28/2013	031414-0016	100-0703-553.30-18	24.20	Rubb Undercoating/GNT
		3/28/2013	031509-0001	100-0703-553.30-18	17.98	Leakseal Spray
		3/28/2013	031514-0004	100-0703-553.30-18	11.01	Cap Slips/Leakseal/Hardwa
		3/28/2013	031514-0104	100-0703-553.30-18	8.99	Leakseal Spray
		3/28/2013	031914-0008	100-0304-562.21-06	15.09	Tayco Bridge/Foam Tape Wthr Strip/Loc Extend
		3/28/2013	031914-0025	100-0703-553.24-03	0.46	Misc Hardware
		3/28/2013	032014-0082	100-0703-553.24-03	11.69	Misc Hardware
			Total for check: 36807		368.27	

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KJ WASTE SYSTEMS INC	36808	3/28/2013		266-1027-543.21-06	542.00	Corrugate/Container Rent
			Total for check: 36808		542.00	
M-B COMPANIES INC	36809	3/28/2013	172643	731-1022-541.38-03	1,027.99	Swing Arms & Pins
			Total for check: 36809		1,027.99	
MATTHEWS TIRE & SERVICE CENTER	36810	3/28/2013	150301	731-1022-541.38-02	89.50	Tire
			Total for check: 36810		89.50	
MENASHA JOINT SCHOOL DISTRICT	36811	3/28/2013	FEB MOBILE HOME	100-0000-412.00-00	6,005.26	February Mobile Home
		3/28/2013	JAN MOBILE HOME	100-0000-412.00-00	5,992.96	January Mobile Home
		3/28/2013	MAR MOBILE HOME	100-0000-412.00-00	6,005.26	March Mobile Home
			Total for check: 36811		18,003.48	
MENASHA UTILITIES	36812	3/28/2013	BILLING 1	100-1008-541.22-03	320.79	Electric
				100-0000-123.00-00	17.73	Electric
				100-1012-541.22-03	88.36	Electric
				501-0304-562.22-03	19.35	Electric
				501-0304-562.22-06	43.13	Storm
				100-0304-562.22-03	28.61	Electric
				625-0304-562.22-03	7.42	Electric
				100-1013-541.22-03	55.58	Electric
				100-1013-541.22-06	277.51	Storm
				207-0707-552.22-03	282.69	Electric
				207-0707-552.22-05	34.42	Water/Sewer
				207-0707-552.22-06	48.76	Storm
				100-0703-553.22-03	402.36	Electric
				100-0703-553.22-05	86.53	Water/Sewer
				100-0703-553.22-06	341.27	Storm
				100-1001-514.22-03	1,243.11	Electric
				100-1001-514.22-05	473.60	Water/Sewer
				743-0403-513.21-04	3,856.37	Outside Services

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MENASHA UTILITIES...	36812...	3/28/2013...	BILLING 1...	100-0305-562.22-06	2.50	Storm
				100-1014-543.22-06	53.13	Storm
				267-0102-581.22-06	12.50	Storm
				100-1019-552.22-03	239.63	Electric
				601-1020-543.22-03	31.08	Electric
				Total for check: 36812	7,966.43	
MODERN BUSINESS MACHINES	36813	3/28/2013	26301771	743-0403-513.24-04	89.83	December Contract
			26303801	743-0403-513.24-04	243.10	March Contract
			26306155	743-0403-513.29-01	243.10	April Contract
			Total for check: 36813	576.03		
CITY OF NEENAH	36814	3/28/2013	NM FIRE SVCS	100-0501-522.25-01	253,090.00	Fire/Rescue Services
Total for check: 36814	253,090.00					
NEOPOST USA INC	36815	3/28/2013	49880100	100-0601-551.30-11	100.12	Mailing System
Total for check: 36815	100.12					
NORTHEAST ASPHALT INC	36816	3/28/2013	1198649	100-1003-541.30-18	415.25	Cold Mix
Total for check: 36816	415.25					
NOVER ENGELSTEIN & ASSOCIATES INC	36817	3/28/2013	M2013	743-0403-513.24-04	600.00	Annual Software Maint WinWam
Total for check: 36817	600.00					
PIGGLY WIGGLY MIDWEST LLC	36818	3/28/2013	8587600	100-0202-512.30-16	360.61	Wellness Snacks
Total for check: 36818	360.61					

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PROTANIC INC	36819	3/28/2013	31242	731-1022-541.24-06	355.00	ATG Certification
			Total for check: 36819		355.00	
REDI-WELDING CO	36820	3/28/2013	14498	731-1022-541.30-18	204.69	Tubing
			Total for check: 36820		204.69	
ROAD EQUIPMENT	36821	3/28/2013	WA557388	731-1022-541.38-03	946.91	Brake Drum/Relined Shoe
			Total for check: 36821		946.91	
DR TERESA RUDOLPH	36822	3/28/2013		100-0903-531.21-05	150.00	Monthly Services
			Total for check: 36822		150.00	
CHARLES SAHR	36823	3/28/2013		100-0801-521.19-03	286.49	Uniform Allowance
			Total for check: 36823		286.49	
SAM'S CLUB/GEGRB	36824	3/28/2013		100-0702-552.30-18 100-0000-123.00-00	30.54 65.98	Rec Supplies CVMIC Supplies
			Total for check: 36824		96.52	
STAPLES ADVANTAGE	36825	3/28/2013	3194050951	731-1022-541.30-10 100-0703-553.30-10	35.28 14.75	Supplies Supplies
			Total for check: 36825		50.03	
SUNGARD PUBLIC SECTOR INC	36826	3/28/2013	62570	743-0403-513.24-04	2,806.00	April Contract Maint
			Total for check: 36826		2,806.00	
SUPERIOR CHEMICAL CORP	36827	3/28/2013	19707	731-1022-541.30-18	553.89	Degreaser & Tuf Gel

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SUPERIOR CHEMICAL CORP...	36827...	3/28/2013	19716	731-1022-541.30-18	153.09	Cleaner/Wash Wipes
			Total for check: 36827		706.98	
THEDACARE	36828	3/28/2013	9200710903	100-0801-521.21-05	176.70	Venipuncture
			Total for check: 36828		176.70	
TOOLIN' AROUND	36829	3/28/2013	12451	100-0703-553.24-02	43.00	Saws
			Total for check: 36829		43.00	
TRAFFTECH INC	36830	3/28/2013	941	743-0403-513.24-04	1,575.00	Maint Prog/Tech Support
			Total for check: 36830		1,575.00	
UNIFIRST CORPORATION	36831	3/28/2013	097 0133549	731-1022-541.20-01	129.95	Uniform/Supply Cleaning
			Total for check: 36831		129.95	
UR WASHINSTUFF INC	36832	3/28/2013	10057	100-0801-521.29-05	85.65	February Car Washes
			Total for check: 36832		85.65	
US VENTURE	36833	3/28/2013	L46369	731-1022-541.21-06	48.00	Samples
			Total for check: 36833		48.00	
VARITECH INDUSTRIES INC	36834	3/28/2013	126224	731-1022-541.38-03	431.57	Hoses & Pump
			Total for check: 36834		431.57	
WE ENERGIES	36835	3/28/2013		100-1001-514.22-04	8.06	901 Airport Rd/Gas Charge
				100-0703-553.24-04	19.33	2170 Plank Rd/Gas
				100-0000-123.00-00	779.15	N-M Fire
				100-1001-514.22-04	878.29	City Hall
				100-0801-521.22-04	1,075.96	Police

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WE ENERGIES...	36835...	3/28/2013...	...	100-0920-531.22-04	252.64	Senior Center
				100-0601-551.22-04	2,212.61	Library
				100-0703-553.22-04	727.33	Parks
				100-0704-552.22-04	280.61	Pool
				207-0707-552.22-04	53.28	Marina
				731-1022-541.22-04	4,492.84	Garage
Total for check: 36835					10,780.10	
WEA INSURANCE TRUST	36836	3/28/2013		100-0000-204.08-00	107,912.52	April Insurance
				100-0000-204.11-00	9,621.94	April Insurance
Total for check: 36836					117,534.46	
WG INC	36837	3/28/2013	214387	100-0703-553.30-18	36.80	Door Bell Plaque Historical Society
Total for check: 36837					36.80	
WINNEBAGO COUNTY CLERK OF COURTS	36838	3/28/2013		100-0000-201.03-00	150.00	Bond/MEPD 13-0819
				100-0000-201.03-00	650.00	Bond/MEPD 13-0747
Total for check: 36838					800.00	
WINNEBAGO COUNTY TREASURER	36839	3/28/2013	4084	100-0402-513.29-01	33.00	Laredo Copies
Total for check: 36839					33.00	
WISCONSIN DEPT OF JUSTICE	36840	3/28/2013	L7101T	100-0801-521.21-06	175.00	
Total for check: 36840					175.00	
					451,487.24	

RESOLUTION R-3-13

RESOLUTION TO APPLY FOR MATCHING GRANT FUNDS FOR THE GILBERT SITE THROUGH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Introduced by Ald. Benner

WHEREAS, through the Fox River Park Development and Shoreline Restoration Project (Project), the City of Menasha desires both economic redevelopment and public recreation to occur at the Gilbert site; and,

WHEREAS, as part of the Project, the City of Menasha is interested in acquiring or developing land along the Fox River for outdoor recreation, including a pedestrian trail to be or as described in its application for matching grant funds; and,

WHEREAS, the City of Menasha is desirous of securing financial aid from the Wisconsin Department of Natural Resources (WDNR) to carry out the Project; and,

WHEREAS, the City of Menasha has funding sources in place representing the required matching portion or the City of Menasha's contribution necessary to secure WDNR financial aid, including but not limited to: donated riverfront property and force account labor to sufficiently complete the Project; and,

WHEREAS, the City of Menasha will comply with State or Federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

NOW, THEREFORE BE IT RESOLVED that, Department of Parks and Recreation Director is authorized to act on the behalf of the City of Menasha to:

- Submit an application to the State Department of Natural Resources for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of the project completion date;
- Submit signed documents; and,
- Take necessary action to undertake, direct and complete the approved Project necessary under the terms of the grant.

Passed and approved this _____ day of _____, 2013.

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk

I hereby certify that the foregoing resolution was duly adopted by the Menasha Common Council at a legal meeting on _____.

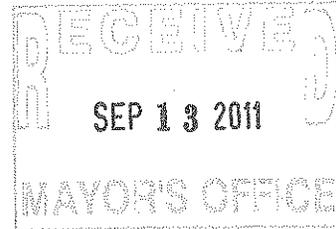
KARA J. HOMAN, AICP

Address: 3086 Winnipeg St ♦ Menasha, WI 54952 ♦ Phone: (920) 735.5497

Email: kjhoman@gmail.com ♦ Cell Phone: (920) 382.2510

September 9, 2011

Mr. Don Merkes, Mayor
140 Main Street
Menasha, WI 54952



RE: Resignation from Plan Commission

Dear Don:

I submit this letter to resign from the City of Menasha Plan Commission due to my acceptance of the Principal Planner position with the City's Community Development Department.

It has been an absolute pleasure to serve the City in this capacity. I look forward to being able to assist the Plan Commission in advancing their policy recommendations with my new role as a city employee.

If there is anything else that is required to process my resignation, please let me know!

Sincerely,

Kara J. Homan, AICP

Cc: Greg Keil, Community Development Director

March 28, 2013

Donald Merkes
Mayor, city of Menasha
140 Main Street
Menasha, WI 54952

Dear Mayor Merkes,

It is my understanding that there is an opening on the Planning Commission Board. I would like to be considered for that position. Both my husband and myself grew up in Wisconsin but jobs took us to other states. We moved back a year ago to be closer to family. While living in Glen Ellyn, Illinois I was on the Historic Sites Commission. We are also involved in volunteer work for OccuPaws which has a program with the Oshkosh Correctional facilities to raise service dogs for the seeing impaired.

Having worked in financial and operational roles for large companies most of my life, I feel I have a good background to bring to the Board.

Please let me know if you need any further information.

Best Regards,



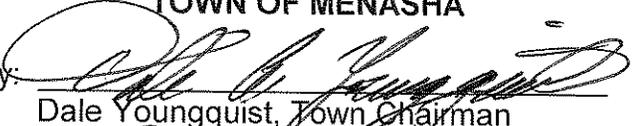
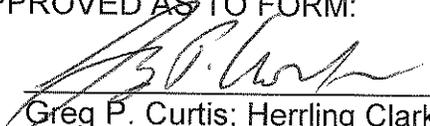
Gretchen DeCoster
370 Lake Road
Menasha, WI 54952

INTERMUNICIPAL AGREEMENT
City of Menasha and Town of Menasha
Concrete Sidewalk Construction
Midway Road

This Agreement is being entered into between the City of Menasha, a Wisconsin Municipal Corporation located in Winnebago County and Calumet County, State of Wisconsin, hereinafter referred to as "City", and the Town of Menasha, a Wisconsin Municipal Corporation located in Winnebago County, State of Wisconsin, hereinafter referred to as "Town".

1. The City and Town agree to pursue the construction of concrete sidewalk in 2013, along Midway Road from Fatima Street to Home Avenue in locations determined by the City and Town where sidewalks do not currently exist.
2. The City and Town agree the sidewalk will directly benefit the City and Town and any pedestrians wishing to walk along Midway Road.
3. A portion of Midway Road abuts the City and a portion abuts the Town.
4. The City and Town agree the City shall be the lead agency in the preparation of plans and specifications, the bid letting process and construction staking to accomplish the selected portions of the construction project.
5. The City and Town shall each be responsible for its respective necessary easement or right of way acquisition.
6. The City shall be responsible to pay 100% of the cost for all project construction work in the City. The Town shall be responsible to pay 100% of the cost for all project construction work in the Town. All project staking costs shall be prorated on the basis of the lineal feet of new walk in each municipality.
7. The City and Town agree each municipality shall have a period of up to 15 days to review the bid prices prior to the City's acceptance of the lowest responsible bidder. The actual contract may be let by the City only after the 15 day review period. Following its review of the bid prices, if the Town informs the City it does not wish to pursue the project, the Town shall have the absolute right to terminate this Agreement and shall not have any further obligation with respect to this Agreement. In the event the Town terminates this Agreement, the City may elect to undertake any portion of the project on its own.
8. The City and Town agree each municipality will be responsible for performing project inspection work within its own municipal boundaries. If the Town elects to use City inspection services, the cost shall be prorated on the basis of the lineal feet of new walk in each municipality.

9. When the construction contract is awarded, the City shall be the paying party for all contract work. The City shall provide a tabulation of all costs, including construction staking costs and construction inspection costs, if applicable. The Town shall reimburse the City within thirty days of billing for work completed in the Town.
10. This agreement shall terminate upon acceptance by the City of final payment from the Town of all Town related project costs or upon the parties' mutual agreement to terminate the agreement. Project costs at the time of any termination shall be based on the percentages in paragraph 6.

<p>Dated this 25th day of March, 2013.</p> <p style="text-align: center;">TOWN OF MENASHA</p> <p>By:  Dale Youngquist, Town Chairman</p> <p> Karen Backman, Town Clerk</p> <p>APPROVED AS TO FORM:</p> <p> Greg P. Curtis; Herring Clark Law Firm Town of Menasha Attorney</p>	<p>Dated this _____ of _____, 2013.</p> <p style="text-align: center;">CITY OF MENASHA</p> <p>By: _____ Donald Merkes, Mayor</p> <p>_____ Deborah A. Galeazzi, City Clerk</p> <p>APPROVED AS TO FORM:</p> <p>_____ Pamela Captain City of Menasha Attorney</p>
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