

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, August 19, 2013**

5:15 p.m. – Workshop – Presentation by Insurance Advisor

**6:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
  - 1. Mayor- Proclamations
    - a. [Saluting the Menasha Twins, 8/14/13](#)
    - b. [Saluting the Menasha MACS, 8/14/13](#)
  - 2. PHD Nett – Update on Senior Center Renovations Project
  - 3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:  
Minutes to receive:
    - a. [Administration Committee, 8/5/13](#)
    - b. [Board of Public Works, 8/5/13](#)
    - c. Board of Review, [6/11/13](#), [8/1/13](#), [8/8/13](#)
    - d. [IT Steering Committee, 6/4/13](#)
    - e. [Landmarks Commission, 8/1/13](#)
    - f. [Library Board, 7/18/13](#)Communications
    - g. [DPW Radtke, 8/15/13; Waverly Sanitary District, 8/6/13](#)
    - h. [Chief Styka, 8/5/13; Bartender Recommendation of Denial Letters](#)
    - i. [PP Homan, 8/15/13; Downtown Workshop Summary](#)
- 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. [Special Common Council, 8/1/13](#)
  - 2. [Common Council, 8/5/13](#)Administration Committee, 8/5/13; Recommends approval of:
  - 3. [Supplement to the SunGard Public Sector Inc Application Service Provider Agreement between SunGard Public Sector and City of Menasha](#) for the annual amount of \$33,672.
  - 4. [Roth Contribution Amendment to the Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust](#)Board of Public Works, 8/5/13; Recommends approval of:
  - 5. [Street Use Application – Labor Day Parade; Monday, September 2, 2013; 9:30 AM – 10:30 AM; \(Fox Valley Area Labor Council and Labor Temple Coop Association\)](#)
  - 6. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2014](#)
  - 7. [Recommendation to Award – Menasha Utilities High Lift Pumping Station Yard Piping Modifications; Contract M0003-930159-A; DeGroot, Inc.; \\$58,500.00](#)

8. [Recommendation to Award – Menasha Utilities Water Main Reconstruction – Edgewater Drive & Lakecrest Drive; Contract M0003-930159-B; Donald Hietpas & Sons, Inc.; \\$106,379.40](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 8/8/13 to 8/15/13 in the amount of \\$1,997,199.47.](#)
2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)

J. ORDINANCES AND RESOLUTION

1. [R-11-13 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes \(Drum Corps Drive Storm Sewer\)](#)

K. APPOINTMENTS

1. Mayor's Appointment of Margaret A. Steeno as Administrative Services Director and approve compensation.

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. RECESS TO ADMINISTRATION AND BOARD OF PUBLIC WORKS COMMITTEES

P. ADJOURN

Motion to adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Village/Town of Harrison and Waverly Sanitary District).

Q. ADJOURN INTO OPEN SESSION

May reconvene into open session to act on what was discussed in closed session.

## MEETING NOTICE

**Common Council – TUESDAY SEPTEMBER 3, 2013 – 6:00 pm**

Committee meetings to follow Common Council

# PROCLAMATION

## SALUTING THE MENASHA TWINS AMERICAN LEGION BASEBALL TEAM

**Whereas,** The Menasha Twins posted a 28-8 record in 2013 and won the Championship of the Fox River Valley—West Division along with the AA Regional Championship, and;

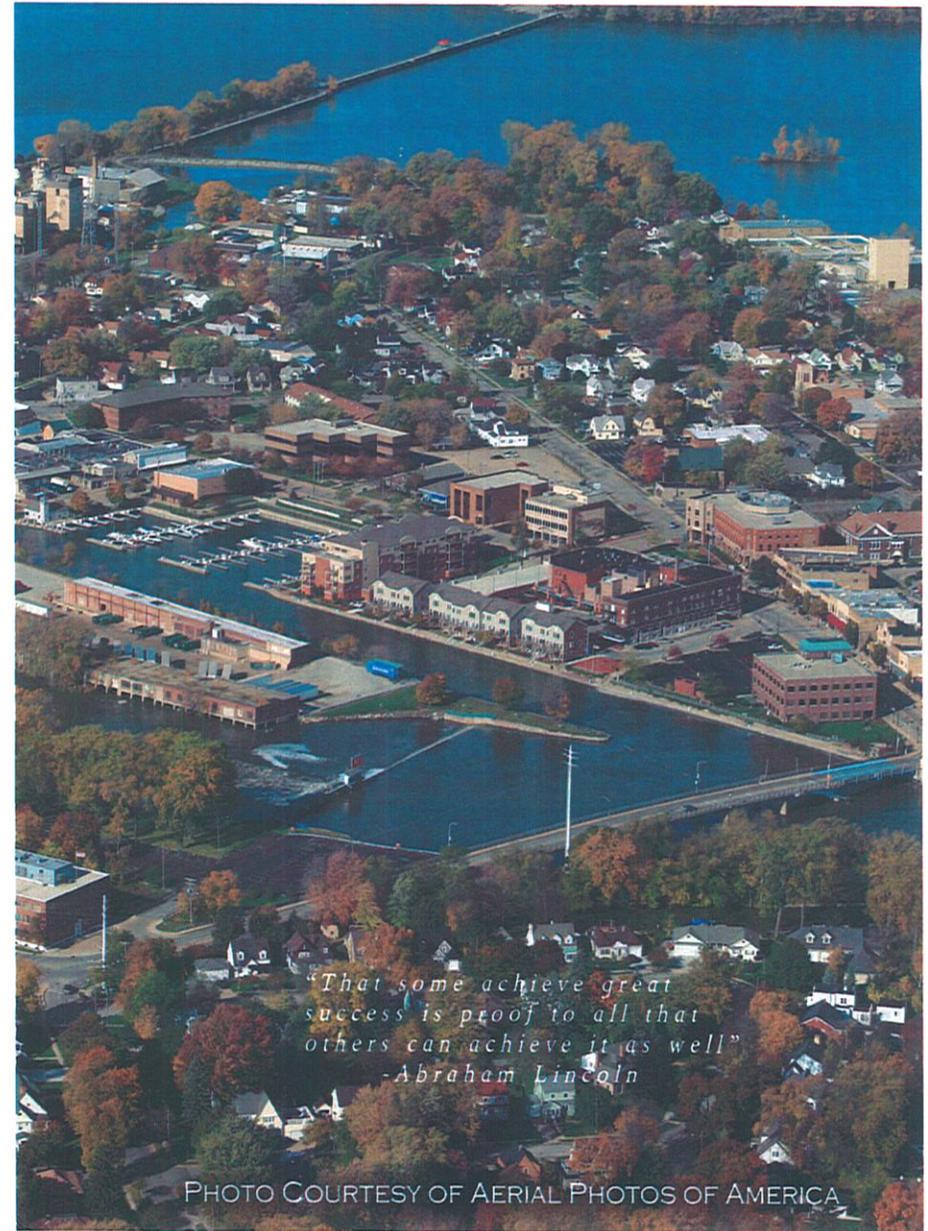
**Whereas,** The Menasha Twins earned a trip to the 2013 state tournament, which they have qualified for in 3 of the past 4 seasons, earning a 2nd place finish in 2012, and;

**Whereas,** The Menasha Twins Legion Baseball program offers young men in the community the opportunity to work hard and compete while developing their leadership skills, and;

**Whereas,** we can all be proud of the way the Menasha Twins have represented the community for the past 30 years, and;

**Now, Therefore,** I, Donald Merkes, Mayor, congratulate and salute the Menasha Twins American Legion Baseball Team for their success this season, their value to the community and wish them the best of luck in the future.

CITY OF MENASHA



Dated this 14th day of August, 2013

Donald Merkes, Mayor

# PROCLAMATION

## SALUTING THE MENASHA MACS BASEBALL TEAM

**Whereas,** The Menasha MACS Baseball Team posted a 30-7 record in 2013 and won the Championship of the Northeastern Wisconsin Baseball League with a come from behind 4-3 Victory over the Sheboygan A's, and;

**Whereas,** The Menasha MACS Baseball Team also won the Northeast Wisconsin Baseball League Championship in 2001, 2005, and 2009, and;

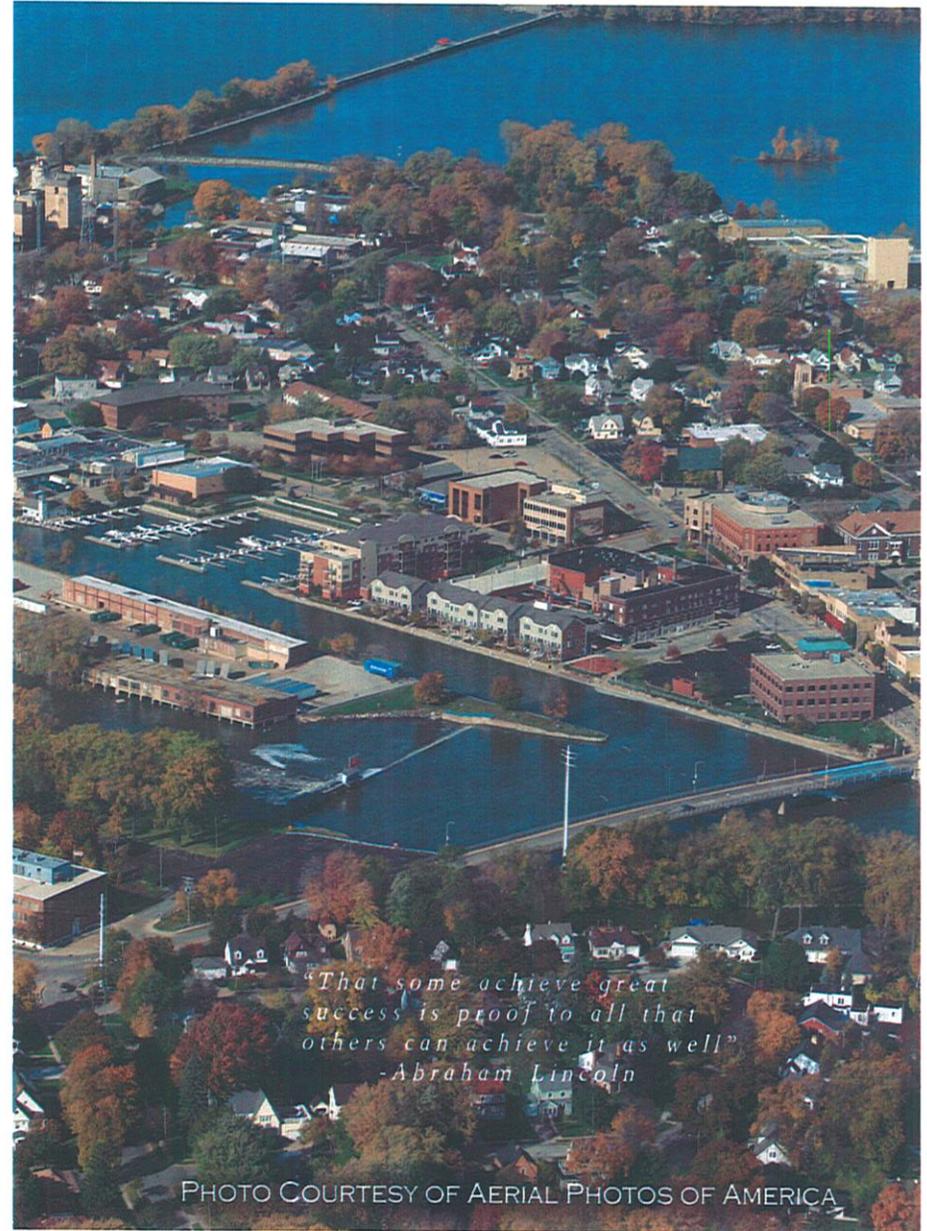
**Whereas,** The Menasha Athletic Association (known as the Menasha MACS) was formed in 1948 and are celebrating their 65th anniversary, and;

**Whereas,** The Menasha Athletic Association has sponsored and contributed to many community grants and activities such as: CommunityFest, the Trestle Trail, Calder Stadium Concessions Building, the Koslo Park scoreboard, PA System, concessions stand, and;

**Whereas,** The Menasha MACS Baseball Team includes many adult men from the community who serve as ambassadors for Menasha as they travel and play in Wisconsin, and;

**Now, Therefore,** I, Donald Merkes, Mayor, congratulate and salute the Menasha Athletic Association and the MACS for their success this season, their value to the community and wish them the best of luck in the future.

**CITY OF MENASHA**



Dated this 14th day of August, 2013

A handwritten signature in black ink, appearing to read "Donald Merkes".

Donald Merkes, Mayor

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
August 5, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, Dpty Treasurer Sassman, PRD Tungate, LD Lenz, PP Homan, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 7/15/13](#)

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. [CVMIC to CA/HRD Captain, 7/15/13, Worker's Compensation Audit](#)

No action required.

E. DISCUSSION/ACTION ITEMS

1. [Supplement to the SunGard Public Sector Inc Application Service Provider Agreement between SunGard Public Sector and City of Menasha.](#)

CA/HRD Captain explained this is the City's Finance and Payroll software package. This is a renewal of the original contract from 2008. The renewal is for 2 years with no increase in the monthly fee.

Moved by Ald. Englebert, seconded by Ald. Benner to recommend to Common Council Supplement to the SunGard Public Sector Inc Application Service Provider Agreement between SunGard Public Sector and City of Menasha for the annual amount of \$33,672. Motion carried on roll call 7-0.

2. [Roth Contribution Amendment to the Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust](#)

CA/HRD Captain explained the City offers employees an option to contribute to a before tax retirement fund, a 457 Deferred Compensation Plan with Nationwide Retirement Solutions. This amendment will include a Roth Plan option, which is an after tax retirement fund.

Moved by Ald. Englebert, seconded by Ald. Benner to recommend to Common Council Roth Contribution Amendment to the Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust. Motion carried on roll call 7-0.

F. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Keehan to adjourn at 6:40 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  
August 5, 2013  
MINUTES

DRAFT

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

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

C. MINUTES TO APPROVE

1. [July 15, 2013](#)

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

Motion carried on voice vote.

D. ACTION ITEMS

1. [Street Use Application – Labor Day Parade; Monday, September 2, 2013; 9:30 AM – 10:30 AM; \(Fox Valley Area Labor Council and Labor Temple Coop Association\)](#)

Moved by Ald. Sevenich, seconded by Ald. Englebert to recommend to Common Council Street Use Application for Labor Day Parade, Monday September 2, 2013, 9:30-10:30 AM (Fox Valley Area Labor Council and Labor Temple Coop Association).

Motion carried on roll call 7-0.

2. [Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2014](#)

DPW Radtke explained the agreement is the same as previous years with Department of Transportation for bridge operation. However there are a few minor changes suggested by CA/HRD Captain last year that were not included in this year's agreement. He will be following up with DOT to make the correction.

Moved by Ald. Benner, seconded by Ald. Englebert to recommend to Common Council Authorization to Execute WisDOT Bridge Operations Agreement for Fiscal Year 2014 with recommended changes by CA/HRD Captain.

Motion carried on roll call 7-0.

3. [Preliminary Resolution R-11-13 Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes \(Drum Corps Drive Storm Sewer\)](#)

DPW Radtke explained the residents on the north side of Drum Corps Drive are requesting storm sewer. Storm sewer will be installed in the roadside ditch fronting their properties. This project was included in the 2013 budget. A public hearing will be set.

Moved by Ald. Sevenich, seconded by Ald. Englebert to recommend to Common Council Preliminary Resolution R-11-13 Declaring Intent to Exercise Special Assessment Powers Under Section 66.0703, Wisconsin Statutes (Drum Corps Drive Storm Sewer)

Motion carried on roll call 7-0.

4. [Recommendation to Award – Menasha Utilities High Lift Pumping Station Yard Piping Modifications; Contract M0003-930159-A; DeGroot, Inc.; \\$58,500.00](#)

Water Plant Supervisor Gosz explained this is to clean up the area in front of the pump station and replace main and add valves. Five bids were received with DeGroot being the lowest.

Moved by Ald. Sevenich, seconded by Ald. Benner to recommend to Common Council Recommendation to Award, Menasha Utilities High Lift Pumping Station Yard Piping Modifications, Contract M0003-930159-A to DeGroot, Inc, for \$58,500.

Motion carried on roll call 7-0.

5. [Recommendation to Award – Menasha Utilities Water Main Reconstruction – Edgewater Drive & Lakecrest Drive; Contract M0003-930159-B; Donald Hietpas & Sons, Inc.; \\$106,379.40](#)

Water Plant Supervisor Gosz explained the project is for water main reconstruction on Edgewater Drive and Lakecrest Drive. Seven bids were received with Hietpas & Sons being the lowest.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council Recommendation to Award, Menasha Utilities Water Main Reconstruction, Edgewater Drive and Lakecrest Drive, Contract M0003-930159-B to Donald Heitpas & Sons, Inc for \$106,379.40

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Englebort, seconded by Ald. Benner to adjourn at 7:00 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA  
BOARD OF REVIEW  
Third Floor Council Chambers  
140 Main Street, Menasha  
June 11, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 10:00 a.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Commissioners Kordus, Nichols, Rudolph, Zelinski

EXCUSED: Commissioner Eckrich

ALSO PRESENT: Dpty Treasurer Sassman, Clerk Galeazzi

C. ACTION ITEMS

1. Select Chairman

Clerk Galeazzi opened the floor for nominations for Chairman

Moved by Comm. Rudolph, seconded by Comm. Zielinski to nominate Comm. Eckrich as Chairman.

Having no other nominations, moved by Comm. Zielinski, seconded by Comm. Kordus to close nominations.

Motion carried on voice vote.

Motion carried on voice vote to select Comm. Eckrich as Chairman

2. Select Vice-Chairman

Clerk Galeazzi opened the floor for nominations for Vice-Chairman

Moved by Comm. Nichols, seconded by Comm. Zielinski to nominate Comm. Kordus as Vice-Chairman.

Having no other nominations, moved by Comm. Zielinski, seconded by Comm. Rudolph to close nominations.

Motion carried on voice vote.

Motion carried on voice vote to select Comm. Kordus as Vice-Chairman

Comm. Kordus conducted meeting.

3. Clerk's Report – Certification of Board Members & Date of Open Book

Clerk Galeazzi reported Comm. Zielinski attended training on June 11, 2013. He is now certified until 2015. Comm. Kordus will attend training at a later date. Comm. Nichols, Rudolph and Eckrich are certified until 2014

Open Book dates have been set for July 9, 9am-4pm and July 11, noon-8pm City Hall, 1<sup>st</sup> floor conference room.

4. Set date to Examine Assessment Roll and hear cases – Aug 1, 2013

Commissioners agreed to set Aug. 1, 2013 at 10:00 a.m. to Examine Assessment Roll and hear cases.

D. ADJOURNMENT

Moved by Comm. Zielinski, seconded by Comm. Rudolph to adjourn at 10:10 am until Aug 1, 2013.

Motion carried on voice vote.

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

CITY OF MENASHA  
BOARD OF REVIEW  
Third Floor Council Chambers  
140 Main Street, Menasha  
August 1, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Eckrich at 10:00 a.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Commissioner Kordus, Nichols, Rudolph, Zelinski, Eckrich

ALSO PRESENT: CA/HRD Captain, Assessor Mark Brown, Clerk Galeazzi

C. ACTION ITEMS

1. Approve Minutes of June 11, 2013

Moved by Comm. Kordus, seconded by Comm. Zelinski to approve minutes.

Motion carried on voice vote.

2. Clerk's Report – Posting of Board of Review Notification

Clerk Galeazzi reported the Board of Review notice was published in the Post Crescent on July 12, 2013 and posted at City Hall, the Post Office, Library, Police Station and Utilities office. The notice for Open Book was published in the Post Crescent on June 21, 2013 and posted at City Hall, the Post Office, Library, Police Station and Utilities office.

3. City Attorney – Review role of Board of Review

CA Captain reviewed the duties and responsibility of the Board of Review.

4. Examine Assessor's Roll

Board of Review members examined the Assessor's Roll.

5. Hearing Objections, Review, Board Determinations

CA Captain reviewed the State Statute regarding filing Notice of Intent to File Objection and Objection Form.

Assessor Brown reported property owners received notification of any change in the assessed value of their property in accordance with State Statute.

Clerk Galeazzi explained Daryl Jones, 900 Keyes Street, filed with the Clerk a Notice of Intent to File Objection and Objection Form for Real Property Assessment on July 31, 2013 at 11:15 a.m. He stated his good cause for failure to meet the 48-hour notice requirement was he just received information regarding the date of the Board of Review.

Daryl Jones, 900 Keyes Street, was sworn in by Clerk Galeazzi.

Mr. Jones explained he recently heard from his neighbors the assessed value of their properties had gone down.

CA Captain advised the reason stated by Mr. Jones does not constitute good cause.

Moved by Comm. Kordus, seconded by Comm. Zelinski to hear the case of Daryl Jones, 900 Keyes Street as good cause was presented.

Motion carried on roll call 3-2.

Comm. Kordus, Rudolph, Zelinski – yes

Comm. Eckrich, Nichols - no

Assessor Brown declined to waive the 48 hour notice requirement.

Commissions agreed to set August 8, 2013 at 1:00 p.m. to hear the case of Daryl Jones, 900 Keyes Street.

6. Approve Minutes of August 1, 2013

No action

D. ADJOURNMENT

Moved by Comm. Zelinski, seconded by Comm. Nichols to adjourn at 12:00 p.m. until August 8, 2013.

Motion carried on voice vote.

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

CITY OF MENASHA  
BOARD OF REVIEW  
Third Floor Council Chambers  
140 Main Street, Menasha  
August 8, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Eckrich at 1:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Commissioner Zelinski, Eckrich, Kordus, Nichols, Rudolph

ALSO PRESENT: CA/HRD Captain, Assessor Mark Brown, Clerk Galeazzi

C. ACTION ITEMS

1. [Approve Minutes of August 1, 2013](#)

Moved by Comm Zelinski, seconded by Comm Kordus to approve minutes of Aug 1, 2013.

Motion carried on voice vote.

Chairman Eckrich acknowledged the assessor made a correction to the 2012 assessment roll as a special line item to be reported to the State.

2. Hearing Objections, Review, Board Determinations

Clerk Galeazzi swore in witnesses, Daryl Jones and Mark Brown

Daryl Jones, 900 Keyes Street, Parcel #3-00028-00

Land-\$170,100, Improvements-\$353,400, Total-\$523,500

Mr. Jones testified as to the reasons he believed the assessment is incorrect.

Mr. Jones was cross-examined.

Assessor Brown testified about how he determined the fair market value of 900 Keyes Street.

Assessor Brown was cross-examined.

Having no other witnesses, the Chair closed the evidence portion and opened Board of Review deliberations.

Discussion ensued.

Moved by Comm Kordus, seconded by Comm Rudolph to sustain the assessment of the Assessor as no evidence was presented to overcome the Assessor's value.

Motion carried on roll call 5-0.

Clerk Galeazzi presented the Notice of Board of Review Determination to Mr. Jones.

3. Approve Minutes of August 8, 2013

Moved by Comm. Zielinski, seconded by Comm. Nichols to approve minutes of Aug, 8, 2013.

Motion carried on voice vote

D. ADJOURNMENT – Sine Die

Moved by Comm. Zielinski, seconded by Comm. Kordus to adjourn Sine Die at 1:55 p.m.

Motion carried on voice vote.

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

**CITY OF MENASHA  
IT STEERING COMMITTEE  
June 4, 2013  
MINUTES**

**A. CALL TO ORDER**

Council Member called the meeting to order and requested nominations for chair. Chief Styka was nominated for chair. Upon further call for nominations and none other having been made, a unanimous vote was cast for Chief Styka as chair of the committee. CA/HR Director Captain volunteered to be secretary and was so nominated. Upon further call for nominations and none other having been made, a unanimous vote was cast for CA/HR Director Captain as secretary of the committee.

**B. ROLL CALL/EXCUSED ABSENCES**

Committee members Ald. Nichols, CA/HR Director Captain, Director Keil, IT Manager Lacey, Director Nett, Interim Comptroller/Treasurer Sassman and Chief Styka were present. Also present was IT Supervisor Patrick James.

**C. MINUTES TO APPROVE**

Styka called for acceptance of the 12/19/2012 minutes which motion was made and seconded by Nett and Lacey, respectively. No discussion. Motion carried.

**D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA**

None

**E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

Styka pointed out by ordinance the duties of the IT Steering Committee are to lend direction to the Information Technology by using short range and long range plans as a guideline. Lacey provided an overview of the city's IT work/projects including need for expanding backup; Senior Center switch is 13 years old and recommended for replacement; the phone system, especially voicemail is 13 years old and is recommended for replacement (upgrade occurred 6 years ago). Council member referenced the Springsted Incorporated recommendation to have a security audit. Lacey reported last audit occurred around 2006. There was general discussion about the Boss system. IT staff reviewed 1<sup>st</sup> Quarter projects and status. Finally, it was discussed to create a survey for City end users to assist in long term planning and opportunity identification.

**F. ACTION ITEMS**

- 1. Committee discussion on current infrastructure and begin development of a strategic plan**  
See E above. IT staff will update list of IT infrastructure for consideration and review at next IT meeting.
- 2. Committee discussion and action on next IT Steering Committee Meeting date**  
July 9, 2013 at 8:00 a.m.

**G. ADJOURNMENT**

Meeting adjourned by unanimous consent.

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
August 1, 2013  
DRAFT MINUTES

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

LANDMARKS MEMBERS EXCUSED: Commissioner Peg Docter

LANDMARKS MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan and Erik Brenn

**C. MINUTES TO APPROVE**

1. **Minutes of the July 10, 2013 Landmarks Commission Meeting**

Motion by Comm. Brunette, seconded by Ald. Keehan to approve the July 10, 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. **Menasha Historical District Application – 184 Main Street**

Mr. Brenn provided commissioners with an overview of the proposed improvements to 184 Main St, which will house an expanded WeatherVane. These items included: replacement of the front door with top transom, extension of the copper strip below the "clothes shop" transom on the front facade, and relocation and replacement of the rear door (for ADA accessibility requirements) to include a side transom, as illustrated in the application.

Motion by Comm. Taylor, seconded by Comm. Brunette, to approve the front door with top transom, rear door with side transom, and extension of the copper strip below the transom on the front facade, as proposed.

Motion carried.

**G. DISCUSSION ITEMS**

1. **None**

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

1. No one spoke.

**I. ADJOURNMENT**

Moved by Comm. Taylor, seconded by Comm. Lynch to adjourn at 5:13 PM.

The motion carried.

*Respectfully submitted by PP Homan*

**D R A F T**  
**MINUTES OF REGULAR MEETING**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
**Elisha D. Smith Public Library**  
**July 18, 2013**

**Call to order** at 4:00 p.m. by President Murray

Present: Crawmer, Golz, Kiley, Murray, Nichols, Wicihowski

Absent: Eisen

Also present: Director Lenz, K. Seefeldt (Office Manager), K. Beson (Head of Children's Services), J. Bongers (Head of Adult Services), Aaron Harvey (student), Neenah Public Library Director Gretchen Raab

**Public Comment/Communication**

New Neenah Public Library Director Gretchen Raab was introduced to the Board.

**Introduction of New Board Member**

Robert Golz was recently appointed by Mayor Merkes and the Common Council to serve on our Board. His term will run from July 2013 to June 2016. He is filling the position vacated by Jill Enos.

**Election of Officers**

Wicihowski presented a slate of officers for the 2013/2014 term as agreed upon by the Nominating Committee:

President: Murray

Vice President: Crawmer

Secretary: Wicihowski

President Murray called additional nominations from the floor. None were made. Nichols moved and Golz seconded to close nominations and elect the slate of officers as presented. Motion carried unanimously.

**Appointment of Standing Committees**

President Murray made the following appointments to the Library Board's Standing Committees:

Policies & Personnel: Wicihowski (ch), Crawmer, Nichols

Building & Grounds: Murray (ch), Wicihowski, Kiley

Fundraising: Crawmer (ch), Eisen, Kiley

Finance: Murray (ch), Eisen, Golz

Investments: Murray (ch), Golz, Director Lenz

County Library Liaison: Eisen

Director Lenz noted that there will be a joint meeting of the Finance and Investments Committees held in August.

**Authorization of Bills**

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

**Consent Business**

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

Approve Library Board meeting minutes of June 20, 2013

**Motion** to approve the Library Board meeting minutes of June 20, 2013 by Nichols and seconded by Wichowski. Motion carried unanimously.

**Director’s Report/Information Items**

1. May Statistics. Director Lenz reported that circulation of both adult and children’s materials was down compared to June of 2012. Program attendance was down, but this may be due to the school term running later into June than usual, resulting in a slower start to the summer reading programs. Downloads of digital materials are up significantly.

2. Endowment Report. Donations received recently include the following:

- Margaret Charbonneau \$100.00 Adult Materials
- Helen Chang Recitals \$ 40.00 Meeting Room
- New Light Church \$ 20.00 Meeting Room
- Neenah-Menasha Firefighters \$100.00 Children’s Materials
- FCBF Author Beth Amos \$ 15.00 General Fund
- Biodiversity Project Inc. \$ 40.00 Meeting Room
- Erin Krebs Recital \$ 16.00 Meeting Room
- Beth Irish in honor of Mike Boutin \$ 50.00 Children’s Materials
- East Central WI Regional Planning \$ 20.00 Meeting Room
- Barb Solomon in honor of Jane Harmon \$ 30.00 Adult Materials
- Luella Long Estate \$647.50 Large Prints/Adult Mtls.
- Menasha Corporation Foundation \$6,610.00 Hearing Loop Grant

Nichols requested that information pertaining to the grant received from Menasha Corporation for the hearing loop be included in the next Common Council packet.

3. Current Budget Status. The status of this year’s budget was reviewed.

4. Staff Reports.

- Director Lenz reported that a new library aide had been hired. Her name is Lauri Miranda. She is scheduled to work 10 hours per week at this non-benefitted position beginning July 22.
- Library clerk Marina Nelessen, who has worked at the library for 20 years, recently announced her intention to resign effective Aug. 1, 2013.
- Kathy Beson, head of Children’s Services, reported on the progress of her department’s summer reading program -- 1,030 children are registered to participate. This is the highest rate of participation in the program since 2001.

- Joe Bongers, head of Adult Services, noted that computer classes are underway. These are routinely well attended by our patrons. He encouraged board members to view the library's Civil War exhibit currently on display on the art wall in the Fireside Room.
- Public libraries have been asked to help with the roll-out of the Affordable Care Act, specifically because we have computers for public use and staff willing to help out with using them. Open enrollment in the health care insurance marketplace begins in October. We are working with other libraries and the Community Health Center in preparing to do this.

5. Report on Library Art Work.

- The painting "Drama of Nature, the Wine of Autumn" by George Alfred Williams was posted for sale on eBay and Craigslist; no offers were received. Director Lenz reported that the painting is now on loan to the City Attorney. It will hang in her office until the economy makes it more likely to sell this work for what it is worth.
- Director Lenz noted there was nothing new to report at this time regarding plans for the disposal of the soft sculpture.

**Discussion/Action Items**

6. FAX charges. In June, the Neenah Public Library Board of Trustees voted to change their charges for public FAXes to a \$2.00 flat fee. Since there is an advantage for our two libraries to maintain similar fee structures, the board has been asked to make a similar change to our FAX fees. We collect approximately \$2,000 a year from patrons sending or receiving FAXes, and those receipts are used to offset the library's cost of telephone service.

**Motion**

Motion to approve changing the library's charge for sending a FAX to a flat \$2.00 fee by Crawmer and seconded by Nichols. Motion passed unanimously.

Bongers left the meeting at 4:45 p.m.

7. Teen Representative for 2014. Director Lenz introduced Aaron Harvey, who is a student at Oshkosh Christian High School. Aaron had expressed interest in serving as the teen representative on our board. The Library's current policy states that teen representatives must attend either Menasha High School or St. Mary's Central High School. Director Lenz requested that the board suspend this rule and appoint Aaron as our teen representative. Nichols recommended revising this policy, making it possible for any student living in the Menasha School District to serve in this position. Her recommendation will be taken under consideration by the Policies & Personnel Committee at their next meeting.

**Motion**

Motion to suspend the rule in the library's Organization Structure policy requiring the Board of Trustees' teen representative to attend either Menasha High School or St. Mary Central High School and to appoint Aaron Harvey to the non-voting teen representative position by Nichols and seconded by Crawmer.

Motion passed unanimously.

8. Set Dates and Times for Future Board Meetings. Board members agreed to continue meeting on the third Thursday of each month at 4:00 p.m.

Director Raab and K. Beson left the meeting at 4:50 p.m.

**Announcements**

- Review of Trustee Essential's Chapter Eleven. Mary Crawmer summarized the Trustee Essential's chapter "*Planning for the Library's Future.*" Becky Nichols agreed to review Chapter Twelve "*Library Standards*" at the next board meeting.

**Adjournment**

Motion to adjourn the meeting at 4:55 p.m. by Crawmer, seconded by Kiley. Motion carried.

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



August 15, 2013

On August 5, 2013 City Clerk Galeazzi sent copies of Resolution R-10-13 to the entities listed in the resolution.

On August 6, 2013, Waverly Sanitary District acknowledged receipt of a copy of the resolution indicating that they hired outside legal counsel to help them with this matter and would be arranging to contact Menasha after their attorney had a chance to review relevant information. A copy is attached for your reference.

Also on August 6, 2013, Attorney Captain received a copy of a letter sent by Attorney Andrew Rossmeissl, on behalf of the Town of Harrison to various parties regarding Menasha's resolution. A copy is attached for your reference.

Also on August 6, 2013, the Village of Harrison adopted "Ordinance V2013-07 to accomplish boundary line change" in which it annexed the remainder of the Town of Harrison into the Village of Harrison except for the portions of the Town of Harrison described in written agreements with the Cities of Appleton and Menasha as their growth areas. This has further reduced the number of Town of Harrison patrons in Waverly Sanitary District. Additionally, as a result of the above-mentioned annexation, apparently none of the Waverly Sanitary District commissioners reside in the district.

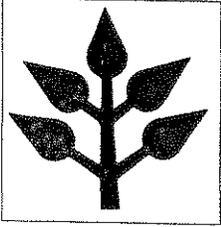
On August 14, City Attorney Pam Captain made telephone contact with John St. Peter, Waverly Sanitary District attorney. Attorney St. Peter stated that he is currently collecting and reviewing information regarding the matter. Attorney Captain and St. Peter scheduled a follow-up telephone conference for Tuesday, August 20. Attorney Captain is prepared to file for a writ of mandamus and/or a declaratory judgment in Calumet County circuit court in the event that transition discussions do not begin soon. A prompt transition is imperative given that there are no commissioners residing in the district.

Melanie Krause, from Menasha Utilities and Pam Captain made initial contact with the Wisconsin Public Service Commission (PSC) staff to inquire about the information PSC may require relative to the transfer, as the transfer pertains to a PSC regulated activity. Telephonic meetings will be scheduled within the next week or two.

Sincerely,

Mark Radtke  
Director of Public Works

MR/cs  
Enclosure



## Waverly Sanitary District

N8722 County Road LP

Menasha, WI 54952 • Phone: (920)731-0002 • Fax: (920)731-2955

August 6, 2013

Mr. Don Merkes, Mayor  
CITY OF MENASHA  
140 Main Street  
Menasha, WI 54952

**Re: Waverly Sanitary District**

Dear Mayor Merkes:

This is to acknowledge the receipt of Resolution R-10-13 concerning the Waverly Sanitary District.

The District has retained special legal counsel John A. St. Peter from Fond du Lac. Mr. St. Peter has been provided with what we believe to be the relevant background historical documents. Mr. St. Peter will be advising the District Commission on its rights and obligations pursuant to the Wisconsin Statutes and existing contracts.

Be assured that we will be contacting the City after Mr. St. Peter has had an opportunity to review the situation and confer with the District Commission.

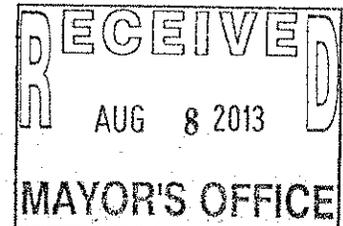
Thank you.

Sincerely,

WAVERLY SANITARY DISTRICT

William C. Helein  
District President

cc: Mr. John A. St. Peter



Dedicated to the Environment

COPY

800 N. Lynndale Dr.  
Appleton, WI 54914  
920.739.7366  
Fax: 920.739.6352

Green Bay  
920.468.7366

New London  
920.982.9652

Oshkosh  
920.385.0616

August 6, 2013

Waverly Sanitary District  
Attn: Cathy Girdley  
N8722 County Road LP  
Menasha, WI 54952

Village of Harrison  
Travis Parish, Administrator  
W5298 Hwy 114  
Menasha, WI 54952

Neenah Menasha Metropolitan Sewerage Dist.  
Attn: Clerk  
101 Garfield  
Menasha, WI 54952

Attorney James P. Walsh  
City Attorney's Office  
100 N. Appleton Street  
Appleton, WI 54911

East Central Wisc Regional Planning Com.  
Attn: Clerk  
400 Ahnaip St. Suite 100  
Menasha, WI 54952

RE: City of Menasha Resolution No. R-10-13

To Whom This May Concern:

Please be advised that I represent the Town of Harrison.

I recently became aware that the City of Menasha adopted Resolution No. R-10-13, purporting to assert control over the Waverly Sanitary District.

In our view, said Resolution has no legal effect. In other words, the Waverly Sanitary District will continue to operate as it always has until and unless the parties agree otherwise or until the City of Menasha maintains a court order to the contrary.

By its own math, the City of Menasha contains less than half of the Waverly Sanitary District's total patrons. Wisconsin Statute §60.79(2)(d) and (dm) do not allow a municipality to assert control over a town sanitary district until the "majority" of patrons reside in said municipality.

More importantly, the City of Menasha's recent resolution is prohibited by an existing Intergovernmental Agreement, which was entered into between the City of Menasha, Town of Harrison, and Waverly Sanitary District on or about October 28, 1999.

John D. CLAYPOOL  
Greg P. CURTIS  
Richard T. ELROD  
Paula A. HAMER  
Charles J. HARTZHEIM  
Kelly S. KELLY  
Kristen S. KNUTSON  
Charles D. KOEHLER  
Kevin LONERGAN  
Robert B. LOOMIS  
Michael C. MENGHINI  
Andrew J. ROSSMEISSL  
Michael S. SIDDALL  
OF COUNSEL  
Don R. HERRLING  
Roger W. CLARK

Page 2  
8/6/2013

The purpose of this communication is simply to convey the Town of Harrison's position and reaffirm the Town's position that the Waverly Sanitary District will operate as usual until an agreement is reached or until a court rules to the contrary.

Very truly yours,



Andrew J. Rossmeissl  
*Direct Dial: (920) 882-3219*

AJR/smw  
Encl.

cc: Attorney John A. St. Peter

bec: Sam Captain



To: Members of the Common Council

From: Chief Tim Styka

Date: August 5, 2013

RE: Bartender Recommendation of Denial Letters

In the Council Meeting on August 5, 2013, the question was raised as to what notification is provided to a person who applies for a bartender license and is denied based upon the guidelines set forth by the Common Council. Please find attached a sample letter which explains the denial and the process going forward.

Please let me know if there are any questions.

July 9, 2013

Name  
Address  
City

Re: City of Menasha Alcohol Operators License Application

Dear Ms/Mr

In conducting a background investigation in relationship to your alcohol operator's license application the following information was determined.

Based on your background investigation I will be recommending that the Menasha Common Council deny your request for an Operator's License in the City of Menasha, because under guideline #3 you are considered a habitual law offender.

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol, individuals granted an Operator's License must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunk driving laws and assist with minimizing disturbances of the peace and maintaining the safety of the community. The incidents that you have been convicted of substantially relate to the license for which you have applied, arouse out of separate incidents which occurred within a short period of time within the proceeding 10 years.

The Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator's License within the City of Menasha. The recommendation will be given to the Common Council at its next meeting on July 15, 2013 at 6:00 pm or shortly thereafter. Should you wish to provide comment to the common council on your application you may do so during the public participation portion of meeting.

Sincerely,

Lt. Ron Bouchard  
Investigative Services  
Menasha Police Department



**MEMORANDUM**

TO: Menasha Common Council  
FROM: Kara Homan, AICP, Principal Planner *KH*  
RE: Downtown Workshop Summary  
DATE: August 15, 2013

As part of the City's "Connect Communities" designation, the City hosted a Downtown Workshop on June 19. Nearly 70 were in attendance, and provided extensive feedback regarding Downtown Menasha's *current* strenghts and weaknesses, and *future* opportunities and threats.

Attached, please find a summary of *individual* responses for strenghts and weaknesses, and *group* responses for opportunities and threats. Items were sorted by the number of responses or votes (where applicable).

## Strengths

- Waterfront/river walk – 31
- Marina – 18
- Successful businesses/growing businesses/dedicated owners – 15
- Historic character and buildings/old world charm – 10
- Parks/Trestle Trail – 10
- Concerned citizens/community that wants improvement – 6
- East end businesses improving store fronts – 6
- Farmers Market – 6
- Location – 5
- Parking – 5
- People (friendly/hardworking) – 5
- Events/activities – 4
- Open real estate/development opportunities – 4
- Existing buildings (both old and new) – 3
- Local destinations (taverns and restaurants) – 3
- Schools (public and private) – 3
- Traffic – 3
- Curtis Reed Square – 2
- Entertainment vibe – 2
- Nice library – 2
- Adequate housing
- Business support
- Diverse restaurants
- Low crime rate
- Low utility costs
- Well maintained concrete/blacktop
- Welcoming environment

## Weaknesses

- Too many empty spaces – 27
- Unkept buildings (both public and private – especially West end)and homes – 20
- Lack of unity among business owners – 12
  - Me mentality, no downtown organization, feels like there are two downtowns/split
- Current residents of the Menasha Hotel/low income housing – 11
- Poor reputation and there is no big reason to come to Menasha – 11
  - Competing with other economic areas
- Meter parking/parking in general/Broad St Alley – 8
- Lack of funding and government support – 7

- High taxes/debt – 6
- No grocery store – 5
- Lack of promotion – 4
- Lack of signage – 4
  - No identifiers marking historical district/indicating how to get to Menasha from Highway 41 (not close to highways) and poor signage in general
- Needs more foot traffic and unsafe crosswalks – 4
- No strategy for the downtown/lack of identity and image – 4
- Entry to downtown (it should be something we are proud of) and traffic bypasses Main St – 3
- Lack of trees/green spaces and too many weeds/poor landscape – 3
- Transient population and businesses – 3
- Gilbert Mill site – 2
- Lack of ability to make/accept change – 2
- Land locked – 2
- Low income/high rental rate – 2
- Maintenance of the roads – 2
  - Poor snow removal (Makes walking between businesses difficult) and pot holes
- Not a lot of events – 2
- Not enough dining or cafes – 2
- Waterfront only accessible to “paying costumers” for the most part – 2
- Bridges (slow)
- Emphasize history less and future more
- Lack of lodging
- Lack of winter appeal (have to walk outside to get to different shops)
- Maintained or explore options for getting these things done (Code Enforcement)
- Public schools
- Security
- Un-involved community
- Unable to keep college grads
- Underutilizing river traffic

## Opportunities

1. Enhance Access – Connect Riverwalk Businesses – Bike Trail – 27
2. Maintain Private and Public Properties/Remodeling – 26
3. More Activity in Downtown – Downtown Square and Events -24
4. Redevelopment of Gilbert and Banta Sites – 22
5. City Marketing Director – 19
6. Marina Development and Clientele/Waterways – 16
7. Public/Private Partnership – 15
8. Develop Vision/Plan – 14
9. Fill Empty Office Spaces – 13
10. Improve our Attitude – 8
11. Availability and Affordability of Community Spaces – 6
12. Redevelop Becher Electric – 5
13. Acquire Blighted Properties – 4
14. Develop Downtown Organization – 4
15. Attract Young Families/First Time Homeowners - 3
16. Grocery Store Downtown - 3
17. Grow Tax Base – 3
18. Renewed Commitment by City Officials – 3
19. Capture Neenah and Appleton Traffic (Entrances to the City) – 3
20. More Entertainment Possibilities – 3
21. Work with UW-Extension – 2
22. Work with Downtown Neenah - 1
23. Racine Street Bridge Reconstruction -1

## Threats\*

*\*No Particular Order*

- Poor Snow Removal
- Sexual Offender Housing Congregated in Area
- Lack of Police Presence
- City Budget
- Traffic Speed
- Competition from Neighboring Communities
- City Image
- Menasha Hotel
- Loitering
- No current vision
- Costly to improve properties
- Not diverse enough businesses
- Taxes Increasing

- Low Income Housing/Vacancies
- Not enough collaboration on decisions
- Businesses not collaborating
- Resistance to change
- Limited traffic potential
- Limited growth
- Parking

CITY OF MENASHA  
Special Common Council  
Third Floor Council Chambers  
140 Main Street, Menasha  
August 1, 2013  
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, DPW Radtke, CDD Keil, PP Homan, Clerk Galeazzi

D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

E. ACTION ITEMS

1. [R-10-13 Resolution Concerning Waverly Sanitary District](#)

CA/HRD Captain explained Waverly Sanitary District was created as a town sanitary district and has been servicing residents in the Town of Harrison, City of Appleton and City of Menasha. Wisconsin statute indicates that the owner and operator of such a district changes to whichever entity has the majority of patrons using the district on the date of incorporation. With the incorporation of Harrison as of March 8, 2013, the majority of the patrons serviced by Waverly Sanitary District reside in the City of Menasha. This resolution informs Waverly Sanitary District about this action and requests that they work with Menasha on the transfer.

Moved by Ald. Benner, seconded by Ald. Nichols to adopt R-10-13 Resolution Concerning Waverly Sanitary District.

Motion carried on roll call 8-0.

F. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Benner to adjourn at 7:10 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, August 5, 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, Nichols, Taylor, Sevenich, Keehan, Zelinski, Englebert

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil,

Dpty. Treasurer Sassman, PRD Tungate, LD Lenz, Pk Supt Maas, PP Homan, Clerk Galeazzi

DEPT. HEAD EXCUSED: PHD Nett

D. PUBLIC HEARING

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. [Kevin Soucie CN – Presentation of CN Stronger Communities Fund Grant](#)

Kevin Soucie, Director Government Affairs for CN, presented the Mayor and Council with a \$15,000 donation from CN Stronger Communities Fund for the planting of 240 additional trees throughout the City. There will be 30 trees planted in each of the eight aldermanic districts. This year marks the City of Menasha's 30<sup>th</sup> year as a Tree City.

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

Minutes to receive:

- a. [Administration Committee, 7/15/13](#)
- b. [Board of Public Works, 7/15/13](#)
- c. [City Hall Safety Committee, 6/7/13](#)
- d. [Committee on Aging, 6/13/13](#)
- e. [Landmarks Commission, 7/10/13](#)
- f. [Neenah-Menasha Sewerage Commission, 6/25/13](#)
- g. [Parks and Recreation Board, 7/8/13](#)
- h. [Personnel Committee, 7/15/13](#)
- i. [Plan Commission, 7/16/13](#)
- j. [Public Works/ Parks Safety Committee, 7/2/13](#)
- k. [Water and Light Commission, 6/26/13](#)

Communications

- l. [LD Lenz, 7/19/13; Grant to install hearing loop](#)
- m. [June 2013 Disposal Violations](#)
- n. [American Water Works Association, 6/26/13; Service to the Water Industry Plaque](#)
- o. [Cathy Stepp DNR, 7/16/13; Mayor Merkes reappointment to the Wisconsin Urban Forestry Council](#)
- p. Winnebago County, 7/17/13; Foreclosure of Tax Liens, [221 Washington Street](#); [46 Lawson Street](#)
- q. [MU Public Notice to all Electric Customers of Menasha Utilities](#)
- r. MN Sewerage Commission PowerPoints, [6/25/13](#), [7/23/13](#)
- s. [ES Montour, 7/16/13; Construction Permits to Residents-Midway Road Sidewalk Construction Project](#)
- t. [Mayor's Proclamation to The Gray Lion, 7/20/130](#)
- u. [Customers First! The Wire newsletter, July 2013](#)

Moved by Ald. Benner, seconded by Ald. Englebert to receive Minutes and Communications A-U.  
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, 7/15/13](#)

Board of Public Works, 7/15/13; Recommends approval of:

2. [Street Use Application – Twisted Pistons Scholarship Cruise-In; Thursday, August 15, 2013; 2:00 PM – 10:00 PM; \(Twisted Pistons\)](#)
3. [Recommendation to Award – Contract Unit No. 2013-01; Midway Road Concrete Walk Construction; Al Dix Concrete, Inc.; \\$199,919.05](#)
4. [Recommendation to Submit Ballot Requesting Winnebago County shall maintain \\$160,614.00 of the Surplus Recycling Revenue to avoid a 2012 County Recycling Deficit and rebate \\$194,445.00 to Signing Municipalities Based upon each Municipality's Actual Tonnage Processed and Sold for Year 2012](#)

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda items 1-4.

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 7/18/13 to 8/1/13 in the amount of \\$709,458.68.](#)

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

Ald. Taylor requested to separate check #43285 (McMahon).

Motion to approved accounts payable and payroll minus check #43285 carried on roll call 7-0.

Motion to approve check #43285 carried on roll call 6-0. Ald. Taylor abstained.

2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)

Moved by Ald. Benner, seconded by Ald. Englebert to approve Beverage Operators License Applications list as submitted.

Motion carried on roll call 7-0.

Moved by Ald. Benner, seconded by Ald. Englebert to deny Beverage Operators License Application for Griffin R. Sengbusch and Lisa M. Zarling as they do not met the criteria under the City of Menasha's Guidelines for Operator Licenses.

Motion carried on roll call 7-0.

### J. ORDINANCES AND RESOLUTION

1. [R-9-13 Resolution Approving Application to Board of Commissioners of Public Lands to Borrow \\$786,816.00 from the State Trust Funds and Authorizing the Borrowing and the Issuance of Certificates of Indebtedness and Levying a Tax in Connection Therewith. \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Nichols, seconded by Ald. Englebert to adopt R-9-13 Resolution Approving Application to Board of Commissioners of Public Lands to Borrow \$786,816.00 from the State Trust Funds and Authorizing the Borrowing and the Issuance of Certificates of Indebtedness and Levying a Tax in Connection Therewith.

Motion carried on roll call 6-1

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

Ald. Zelinski voted no.

### K. APPOINTMENTS

1. Mayor's reappointment of Christine Kaup, 518 Broad St., Menasha, to the Housing Authority for the term of 7-21-13 to 7-21-18.

Moved by Ald. Englebert, seconded by Ald. Benner to approve reappointment of Christine Kaup to Housing Authority for the term 7-21-13 to 7-21-18.

Motion carried on voice vote.

2. Mayor's reappointment of Michael Keehan, 944 Ida St., Menasha, to the Housing Authority for the term of 7-21-13 to 7-21-18.

Moved by Ald. Englebert, seconded by Ald. Benner to approve reappointment of Michael Keehan to Housing Authority for the term 7-21-13 to 7-21-18

Motion carried on roll call 7-0.

3. Mayor's reappointment of Kim Vanderhyden, 334 Park St., Menasha, to the Redevelopment Authority for the term of 9-1-13 to 9-1-18.

Moved by Ald. Englebert, seconded by Ald. Nichols to approve reappointment of Kim Vanderhyden to Redevelopment Authority for the term 9-1-13 to 9-1-18

Motion carried on voice vote.

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

O. RECESS TO ADMINISTRATION AND BOARD OF PUBLIC WORKS COMMITTEES

Moved by Ald. Benner, seconded by Ald. Keehan to recess at 6:25 p.m. to Administration Committee and Board of Public Works.

Motion carried on voice vote.

Reconvened at 7:05 p.m.

P. ADJOURN

Moved by Ald. Benner, seconded by Ald. Englebert to adjourn at 7:05 p.m. into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Village/Town of Harrison).

Motion carried on roll call 7-0.

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

## City of Menasha Disbursements

Accounts Payable	8/8/13-8/15/13 Checks # 43316-43457	\$ 1,824,152.45
Payroll	8/8/13	<u>\$ 173,047.02</u>
	Total	<u><u>\$ 1,997,199.47</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: 8/8/2013**

Date: 8/15/2013

<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>
AAA SANITATION INC	43316	8/8/2013	10237	100-0703-553.20-09	540.65	Portable Toilets/Sinks
			<b>Total for check: 43316</b>		<b>540.65</b>	
ACC PLANNED SERVICE INC	43317	8/8/2013	10921	100-0801-521.24-03	441.96	Repair at Police Dept
				100-0501-522.24-03	294.64	Repair at Police Dept
			<b>Total for check: 43317</b>		<b>736.60</b>	
ACCURATE	43318	8/8/2013	1310280	731-1022-541.30-18	50.32	Primer/Hose Clamp/Drill
			<b>Total for check: 43318</b>		<b>50.32</b>	
ANIMAL HAVEN ZOO	43319	8/8/2013		100-0702-552.20-05	350.00	Smith Park Petting Zoo
			<b>Total for check: 43319</b>		<b>350.00</b>	
ARING EQUIPMENT CO INC	43320	8/8/2013	304519	731-1022-541.38-03	54.41	Hose
		8/8/2013	304571	731-1022-541.38-03	111.78	Fan
		8/8/2013	304624	731-1022-541.38-03	113.63	Antenna & Attachment
			<b>Total for check: 43320</b>		<b>279.82</b>	
BARRY, STEVE	43321	8/8/2013	BARRY	100-0000-441.23-00	84.50	Park Refund/Steve Barry
			<b>Total for check: 43321</b>		<b>84.50</b>	
BERGSTROM FORD OF NEENAH	43322	8/8/2013	23812	100-0801-521.29-05	53.12	Wheel Cover
		8/8/2013	23835	731-1022-541.38-03	17.72	Terminal
		8/8/2013	23965	731-1022-541.38-03	73.62	Motor Asy
			<b>Total for check: 43322</b>		<b>144.46</b>	
BRAZEE ACE HARDWARE	43323	8/8/2013	022855	100-0703-553.30-18	1.59	Fasteners
			<b>Total for check: 43323</b>		<b>1.59</b>	

**AP Check Register**  
**Check Date: 8/8/2013**

Date: 8/15/2013

<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>
MICHAEL BRUNN	43324	8/8/2013		100-0202-512.34-02	117.00	July Expenses
			<b>Total for check: 43324</b>		<b>117.00</b>	
BUSINESS ORIENTED SOFTWARE SOLUTION	43325	8/8/2013	AMNBSC1308115	743-0403-513.24-04	1,599.00	Annual Maint/BOSS Support
			<b>Total for check: 43325</b>		<b>1,599.00</b>	
CAREW CONCRETE & SUPPLY CO INC	43326	8/8/2013	939065	100-1003-541.30-18	68.00	Concrete
				100-1009-541.30-18	46.00	Concrete
			<b>Total for check: 43326</b>		<b>114.00</b>	
CARRICO AQUATIC RESOURCES INC	43327	8/8/2013	20124713	100-0704-552.30-18	1,469.59	15 Gallon Enzyme Pump
			<b>Total for check: 43327</b>		<b>1,469.59</b>	
ENTERPRISE SYSTEMS GROUP	43328	8/8/2013	0029962-IN	743-0403-513.21-04	230.00	PD Camera Services
			<b>Total for check: 43328</b>		<b>230.00</b>	
FABCO EQUIPMENT INC	43329	8/8/2013	C 229033	731-1022-541.38-03	95.46	Tips/Pin-gets/Retainers
		8/8/2013	C 229036	731-1022-541.38-03	96.03	Tip/Adapter/Retainers
		8/8/2013	C 229037	731-1022-541.38-03	88.57	Adapters
			<b>Total for check: 43329</b>		<b>280.06</b>	
FACTORY MOTOR PARTS CO	43330	8/8/2013	18-1240638	731-1022-541.38-03	471.79	Alternator Asy
		8/8/2013	1801241756	731-1022-541.38-03	60.55	Pump Kit
			<b>Total for check: 43330</b>		<b>532.34</b>	
FERGUSON ENTERPRISES #448	43331	8/8/2013	0884809	100-1001-514.24-03	123.15	Flush Valve 3rd Floor Women's
			<b>Total for check: 43331</b>		<b>123.15</b>	
FERGUSON WATERWORKS #1476	43332	8/8/2013	0131802	100-0701-533.24-03	101.06	Clamp

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<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>
FERGUSON WATERWORKS #1476...	43332...	8/8/2013	0132825	625-1010-541.30-18	2,416.85	Gutter Grate/Jt Seal/Curb
			<b>Total for check: 43332</b>			<b>2,517.91</b>
FERRELLGAS	43333	8/8/2013	1077269391	266-1027-543.21-06	50.39	Cylinders
			<b>Total for check: 43333</b>			<b>50.39</b>
FIBERLINK COMMUNICATIONS CORP	43334	8/8/2013	130711-0000479	743-0403-513.21-04	450.00	Mobility Mgmt Bundle
			<b>Total for check: 43334</b>			<b>450.00</b>
FOX STAMP SIGN & SPECIALTY	43335	8/8/2013	OE-16423	100-0704-552.30-10	11.50	Pool Supplies
		8/8/2013	OE-16685	100-0702-552.30-18	25.50	Lettering
		8/8/2013	OE-16862	100-0704-552.30-10	34.50	Pool Supplies
		8/8/2013	OE-17200	100-0704-552.30-10	117.50	Pool Office Supplies
		<b>Total for check: 43335</b>			<b>189.00</b>	
FOX VALLEY TRUCK	43336	8/8/2013	504253	731-1022-541.38-03	569.64	Hinge Kit/Sender/Pins
			<b>Total for check: 43336</b>			<b>569.64</b>
GRIESBACH READY-MIX LLC	43337	8/8/2013	1709	625-1003-541.30-18	423.00	Arthur Street
		8/8/2013	1739	625-1003-541.30-18	355.00	Arthur St
		8/8/2013	1744	625-1003-541.30-18	372.00	Arthur St
		8/8/2013	1753	625-1003-541.30-18	508.00	Arthur Street
					100-0703-553.30-18	102.00
<b>Total for check: 43337</b>			<b>1,760.00</b>			
GUNDERSON INC	43338	8/8/2013	107182	100-0801-521.30-13	34.82	Supply Cleaning
			<b>Total for check: 43338</b>			<b>34.82</b>
GUSTMAN CHEVROLET SALES INC	43339	8/8/2013	28347	731-1022-541.38-03	315.00	Bumper FDL
		8/8/2013	28367	731-1022-541.38-03	47.62	Valance UP

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<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>
GUSTMAN CHEVROLET SALES INC...	43339...	8/8/2013	28403	731-1022-541.38-03	29.42	Seal & Bearing
			<b>Total for check: 43339</b>		<b>392.04</b>	
HORST DISTRIBUTING INC	43340	8/8/2013	31362-000	731-1022-541.38-03	277.24	Trowel Plate/Finish Blade
			<b>Total for check: 43340</b>		<b>277.24</b>	
DAVID N JAGLA	43341	8/8/2013		100-0801-521.21-06	352.00	Background Check/Miller
			<b>Total for check: 43341</b>		<b>352.00</b>	
JX ENTERPRISES INC	43342	8/8/2013	G-231630019	731-1022-541.38-03	184.51	Switch-Battery/Kit
			<b>Total for check: 43342</b>		<b>184.51</b>	
KRUEGER TRUE VALUE	43343	8/8/2013	110239ADJ	100-0702-552.30-18	31.90	Games
			<b>Total for check: 43343</b>		<b>31.90</b>	
LANDLORD SERVICES LLC	43344	8/8/2013	17568	100-0801-521.21-06	17.00	Miller Credit Report
			<b>Total for check: 43344</b>		<b>17.00</b>	
LEVENHAGEN CORPORATION	43345	8/8/2013	050017A-IN	731-1022-541.30-18	181.60	Moly Ultra Red/Lubriplate
		8/8/2013	80693	207-0707-552.38-01	1,488.07	Fuel
		8/8/2013	80701	207-0707-552.38-01	3,738.08	Fuel
			<b>Total for check: 43345</b>		<b>5,407.75</b>	
LINCOLN CONTRACTORS SUPPLY INC	43346	8/8/2013	180864	100-1003-541.30-15	18.95	Metal Abrasive Blade
				100-1009-541.30-15	18.95	Metal Abrasive Blade
			<b>Total for check: 43346</b>		<b>37.90</b>	

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MANAWA TELEPHONE CO	43347	8/8/2013		743-0403-513.22-01	39.95	Cabin Internet
			<b>Total for check: 43347</b>		<b>39.95</b>	
MATTHEWS TIRE & SERVICE CENTER	43348	8/8/2013	48000	731-1022-541.38-02	207.83	Tires
			<b>Total for check: 43348</b>		<b>207.83</b>	
MENARDS-APPLETON EAST	43349	8/8/2013	25484	100-0704-552.24-03	99.52	Caulk/Tape/Poly
		8/8/2013	25870	100-1009-541.30-18	72.02	2x4 - 8' Premium/Select
		8/8/2013	25916	100-0703-553.30-18	4.11	2 X 4 - 12'
			<b>Total for check: 43349</b>		<b>175.65</b>	
MENASHA EMPLOYEES CREDIT UNION	43350	8/8/2013	20130808	100-0000-202.05-00	12,183.00	PAYROLL SUMMARY
			<b>Total for check: 43350</b>		<b>12,183.00</b>	
MENASHA EMPLOYEES CREDIT UNION	43351	8/8/2013	20130808	100-0000-202.10-00	150.25	PAYROLL SUMMARY
			<b>Total for check: 43351</b>		<b>150.25</b>	
MENASHA NEENAH MUNICIPAL COURT	43352	8/8/2013		100-0000-201.03-00	328.00	Bond/MEPD 13-73
			<b>Total for check: 43352</b>		<b>328.00</b>	
MENASHA TREASURER	43353	8/8/2013	PARK & REC	100-0000-103.08-00	300.00	Grunski Start-Up
			<b>Total for check: 43353</b>		<b>300.00</b>	
MENASHA UTILITIES	43354	8/8/2013		100-1008-541.22-03	183.15	Electric
				100-0703-553.22-03	562.01	Electric
				100-0703-553.22-05	332.44	Water
				100-0703-553.22-06	132.51	Storm
				100-0903-531.22-03	189.66	Electric
				100-0903-531.22-05	45.42	Water
				100-0000-123.00-00	8.26	Electric

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MENASHA UTILITIES...	43354...	8/8/2013...	...	100-0305-562.22-06	7.50	Storm
				601-1020-543.22-03	79.05	Electric
		8/8/2013	ST LIGHTS	100-1012-541.22-03	15,597.27	July Public Street Lights
	<b>Total for check: 43354</b>				<b>17,137.27</b>	
MODERN DAIRY INC	43355	8/8/2013	211962	100-0704-552.30-17	574.18	Concessions
			211997	100-0704-552.30-17	12.50	Concessions
			212091	100-0704-552.30-17	366.90	Concessions
			212111	100-0704-552.30-17	111.72	Concessions
<b>Total for check: 43355</b>				<b>1,065.30</b>		
MORTON SAFETY	43356	8/8/2013	807392	731-1022-541.30-18	58.20	Metatarsel Guard
<b>Total for check: 43356</b>				<b>58.20</b>		
N&M AUTO SUPPLY	43357	8/8/2013	449302	731-1022-541.38-03	44.98	Receiver Tube Adapter
			449303	731-1022-541.38-03	11.98	Hitch Pins
			449811	731-1022-541.30-18	7.98	Dry Graphite Aerosol
			450448	731-1022-541.38-03	121.83	Draftshaft & Core Deposit
			450817	731-1022-541.38-03	17.89	Tail Light Converter
			451212	731-1022-541.38-03	121.83	Driveshaft & Core Deposit
			451335	731-1022-541.38-03	12.01	Fuel Line Repair
			451395	731-1022-541.30-18	17.97	A/C Odor Out
			451405	731-1022-541.38-03	12.04	Cabin Air Filter
<b>Total for check: 43357</b>				<b>368.51</b>		
LINDA PALMBACH	43358	8/8/2013		100-0903-531.33-01	65.25	June Expenses
<b>Total for check: 43358</b>				<b>65.25</b>		
PITNEY BOWES INC	43359	8/8/2013	467333	100-1001-514.30-10	183.57	Postage Machine Ink
<b>Total for check: 43359</b>				<b>183.57</b>		

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REGISTRATION FEE TRUST	43360	8/8/2013		100-0801-521.29-05	1.00	Transfer Plates
			<b>Total for check: 43360</b>		<b>1.00</b>	
DIANE SCHABACH	43361	8/8/2013	665327	207-0707-552.30-11	98.10	Postage
		8/8/2013	665328	207-0707-552.24-02	125.56	Tools & Equipment
				207-0707-552.30-18	156.65	Marina Supplies
			<b>Total for check: 43361</b>		<b>380.31</b>	
SPORTS GRAPHICS	43362	8/8/2013	0613-023	100-0704-552.30-10	390.15	T-Shirts
			<b>Total for check: 43362</b>		<b>390.15</b>	
STATE BAR OF WISCONSIN	43363	8/8/2013		100-0201-512.32-01	454.25	Membership #1023192
			<b>Total for check: 43363</b>		<b>454.25</b>	
STEVE STUMPF LANDSCAPING	43364	8/8/2013	2922	209-0703-553.20-06	3,600.00	Landscape/Tana Lane Park
			<b>Total for check: 43364</b>		<b>3,600.00</b>	
SWIDERSKI POWER INC	43365	8/8/2013	IF18006	731-1022-541.38-03	3.98	O-Ring
		8/8/2013	WF06904	731-1022-541.38-03	761.03	Pump Repair
			<b>Total for check: 43365</b>		<b>765.01</b>	
SYN-TECH SYSTEMS	43366	8/8/2013	85647	731-1022-541.24-06	265.45	Cable Assys/Modules
			<b>Total for check: 43366</b>		<b>265.45</b>	
TAPCO	43367	8/8/2013	1427342	100-1008-541.30-18	198.79	Traffic Signals
			<b>Total for check: 43367</b>		<b>198.79</b>	

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UNIFIRST CORPORATION	43368	8/8/2013	097 0142778	731-1022-541.20-01	112.65	Cleaning Service
			<b>Total for check: 43368</b>		<b>112.65</b>	
UNIFORM SHOPPE	43369	8/8/2013	222840	100-0801-521.19-03	113.60	Shirts
			<b>Total for check: 43369</b>		<b>113.60</b>	
UNITED PAPER CORPORATION	43370	8/8/2013	66529	100-0000-132.00-00	1,802.85	Bags, Towels, & Cleaners
		8/8/2013	66563	100-0000-132.00-00	52.82	Bags
		8/8/2013	66571	100-0000-132.00-00	1,904.10	Towels & Bath Tissue
			<b>Total for check: 43370</b>		<b>3,759.77</b>	
UNITED WAY FOX CITIES	43371	8/8/2013	20130808	100-0000-202.09-00	30.25	PAYROLL SUMMARY
			<b>Total for check: 43371</b>		<b>30.25</b>	
VALLEY POPCORN CO INC	43372	8/8/2013	137506	100-0704-552.30-17	124.35	Popcorn Supplies
			<b>Total for check: 43372</b>		<b>124.35</b>	
WAYNE INDUSTRIAL HOLDINGS LLC	43373	8/8/2013	90798	731-1022-541.38-03	712.64	Pins/Washers/Snap Rings
			<b>Total for check: 43373</b>		<b>712.64</b>	
WE ENERGIES	43374	8/8/2013		100-1012-541.22-03	2,255.33	Street Lights
			<b>Total for check: 43374</b>		<b>2,255.33</b>	
WINNEBAGO COUNTY TREASURER	43375	8/8/2013	4518	100-0805-521.25-01	102.92	Inmate Housing
			<b>Total for check: 43375</b>		<b>102.92</b>	
WISCONSIN DEPT OF JUSTICE-TIME	43376	8/8/2013	T15566	100-0801-521.22-01	454.50	TIME System Support/Acces
			<b>Total for check: 43376</b>		<b>454.50</b>	

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WISCONSIN DEPT OF TRANSPORTATION	43377	8/8/2013		100-0801-521.34-02	105.00	Badger TraCS Conference
			<b>Total for check: 43377</b>		<b>105.00</b>	
WISCONSIN SUPPORT COLLECTIONS	43378	8/8/2013	20130808	100-0000-202.03-00	1,108.13	PAYROLL SUMMARY
			<b>Total for check: 43378</b>		<b>1,108.13</b>	
ZEP SALES & SERVICE	43379	8/8/2013	9000405541	731-1022-541.30-18	400.61	Cleaners
			<b>Total for check: 43379</b>		<b>400.61</b>	
					<b>66,522.67</b>	

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FOX VALLEY TECHNICAL COLLEGE	43380	8/14/2013	TAX COLLECTION	100-0000-203.04-00	183,763.87	Tax Collections
			<b>Total for check: 43380</b>		<b>183,763.87</b>	
MENASHA JOINT SCHOOL DISTRICT	43381	8/14/2013	TAX COLLECTION	100-0000-203.03-00	924,324.14	Tax Collections
			<b>Total for check: 43381</b>		<b>924,324.14</b>	
WINNEBAGO COUNTY TREASURER	43382	8/14/2013	TAX COLLECTION	100-0000-203.02-00	536,973.83	Tax Collections
				100-0000-203.08-00	16,893.30	Tax Collections
			<b>Total for check: 43382</b>		<b>553,867.13</b>	Winnebago County State of Wisconsin
					<b>1,661,955.14</b>	

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AAA SANITATION INC	43383	8/15/2013	602839	100-0703-553.20-09	115.00	Portable Toilets
		8/15/2013	602840	100-0703-553.20-09	115.00	Portable Toilets
	<b>Total for check: 43383</b>				<b>230.00</b>	
ACCURATE	43384	8/15/2013	1310416	731-1022-541.30-18	11.45	Nylock Nut
		8/15/2013	1310566	731-1022-541.30-18	53.86	Electrical & Duct Tape
	<b>Total for check: 43384</b>				<b>65.31</b>	
CITY OF APPLETON	43385	8/15/2013	214144	100-0302-542.25-01	12,917.00	July Transit Services
	<b>Total for check: 43385</b>				<b>12,917.00</b>	
ARCTIC GLACIER INTERNATIONAL INC	43386	8/15/2013	160320013	100-0704-552.30-17	190.90	Ice
	<b>Total for check: 43386</b>				<b>190.90</b>	
BAUMGART PLUMBING	43387	8/15/2013	OVERPAY	100-0000-422.03-00	40.00	524 First Street Overpay Permit
	<b>Total for check: 43387</b>				<b>40.00</b>	
BERGSTROM FORD OF NEENAH	43388	8/15/2013	23937	731-1022-541.38-03	22.42	Handle
	<b>Total for check: 43388</b>				<b>22.42</b>	
BRAZEE ACE HARDWARE	43389	8/15/2013	023017	100-0703-553.24-03	19.48	Bend/Trap
	<b>Total for check: 43389</b>				<b>19.48</b>	
BROCK WHITE COMPANY	43390	8/15/2013	12333734-00	100-0703-553.30-18	23.76	Sand
	<b>Total for check: 43390</b>				<b>23.76</b>	
BRUCE MUNICIPAL EQUIPMENT INC	43391	8/15/2013	5132218	731-1022-541.38-03	36.50	Gas Tank Cap

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BRUCE MUNICIPAL EQUIPMENT INC...	43391...	8/15/2013	5132237	731-1022-541.38-03	71.55	Power Solenoid
			<b>Total for check: 43391</b>		<b>108.05</b>	
BUBRICK'S	43392	8/15/2013	769274	100-0801-521.30-10	300.71	Supplies
			<b>Total for check: 43392</b>		<b>300.71</b>	
BUILDERS SERVICE CENTER	43393	8/15/2013	B010958-IN	100-0703-553.24-03	400.00	Lock and deadbolt prep
			<b>Total for check: 43393</b>		<b>400.00</b>	
CAREW CONCRETE & SUPPLY CO INC	43394	8/15/2013	941594	625-1010-541.30-18	80.00	
		8/15/2013	941993	625-1010-541.30-18	80.00	Bag
			<b>Total for check: 43394</b>		<b>160.00</b>	
CDW GOVERNMENT INC	43395	8/15/2013	DQ04209	743-0403-513.24-04	10,832.24	Microsoft Licensing/ File Servers
			<b>Total for check: 43395</b>		<b>10,832.24</b>	
EARTHLINK BUSINESS	43397	8/15/2013		100-0402-513.22-01	6.97	Assessor
				100-0201-512.22-01	6.78	Attorney
				100-0000-123.00-00	15.46	Building Inspection
				100-0203-512.22-01	14.08	Clerk
				100-0304-562.22-01	25.34	Comm Development
				100-1001-514.22-01	76.76	City Hall
				100-0401-513.22-01	34.19	Finance
				731-1022-541.22-01	27.51	Garage
				100-0903-531.22-01	51.99	Health
				743-0403-513.22-01	16.26	IT
				100-0601-551.22-01	180.19	Library
				100-0101-511.22-01	10.69	Mayor
				100-0702-552.22-01	28.66	Recreation
				100-0703-553.22-01	48.15	Parks
				100-0202-512.22-01	17.12	Personnel

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EARTHLINK BUSINESS...	43397...	8/15/2013...	...	100-0801-521.22-01	265.70	Police
				100-1002-541.22-01	44.65	Engineering
				100-0920-531.22-01	13.98	Senior Center
				100-1008-541.22-01	4.04	Sign
				100-0502-522.22-01	42.44	EOC
				207-0000-123.00-00	28.46	Marina
				100-0000-123.00-00	318.54	Menasha Utilities
				<b>Total for check: 43397</b>	<b>1,277.96</b>	
GORDON ECKRICH	43398	8/15/2013	ECKRICH	100-0402-513.10-07	100.00	Board of Review 8/1 & 8/8
				<b>Total for check: 43398</b>	<b>100.00</b>	
ENVIRONMENTAL MGT & TESTING SERVICE	43399	8/15/2013	1031	100-1001-514.30-18	20.00	Air Sampling
				<b>Total for check: 43399</b>	<b>20.00</b>	
FACTORY MOTOR PARTS CO	43400	8/15/2013	18-1244963	731-1022-541.38-03	109.77	Pro Batt
				<b>Total for check: 43400</b>	<b>109.77</b>	
FASTENAL COMPANY	43401	8/15/2013	WINEE81174	100-0703-553.30-18	(14.27)	Credit
		8/15/2013	WINEE86770	100-0703-553.30-18	28.62	3/8-16 X 2 S/S HCS
				<b>Total for check: 43401</b>	<b>14.35</b>	
FELDMANN INC	43402	8/15/2013	43330	100-0304-562.21-06	540.00	Sign
				<b>Total for check: 43402</b>	<b>540.00</b>	
FERGUSON WATERWORKS #1476	43403	8/15/2013	0134506	625-1010-541.30-18	2,768.92	Northridge Ct Supplies
		8/15/2013	0134777	625-1010-541.30-18	324.75	Pipe
				<b>Total for check: 43403</b>	<b>3,093.67</b>	

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<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>
FOX CITIES CHAMBER OF COMMERCE &	43404	8/15/2013		100-0304-562.34-02	40.00	Homan/Englebert
			<b>Total for check: 43404</b>		<b>40.00</b>	
GALLS LLC	43405	8/15/2013	000806585	100-0801-521.29-05	377.30	Lights/Brackets
			<b>Total for check: 43405</b>		<b>377.30</b>	
GAT SUPPLY INC	43406	8/15/2013	00019456	100-1003-541.30-15	203.94	Unv Blue Star Diamo Bld
			<b>Total for check: 43406</b>		<b>203.94</b>	
GRAINGER INC	43407	8/15/2013	9194002904	100-0703-553.24-03	58.87	Motor
			<b>Total for check: 43407</b>		<b>58.87</b>	
GRIESBACH READY-MIX LLC	43408	8/15/2013	1766	625-1003-541.30-18	437.00	Arthur Street
			<b>Total for check: 43408</b>		<b>437.00</b>	
GUSTMAN CHEVROLET SALES INC	43409	8/15/2013	28487	731-1022-541.38-03	406.76	Cam/Sensor Kit/W Module
		8/15/2013	28494	731-1022-541.30-18	39.93	A/C Treatment
		8/15/2013	28502	731-1022-541.38-03	150.64	Motor Kit
			<b>Total for check: 43409</b>		<b>597.33</b>	
HOME DEPOT CREDIT SERVICES	43410	8/15/2013	5035298	100-0703-553.24-03	103.22	Supplies
			<b>Total for check: 43410</b>		<b>103.22</b>	
HORST DISTRIBUTING INC	43411	8/15/2013	31611-000	731-1022-541.38-03	51.59	Gauge, Water Temp & Pin
			<b>Total for check: 43411</b>		<b>51.59</b>	
HOTSY CLEANING SYSTEMS INC	43412	8/15/2013	0083959-IN	731-1022-541.30-18	350.00	Panel Wash
			<b>Total for check: 43412</b>		<b>350.00</b>	

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IMPERIAL SUPPLIES LLC	43413	8/15/2013	KB3410	731-1022-541.30-18	105.71	Gloves
			<b>Total for check: 43413</b>		<b>105.71</b>	
IRENE JUAREZ	43414	8/15/2013	HATTIEMINOR	822-0413-554.30-16	250.00	Hattie Minor Scholarship
			<b>Total for check: 43414</b>		<b>250.00</b>	
KEY BENEFIT CONCEPTS LLC	43415	8/15/2013	2008006	100-0401-513.21-03	5,000.00	Post Employment Benefit Valuation
			<b>Total for check: 43415</b>		<b>5,000.00</b>	
KITZ & PFEIL INC	43418	8/15/2013	062114-0070	100-1008-541.30-18	53.99	Stencil Coating Sprayer
		8/15/2013	062314-0043	100-0704-552.30-18	17.08	Duct Tape
		8/15/2013	062409-0003	100-0703-553.30-18	74.18	Hardware Misc/Washer
		8/15/2013	062414-0065	731-1022-541.38-03	64.75	Valve
		8/15/2013	062414-0102	100-0703-553.24-03	9.51	Hardware Misc
		8/15/2013	062514-0062	100-0704-552.24-04	11.23	Bolts
		8/15/2013	062614-0002	100-1003-541.30-18	15.08	Tack Trailer/Cylinder
		8/15/2013	062614-0035	100-0801-521.24-03	2.24	Bushing ACZ Condensate Drain
		8/15/2013	062814-0008	100-1001-514.30-15	11.95	Tie/Cover AC Pipe Hood
		8/15/2013	062814-0072	100-0703-553.30-18	26.78	Bibb/Paint/Lever
		8/15/2013	070114-0004	731-1022-541.38-03	1.78	Parts
		8/15/2013	070114-0086	100-1008-541.30-18	14.39	String Line
		8/15/2013	070114-0218	100-0704-552.30-10	19.75	Ziploc Bags/Cleaner Pool Supplies
		8/15/2013	070214-0100	100-0704-552.30-18	16.15	Cable Ties
		8/15/2013	070514-0088	731-1022-541.38-03	15.36	Hinges
		8/15/2013	070903-0005	266-1028-543.30-18	47.80	Oil
		8/15/2013	070909-0026	100-0703-553.24-03	37.62	Hardware Misc/Paint/Clamp
		8/15/2013	070914-0023	100-0801-521.30-13	18.89	Recycle Bags
		8/15/2013	071003-0028	100-0703-553.30-18	16.60	Hardware Parts/Oil
		8/15/2013	071109-0029	207-0707-552.30-18	30.58	Coupling
		8/15/2013	071114-0011	100-0704-552.24-03	85.17	Hardware Misc/Iron/Screw Caulk/Wall Plate
		8/15/2013	071114-0035	100-0903-531.24-03	4.66	Spackling/Knife
		8/15/2013	071209-0048	100-0703-553.24-03	21.38	Nozzle/Hardware Misc
		8/15/2013	071509-0029	100-0703-553.24-03	7.98	Nozzle/Quick Link

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KITZ & PFEIL INC...	43418...	8/15/2013	071603-0008	100-0703-553.30-18	8.85	Blade
		8/15/2013	071603-0018	100-0703-553.30-18	(1.38)	Blade
		8/15/2013	071614-0001	731-1022-541.30-18	9.42	Enamel
		8/15/2013	071614-0041	100-0703-553.24-03	6.74	Bulb
		8/15/2013	071709-0019	100-0703-553.30-18	8.24	Disconnect
		8/15/2013	071714-0163	100-0703-553.30-18	4.12	Coupler
		8/15/2013	071803-0020	731-1022-541.38-03	26.22	Washer
		8/15/2013	071814-0019	100-1001-514.30-18	24.04	Battery/Paint Can/Cover
		8/15/2013	071814-0115	100-0801-521.30-18	8.09	Padlock
		8/15/2013	071914-0017	100-1016-543.30-18	34.63	Stain/Tray Set      Dumpster Enclosure Marina
	8/15/2013	071914-0117	100-1016-543.30-18	26.99	Stain	
			<b>Total for check: 43418</b>		<b>780.86</b>	
ROY KORDUS	43419	8/15/2013	KORDUS	100-0402-513.10-07	100.00	Board of Review      8/1 & 8/8
			<b>Total for check: 43419</b>		<b>100.00</b>	
KUNDINGER FLUID POWER INC	43420	8/15/2013	50245725	731-1022-541.38-03	28.01	Cast Iron Y Strainer
		8/15/2013	50245728	731-1022-541.38-03	38.70	Flexible Hose
			<b>Total for check: 43420</b>		<b>66.71</b>	
KUSTOM SIGNALS INC	43421	8/15/2013	484569	100-0801-521.29-05	132.00	Kit FHR MC Short/Long Hnd
			<b>Total for check: 43421</b>		<b>132.00</b>	
MATTHEWS TIRE & SERVICE CENTER	43422	8/15/2013	48026	731-1022-541.38-02	12.71	Valve Stem
		8/15/2013	48057	731-1022-541.38-02	345.85	Tires & Hardware
		8/15/2013	48062	731-1022-541.38-02	204.91	Flat Repair/Hardware
		8/15/2013	48063	731-1022-541.38-02	34.19	Flat Repair & Hardware
			<b>Total for check: 43422</b>		<b>597.66</b>	

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MENASHA NEENAH MUNICIPAL COURT	43423	8/15/2013		100-0000-201.03-00	139.00	Bond Report #MP12-000094
			<b>Total for check: 43423</b>		<b>139.00</b>	
POSTMASTER	43424	8/15/2013		100-0702-552.30-11	1,202.22	Mailing
			<b>Total for check: 43424</b>		<b>1,202.22</b>	
ELISHA D SMITH PUBLIC LIBRARY	43425	8/15/2013	LIBRARY	100-0601-551.30-16	36.06	Petty Cash
				100-0601-551.30-11	9.90	Petty Cash
				100-0601-551.30-18	3.29	Petty Cash
				100-0601-551.34-03	4.98	Petty Cash
				100-0601-551.30-13	2.78	Petty Cash
				100-0601-551.34-04	4.00	Petty Cash
			<b>Total for check: 43425</b>		<b>61.01</b>	
MENASHA TREASURER	43426	8/15/2013	REC	100-0702-552.30-18	136.69	Petty Cash Close Out
			<b>Total for check: 43426</b>		<b>136.69</b>	
MENASHA UTILITIES	43427	8/15/2013		267-0102-581.22-03	1,828.19	198 River Street
				267-0102-581.22-05	175.44	198 River - Water
				501-0304-562.22-03	117.97	3031 Whisper Falls Lane
				501-0304-562.22-06	43.13	3031 Whisper Falls Lane
				501-0304-562.22-03	(100.00)	Fix Entry
		8/15/2013	004132	625-0401-513.25-01	1,789.28	June Storm Water Charge
		8/15/2013	004133	601-0401-513.25-02	15,331.74	June Sewer Charge
			<b>Total for check: 43427</b>		<b>19,185.75</b>	
TOWN OF MENASHA UTILITY DISTRICT	43428	8/15/2013	4133	100-0701-533.22-06	295.50	206 North Street
		8/15/2013	4134	100-0703-553.22-06	26.25	Undeveloped Land
			<b>Total for check: 43428</b>		<b>321.75</b>	

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MINNESOTA LIFE INSURANCE COMPANY	43429	8/15/2013		100-0000-204.07-00	2,433.15	September Premium Policy 2832L-G
			<b>Total for check: 43429</b>		<b>2,433.15</b>	
MONOPRICE INC	43430	8/15/2013	8591291	743-0403-513.29-01	32.28	Toner/2nd FI Fax
			<b>Total for check: 43430</b>		<b>32.28</b>	
MOTOR & CONTROL SERVICE INC	43431	8/15/2013	14547	100-0703-553.24-03	179.39	Motor
			<b>Total for check: 43431</b>		<b>179.39</b>	
N&M AUTO SUPPLY	43432	8/15/2013	450979	731-1022-541.38-03	(55.60)	Core Deposit
		8/15/2013	451340	731-1022-541.38-03	(55.60)	Core Deposit
		8/15/2013	451922	731-1022-541.38-03	26.49	2" Trailer Coupler
		8/15/2013	452003	731-1022-541.38-03	134.70	Halogen Capsule
				731-1022-541.30-18	29.38	Adhesive
		8/15/2013	452013	731-1022-541.38-03	44.90	Halogen Capsule
		8/15/2013	452078	731-1022-541.38-03	7.91	Gas Cap
		8/15/2013	452113	731-1022-541.38-03	8.63	Gasket
				731-1022-541.30-18	3.00	Sealer
		8/15/2013	452135	731-1022-541.38-03	(3.90)	Vehicle End Credit
		8/15/2013	452493	731-1022-541.30-18	3.90	Silicone
				731-1022-541.38-03	161.73	Rotor/Pads/Filter
		8/15/2013	452533	731-1022-541.38-03	8.96	Oil Filter
			<b>Total for check: 43432</b>		<b>314.50</b>	
NEENAH-MENASHA SEWERAGE COMMISSION	43433	8/15/2013	2013-107	601-1021-543.21-01	3,929.05	Legal Reimbursement
			<b>Total for check: 43433</b>		<b>3,929.05</b>	
JEFF NICHOLS	43434	8/15/2013	NICHOLS	100-0402-513.10-07	100.00	Board of Review 8/1 & 8/8
			<b>Total for check: 43434</b>		<b>100.00</b>	

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OGDEN PLUMBING & HEATING INC	43435	8/15/2013	69541	100-0501-522.24-03	108.39	Toilet Repair
			<b>Total for check: 43435</b>		<b>108.39</b>	
PACKER CITY INTERNATIONAL	43436	8/15/2013	3-231820049	731-1022-541.38-03	8.12	Filter
		8/15/2013	3-231840069	731-1022-541.38-03	26.28	Lub Fltr, Light, DEF
				731-1022-541.30-18	31.00	Lub Fltr, Light, DEF
		8/15/2013	3-231870002	731-1022-541.38-03	10.26	Lights
		8/15/2013	3-231980054	731-1022-541.38-03	15.36	Lubefilt & Def
				731-1022-541.30-18	38.75	Lubefilt & Def
		8/15/2013	3-231990038	731-1022-541.38-03	33.22	Plug & Lens
		8/15/2013	3-232000052	731-1022-541.38-03	19.36	Filters & Grommets
		8/15/2013	3-232050121	731-1022-541.38-03	11.71	Air Filter
		8/15/2013	3-232060047	731-1022-541.38-03	64.15	Air Filters/Lubefilt
		8/15/2013	3-232070046	731-1022-541.38-03	400.19	Clamps & Type 5 O
		8/15/2013	3-232080001	731-1022-541.38-03	50.17	Cable
		8/15/2013	3-232100003	731-1022-541.38-03	(1,002.75)	Pipe/CREDIT
		8/15/2013	3-232110004	731-1022-541.38-03	1,109.32	Nut/Seal/Ring/Kit/Washer
		8/15/2013	3-232120066	731-1022-541.38-03	4.03	Filter
		8/15/2013	3-232120079	731-1022-541.30-18	31.00	Filters
				731-1022-541.38-03	43.98	Filters
			<b>Total for check: 43436</b>		<b>894.15</b>	
DIGICORPORATION	43437	8/15/2013	201039	100-0801-521.30-11	9.61	
		8/15/2013	201084	100-0904-531.30-11	10.10	
		8/15/2013	201282	100-0801-521.30-11	8.70	
		8/15/2013	201373	601-1020-543.30-11	44.47	
		8/15/2013	201435	100-0801-521.30-11	14.72	
			<b>Total for check: 43437</b>		<b>87.60</b>	
REDI-WELDING CO	43438	8/15/2013	14564	731-1022-541.30-18	480.43	Tubing/Round Rods/Parts

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REDI-WELDING CO...	43438...	8/15/2013...	14564...	625-1010-541.30-18	108.15	Tubing/Round Rods/Parts
			<b>Total for check: 43438</b>		<b>588.58</b>	
ROAD EQUIPMENT	43439	8/15/2013	WA563850	731-1022-541.38-03	113.74	Jack 5K Sidwind/Hook
			<b>Total for check: 43439</b>		<b>113.74</b>	
PATRICIA RUDOLPH	43440	8/15/2013	RUDOLPH	100-0402-513.10-07	100.00	Board of Review 8/1 & 8/8
			<b>Total for check: 43440</b>		<b>100.00</b>	
SAFEGUARD BUSINESS SYTEMS	43441	8/15/2013	029061720	100-0202-512.29-01	129.57	Payroll Checks
			<b>Total for check: 43441</b>		<b>129.57</b>	
SERVICEMASTER BUILDING MAINTENANCE	43442	8/15/2013	9412	100-0801-521.20-01	50.00	Janitorial Service Garage
		8/15/2013	9419	100-0801-521.20-01	1,395.00	Janitorial Service
		8/15/2013	9430	100-0903-531.20-01	490.00	Janitorial Service
		8/15/2013	9431	100-1001-514.20-01	1,095.00	Janitorial Service
		8/15/2013	9432	731-1022-541.20-01	494.00	Janitorial Service
			<b>Total for check: 43442</b>		<b>3,524.00</b>	
J A SEXAUER	43443	8/15/2013	290318815	100-0703-553.30-15	(53.56)	Credit
		8/15/2013	291777050	100-0703-553.30-15	220.11	Padlock
			<b>Total for check: 43443</b>		<b>166.55</b>	
SHERWIN WILLIAMS CO	43444	8/15/2013	5508-6	100-1008-541.30-18	97.00	Gun Holder
			<b>Total for check: 43444</b>		<b>97.00</b>	
SKID & PALLET	43445	8/15/2013	3325	100-0703-553.30-18	420.00	Mulch
			<b>Total for check: 43445</b>		<b>420.00</b>	

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STAPLES ADVANTAGE	43446	8/15/2013	3204544366	731-1022-541.30-10	(9.09)	CREDIT
		8/15/2013	3204982969	100-0801-521.30-10	50.96	Supplies
			<b>Total for check: 43446</b>		<b>41.87</b>	
STEVE STUMPF LANDSCAPING	43447	8/15/2013	2928	100-0703-553.30-18	348.00	Mulch
			<b>Total for check: 43447</b>		<b>348.00</b>	
TRADER PLUMBING INC	43448	8/15/2013	36288	100-0701-533.24-03	412.89	Repair Clamp/Tool
			<b>Total for check: 43448</b>		<b>412.89</b>	
TRUGREEN PROCESSING CENTER	43449	8/15/2013	9423985	100-0703-553.20-06	40.00	Lawn Plan
			<b>Total for check: 43449</b>		<b>40.00</b>	
UNIFIRST CORPORATION	43450	8/15/2013	097 0143250	731-1022-541.20-01	244.65	Supply Cleaning
			<b>Total for check: 43450</b>		<b>244.65</b>	
US VENTURE	43451	8/15/2013	L47437	731-1022-541.21-06	36.00	AF Fuel
			<b>Total for check: 43451</b>		<b>36.00</b>	
VISION INSURANCE PLAN OF AMERICA	43452	8/15/2013	132991	100-0000-204.10-00	1,033.20	September 2013
			<b>Total for check: 43452</b>		<b>1,033.20</b>	
WAVERLY SANITARY DISTRICT	43453	8/15/2013		100-0703-553.22-05	55.48	Sewer/Water
			<b>Total for check: 43453</b>		<b>55.48</b>	
WE ENERGIES	43454	8/15/2013		100-1008-541.22-04	9.77	PWF
				100-0903-531.22-04	9.86	316 Racine St
				100-0703-553.22-03	38.80	US HWY 10 & STH 114
				100-0701-533.22-03	10.95	North Street

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WE ENERGIES...	43454...	8/15/2013...	...	100-0701-533.22-03	9.68	North Street
			<b>Total for check: 43454</b>		<b>79.06</b>	
WINNEBAGO COUNTY CLERK OF COURTS	43455	8/15/2013		100-0000-201.03-00	500.00	Bond Report #13-2563
				100-0000-201.03-00	150.00	Bond Report #13-2688
			<b>Total for check: 43455</b>		<b>650.00</b>	
WINNEBAGO COUNTY TREASURER	43456	8/15/2013	LF119927	266-1027-543.25-01	225.75	Tire Disposal
		8/15/2013	LF120015	266-1027-543.25-01	647.30	July Recycling
		8/15/2013	LF120019	100-1016-543.25-01	14,153.86	July 2013 Direct Haul Outagamie
				100-1017-543.25-01	3,624.40	July 2013 Direct Haul Outagamie
			<b>Total for check: 43456</b>		<b>18,651.31</b>	
RAYMOND ZIELINSKI	43457	8/15/2013	ZIELINSKI	100-0402-513.10-07	100.00	Board of Review 8/1 & 8/8
			<b>Total for check: 43457</b>		<b>100.00</b>	
					<b>95,674.64</b>	



To: Menasha Common Council  
From: Jenny Groeschel and Ginger Tralongo, Police Records  
RE: Beverage Operator License (Bartender) Applicants  
Date: **August 14, 2013**

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

Juli McGuire  
Dana Kramarczyk  
Monica Willison

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

Davinder Singh



Denied

City of Menasha • Police Department

08/13/13

Davinder Singh  
21 Diane Ln.  
Appleton, WI 54915

RE: City of Menasha Alcohol Operators License Application

Dear Mr. Singh,

While conducting a background investigation in relationship to your Alcohol Operators License Application, the following information was determined. On February 18, 2009 you plead No Contest to and were convicted of No Licensed Operator on Premises in the City of Appleton, Outagamie County. On June 13 2012 you plead No Contest and were convicted of Adult Dispensing Alcohol to an Underage Person in the City of Appleton, Outagamie County. On April 10, 2013 in Outagamie County charges have been filed against you for Manufacturing/Delivery of Non-Narcotic Drugs which is a Class H Felony. Those charges are still pending.

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

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol. Individuals granted an Operators License must act in cooperation with Law Enforcement to enforce the alcohol beverage laws, drunk driving laws and assist with minimizing disturbances of the peace in maintaining the safety of the community. The incidents that you have been convicted of substantially relate to the license for which you have applied and arose out of separate incidents that occurred within a short period of time within the last five years.

The Police Department is recommending to the Common Council that they deny your application for an Alcohol Operators License in the city of Menasha. This recommendation will be given to the Common Council at its next meeting on Monday, August 19, 2013 at 6:00 PM or shortly thereafter. Should you wish to provide comment to the Common Council on your application you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Ron Bouchard  
Menasha Police Department  
Investigative Services

CITY OF MENASHA  
ALCOHOL OPERATORS LICENSE APPLICATION

Establishment of Employment Stop N Go  
TEMPORARY \_\_\_\_\_ PROVISIONAL \_\_\_\_\_ REGULAR \_\_\_\_\_ RENEWAL

Name SINGH DAVINDER \_\_\_\_\_  
Last First Middle

Address 21 DIANE LN APPLETON WI 54915  
Street City State/Zip Code

Phone 920-707-4167 Social Security \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eyes \_\_\_\_\_ Hair \_\_\_\_\_ ex \_\_\_\_\_ Race \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Birthplace \_\_\_\_\_

Scars, Marks, Tattoos Right EYES  
Drivers License No. \_\_\_\_\_ State of Issue WI  
Expiration Date 05-15-2018

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete! Please read this section carefully.

Please explain all yes answers completely on the back of this form!  
Do you currently have any criminal charges pending against you? Yes  
Have you ever been convicted of a felony? NO  
Have you ever been convicted of a misdemeanor? NO per phone call consider an impact  
Have you ever been convicted of operating a motor vehicle while under the influence of an intoxicant or drug? NO  
Have you ever been convicted of any law, statute, or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)? Yes  
Have you ever been convicted of any law, statute, or ordinance pertaining to the possession, use, or sale of illegal drugs? NO

I UNDERSTAND THAT THE APPLICATION FEE WILL NOT BE RETURNED IF LICENSE IS DENIED.

SIGNATURE DAVINDER SINGH Date 8/2/13

WITNESS \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied X Expiration Date \_\_\_\_\_  
Chief of Police [Signature] Date 8/13/13  
Comments: 2000 DC Misde. Vacated 07/11/12  
Historical offender

REVOKED FOR VIOLATION: \_\_\_\_\_

Call

Please answer all yes questions from the front of this form completely! Include correct charges, date of offense, and sentence. Failure to include all information or inaccurate information may result in the denial of your application!

Sale BEER TO MINOR 4/26/12 1st OFFENSE

960141 (JCH) MANUFACTURE / DELIVER NON-NARCOTICS  
SEP-14-2011 FeloNY H

Resides