

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, October 5, 2015**

**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. Amy Barker, Executive Director of Future Neenah - Update on Loop the Little Lake project fundraising.
 2. FC Auxier - Introduction of Deputy Fire Chief Victor Voss.
 3. FC Auxier – Introduction of new Firefighter, Evan Forster, and administer the oath.
 4. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 09/21/15.](#)
 - b. [Board of Public Works, 09/21/15.](#)
 - c. [Library Board, 09/17/15.](#)
 - d. [NMFR Joint Finance & Personnel, 09/22/15.](#)
 - e. [NMFR Joint Fire Commission, 09/23/15.](#)
 - f. [Police Commission, 07/23/15.](#)
 - g. [Special Water and Light Commission, 08/05/15.](#)Communications:
 - h. [ASD Steeno; Deferred Special Assessment Example.](#)
 - i. [Notice of Public Hearing Concerning Establishment of Village of Harrison Utility District No. 1, Village of Harrison Utility District No. 2.](#)
- 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, 09/21/15.](#)Board of Public Works, 09/21/15 – Recommends the Approval of:
 2. [Development Agreement between the City of Menasha and Van's Realty and Construction of Appleton, Inc., with a two year deferral on special assessments rather than the five year deferral as per the municipal code, and the developer pays for the backbone sewer and water system and storm water management facilities.](#)
 3. [Recommendation to modify lane assignments on Washington Street North of Nicolet Boulevard.](#)NMFR Joint Finance & Personnel, 9/22/15 – Recommends the Approval of:
 4. Authorizing NMFR to fill the vacated firefighter position after December 1, 2015.
- H. ITEMS REMOVED FROM CONSENT AGENDA
- I. ACTION ITEMS
1. [Accounts payable and payroll for the term of 09/22/15 to 10/01/15 in the amount of \\$1,063,520.45.](#)
 2. [Beverage Operators License Applications for the 2015-2017 licensing period.](#)
 3. ["Class A" Liquor License Application for Kwik Trip, Inc., 1499 Appleton Road, Menasha, Tera M. Girdauskas, agent for the 2015-2016 licensing year.](#)

4. ["Class A" Liquor License Application for Shopko, 1578 Appleton Road, Menasha, Martha Bednarowski, agent for the 2015-2016 licensing year.](#)
5. [Alcohol Traffic Enforcement Grant 2015-16.](#)
6. [Property Assessment Services 2015 – 2018.](#)
7. [Agreement with Ken Saiki Design, Inc. for Main, Mill Street and Walkway Design Services.](#)

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. [O-16-15; An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances \(Residential Outdoor Lighting\) \(Introduced by Ald. Zelinski and Ald. Taylor\) \(Recommended by the Administration Committee\).](#)
2. [O-17-15; An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances \(Zoning\) \(Recommended by the Plan Commission\).](#)
3. [O-19-15; An Ordinance Amending Title 9, Chapter 6 of the Code of Ordinances. \(Methodology for Billing Stormwater Charges for Duplexes\) \(Recommended by the Board of Public Works\).](#)
4. [O-20-15; An Ordinance Amending Title 3, Chapter 1 of the Code of Ordinances. \(Budget Hearings\) \(Introduced by Alderman Taylor\).](#)
5. [R-25-15; A Resolution Pertaining to Equivalent Runoff Unit \(ERU\) Charges for Storm Water Utility \(Introduced by Mayor Merkes\).](#)
6. [R-34-15; A Resolution Pertaining to Equivalent Runoff Unit \(ERU\) Charges for Storm Water Utility. \(Introduced by Mayor Merkes\).](#)
7. [R-32-15; A Resolution Celebrating 35 Years of Municipal Joint Action for Public Power Utilities. \(Introduced by Alderman Zelinski\).](#)
8. [R-33-15; A Resolution Approving a 2015 Budget Adjustment of \\$65,075 for Initial Loop The Little Lake Project Expenses \(Introduced by Alderman Langdon\).](#)
9. [R-35-15; A Resolution Approving a 2015 Budget Adjustment for the Purchase of Land to Replace Parking Displaced by the Construction of the Parking Ramp Within the Broad Street Parking Lot and the Accompanying Borrowing to be Included Within the 2016 Capital Improvement Program Borrowing. \(Introduced by Mayor Merkes\).](#)

L. APPOINTMENTS

1. [Council Appointment to Water and Light Commission.](#)
2. Reappointment of Lisa Hopwood, 1028 Manitoba St., to the Parks and Recreation Board, for the term of 10/01/2015-10/01/2018.

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, BOARD OF PUBLIC WORKS AND PERSONNEL COMMITTEE

P. REPORT OF DEPARTMENT HEADS

1. [CA Captain – Memo Re: City of Menasha v. Waverly Sanitary District et al.](#)

Q. ACTION ITEMS

1. Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e) and (g): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and 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.(Incorporation of a portion of lands comprising the Town of Menasha, Winnebago County, WI. Richard Jones et al vs. Town of Menasha Case No.15-CV-452; City of Menasha vs. Waverly Sanitary District et al. Circuit Court Case Number 2013CV00189, Appellate Case Number 2014AP001576)
2. May reconvene into Open Session to act on what was discussed in Closed Session.

R. ADJOURNMENT

MEETING NOTICE

Monday, October 19, 2015

**Parliamentary Procedure Seminar - 5:00 p.m.
Menasha Library Company E Room**

**Common Council Meeting – 6:30 p.m.
Council Chambers**

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
September 21, 2015
MINUTES

DRAFT

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krautkramer, Langdon, Keehan, Zelinski, Spencer, Nichols, Taylor
EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, PC Styka, DPW Radtke, CDD Keil, ASD Steeno,
PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. Administration Committee, [8/3/15](#) & [9/8/15](#)

Moved by Ald. Keehan seconded by Ald. Langdon to approve minutes of 8/3/15 & 9/8/15.
Motion carried on voice vote.

D. COMMUNICATIONS

1. [Office of the Commissioner of Insurance, 7/27/15; Continuance of the LGPIF.](#)

2. [CVMIC 2016 Premium Projections.](#)

3. [CVMIC Workers Compensation and Employers Liability Insurance 2016 Premium Estimate Report.](#)

4. [CVMIC, 9/3/15; Insurance coverage for damages to Police vehicle.](#)

No discussion.

E. ACTION/DISCUSSION ITEMS

1. Election of Vice-Chairman.

Chairman Nichols opened the floor to nominations.

Moved by Ald. Keehan, seconded by Ald. Langdon to nominate Ald. Spencer for
Vice-Chairman of Administration Committee.

Hearing no other nominations Chairman Nichols closed the nominations.

Motion for Ald. Spencer as Vice-Chairman carried on roll call 7-0.

2. [O-16-15 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances \(Residential Outdoor Lighting\) \(Introduced by Ald. Zelinski and Ald. Taylor\).](#)

General discussion ensued on how the ordinance addresses residential outdoor lighting;
different lighting situations within the community; enforcement of excessive outdoor
lighting.

Moved by Ald. Taylor seconded by Ald. Zelinski to recommend to Common Council
O-16-15 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances
(Residential Outdoor Lighting).

Motion carried on roll call 6-1. Ald. Nichols voted no.

F. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 7:54 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
September 21, 2015
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 7:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krautkramer, Langdon, Keehan, Zelinski, Spencer, Nichols, Taylor

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [September 8, 2015](#)

Moved by Ald. Keehan seconded by Ald. Langdon to approve minutes.

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Development Agreement Between the City of Menasha and Van's Realty and Construction of Appleton, Inc.](#)

CDD Keil explained the request of Van's Realty and Construction to use the City's deferred assessment program to help develop land adjacent to the Lake Park Heights and Ponds Subdivisions. They are also requesting that the City not assess for the backbone sewer and water system and storm water management facilities that are located outside the development property.

Unanimous consent to allow Jerry Haen, President of Van's Realty and Construction of Appleton to address the Board.

Mr. Haen explained his request is similar to what he and other developers have received from the City with past developments.

Moved by Ald. Taylor seconded by Ald. Zelinski to recommend to Common Council to deny Development Agreement between the City of Menasha and Van's Realty and Construction of Appleton, Inc.

General discussion ensued on cost of backbone sewer and water system and storm water management facilities; promoting housing market in the City; deferred assessment program; cost of infrastructure to be installed and recovery of the cost. Staff was asked to provide information on deferred assessment program.

Ald. Zelinski stated he would like to remove his second.

Ald. Taylor stated Point of Order – second on a motion cannot be removed once discussion has occurred.

Chairman Krautkramer ruled Point of Order is germane and second cannot be removed.

Motion failed on roll call 2-5.

Ald. Taylor and Langdon voted yes.

Ald. Nichols, Krautkramer, Keehan, Zelinski, and Spencer voter no.

Moved by Ald. Zelinski seconded by Ald. Langdon to recommend to Common Council Development Agreement between the City of Menasha and Van's Realty and Construction of Appleton, Inc., with a two year deferral on special assessments rather than the five year deferral as per the municipal code, and the developer pays for the backbone sewer and water system and storm water management facilities.

General discussion ensued on changes to the development agreement; tax revenue from future development.

Motion carried on roll call 4-3.

Ald. Taylor, Keehan, Zelinski, and Spencer voted yes.

Ald. Nichols, Krautkramer, and Langdon voted no.

2. [Recommendation to Modify Lane Assignments on Washington Street North of Nicolet Boulevard](#)

DPW Radtke explained the request of the Police Department to improve movement of traffic at intersection of Washington Street and Nicolet Blvd. City staff consulted with City of Neenah since the intersection is in both jurisdictions. Because of a recent change by City of Neenah to the traffic signal detention at the intersection and the removal of parking on Commercial Street, they agree with the recommendation to allow traffic in both southbound lanes on Washington Street to go straight onto Commercial Street.

Moved by Ald. Taylor seconded by Ald. Keehan to recommend to Common Council to modify lane assignments on Washington Street North of Nicolet Boulevard.

Motion carried on roll call 7-0.

3. [Methodology of Billing Storm Water](#)

ASD Steeno explained the current methodology used to bill storm water charges. She provided an analysis showing the effects if duplexes were charged 1.0 ERU or 1.5 ERU's instead of the established 2.0 ERU's, (1.0 ERU per dwelling unit).

General discussion ensued on what other municipalities charge duplexes and multifamily units for storm water fees; procedures needed to change City of Menasha's methodology to be more in line with some other municipalities; staff should consider reviewing ways to improve methodology used to bill storm water charges; what is covered by storm water fees; ERU's average amount of impervious surface in the City.

Moved by Ald. Zelinski seconded by Ald. Langdon to recommend to Common Council to change storm water charges for duplexes to .75 ERU per dwelling unit.

Motion carried on roll call 6-1. Ald. Nichols voted no.

4. [Motion to Remove from Table – Ald. Krautkramer – Resolution R-25-15 Pertaining to Equivalent Runoff Unit \(ERU\) Charges for Storm Water Utility; Introduced by Mayor Merkes \(carryover from 8/3/15 meeting\)](#)

Moved by Ald. Nichols seconded by Ald. Keehan to Remove from the Table R-25-15 Resolution Pertaining to Equivalent Runoff Unit (ERU) Charges for Storm Water Utility. (Introduced by Mayor Merkes)

Motion carried on roll call 6-1. Ald. Taylor voted no.

Mayor Merkes stated based on the change in how duplexes are charged for storm water fees Resolution R-25-15 as presented is not germane so he removes his name from the resolution.

ASD Steeno explained the importance to increase the current storm water fees to keep the storm water utility operating at a prudent level. She recommends adopting R-25-15 to increase the storm water fees in 2015 and 2016.

General discussion ensued on street reconstruction; new street sweeper; keeping storm water utility in a productive capacity to operate at a prudent level.

Moved by Ald. Zelinski seconded by Ald. Keehan to recommend to Common Council R-25-15 Resolution Pertaining to Equivalent Runoff Unit (ERU) Charges for Storm Water Utility.

Motion carried on roll call 6-1. Ald. Taylor voted no.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Langdon to adjourn at 9:26 p.m.

Motion carried on voice vote.

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

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
September 17, 2015

Call to order at 4:01pm by Murray.

Present: Crawmer, Englebert, Kaminski (teen rep) and Murray.

Absent: Golz, Rollins-Jump, VanderHeyden and Wicichowski.

Also Present: Director Lenz, Bongers (Head of Adult Services), Brandt (Head of Support Services) and Dreyer (Administrative Assistant).

Citing State Statute 43.54(1)(e) and library board policy Englebert moved to continue the meeting with a lack of majority quorum, seconded by Crawmer. Motion carried unanimously.

Public Comment/Communication

- Library patron and former library trustee Colleen O'Brien recently spoke with Lenz regarding the Veteran's Memorial space and the utility enclosure. She feels the enclosure is unsightly.
- Paul Eisen resigned from the board. Lenz is working with Winnebago County Executive Mark Harris to fill this vacancy.

Consent Business

Motion made by Englebert to approve the Library Board meeting minutes from August 20, 2015, and the Special meeting minutes of August 27, 2015, seconded by Crawmer. Motion carried unanimously.

Authorization of Bills

There was one addition to the list of bills that was emailed to the board: \$200 to Jose Encarnacion (MJD Trio) for the Latin Jazz Night on October 7, 2015. The \$8.00 WALs expense was for Windows 8 through Techsoup, a 501(c)3 that offers donated and discounted software and hardware products and services to nonprofits, charities, foundations, and libraries. Motion made by Englebert to authorize payment of the September 2015 bills from the 2015 budget, seconded by Crawmer. Motion carried unanimously.

Director's Report/Information Items

1. August Statistics. Overall circulation is down 4.2% for the year. Meeting room use is 11.6% higher and overall program attendance is 2.2% higher than last year. Volunteer hours this year are up 37%.
2. 2015 Budget Status. The budget shows that 66.6% of the year has passed and 66.3% of the budget has been spent. The premium pay line looks odd in respect to the budgeted amount because straight pay for working summer Saturdays and winter Sundays comes out of the salary and wages lines and only the premium hourly bump comes out of that line. This has been corrected in the 2016 budget request.
3. Endowment Report. There was a decrease in earnings in August due to a decline in the stock market. Temporarily, this year's disbursement has been added to the General Fund line.
4. Staff Reports.
 - a. Brian Rammer, Associate Executive Director of YMCA of the Fox Cities, met with Beson, YA Librarian Kirk Moore-Nokes, and Lenz to discuss ways to collaborate.
 - b. The Summer Reading Program final report was reviewed. There were 838 preschool – 5th grade kids that participated in the program. Gegan Elementary won the trophy.
 - c. The Kiwanis Club of Neenah-Menasha Roundtable donated \$100 to the library for children's books.
 - d. The used book sale took place September 10-14; proceeds were \$2,866.05.
 - e. In the September 12 edition of the Appleton Post Crescent, there was a Good Neighbor article "Menasha Woman Sees Library as a Community Hub" which featured library volunteer Diane Hotynski. Lenz will email the link to trustees.
 - f. Beson has requested a paperback spinner for the Children's Room. The cost is \$799.99 plus shipping. There were no objections to this purchase.
 - g. There will be a Staff In-service tomorrow from 8:00 – 12:30pm. Trustees are invited to attend. The library will open at 1:00pm.

5. 2016 Budget. Budget review sessions will be held on November 4, 5, 9, and 11 at 5:00pm. The consensus was that November 4 would be the first choice and November 9 the second.

Discussion/Action Items

6. Fundraising Committee Projects.
The sale of the Smith Collection has been posted on our website. So far, there have been no bids.
7. Investment Committee Recommendations.
The Investment Committee (Murray, Golz, and VanderHeyden) met on August 26 and is recommending the following two actions:
- a. Withdraw 5% from the Loescher, Vollmer and Howe Memorial Funds and 10% from the Graves Fund to be used for the purposes stipulated by the donors (Vollmer, Howe and Graves Funds for children's materials and the Loescher Fund for materials or programs on crafts or dolls) and to add \$1,426.71 to the Summer Reading Program fund from the investment pool's 2015 annual disbursement with the remainder of the disbursement to stay in the General Fund. Motion made by Englebert to approve the above Investment Committee recommendation, seconded by Crawmer. Motion carried unanimously.
 - b. The 2015-2016 Endowment Budget includes funds for art at the library's entrance, piano maintenance, an AED defibrillator in the lower level, the Fox Cities Reads and Book Festival, library materials, library programs, and bus trips to the library from local schools as reflected in the 2015-2016 proposed expenditures. Motion made by Englebert to approve the above Investment Committee recommendation, seconded by Crawmer. Motion carried unanimously.
8. Date of next Trustee Meeting.
Lenz is unable to attend the October 15 trustee meeting and asked if it could be postponed until October 22. Motion made by Murray to change the October 15 Board of Trustees meeting to October 22, seconded by Crawmer. Motion carried unanimously.

Adjournment

Motion to adjourn the meeting at 4:25pm was made by Englebert and seconded by Crawmer. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary

**Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Minutes
September 22, 2015 – 5:30 p.m.
Hauser Room – City of Neenah**

Present: Ald. Stevenson, Keehan, Kunz, Taylor and Ramos.

Excused: Ald. Benner.

Also Present: Chief Auxier, Director Steeno, and OM Theisen.

Public: Jamie Leonard, Greg Wroblewski and Al Wroblewski.

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

Public Forum: No members of the public chose to speak.

Minutes: The Committee reviewed the September 2, 2015 meeting minutes. **MSC Kunz/Keehan to approve the September 2, 2015 meeting minutes, all voting aye.**

5:33 p.m. Ald. Ramos entered the meeting.

Budget Report: The Committee reviewed the August 2015 budget report. Chief Auxier discussed the overtime situation and said this will exceed the budgeted amount. This is resulting from a combination of different items and they include more money spent on emergency overtime due to the increased number of fires we have had this year, a retirement this month, promotion of Victor Voss to Deputy Chief creates a vacancy in line positions and two people currently on FMLA. He further explained we will have salary and fringe benefit savings due to a couple vacant positions not being filled right away. These include the firefighter position vacated in January and Deputy Chief's position in May. Ald. Stevenson noted the savings in these two line items should help offset the overtime wages. Chief Auxier confirmed this. **MSC Ramos/Taylor to approve the August 2015 budget report and place on file, all voting aye.**

Activity Reports: The Committee reviewed the August 2015 activity and automatic aid reports. **MSC Ramos/Keehan to approve the August 2015 activity and automatic aid reports, and place on file, all voting aye.**

Boat Launch Fees: Chief Auxier explained he has met with both Cities Parks and Recreations Directors and the City of Menasha Parks and Recreation Board Committee to discuss the possibility of increasing fees and have this money be put towards operational/CIP expenses for the dive team/water rescue. The City of Menasha has already published their boat launch fees for 2016 and if they re-do this it would cost them around \$1,500 so at this time we will have to hold off until 2017 to increase fees. He said Menasha Parks and Recreation Board is supportive of this change. A meeting was scheduled with Neenah Parks & Recreation but it was cancelled due to a lack of agenda items. He plans on attending the next meeting to discuss this issue with them. Ald. Taylor asked the amount of revenue this would generate. Chief Auxier said it would be between \$3,000 - \$5,000 every year. Ald. Stevenson asked if the revenue source would be Dive specific. Chief Auxier said it would be for both the dive team and water rescue. The Committee thanked him for the information and asked for an update once he meets with the Neenah Parks and Recreation Committee.

Review of Dive Team Equipment/Maintenance: Chief Auxier noted this agenda item was pushed back a few meetings due to other agenda items that needed to take precedence. The Committee reviewed the memo and information regarding the dive equipment. Ald. Kunz said this information helps but felt it doesn't give a clear enough cost of what it costs to run the dive team. It is something that will have to be looked at in the future as this will cost more money to

maintain. He supports this service but would like to have an idea of what we need to budget for continuing this service so we can be prepared. A lengthy discussion was held regarding Squad 32. Ald. Stevenson noted discussions were held on the monies that would be donated, the donation of the squad, the cost for training and operation of the dive team and what the future impact would be for the Cities. This Committee, as well as, both Common Councils knew if we moved forward with this service at some point the donations would be used up and expenses would be funded through the Department's budget. In the end, both Councils moved forward with accepting the donations and moving forward with the dive team. Ald. Taylor asked what the financial expectations were when the dive team was started. Chief Auxier said it was thought the financial donations would last 8-10 years and we didn't make it that far with the donations. Ald. Taylor asked what the expectations for the Department for fundraising. Chief Auxier said there wasn't an expectation and/or direction of the Department to raise a specific amount of money each year as it was known at some point we may have to use levy dollars to maintain this service. Ald. Taylor asked if we walked away from the dive team if the County would take it back and what would happen with the equipment. Chief Auxier said the County would have to go back to being the primary agency responsible for dive calls and discussions would be needed to what to do with the equipment. He said he would like to have one of our local County representatives take a funding request to the County for consideration. At this time, Sheriff Mattes doesn't have the ability to give us additional money out of his current budget and budget changes would have to be made by the County Board.

Consideration and Action of Pumper 35: The Committee reviewed the information regarding the three options we have for Pumper 35. A lengthy discussion was held on all options available. **MSC Keehan/Kunz authorize NMFR to put together a list of items that can be removed from Pumper 35 with an estimate cost of what these items could be sold for before it is scrapped out. Once this information is obtained, NMFR will list Pumper 35 on the Wisconsin Surplus Online Auction Site with a starting point, and reserve price, to be based on what we could get for parting and scrapping it out. If after three weeks of listing this on Wisconsin Surplus Online Auction Site a buyer does not purchase this vehicle, as is, at the reserve price or higher, NMFR will proceed with parting out and selling items off of Pumper 35 and scrapping the vehicle. All sales for parts will be conducted through Wisconsin Surplus Online Auction's Website and periodic updates will be given to NMFR's Joint Finance & Personnel Committee and a final report to both Common Council's, all voting aye.**

Consideration and Action to Replace One Firefighter: The Committee reviewed the information regarding the open firefighter position. Chief Auxier noted both Mayor's support filling this position after December 1, 2015. **MSC Ramos/Keehan recommends the City of Neenah and City of Menasha Common Council's authorize Neenah-Menasha Fire Rescue to fill the vacated firefighter position after December 1, 2015, all voting aye.**

Front Line Vehicle Replacement Spreadsheet: The Committee reviewed the equipment flow chart for front line vehicles. Ald. Kunz said he liked how this spreadsheet is laid out. However, he doesn't agree with having flexibility on replacing vehicles. He wants a firm date of when these vehicles will be replaced and stick to this so we have reliable equipment and we do not have the vehicles break down and have to make unbudgeted positions. Ald. Stevenson said he agrees with Ald. Kunz and feels this information should be reviewed on an annual basis by this Committee. The group agreed this should be reviewed annually before budget preparation begin.

Review of Proposed 2016 Operating and Capital Budget: The Committee reviewed the proposed 2015 operating and capital improvement budget. Chief Auxier said this was submitted to both Mayors. He met with Mayor Kaufert but has not received any feedback at this time. He hasn't met with Mayor Merkes yet. The Committee to be updated if changes are made by the Mayors. Ald. Taylor requested a five-year plan of what it will cost to make upgrades and maintain the training prop. The Committee agreed with Ald. Taylor's request as they felt this would help with planning future budgets. Chief Auxier said he would develop a plan and bring this back for review.

Parliamentary Procedure Seminar: The Committee reviewed the information from CA Captain.

MSC Ramos/Taylor to adjourn at 6:50 p.m., all voting aye.

Respectfully Submitted,

Tara Theisen
Office Manager

**Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
September 23, 2015 – 12:00 p.m.
Hauser Room – City of Neenah**

Present: Commissioners Liebhauser, Kubiak, Keating and Lewis.

Excused: Commissioners McCann and John.

Also Present: Chief Auxier, Director Barber and OM Theisen.

Commissioner Lewis called the meeting to order at 12:10 p.m.

Public: No members of the public were present.

Minutes: The Commission reviewed the meeting minutes of August 26, 2015. **MSC Keating/Kubiak to approve the August 26, 2015 meeting minutes and place on file, all voting aye.**

Budget: The Commission reviewed the August 2015 budget report. This is informational only and no action is required.

August Activity & Automatic Aid Reports: The Commission reviewed the August activity and automatic aid reports. This is informational only and no action is required.

Fire Officer Promotion: The Commission reviewed the information regarding the Fire Officer Promotion. **MSC Kubiak/Liebhauser to approve the promotion of Mark Fahrenkrug to the position of Fire Officer, effective October 16, 2015, and contingent upon Victor Voss not returning to his vacated Fire Officer position, all voting aye.**

Driver Promotion: **MSC Keating/Kubiak to approve the promotion of Tim Gonnering to the position of Driver/Engineer, effective October 16, 2015, and contingent upon Victor Voss not returning to his vacated Fire Officer position, all voting aye.**

Pending Firefighter Vacancy: Chief Auxier noted the Joint Finance and Personnel Committee did make a recommendation to both Common Councils to approve Victor Voss's vacancy subject to him not returning to his Fire Officer position after his 31 days are up.

Eligibility List: Discussion was held on the status of the current eligibility list. Chief Auxier noted Fox Valley Technical College has recently completed their annual testing process for candidates and we will have the results the first week of October. A lengthy discussion was held regarding the eligibility list. **MSC Keating/Liebhauser authorize NMFR to move forward with establishing a new eligibility list and any remaining candidates on the current eligibility list would be moved to the new eligibility list after it has been established, all voting aye.**

Parliamentary Procedure: The Commission reviewed the information from CA Captain regarding an upcoming meeting. Commissioner Kubiak will attend and OM Theisen will notify them of his attendance.

MSC Keating/Liebhauser to adjourn at 12:45 p.m., all voting aye.

Respectfully Submitted,

Tara Theisen
Office Manager

President Jason Dionne called the meeting to order on July 23rd at 4:35 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Chief Styka, Jason Dionne, Tony Gutierrez, Marshall Spencer, Fran Ebben

Unexcused: Terri Reuss

Closed Session: Marshall Spencer moved to enter Closed Session. Tony Gutierrez seconded the motion. The Commission unanimously approved to enter Closed Session. Tony Gutierrez motioned to exit closed session at 5:28 pm. Jason Dionne seconded the motion. The Commission unanimously approved to exit Closed Session.

Minutes to Approve: Marshall Spencer moved to approve May 21st, 2015 meeting minutes. Tony Gutierrez seconded the motion. The Commission unanimously approved the minutes.

Communication to Receive: None

Discussion: None

New Business: None

Chief Styka Report

Police Commission Meeting 7/23/2015

Training:

- Crowd Control Training: Miller, Hoernke & Edwards (24 hrs)
- MTOA Tactical Conference: Edwards (24 hrs)
- Intox EC/IT II Certification: Heidemann (24hrs)
- WI FBINAA Retrainer: Bonneville (12 hrs)
- Major Case Investigations – Amber Alert: Gollner (20 hrs)
- K-9 Trailing Man Seminar: Spiegel (24 hrs)
- 6th Annual SRO Conference: Jorgenson & Gollner (18 hrs)
- Advanced Sexual Assault Interviewing: Gruss (16 hrs)
- Clandestine Lab Training: Sawyer (40 hrs)
- Glock Armorer: Miller (8hrs)

Department Updates:

- Employee performance system is now up and running. All employee info will now be included in the system going forward.
- Building updates: Spoke with Adam Alex and provided the list of suggestions. We are working on a schedule/plan going forward.
- Boys and Girls Club: 1st Juvenile academy class is today.
- K-9 Vehicle fire: Council has provided approval to replace the vehicle. Lt. Albrecht is working on ordering the vehicle and equipment.
- COPS / Procedural Justice Training Update
- Hiring Process / Personnel Update

Discussion:

- Menasha Homeless Population / Community Resources
- Court system / DA Office Information

Adjourn: Tony Gutierrez moved to adjourn. Fran Ebben seconded the motion at 6:40 pm. The motion was unanimously supported.

The next bi-monthly meeting will be held Thursday September 17th, 2015 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

Menasha alderpersons 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; however no official Action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,
Theresa Reuss
Commissioner, Secretary

CITY OF MENASHA
Special Joint Common Council
and
Electric and Water Utility Commission
Third Floor Council Chambers
140 Main Street, Menasha
August 5, 2015
MINUTES

A. CALL TO ORDER

Meeting called to order by Commissioner Allwardt at 5:00 p.m.

It was determined since there was not a quorum of Common Council members but there was a quorum of Electric and Water Utility Commissioners the meeting would be a Special Electric and Water Utility Commission meeting.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Commissioners Allwardt, Kordus, Merkes, Roush, Zelinski

ALSO PRESENT: Ald. Nichols, Ald. Krautkramer, CA Captain, MUGM Krause,
Clerk Galeazzi, Mike Peters (WPPI President/CEO), Lisa Miotke

D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

E. DISCUSSION

1. WPPI Membership and Contract Extension.

Mike Peters, President/CEO of WPPI, gave an overview of WPPI. He explained Menasha Utilities' membership in WPPI; how things have changed in the 35 years since WPPI was formed; services and support provided by WPPI; future of power supply; contract extension.

General discussion ensued on services provided by WPPI; terms of the contract extension.

F. ADJOURNMENT

Moved by Commissioner Roush seconded by Commissioner Merkes to adjourn at 6:40 p.m.
Motion carried on voice vote.

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



MEMORANDUM

To: City of Menasha Common Council
From: Peggy Steeno, Director of Administrative Services
Date: October 1, 2015
RE: Property Assessment Services – 2015 - 2018

BACKGROUND

Several years ago, the City of Menasha made the decision to outsource assessment services rather than to continue providing those services with in-house staff. Both of the current proposing firms have been interested in the City's assessment services since that point. The City did use Accurate Appraisal, LLC, as its assessor for a period of time. However, the City has partnered with Associated Appraisal Consultants, LLC, since 2008, as that firm was selected through RFP processes in both 2008 and 2012.

ANALYSIS

Staff received a total of two proposals for these services after sending the request for proposals out to five firms. In comparing the two proposals received, staff completed the following:

- Review of the Proposals (attached) as submitted,
- In-person interviews with each firm, and
- Reference checks.

Throughout the above process, the City researched and evaluated the following critical items with representatives from each firm:

- Ensuring the qualifications are in place to complete the assessment process prudently, ethically, and accurately;
- Ensuring the timing of the process so as not to have a repeat of the issues from the more recent tax year;
- Ensuring that the City continues to have electronic records for all parcels easily accessible, including the availability of information for ongoing reporting, tax bill creation, and customer service needs; the availability of historical and current data; and ability to link to the City's GIS system; and

- Ensuring that the selected firm is willing to work with City staff on ancillary assessment and recording needs.

In reviewing each of the above noted items, staff concluded that Associated Appraisal Consultants, LLC is better positioned to handle each of the above items, and serve as the City's Assessor for the next three year period, even though the cost to do business with Associated Appraisal Consultants, LLC is \$11,325 greater than the cost to do business with Accurate Appraisal, LLC over the contract period.

FISCAL IMPACT

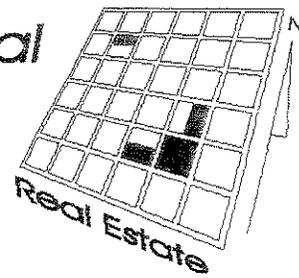
The fiscal impact of this item is a City obligation to pay either \$174,825 (Associated Appraisal Consultants, LLC) or \$163,500 (Accurate Appraisal, LLC), during the period of October 1, 2015 – July 31, 2018, for the receipt of Assessment Services.

RECOMMENDATION

Staff recommends that Council approve Associated Appraisal Consultants, LLC as the City's Assessor for the period of October 1, 2015 – July 31, 2018.

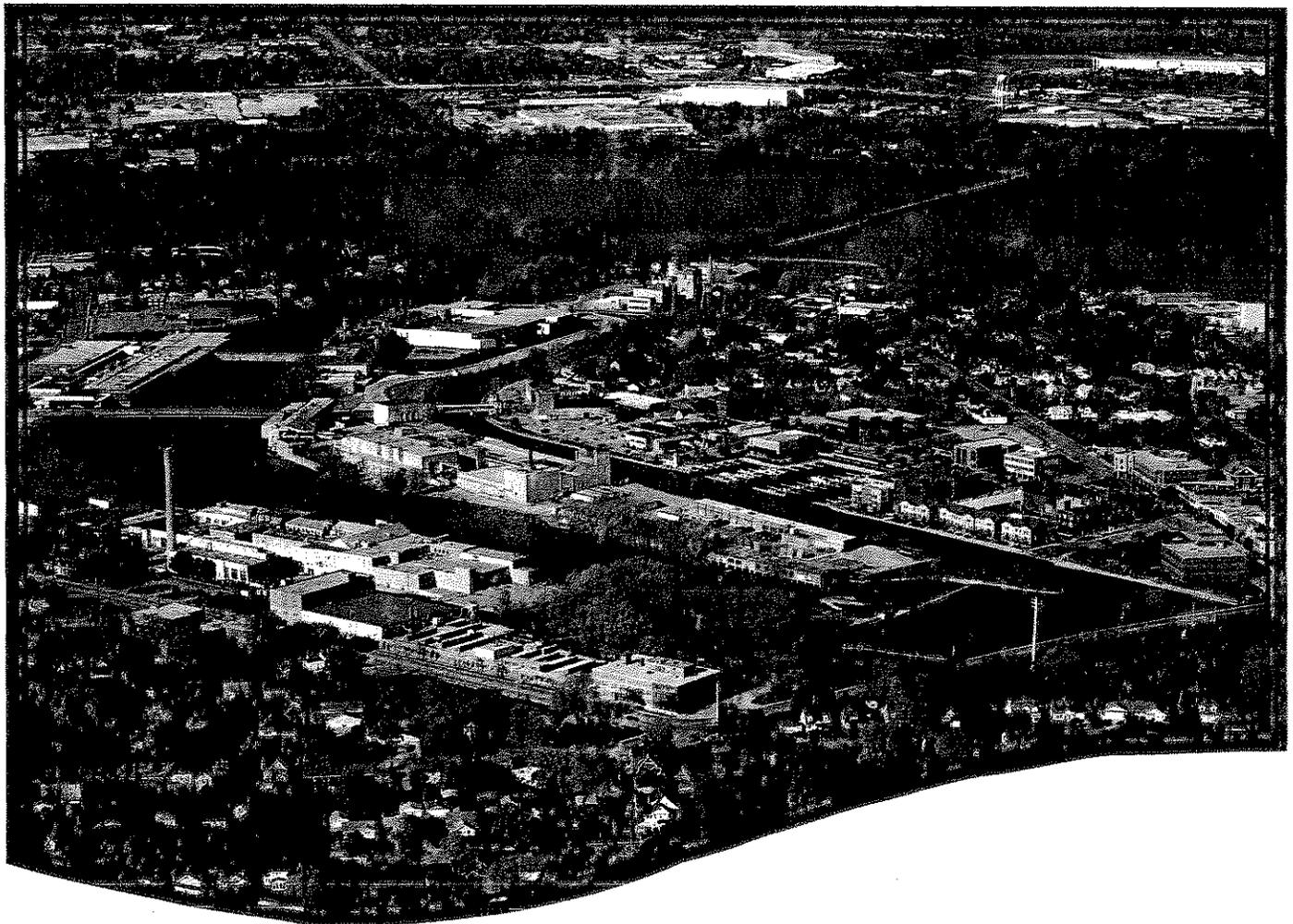
*Associated Appraisal
Consultants, Inc.*

Appleton ■ Hurley ■ Lake Geneva



City of Menasha

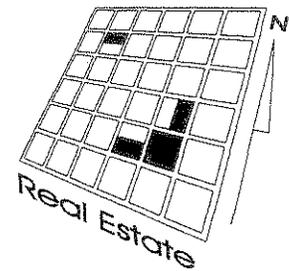
Calumet/Winnebago Counties



Proposal for Assessment Services 2016-2020

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



September 14, 2015

Ms. Peggy Steeno
Administrative Services Director
City of Menasha
140 Main Street
Menasha, WI 54952

Dear Ms. Steeno:

On behalf of Associated Appraisal Consultants, Inc., I want to express our interest in continuing to serve as Municipal Assessor for the City of Menasha.

Associated Appraisal Consultants, Inc. was appointed as City Assessor in 2007. Since our appointment, we have worked diligently to provide quality assessment work and customer service for the City of Menasha. We have also improved the quality of the City's assessment records by correcting many inaccuracies and omissions made by the previous assessment firm.

We have worked to establish equity in the tax base by performing full-value maintenance assessments. Twenty-five percent of the City's parcels have been visited on an annual basis to ensure that assessments are fair, equitable and current. During our annual assessment work, we have also maintained all assessment records to meet the digital compliance requirements of the Wisconsin Department of Revenue.

Our Personal Property Department processes the mobile home park fees and lottery credits, as well as conducts audits of self-reported personal property statements, providing outstanding assistance to business owners and municipal officials.

In addition to assessments and personal property tax, Associated Appraisal Consultants, Inc., has provided quality real property listing services. We have kept property ownership records current and processed any new surveys, lot line adjustments, and new subdivision plats.

With Associated Appraisal Consultants, Inc., the City of Menasha has full access to property assessment data via the City's website link to www.apraz.com. Residents and the public are able to see a photograph of each property and view data such as square footage, room count, and assessed value. Internet access to assessment data provides transparency and easy access to valuable public information.

Associated Appraisal is proud to serve the City of Menasha as their Municipal Assessor. We provide a high quality, all-encompassing service at a fair price. We look forward to the opportunity to continue our relationship with the City of Menasha.

Regards,

A handwritten signature in black ink, appearing to read 'Mark Brown', written over a horizontal line.

Mark Brown
President

City of Menasha

Request for Proposal - 2015

Cost of Services Summary:

Annual Full Value Assessment Services (25% Inspection per year)

- 2015 – October Through December – Fifteen Thousand Dollars (\$15,000.00)
- 2016 – Sixty Thousand Dollars (\$60,000.00)
- 2017 – Sixty Thousand Dollars (\$60,000.00)
- 2018 – January Through July – Thirty-Five Thousand Dollars (\$35,000.00)

Total Cost:

- Costs are all inclusive and comprise all functions as required in the RFP, no additional charges for extra time, additional parcels, annexations, office supplies, printing and mailing for the duration of the contract. No additional charges shall incur for maintaining assessments within 10% of market value for each year of the contract.
- No additional cost for newly constructed homes.
- All Associated Appraisal Consultants, Inc., staff members are certified at an appropriate level according to the State of Wisconsin Department of Revenue standards.
- Associated Appraisal Consultants, Inc. shall maintain insurance coverage to protect against claims, demands, actions and causes of action arising from any act, error or omission of the assessor, their agents and employees in the execution of work. The assessor shall be responsible for any and all of their agents and employees while performing acts under the terms of the contract. The City of Menasha shall be listed as an additional insured, and a certificate of insurance will be provided to the City.
- Associated Appraisal Consultants, Inc. shall conduct regular office hours between the hours of 8:00am to 12:00pm on Tuesday's and 12:00pm to 4:00pm on Thursdays of every week.

AGREEMENT FOR ANNUAL FULL-VALUE ASSESSMENT SERVICES

Prepared for the

CITY OF MENASHA

Calumet/Winnebago Counties

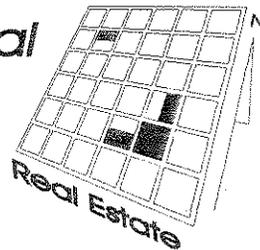


By

Associated Appraisal Consultants, Inc.
1314 W. College Avenue | P.O. Box 2111
Appleton, WI 54912-2111
Phone (920) 749-1995
Fax (920) 731-4158

Associated Appraisal
Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Lake Geneva Office
Walworth County
P.O. Box 1114
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office
N10257 Lake Road
Ironwood, MI 49938

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

AGREEMENT FOR ANNUAL FULL-VALUE ASSESSMENT SERVICES

This Agreement is by and between the **City of Menasha, Calumet/Winnebago Counties, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement.

A. COMPLIANCE. Assessor shall keep the City of Menasha's assessments in compliance with the Wisconsin Department of Revenue for the duration of this contract. The level of assessment shall annually be kept within 10% of the cities full equalized value.

B. INSPECTIONS. Assessor shall physically inspect 25% of improved properties on an annual basis and update assessment records, such that all improved properties will be inspected on a four-year cycle. The Assessor's annual inspection cycle shall include all of the following:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over a period of years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

C. PARCEL IDENTIFICATION. The legal description, a copy of or a link to the County or Municipal digital parcel maps along with drawing and measurements of each land parcel and improvements shall be contained in the existing property record cards. Drawings shall be made for all new records. In the event of a discrepancy existing, the Assessor shall investigate and correct the record.

D. PREPARATION OF RECORD CARDS. Appropriate record cards shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records either on computer readable format compatible with the Municipality's computer system if a computer valuation program is used, or a hardcopy if a manual system is used, and update the records within fourteen (14) days of final adjournment of the Board of Review. The records shall be updated prior to the open book and again to reflect any changes made at the Board of Review.

E. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

F. **OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment rolls, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall send notice to each property owner of any change in assessment. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference. The assessor shall be present at the open book conference for a one (1) day period, if necessary, the days to be consecutive to meet with the property owners or their agents. Assessor shall provide the necessary staff to handle the projected attendance.

G. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue including: Municipal Assessment Report (MAR), the Tax Incremental District Assessment Report (TAR), The Annual Assessment Report (AAR) and the Exempt Computer Report (ECR). Prior to filing with the Wisconsin Department of Revenue, the Assessor will provide the municipality with reports (MAR & TAR) for review. All reports shall be submitted by the 2nd Monday in June and the Annual Assessment Report (AAR) due 30 days after the close of the annual Board of Review. Assessor shall follow the Uniform Standards of Professional Appraisal Practice (USPAP) as required by the Wisconsin Property Assessment Manual; postage is at the Assessor's expense.

H. **BOARD OF REVIEW ATTENDANCE.** The Assessor or his/her authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined for a one (1) day period, if necessary, the days to be consecutive to provide testimony in defense if needed. All Board of Review appeals must be made in a formal manner, which complies with the State Statutes governing the assessment process. This includes filing with the Clerk, prior to the Board of Review, a properly completed objection form.

I. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Assessor's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

J. **PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

K. **AVAILABILITY.** The Assessor shall maintain a local or toll free telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. The Assessor shall hold regular office hours at the City of Menasha on Tuesday from 8:00am to 12:00pm and Thursday from 12:00pm to 4:00pm.

L. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the municipality at no cost.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of city assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.

- 2) Assessor's field representatives shall carry photo identification cards and a general letter of introduction/identification on Municipal letterhead.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

C. ASSESSOR PROVIDED INSURANCE AND INDEMNITY. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 200,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor and the Assessor shall indemnify and hold harmless the Municipality against all claims, actions, proceedings, damages, and liabilities, including reasonable attorneys fees, arising from or connected with the Assessor's activities in connection with the services provided to the Municipality, including but not limited to, any acts or omissions of the Assessor, the Assessor's employees, agents, representatives, and any other person doing business with Assessor. This paragraph is not to be in conflict with Sec. 893.89(4), Wis. Stats.

C. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property record cards, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment

work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data, (e) if the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. **TERM.** The term of this Contract is for the **2015 (October through December), 2016, 2017, and 2018 (July 31, 2018)** assessment years. The assessor shall have completed all work under this agreement on or before the second Monday of May or 30 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. **AUTOMATIC RENEWAL.** This Agreement will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

A. The Municipality shall pay the Assessor **Fifteen Thousand Dollars (\$15,000) for 2015 (October through December), Sixty Thousand Dollars (\$60,000.00)** for each of the 2016, 2017, and **Thirty-Five Thousand Dollars (\$35,000.00) for 2018 (January through July)**, assessment years for maintenance assessment services.

B. The compensation due the Assessor shall be paid in installments throughout the 2015 (October through December), 2016, 2017, and 2018 assessment years.

C. The Municipality will not be billed for additional expenses such as postage, mileage, or supplies.

V. SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

9/14/2015
Date

Authorized Signature
City of Menasha, Calumet/Winnebago Counties

Date

Our Mission.....

To provide our municipal clients

the highest standard of assessing services.

We do so by following sound assessing methodology,

developing municipal equity without bias and

providing a professional, courteous staff.

Associated Appraisal Consultants Quick Facts

History

Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as the statutory assessor or supporting the local municipal assessor.

Experience

With over 55 years of experience, Associated Appraisal has provided consulting/assessment services throughout Wisconsin. We have had the opportunity to reassess/revalue municipalities that have increased or decreased in value. With the diversity of our client base ranging from the shores of Lake Geneva to the backwoods of northern Wisconsin, we are aware of the many complexities of assessment practices. This diversity and experience is what gives Associated Appraisal the leading edge.

Office and Staff

When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will willingly assist you. We also offer internet communication twenty-four (24) hours per day. Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with The Associated Appraisal team. Our corporate office is located in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).

Public Relations

We routinely utilize printed assessment informational materials that are made available to property owners. Clients are informed of the progress of the assessment work for use in newsletters and newspaper articles. For revaluation programs, we can provide knowledgeable speakers to attend organizational and municipal meetings.

Assessment Documentation

Assessment documentation is what sets Associated Appraisal above the rest. For property owners demanding answers to assessment methodology, we document all aspects of the revaluation project. The property record includes land data, improvement data, sales data, improvement pictures, appropriate appraisal reports, property maps and any other documentation needed to defend values. A master Revaluation Report Book is also prepared that is frequently used by the Board of Review to aid in understanding the methodology. Included are complete reports for assessment levels, sales information and pictures of sale properties, all database data for valuation tables, a detailed sales analysis as well as other reports needed to support values.

Identification and Image

Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction, wear Associated Appraisal company ID tags and apparel, and drive red company trucks clearly identified as Associated Appraisal fleet vehicles.

Computer Software

Our computer network is a Novell Network. Associated Appraisal utilizes nearly all assessment software and can adapt to most municipal needs. Our CAMA software utilizes the market approach to value for residential properties and cost tables for commercial properties. Providing our clients with information via the Internet is also readily available.

Why Choose Associated Appraisal

With our level of experience, our goals are very clear. We are in the assessment business, full time, providing our clients with professional and reliable service. Our client base over the years has provided us with many diverse appraisal opportunities giving us the experience to confidently accept any job and meet all expectations of our clients.

References

City of Neenah

Chris Haase
Dir. Of Comm. Development & Assessments
211 Walnut Street
Neenah, WI 54956
920-886-6125

City of Green Lake

Barbara Dugeneske
Clerk/Treasurer
PO Box 216
Green Lake, WI 54941
920-294-6912

City of Sturgeon Bay

Marty Olejniczak
Community Development Director
421 Michigan Street
Sturgeon Bay, WI 54235
920-746-6908

City of Waupun

Kyle Clark
Mayor
201 E. Main Street
Waupun, WI 53963
920-324-7900

City of Reedsburg

Anna Meister
Clerk/Treasurer
PO Box 490
Reedsburg, WI 53959-0490
608-524-6404 ext. 235

City of Shawano

Lorna Marquardt
Mayor
127 Sawyer Street
Shawano, WI 54166
715-526-6152

City of Fort Atkinson

Matt Trebatoski
Administrator/Clerk/Treasurer
101 N. Main Street
Fort Atkinson, WI 53538
920-536-7760

City of Menasha

Peggy Steeno
Administrator Services Director
140 Main Street
Menasha, WI 54952-3190
920-967-3630

City of Pewaukee

Kelly Tarczewski
Clerk/Treasurer
W240 N3065
Pewaukee, WI 53072
262-691-0770

City of Wisconsin Dells

Nancy Holzem
Clerk/Administrator
300 LaCrosse Street
Wisconsin Dells, WI 53965
608-254-2012

Village of Sherwood

Sue Williams
Clerk/Treasurer
PO Box 279
Sherwood, WI 54169
920-989-1589

City of Plymouth

Patty Huberty
Clerk/Treasurer
PO Box 107
Plymouth, WI 53073
920-893-1271

City of Watertown

Cindy Rupprecht
Clerk/Treasurer
PO Box 477
Watertown, WI 53094
920-262-4009

Village of Little Chute

James Fenlon - Administrator
108 W. Main Street
Little Chute, WI 54140
920-788-7394

More references available upon request.

City of Menasha

RFP Proposal - 2015

Comments from References of ASSOCIATED APPRAISAL CONSULTANTS, INC.

Randy Friday, Village Administrator
Village of Sherwood

"We have used Associated Appraisal for a number of years now. They have on-line access which we have found useful - and I direct any & all questions to them. This has worked out well. I've only ever heard minor cajoling from I believe 2 property owners in my 2 1/2 years here. And, our Open Book is quite quiet. So, long story short, I would give them a very good recommendation from Sherwood perspective."

John Dougherty, City Administrator
City of Reedsburg

"Associated Appraisal has done assessor services here for a number of years and we are very happy with their services. Last year we had two citizens come to BOR but neither of them bothered to contact AAC or come in during open book, nor did they have any comparables. They just didn't like their assessment."

Thomas Stoffel, Comptroller/Treasurer
City of Menasha

"The City of Menasha has been using the services of Associated Appraisal Consultants since 2007. At the time our assessment department was staffed with an assessor and a deputy assessor. Our assessor left to take another job and our deputy retired. That appeared to be the best time for the City to look at privatizing that function and hopefully achieve a cost savings. There were vocal concerns from council members about losing service for the taxpayer; they could not just walk in and find someone in that department and other unfounded comments. Associated was given a one year contract, in effect a testing period, to see if this was a viable way to run the assessment function. At the end of that year, opposition on the council had faded, few if any comments were received from the public and Associated was given a four year contract which runs through 2011.

In my opinion it is working well. There has been some shakeout in that some jobs performed by the assessors, but not really part of the assessment function, had to be taken over by other departments. But Associated has been very good to work with, Mr. John Holton and Mr. Mark Brown are the City's principal contacts and are always ready to sit down and talk about any problems that do come up, though they rarely do. I would recommend them for any appraisal or assessment service you are looking to have performed. As for the cost savings, the 2006 City budget for the assessor's function was \$135,061; the 2010 City budget for the assessor's function is \$71,130.00

Dale D. Darling, City Clerk/Treasurer
City of Wisconsin Dells

"We have used Associated Appraisal for about the last 14 years for both annual maintenance and 2 revaluations. They have provided the City good service during those years at a fair cost. We refer most calls relating to valuations from our property owners directly to them. They has an 800 number in which the property owners can contact them directly and receive a prompt response to their inquiry. Since the City is in four different counties Associated Appraisal deals with a variety of issues with a lot of

commercial property owners. They have a good staff and do a nice job at Open book and Board of Review. Thus, for the City of Wisconsin Dells it has worked out well in having Associated Appraisal as our city Assessor."

Rebecca Houseman LeMire, Administrator/Clerk-Treasurer
Village of Darien

"The Village of Darien contracts with Associated Appraisal Consultants, Inc., to fulfill the statutory duties of the Assessor for the Village. Mr. Mack has demonstrated expertise within his field. He is willing and able to answer any questions that the Board of Review, The Village Board, or I may have regarding his company's services and the statutory obligations for each jurisdiction his represents. Because he represents many different municipalities in Wisconsin, Mr. Mack is able to offer advice and experience that a staff assessor may not have."

John L. Zouski, Village President
Village of Plainfield

"We have been very pleased with the service that your company has provided as our assessor. Every staff member we have worked with have conducted themselves in a professional and courteous manner. During the Open Book, the concerns of our residents were dealt with in a fair and courteous manner. At the Board of Review, your knowledge and professionalism were greatly appreciated by the board members. Questions and calls from our residents are always answered in a timely fashion. We would recommend Associated Appraisal Consultants, Inc. without hesitation to any municipality for assessment work."

Patricia Huberty, City Clerk Treasurer
City of Plymouth

"On behalf of the City of Plymouth, I would like to take the opportunity to send this letter of appreciation and high recommendation regarding the assessing services the City has received since contracting with Associated Appraisal Consultants, Inc. almost one year ago. We are in a very stressful situation with a previous assessor and your employees came on board and very quickly and very professionally got us back on track. Our Board of Review is completed for 2015 with no objections to be heard. Board Members were very impressed with the professionalism. We look forward in continuing this business relationship and would highly recommend Associated Appraisal Consultants, Inc. for assessment services."

Felicia Germain, Village Administrator/Clerk
Village of Somerset

"I would like to take the opportunity to send this letter of appreciation and high recommendation regarding the assessing services the Village has received since contracting with Associated Appraisal Consultants. I appreciated the respectful interactions they have with citizens' concerns. They take the time to offer a thorough explanation. I have enjoyed working with Associated Appraisal Consultants and highly recommend them for Assessment Services."

Reservations or Expectations to Specifications

Associated Appraisal Consultants, Inc. holds no reservations or expectations to the specifications found in this Request for Proposal.

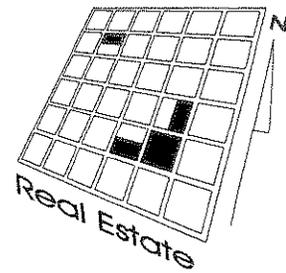
The quoted price for Annual Full Value Maintenance services provided by Associated Appraisal Consultants, Inc. includes the following provisions:

- Associated Appraisal Consultants, Inc. shall use the Market Drive CAMA software for real estate, mobile homes and personal property valuation. The City currently uses this software to maintain and value electronic assessment records.
- All electronic assessment records shall be completed to include all building attribute data, including a digital copy of the primary sketch, and photos of all structures.
- All electronic assessment records shall be updated and maintained to include sales data, building permits, owner correspondence, and recent building permit data.
- Twenty-Five (25%) percent of taxable parcels shall be physically inspected on an annual basis.
- Regular office hours shall be conducted on Tuesday from 8:00am to 12:00pm and Thursday from 12:00pm to 4:00pm.

The above provisions shall assist the City in maintaining a complete and accessible database of electronic assessment records in a format that is both currently familiar to the City staff and useful to multiple departments within the City of Menasha.

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Mark A. Brown

Associated Appraisal Consultants, Inc.
1314 West College Avenue
Appleton, WI 54914

SUMMARY: Assessor with vast experience performing reviews, inspections and appraisals of property using independent discretion and judgment within the guidelines set forth by statutory requirements and department policies and procedures.

Summary of Qualifications

- Ten years experience in appraisal and assessment.
- Considerable ability to communicate complex information tactfully and effectively both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal including computerized assessment systems.
- Extensive knowledge of all laws and regulations pertinent to local tax assessments.
- Strong knowledge of real estate property values and land economics.
- Ability to accurately perform mathematical calculations, analyze data, and prepare reports.
- Strong project management skills including the ability prioritize projects and to organize, plan and direct the work of staff.
- Ability to read and interpret a wide variety of legal documents.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

2014 - Present

President

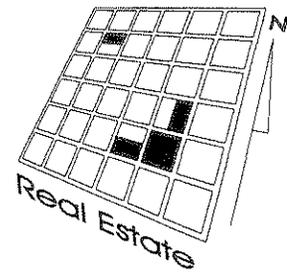
2005 – 2014

Director of Project Management, Certified Assessor Level III

- Responsible for the management of the assessment staff to ensure revaluation projects are completed accurately and in a timely manner.
- Advise on the policy and methodology used to determine estimated fair market value and assign its proper classification in accordance with Wisconsin Statutes.
- Advise on the proper methodology to appraise the value of agricultural, commercial, residential, and personal properties.
- Provide quality control and supervision of the final output and ensure that proper documentation and records are maintained.
- Research and keep current on issues and developments that impact the municipalities' assessment function.

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



- Direct reassessment and appraisal programs on all agricultural, commercial, residential, and personal properties within the municipalities' limits.
- Define and organize the procedure to reevaluate neighborhoods.
- Analyze property sales through the use of regression analysis.
- Analyze valuation data of commercial and residential properties.
- Verify sales and assessment ratio studies.

Mark Brown Resume (continued)

- Defend assessed values at Board of Review, 70.85 Appeals to the Wisconsin Department of Revenue, and Circuit Court.
- Works as part of the management team to efficiently operate the company.

2004 – 2005

Staff Appraiser

- Appraised all real property for accuracy of records, construction classification and computed appraisal of property.
- Recorded and updated property record cards by measuring and listing improved and vacant parcels.
- Gathered and verified assessment information.

Education

St. Norbert College, De Pere, Wisconsin Bachelor of Business Administration, 2004

Certifications

Assessor III Certification – WI60828CA – 2012

Assessor II Certification – WI60828CA - 2005

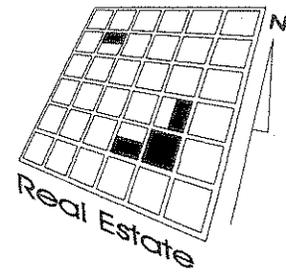
Assessment Technician Certification - 2004

Continuing Education

Equalization Sales Validation & Economics	March, 2014
Real Estate Assessments	October, 2012
Market Drive 2013 Overview & Sales	October, 2012
Preparing & Filing MAR & TAR & Configuring Cost Models	October, 2012
Mobile Home Municipal Permit Assessments & Personal Property Assessments	October, 2012
AAR Report	October, 2012
Listing & Valuing Commercial Properties	October, 2012
IAAO – Course 101 – Fundamentals of Real Property Appraisal	March, 2012
IAAO Course 311 – Residential Modeling Concepts	March, 2012
IAAO Course 300 - Fundamentals of Mass Appraisal	October, 2011
IAAO Course 112 - Income Approach to Valuation	August, 2011
DOR's USPAP Compliance & Reporting Standards for Assessors	June, 2011
How to Value & Defend Triple Net Lease Properties	March, 2011
Current Issues in Commercial Real Estate	March, 2011

Associated Appraisal Consultants, Inc.

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Market Analysis and Highest and Best Use
2010/2011 National USPAP Update
USPAP 15 Hour National Course 2010-11
Discounted Cash Flow & Band of Investment
Analyzing Commercial Lease Clauses
Distressed Property Considerations
Appraising Apartments – 74.37 Appeals
Valuation of Large & Unique Buildings
Reconstructing Income & Expense
Preparing for a S. 70.85 Assessment Appeal
Mark Brown Resume (continued)

March, 2011
October, 2010
October, 2010
June, 2010
March, 2010
March, 2010
September, 2009
September, 2009
September, 2009
April, 2009

Using the Latest Mapping & GIS Tech. For Appraisal Purposes
Sales Validation with Foreclosure Issue Focus
Wisconsin Tax Policy for Assessors
ABCs of Environmental Contamination
Board of Review: An Assessment Perspective
Mega Dairy Farms
Introduction to Subsidized Housing
Assessing 101
Correction of Assessment Errors-Statutory Procedures
Appraising Convenience Stores

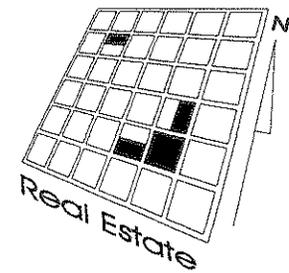
April, 2009
March, 2009
March, 2009
December, 2008
March, 2008
September, 2007
September, 2007
April, 2005
April, 2005
March, 2005

Professional Memberships

International Association of Assessing Officers
Wisconsin Association of Assessing Officers

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Dean W. Peters

Associated Appraisal Consultants, Inc.
1314 West College Avenue
Appleton, WI 54914

SUMMARY: A skilled and experienced municipal Assessor, having successfully performed over 30 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages and cities throughout the state of Wisconsin.

Summary of Qualifications

- Seventeen years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information both orally and in writing with state government, county government, elected officials, municipal staff, the media, and the general public.
- Involved in managing, training and educating of assessment staff.
- Organizational skills to effectively prioritize and manage multiple work projects.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

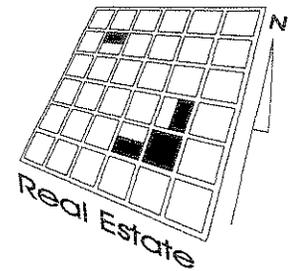
2008 – Present

Director of Project Management, Certified Assessor Level III

- Responsible for the management of assessment staff to ensure that annual assessment work is completed accurately and in a timely manner.
- Implement policies and training in response to changes in property tax law and assessment practices.
- Supervise the creation of computerized assessment databases to ensure accuracy, completeness and compatibility with statistical analysis.
- Give expert advice to other assessors and staff regarding appraisal practices and assessment law.
- Work as part of the management team to efficiently operate the company.

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2003 -- 2008

Project Manager

- Perform all statutory duties of the municipal assessor on an annual basis.
- Appraise all types of real estate according to professionally accepted appraisal practices.

2003 – 2008 Project Manager (continued)

- Act as primary contact for municipal client, including answering questions, speaking at council meetings, composing letters, and educating municipal officials about the assessment process.
- Provide training and supervision of assessment staff throughout the assessment process.
- Monitor the Municipality's assessment compliance level with respect to Department of Revenue equalized value.
- Perform annual sales ratio studies for residential commercial and agricultural property.
- Defend assessed values at Board of Review, Department of Revenue appeals and circuit court.
- Manage all stages of municipal revaluation programs and monitor the process for accuracy, professionalism and quality control.

1999 - 2003

Staff Appraiser

- Physically inspect and appraise residential, agricultural and commercial properties.
- Analyze and develop land values based on stratified sales data.
- Appraise residential property using the cost approach and sales comparison approach
- Explain and discuss assessed values with property owners during the Open Book process.

Education

University of Wisconsin, Madison

Bachelor of Arts, 1999

Certifications

Assessor III Certification – WI77308CA - 2010

Assessor II Certification – WI77308CA - 2003

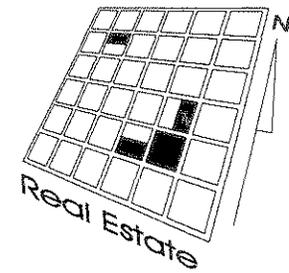
Assessor I Certification – WI77308CA - 2001

Continuing Education

IAAO Course 112 – Income Approach to Valuation II	December, 2014
IAAO Course 102 – Income Approach to Valuation	September, 2013
IAAO 932 Reconstructing Income & Expense Statements	March, 2013
Instructor - Three Appraisal Reports Conforming to USPAP Standard 6	September, 2012
	June, 2012
Successful Public Relations for Assessors	December, 2012
IAAO Course 311 – Residential Modeling Concepts	March, 2012
IAAO Course 101 – Fundamentals of Real Property Appraisal	March, 2012
Unique Commercial Buildings	March, 2012

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



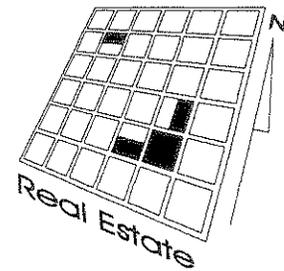
IAAO Course 400 – Assessment Administration	December, 2011
IAAO Course 300 – Fundamentals of Mass Appraisal	October, 2011
USPAP 15 Hour National Course 2010-11	October, 2010
Instructor - Unique Commercial Buildings	September, 2010
Discounted Cash Flow & Band of Investment	June, 2010
Downtown Redevelopment in a Tax Incremental District	September, 2009
Property Tax Exemptions	September, 2009
Assessor Requirements & the Wisconsin Property Assessment	September, 2009
Preparing for a S. 70.85 Assessment Appeal	April, 2009
Using the Latest Mapping & GIS Tech. for Appraisal Purposes	April, 2009
Sales Validation with Foreclosure Issue Focus	March, 2009
Wisconsin Tax Policy for Assessors	March, 2009
Mega Dairy Farms	September, 2007
Appraising Convenience Stores	March, 2005

Professional Memberships

International Association of Assessing Officers
Wisconsin Association of Assessing Officers

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Luke T. Mack

Associated Appraisal Consultants, Inc.
1314 West College Avenue
Appleton, WI 54914

Summary of Qualifications

SUMMARY: A skilled and experienced municipal Assessor, having successfully performed over 30 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages and cities throughout the state of Wisconsin.

Summary of Qualifications

- In depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive and GVS, among others.
- Ability to effectively communicate complex information both orally and in writing with state government, county government, elected officials, municipal staff, the media, and the general public.
- Involved in managing, training and educating of assessment staff.
- Organizational skills to effectively prioritize and manage multiple work projects.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

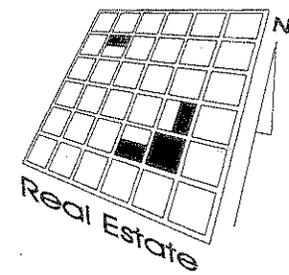
2013 – Present

Project Manager, Assessor II

- Physically inspect interior and exterior of residential, agricultural and commercial properties.
- Explain and discuss assessed values with property owners during the Open Book process.
- Create updated property record cards and digital computer records.
- Review property assessments.
- Review mapping, DNR wetlands and investigate any zoning or buildable lot restrictions.
- Record and file information on property sales, property splits, building permits, class changes and new construction.
- Create computerized sketches of dwellings and commercial buildings on Apex software.

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



- Create maps and map detailing relative to legal descriptions of real estate.
- Perform and monitor data entry of property records into computerized format.

Luke Mack Resume (continued)

- Balance the assessment roll with the County Tax Lister to ensure exact correctness of assessments for tax billing.
- Prepare assessment notices and mail to taxpayers.
- Answer questions and concerns from taxpayers, realtors and municipal officials

2011 – 2013

Project Technician Supervisor

- Responsible for training new and current technicians on changes in statutes, policies and CAMA software updates/upgrades
- Liaison between project managers and technicians
- Responsible for oversight of day to day activities of project technicians
- Responsible for answering questions in absence of project managers
- Responsible for working with the Department of Revenue on submission of reports including Municipal Assessment Report (MAR) and TID Assessment Report (TAR)

2007 – 2011

Project Technician

- Maintain and balance computerized assessment databases.
- Record and file information on property sales, property splits, building permits, class changes and new construction.
- Create computerized sketches of dwellings and commercial buildings on Apex software.
- Create maps and map detailing relative to legal descriptions of real estate.
- Perform and monitor data entry of property records into computerized format.
- Make all pertinent changes to the property record and assessment roll after field work is completed.
- Balance the assessment roll with the County Tax Lister to ensure exact correctness of assessments for tax billing.
- Prepare assessment notices and mail to taxpayers.
- Create the annual assessors final report for the Department of Revenue.
- Answer questions and concerns from taxpayers, realtors and municipal officials.

Education

University of Wisconsin Oshkosh – Oshkosh, Wisconsin

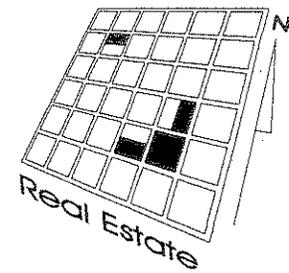
Certifications

Assessor II Certification - WI71164CA - 2020

Assessor I Certification – WI71164CA - 2017

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



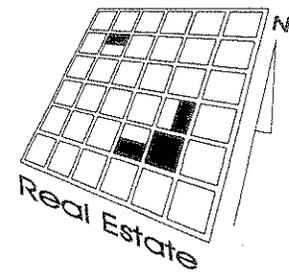
Assessment Technician Certification – # WI71164CA - 2017

Continuing Education

IAAO Course 101 – Fundamentals of Real Property Appraisal	October, 2013
Market Drive 2013 Overview & Sales	October, 2012
Real Estate Assessments	October, 2012
Preparing & Filing MAR & TAR & Configuring Cost Models	October, 2012
Listing & Valuing Commercial Properties	October, 2012
Using the Electronic Real Estate Transfer Return System	September, 20

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Mark R. Verhyen
Associated Appraisal Consultants, Inc.
1314 West College Avenue
Appleton, WI 54914

SUMMARY: A skilled and experienced municipal assessor and assessment technician. Currently in a leadership role within the Personal Property Tax Department at Associated Appraisal Consultants, Inc. Prior work experience includes work in the construction field.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

2003 – Present

Mobile Home and Personal Property Administrator

- Compile the annual personal property assessment roll.
- Discover and catalog new personal property accounts for local taxable businesses.
- Create, mail, and review the annual personal property returns.
- Determine taxability or exemption of reported personal property.
- Balance the personal property assessment roll with the County Tax Lister to ensure exact correctness of assessments for tax billing.
- Administer mobile home parking permit fees for manufactured home communities.
- Physically inspect, measure and catalog mobile homes for municipal records.
- Appraise mobile homes using valuation schedule with adjustments determined by sales ratio studies.
- Mail, receive and review lottery credit eligibility reports.
- Supervise the personal property assistant and personal property clerk.
- Answer questions and concerns from taxpayers, realtors and municipal officials.

Education

Fox Valley Technical College – Appleton, Wisconsin

Certifications

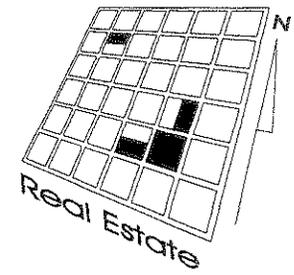
Assessor I Certification - WI98684CA
Assessment Technician Certification – WI98684CA

Continuing Education

Mobile Home Municipal Permit Assessments & Personal Property Assessments	October, 2012
AAR Report	October, 2012
Personal Property 201	October, 2012
Personal Property Overview	October, 2004
Dealing with the Taxpayer from Hell (and Other Coping Strategies)	October, 2004

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Professional Memberships

Wisconsin Housing Alliance



CERTIFICATE OF LIABILITY INSURANCE

ASSOC01

OP ID: JV

DATE (MM/DD/YYYY)

11/24/14

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ADEMINO & ASSOCIATES INC DAVID ADEMINO 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 DAVID VAN BOOGARD	920-734-3110 920-734-6027	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
INSURED ASSOCIATED APPRAISAL CONSULTANTS INC PO BOX 2111 APPLETON, WI 54912		INSURER(S) AFFORDING COVERAGE INSURER A: GENERAL CASUALTY INSURER B: UNDERWRITERS AT LLOYDS, LONDON INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 24414	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	CFB 0859674	11/01/14	11/01/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/ AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		CBA 0859671	11/01/14	11/01/15	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 10,000		CCU 0859673	11/01/14	11/01/15	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	CWC 0859672	11/01/14	11/01/15	<input checked="" type="checkbox"/> WC STATUS/TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	ERRORS & OMISSIONS		PGIARK03504-00	01/12/14	01/12/15	\$500 DED 1,000,000
A	HIRED AUTO PHY DAM		CBA 0859671	11/01/14	11/01/15	\$500 DED 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

ANTIG-1

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
DAVID VAN BOOGARD

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October 1, 2015

AMENDMENT

Proposal for City of Menasha

Page 3 - #I

- A. The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Municipality expense. By May 1st each year the Assessor will review statements and follow up with unfiled or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

Page 5 - IV/#C

- C. The Municipality will not be billed for additional expenses such as mileage or supplies. **The Municipality will be billed for postage. Postage expenses shall not exceed One Thousand, Seven Hundred Dollars (\$1,700.00) per year.**

*Language change to reflect previous contract with the City of Menasha.

Signed



Mark Brown
President
Associated Appraisal Consultants

City of Menasha
Calumet/Winnebago Counties
_____, 2015



Agreement for Assessment Services

Prepared for:

City of Menasha

By

Accurate Appraisal, LLC.

1428 Midway Road P.O. Box 415 Menasha, WI 54952-0415

phone 920.749.8098 \ 800.770.3927 fax 920.749.8099 info@accurateassessor.com

COMMON COUNCIL 10/05/15

PAGE 45

AGREEMENT FOR ASSESSMENT SERVICES

Section I

This agreement made this _____ day of _____, 2015 by and between the City of Menasha, Calumet and Winnebago Counties, State of Wisconsin, party of the first part, hereinafter referred to as "Client",

AND

ACCURATE APPRAISAL LLC., PO BOX 415, MENASHA, WI 54952, party of the second part, hereinafter referred to as "Accurate".

SCOPE OF SERVICES

Accurate shall provide the Client with assessing services by Wisconsin Department of Revenue Certified Personnel for the years 2015 (final three months) through July 2018 assessment years which includes the following:

1. Accurate shall update and maintain 100% real property assessment records for the Client. Said service shall include all assessing services so as to comply with all applicable Wisconsin statutes, codes, rules, and/or regulations, including the assessment of all new construction, remodeling, additions and changes relating to improvements removed for any reason such as fire, demolition, etc. through building permits. Accurate shall reapportion value brought about through property splits. In addition, the contract goal shall be that 100% of all improved parcels shall be inspected in a four year inspection cycle commencing January 1, 2016.
2. Accurate shall prepare and mail personal property blotters from a list supplied by the Client of the accounts to be assessed. Accurate will analyze returned personal property blotters from the merchants in order to establish the proper assessment.
3. Accurate shall, without additional expense to the Client, be required to attend Open Book and all Board of Review meetings and shall be responsible for defending all assessments. The Open Book meeting shall be conducted as needed. The meetings shall be scheduled by Accurate with the Clerk. The Open Book meetings shall be completed no later than the agreement date specified in Section III of this agreement.

4. Accurate shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.
5. Accurate shall retain the right to employ additional certified personnel at Accurate's expense as deemed necessary to complete the assessment roll in a timely manner. Responsibility for the content and accuracy of the assessment roll regardless of the use of other personnel shall, however, rest with Accurate.
6. The Client's responsibilities will be to supply Accurate with adequate office space in or near the Client's Hall. Items to be mailed such as, but not limited to, assessor's final report and personal property blotters will be the responsibility of Accurate.
7. The Client will hold harmless Accurate from third claims and liabilities due to the assessment of property except claims or liabilities, which result from the intentional or negligent acts or omissions of Accurate, its employees, agents and representatives, shall be the responsibility of Accurate.
8. This agreement between the Client and Accurate shall be for the aforementioned assessment year beginning October 1st, 2015 and ending July 31st, 2018. It is expected the work will commence with the mailing of personal property blotters and be completed after the final adjournment of the Board of Review and any necessary follow up questions and/or work because of appeals of Board of Review decisions.
9. Accurate shall submit monthly invoices based upon a percentage complete. The Client reserves the right to retain a 10% holdback pending final completion of all terms and conditions of the contract.
10. Accurate shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review.
11. Accurate shall complete its Open Book hearings under this agreement no later than the agreement date, specified in Section III of this agreement, except for delays caused by the Client, county or state. Accurate may request a thirty-day extension to the contract upon written agreement with the Client.

12. Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall be not be less than the amounts listed below in this contract:

INSURANCE COVERAGE

General Liability

General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000
Personal & Adv Injury	\$ 2,000,000
Products-Comp/Op Agg	\$ 4,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

13. Accurate shall consider the cost approach, market approach, and income approach in the valuation of all land and improvements where applicable.
14. Accurate shall use Computer Assisted Mass Appraisal software to accurately provide the Client with records of the maintenance and revaluation. For both residential and commercial valuation, Prolorem software, will be utilized following market data, Volume II of the Assessor manual and Marshall & Swift cost tables. The yearly maintenance fee associated with the use of any program will be at no additional cost to the Client. The data will be available to the public on accurateassessor.com; building data and appointment scheduling will also be available at no additional expense to the Client.
15. Photographs of all improved parcels will be taken digitally at no additional expense to the Client.
16. All expenses incurred by Accurate during the contract such as postage, phone calls, etc....., will be at no additional expense to the Client.
17. Accurate will promote understanding of the assessment process with taxpayers and the Client. The Client and Accurate shall work to maintain good public relations throughout the assessment program.
18. Office hours will be held at City Hall every Tuesday from 8-12 pm and every Thursday from 12-4 pm or equivalent hours as agree to by the Client and Accurate.

Section II

Parcel Totals:

Residential Total = 5,901

Residential Improved = 5,630

Commercial Total = 424

Commercial Improved = 346

Manufacturing Total = 39

Manufacturing Improved = 39

Agricultural = 13

Undeveloped = 2

Agriculture Forest = 1

Forest Lands = 2

Personal Property Accounts total = 427

Section III

Agreement for Maintenance

Provided by Accurate Appraisal, LLC.

For

City of Menasha, Winnebago & Calumet Counties for the assessment years 2015-2018

Dated this _____ day of _____ 2015.

Agreement completion date of July 31st, each year

Fee for services rendered:

Accurate shall be paid the sum of:

2015-2018 Maintenance = \$54,500 per year

This is broken down as \$13,500 for the remainder of 2015, \$54,500 for each year 2016-2017 and \$41,000 for 2018.

Lee T. De Groot
Member
Accurate Appraisal, LLC.

Date

Authorized Client Signature

Date

IMPORTANT INFORMATION

1. Telephone Numbers

- 920-749-8098
- 800-770-3927

2. Fax Number

- 920-749-8099

3. E-Mail Address

- question@accurateassessor.com

4. Mailing Address

- PO Box 415, Menasha, WI 54952
- 1428 Midway Rd., Menasha, WI 54952

5. Website

- www.accurateassessor.com

ACCURATE APPRAISAL, LLC CURRENT CLIENTS

MUNICIPALITY	TYPE	JOB TYPE	COUNTY	ACQUIRED	CONTACT	PHONE #
Menasha	Town	MAINTENANCE	Winnebago	2015	Karen Backman	920-720-7149
Harrison	Village	MAINTENANCE	Calumet	2013	Travis Parish	920-989-1062
Harrison	Town	MAINTENANCE	Calumet	2007	Travis Parish	920-989-1062
Buchanan	Town	MAINTENANCE	Outagamie	2009	Joel Gregozeski	920-734-8599
Combined Locks	Village	MAINTENANCE	Outagamie	2006	Racquel Giese	920-788-7740
Kimberly	Village	MAINTENANCE	Outagamie	2008	Rick Hermes	920-788-7500
Dale	Town	MAINTENANCE	Outagamie	2007	Jennifer DeZeeuw	920-779-4609
De Pere	City	MAINTENANCE	Brown	2005	Dave Hongisto	920-339-4053
Seymour	City	MAINTENANCE	Outagamie	2006	Susan Garsow	920-833-2209
Bovina	Town	MAINTENANCE	Outagamie	2011	Chuck Pluger	920-986-3224
New London	City	MAINTENANCE	Outagamie/Waupaca	2010	Sue Tennie	920-982-8500
Dayton	Town	FULL REVALUATION	Waupaca	2015	Judy Suhs	715-258-0930
Brillion	City	MAINTENANCE	Calumet	2002	Lori Gosz	920-756-2250
Chilton	City	MAINTENANCE	Calumet	2002	Helen Schmidkofer	920-849-2451
Caledonia	Town	MAINTENANCE	Columbia	2009	Angeline Edgar	608-742-4801
Cambria	Village	MAINTENANCE	Columbia	2002	Lois Frank	920-348-5443
Friesland	Village	MAINTENANCE	Columbia	2006	Marcia Dykstra	920-348-5156
Lodi	City	MAINTENANCE	Columbia	2005	Adele Van Ness	608-592-3247
Lodi	Town	MAINTENANCE	Columbia	2009	April Goeske	608-592-4868
Pardeeville	Village	MAINTENANCE	Columbia	2002	Marlo Gustafson	608-429-3121
Poynette	Village	MAINTENANCE	Columbia	2006	Sue Finstad	608-635-2122
Randolph	Town	MAINTENANCE	Columbia	2006	Rod Kok	920-348-5597
Courtland	Town	MARKET REVALUATION	Columbia	2007	Kate Raley	920-992-6585
Dekorra	Town	FULL REVALUATION	Columbia	2009	Vicki Auck	608-635-2014
Portage	City	FULL VALUE MAINTENANCE	Columbia	2001	Marie Moe	608-742-2176
Prairie du Chien	City	MAINTENANCE	Crawford	2012	Barb Elvert	608-326-6406
Berry	Town	MAINTENANCE	Dane	2003	Brenda Kahl	608-767-4152
Blooming Grove	Town	MAINTENANCE	Dane	2003	Mike Wolf	608-223-1104
Blue Mounds	Village	MAINTENANCE	Dane	2009	Mary Jo Michek	608-437-5197
Blue Mounds	Town	MAINTENANCE	Dane	2011	Helen Kahl	608-437-8722
Burke	Town	MAINTENANCE	Dane	2013	Brenda Ayers	608-825-8420
Cross Plains	Town	MAINTENANCE	Dane	2008	Ann Herger	608-798-0189
Deerfield	Town	MAINTENANCE	Dane	2007	Kim Grob	608-764-2608
Medina	Town	MAINTENANCE	Dane	2005	Jean Johnson	920-478-2615
Mount Horeb	Village	MAINTENANCE	Dane	2007	Cheryl Sutter	608-437-6884
Perry	Town	MAINTENANCE	Dane	2006	Mary Price	608-832-6877
Primrose	Town	MAINTENANCE	Dane	2012	Jamie Baker	847-567-8400
Shorewood Hills	Village	MAINTENANCE	Dane	2008	Cokie Albrecht	608-267-2680
Albion	Town	MARKET REVALUATION	Dane	2009	Julie Hanewall	608-884-8974
Madison	Town	FULL VALUE MAINTENANCE	Dane	2008	Renee Schwaas	608-210-7260
McFarland	Village	FULL VALUE MAINTENANCE	Dane	2009	Tracey Berman	608-838-3153
Monona	City	FULL VALUE MAINTENANCE	Dane	2005	Joan Andrusz	608-222-2525
Oregon	Village	FULL VALUE MAINTENANCE	Dane	2004	Peggy Haag	608-835-3118
Pleasant Springs	Town	FULL VALUE MAINTENANCE	Dane	2002	Cassandra Clerklin	608-873-3063
Stoughton	City	FULL VALUE MAINTENANCE	Dane	2002	Maria Hougan	608-873-6692
Cambridge	Village	MAINTENANCE	Dane/Jefferson	2001	Lisa Moen	608-423-3712
Edgerton	City	FULL VALUE MAINTENANCE	Dane/Rock	2007	Cindy Hegglund	608-884-3341
Fox Lake	Town	MAINTENANCE	Dodge	2006	Mason Zantow	920-928-3573
Iron Ridge	Village	MAINTENANCE	Dodge	2010	Arlette Lindert	920-387-3975
Beaver Dam	City	FULL VALUE MAINTENANCE	Dodge	2001	John Somers	920-887-4600
Eldorado	Town	MAINTENANCE	Fond Du Lac	2010	Lori Linger	920-872-5071
Lancaster	City	MAINTENANCE	Grant	2009	Dave Knrihara	608-723-4246
Platteville	City	MAINTENANCE	Grant	2012	Jan Martin	608-348-1821
Brodhead	City	MAINTENANCE	Green/Rock	2009	Roseann Meixelsperger	608-897-4018
Sullivan	Village	MAINTENANCE	Jefferson	2002	Dale Horton	262-593-2388
Jefferson	City	FULL VALUE MAINTENANCE	Jefferson	2006	Tanya Stewart	920-674-7700
Whitewater	City	FULL VALUE MAINTENANCE	Jefferson/Walworth	2008	Michele Smith	262-473-0500
Silver Lake	Village	MAINTENANCE	Kenosha	2012	Terry Faber	262-889-4308
Twin Lakes	Village	MAINTENANCE	Kenosha	2014	Jennifer Pollitt	262-877-2858
Upham	Town	MARKET REVALUATION	Langlade	2002	Leah Antoniewicz	715-275-4229
Cleveland	Village	MAINTENANCE	Manitowoc	2006	Stacy Granwald	920-693-8181
Kronenwetter	Village	MAINTENANCE	Marathon	2012	Cindy Falkowski	715-693-4200
Marathon	Town	MAINTENANCE	Marathon	2001	Janet Schneider	715-443-6913
Menominee	Town	MAINTENANCE	Menominee	2009	Ruth Waupoose	715-799-3311
Glendale	City	MAINTENANCE	Milwaukee	2009	John Fuchs	414-257-1800
Shorewood	Village	FULL VALUE MAINTENANCE	Milwaukee	2014	Chris Swartz	414-847-2701
Cudahy	City	FULL VALUE MAINTENANCE	Milwaukee	2015	Dennis Broderick	414-769-2204
Bayside	Village	FULL VALUE MAINTENANCE	Milwaukee/Ozaukee	2006	Lynn Galyardt	414-351-8812
Pine Lake	Town	MAINTENANCE	Oneida	2006	Cindy Skinner	715-362-6071
Belgium	Village	MAINTENANCE	Ozaukee	2009	Katie Olsen	262-285-7931
Saukville	Village	MARKET REVALUATION	Ozaukee	2006	Dawn Wagner	262-284-9423
Prescott	City	MAINTENANCE	Pierce	2009	Jayne Brand	715-262-5544
Burlington	City	FULL VALUE MAINTENANCE	Racine/Walworth	2012	Dianne Halbach	262-342-1171
Beloit	Town	MAINTENANCE	Rock	2004	Karry Devault	608-364-2980

ACCURATE APPRAISAL, LLC CURRENT CLIENTS

MUNICIPALITY	TYPE	JOB TYPE	COUNTY	ACQUIRED	CONTACT	PHONE #
Rock	Town	MAINTENANCE	Rock	2009	Deb Bennett	608-362-0598
Union	Town	MAINTENANCE	Rock	2005	Regina Ylvisaker	608-882-0285
Fulton	Town	MARKET REVALUATION	Rock	2006	Connie Zimmerman	608-868-4103
Milton	City	FULL VALUE MAINTENANCE	Rock	2004	Michelle A Ebbert	608-868-6900
West Baraboo	Village	MAINTENANCE	Sauk	2015	Kathy Goerks	608-356-2516
Angelica	Town	MAINTENANCE	Shawano	2008	Janet Powers	920-822-5554
Green Valley	Town	MAINTENANCE	Shawano	2006	Janalee Jenerou	715-745-2699
Wescott	Town	MAINTENANCE	Shawano	2009	Angela Vreeke	715-526-9755
Sheboygan Falls	Town	MAINTENANCE	Sheboygan	2009	Jenny Meyer	920-467-1922
Darien	Town	MAINTENANCE	Walworth	2009	Marilyn Larson	262-882-3393
Delavan	Town	MAINTENANCE	Walworth	2012	John Olson	262-728-3471
Geneva	Town	MAINTENANCE	Walworth	2009	Debra Kirch	262-248-8497
Richmond	Town	MAINTENANCE	Walworth	2006	Barb Ceas	608-883-2017
Spring Prairie	Town	MAINTENANCE	Walworth	2009	Debbie Collins	262-642-7477
Sugar Creek	Town	MAINTENANCE	Walworth	2002	Diane Boyd	262-742-3383
Walworth	Village	MAINTENANCE	Walworth	2007	Donna Schut	262-275-2127
Fontana	Village	MARKET REVALUATION	Walworth	2005	Dennis Martin	262-275-6136
Elkhorn	City	FULL VALUE MAINTENANCE	Walworth	2001	Sam Tapson	262-723-2219
Lake Geneva	City	FULL VALUE MAINTENANCE	Walworth	2005	Mike Hawes	262-249-4092
Farmington	Town	MAINTENANCE	Washington	2012	Chris Schellinger	262-447-1018
Hartford	City	FULL REVALUATION	Washington	2011	Lori Hetzel	262-673-8201
Germantown	Village	MARKET REVALUATION	Washington	2009	Dave Schornack	262-250-4750
Hartland	Village	MARKET REVALUATION	Waukesha	2007	Connie Casper	262-367-2714
Sussex	Village	FULL VALUE MAINTENANCE	Waukesha	2008	Sue Freiheit	262-246-5211
Rose	Town	MAINTENANCE	Waushara	2005	Lois Kolka	920-622-3765

References

Lori Gosz, City Administrator
City of Brillion
130 Calumet Street
Brillion, WI 54110
920-756-2250

Marie Moe, City Clerk
City of Portage
115 W Pleasant St.
Portage, WI 53901
608-742-2176

Dave Hongisto, Building Inspector
City of DePere
335 S. Broadway St.
DePere, WI 54115
920-339-4053

Helen Schmidlkofer, City Clerk
City of Chilton
42 School St.
Chilton, WI 53014
920-849-2451

John Somers, Finance Director
City of Beaver Dam
205 S Lincoln Ave.
Beaver Dam, WI 53916
920-887-4600

Basic Information Requirements

- a) Name of firm: Accurate Appraisal LLC
- b) Name and title: Lee De Groot, Owner
- c) Mailing Address: PO Box 415 Menasha, WI 54952-0415 E-Mail Address: leed@accurateassessor.com
- d) Telephone and Fax numbers: P 920-749-8098 F 920-749-8099
- e) I, Lee De Groot, have the authority to commit my firm to the terms proposed.

Business Philosophy

In an effort to deliver a high level of service to our clients, Accurate has created an operational philosophy that ensures that clients are the focus of everything we do. Customer service is the main priority of Accurate. Our goal is to inform and educate the taxpayers, so that all constituents feel like they have been treated fairly and equitably. We will do everything we can to execute this plan.

Basic Qualifications and Experience

- a) We are a statewide assessing firm that is the statutory assessor for 98 municipalities (list and contact information attached). We started our business in the fall of 2000 and now we have 22 full-time employees at Accurate Appraisal LLC - 10 of which are State certified Level 2, 6 are Level 1 and 4 have the Technician certification. We will have specific contacts for your account to allow for seamless transition (resumes attached).
- b) The primary management contact person is Lee De Groot, supported by a level 2 project manager, as well as a level 2 personal property coordinator.
- c) Resumes for Lee De Groot, and Jim Danielson, owners are enclosed.

Our Proposed Rates

- a) Our rate is an all inclusive annual flat rate

Accurate Appraisal, LLC. Team

1. **Lee De Groot**-Member-State Certified Level 2 Assessor
2. **Jim Danielson**-Member-State Certified Level 2 Assessor
3. **Wayne Koehler**-Project Manager-State Certified Level 2 Assessor
4. **Paul Mauel**-Field Manager-State Certified Level 2 Assessor
5. **Lonnie Belcher**-Field Manager-State Certified Level 2 Assessor
6. **Paul Kiefer**-Field Team-State Certified Level 2 Assessor
7. **Gary Doering**-Field Team-State Certified Level 1 Assessor
8. **Jeff De Groot** – Field Team-State Certified Assessment Technician
9. **Brad Cupp** – Senior Appraiser-State Certified Level 2 Assessor
10. **Barb Wroblewski** – Senior Appraiser- State Certified Level 2 Assessor
11. **Kyle Hayes** – Office Team – State Certified Level 1 Assessor
12. **Ryan Wilson** – Project Manager/Office Team – State Certified Level 2 Assessor
13. **Addie Ebert** – Personal Property Director – State Certified Level 2 Assessor

- 14. Bill Gaber** – Logistic Coordinator – State Certified Level 1 Assessor
- 15. Sherry Crain**-Office Team-State Certified Level 1 Assessor
- 16. Deb Dedman**-Office Team-State Certified Level 1 Assessor
- 17. Traci Hauser**-Data Entry Team-State Certified Assessment Technician
- 18. Jamie Busha**-Personal Property Specialist-State Certified Level 1 Assessor
- 19. Terri Muskevitsch**-Office Team – State Certified Assessment Technician
- 20. Rick Peters**-Office Coordinator – State Certified Assessment Technician
- 21. Brooklyn Petit** – Office Team
- 22. Patti Peters** – Office Team

Lee T. De Groot

Employment

Accurate Appraisal LLC., Appleton, WI.

Member (June 2000 – Present)

- Current projects: City of Beaver Dam, City of Portage, City of Lake Geneva, City of Stoughton, City of Glendale, City of Brodhead, City of Brillion, City of Chilton, City of Jefferson, City of Elkhorn, City of Monona, City of Edgerton, City of Milton, City of Lodi, City of De Pere, City of Lancaster, City of Prescott, Village of Saukville, Village of Fontana, Village of Bayside, Village of Hartland, Village of Sussex, Village of Germantown, Village of Kimberly, Village of Belgium, Village of Mount Horeb, Village of Cambridge, Village of Sullivan, Village of Pardeeville, Village of Cambria, Village of Oregon, Village of Blue Mounds, Village of Cleveland, Village of Combined Locks, Village of Friesland, Village of Poynette, Village of Walworth, Village of Shorewood Hills.
- Company is Statutory Assessor for 99 municipalities statewide.
- Relegating and managing an assessor crew.
- Residential and commercial valuing.
- Open Book and Board of Review Sessions.
- Developed software program.
- Experienced in GVS, Microsolve, and PC Market Drive software.
- Assessor since 1993.

Education

University of Wisconsin – Oshkosh, Bachelor of Science (May 1991)

Major: Political Science, emphasis in Public Administration.

Minor: Business Administration.

Assessor Certification

State of Wisconsin Certified Level 2 Assessor # JQL722814D.

James Danielson

Employment

Accurate Appraisal LLC., Appleton, WI.

Member (June 2000 – Present)

- Largest Current Projects: City of Beaver Dam, City of Portage, City of Lake Geneva, City of Stoughton, City of Glendale, City of Brodhead, City of Brillion, City of Chilton, City of Jefferson, City of Elkhorn, City of Monona, City of Edgerton, City of Milton, City of Lodi, City of De Pere, City of Lancaster, City of Prescott, Village of Saukville, Village of Fontana, Village of Bayside, Village of Hartland, Village of Sussex, Village of Germantown, Village of Kimberly, Village of Belgium, Village of Mount Horeb, Village of Cambridge, Village of Sullivan, Village of Pardeeville, Village of Cambria, Village of Oregon, Village of Blue Mounds, Village of Cleveland, Village of Combined Locks, Village of Friesland, Village of Poynette, Village of Walworth, Village of Shorewood Hills.
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- Relegating and managing an assessor crew.
- Residential and commercial valuing.
- Open Book and Board of Review Sessions.
- Developed software program.
- Experienced in GVS, Microsolve, and PC Market Drive software.

Education

University of Wisconsin – Stevens Point, Bachelor of Science

Major: Business Administration.

Minor: Economics

Assessor Certification

State of Wisconsin Certified Level 2 Assessor # JQG020214D

VILLAGE OF HARRISON
CALUMET COUNTY AND OUTAGAMIE COUNTY, WISCONSIN

**NOTICE OF PUBLIC HEARING
CONCERNING ESTABLISHMENT OF VILLAGE OF HARRISON UTILITY
DISTRICT NO. 1, VILLAGE OF HARRISON UTILITY DISTRICT NO. 2**

PLEASE TAKE NOTICE that pursuant to Wis. Stat. § 66.0827 the Village Board of the Village of Harrison will be conducting a public hearing on September 29, 2015 at 7:00p.m. at the Harrison Municipal Building, W5298 Hwy 114, Menasha, Wisconsin for the purpose of presenting information and obtaining feedback concerning the creation of two separate utility districts within the Village of Harrison.

Currently, the costs of certain services and infrastructure provided to Village of Harrison residents and property owners by the Waverly Sanitary District and Darboy Joint Sanitary District No. 1 are funded through special charges imposed by the Village of Harrison on property owners.

The proposed utility districts would be used as an alternative method to tax property in each said proposed utility district for the purpose of funding the provision of sewers and fire protection to areas located within each said proposed utility district.

Specifically, Village of Harrison Utility District No. 1 is anticipated to fund sewer service and related infrastructure provided to and for certain areas of the Village of Harrison by the Waverly Sanitary District.

Specifically, Village of Harrison Utility District No. 2 is anticipated to fund sewer service and related infrastructure provided to and for certain areas of the Village of Harrison by the Darboy Joint Sanitary District No. 1.

The proposed Village of Harrison Utility District No. 1 will include the territory described in the attached **Exhibit A**.

The proposed Village of Harrison Utility District No. 2 will include the territory described in the attached **Exhibit B**.

PLEASE TAKE FURTHER NOTICE that at the conclusion of the public hearing described above, the Village Board reserves the right to establish the proposed utility districts referenced herein and to take such further action as may be necessary or appropriate regarding the establishment of said utility districts.

Dated this 14th day of September, 2015.

VILLAGE OF HARRISON
BOARD OF TRUSTEES

c/o James Salm

RECEIVED

SEP 21 2015

CITY OF MENASHA
BY dg

Exhibit A

LANDS LOCATED WITHIN SECTIONS 8, 9, 10, 15, 16, 17, 18, 21 AND 22 OF T20N, R18E
ALL IN THE VILLAGE OF HARRISON, OUTAGAMIE COUNTY AND CALUMET
COUNTY, WISCONSIN

The Village of Harrison Utility District No. 1 is described as follows:

BEGINNING at the C $\frac{1}{4}$ corner of Section 10, T20N, R18E; Thence South 2,620 feet along the East line of the SW $\frac{1}{4}$ of Section 10 to the S $\frac{1}{4}$ corner of Section 10; Thence South 1,313 feet along the East line of the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 15 to the Southeast corner thereof; Thence West 644.52 feet along the South line of the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 15 to the Northwest corner of Tax Parcel 33584; Thence South 870 feet along the West line of Tax Parcel 33584 to the North right-of-way line of USH 10; Thence Southwesterly 716.83 feet along the said North right-of-way line to the East line of the SW $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 15; Thence South 280 feet along said East line to the Southeast corner of the said SW $\frac{1}{4}$ of the NW $\frac{1}{4}$; Thence East 657 feet along the North line of the SW $\frac{1}{4}$ of Section 15 to the Northeast corner of Tax Parcel 39506; thence South 100 feet along the East line of said Tax Parcel to the Northwest corner of North Shore Woods (a recorded plat) and the South right-of-way line Old Highway Road; Thence South Easterly 2,170 feet along the Southwesterly right-of-way line of Old Highway Road to the North line of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 15; Thence Southeasterly 220 feet along the said Southwesterly right-of-way line to the East line of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 15; Thence South 1,254.47 feet along the East line of the said SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ to the Southeast corner thereof; Thence West 1,220 feet along the South line of the said SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ to the Southwest corner thereof; Thence South 315 feet along the East line of Government Lot 3 of Section 22 to the Southerly right-of-way line of Wisconsin Central Railroad; Thence Southeasterly 2,240 feet along the said Southerly right-of-way line to the Northeast corner of Lot 51 North Shore Estates III (a recorded plat); thence Southwesterly 1,180 feet along the East line of said North Shore Estates III and North Shore Estates to the Southwest corner of Lot 13 North Shore Estates and the centerline of a stream; Thence Southwesterly 820 feet along said stream centerline to the high water mark of Lake Winnebago; Thence Northwesterly 20,200 feet along said high water mark to a point where said high water mark intersects with the East line of lands owned by the City of Appleton; Thence North along said East line to the Northeast corner of said lands; Thence Westerly along the North line of said lands to the West line of the Government Lot 4 of Section 18, T20N, R18E, also being the West line of said Village of Harrison; Thence N00°40'58"E, 844.23 feet more or less along the said West line to a point on the reference line of USH 10-114 (DOT Project No. 1500-4-21); Thence Southeasterly 5,260 feet along said reference line to the extended West line of Lot 1 Certified Survey Map (CSM) 2475 as recorded in Volume 19 on Page 117; Thence North 609 feet along the said West line of Lot 1 to the Northwest corner thereof; Thence East 250 feet along the North line of said CSM to the Northeast corner thereof; Thence South 652 feet along the extended East line of said CSM to said reference line of USH 10-114; Thence Southeasterly 1,470 feet along said reference line to the extended West line of Tract 2 of Certified Survey Map No. 336 as recorded in Volume 2 of Certified Survey Maps on Page 207; Thence N00°20'02"E, 403.97 feet along said West line to the South line of the N $\frac{1}{2}$ of the NW $\frac{1}{4}$ of Section 17 as evidenced and occupied; Thence N88°53'04"E, 839.06 feet along said South line to the Northeast corner of said Tract 2 of Certified Survey Map No. 336; Thence N00°20'02"E, 1,291.24 feet along the West line of Tract 1 CSM 336 to the Northwest corner thereof; Thence N89°38'02"E 330.00 to

Northeast corner said CSM 336 and the S ¼ corner of Section 8, T20N, R18E, Thence N00°19'15"E, 2,586.92 feet along the West line of the SE ¼ of said Section 8 to the South right-of-way line of Manitowoc Road; Thence N89°25'35"E, 660.53 feet along said South right-of-way line to the East line of the W ½ of the NW ¼ of the SE ¼ of said Section 8; Thence S00°24'05"W, 750.90 feet along said East line; Thence N89°35'37"E, 659.44 feet to the East line of the E ½ of the NW ¼ of the SE ¼ of said Section 8; Thence S00°28'54"W, 528.02 feet along the said East line of the East ½ of the NW ¼ of the SE ¼ of said Section 8 to the Southeast corner thereof; Thence S89°35'35"W, 658.71 feet along the South line E ½ of the NW ¼ of the SE ¼ of said Section 8 to the Southwest corner thereof; Thence S00°24'05"W, 1,311.91 feet along the East line of the W ½ of the SW ¼ of the SE ¼ of said Section 8 to the Southeast corner thereof; Thence S89°45'43"W, 656.84 feet along the South line of said Section 8 to the S ¼ corner of said Section 8 and the Northeast corner of said Tract 1 of CSM 336; Thence S00°20'02"W, 2,057.78 feet along the East line of said Tract 1 to a point on the reference line of USH 10'114 (DOT Project No. 1500-4-21); Thence Southeasterly 2,670 feet along said reference line to a point where said reference line intersects the West line of NW ¼ of Section 16, T20N, R18E; Thence N00°36'55"E, 2,504.16 feet along the City of Menasha Corporate Boundary, it's Southerly Extension and the West line of the NW ¼ of said Section 16 to the Northwest corner of said Section 16; Thence N00°38'30"E, 1735.19 feet along the City of Menasha Corporate Boundary and the West line of the SW ¼ of said Section 9; Thence S89°35'37"W, 48.08 feet to the West right-of-way line of CTH LP; Thence S01°12'22"W, 135.62 feet along said West right-of-way line; Thence S00°39'46"W, 281.81 feet along said West right-of-way line to the South line of the NE ¼ of the SE ¼ of Section 8; Thence S89°35'37"W, 159.18 feet along said South line; Thence N00°38'30"E, 417.40 feet; Thence N89°35'37"E 208.70 feet to the West line of the SW ¼ of said Section 9; Thence N00°38'30"E, 860.39 feet along the City of Menasha Corporate Boundary and the West line of the SW ¼ of said Section 9 to the Westerly extension of the South right-of-way line of Manitowoc Road (mapped 80 foot right-of-way); Thence N00°38'30"E, 40.00 feet to the East ¼ corner of said Section 8; Thence S89°25'35"W, 538.69 feet along the South line of the Northeast ¼ of Section 8 to a line that is 25.00 feet East of the West line of Lot 1 of Certified Survey Map 2799; Thence N00°41'59"W, 208.71 feet along said line to the North line of said Lot 1; Thence N89°25'35"E, 607.39 feet along said North line and its Easterly extension to the East line of Lands described in Jacket 1461, Image 31 and the East right-of-way line of CTH LP; Thence S00°13'16"W, 104.53 feet along said East line; Thence S44°37'44"E, 148.88 feet along said East line to the Manitowoc Road reference line; Thence S00°34'02"W, 40.00 feet to the South right-of-way line of Manitowoc Road; Thence Easterly, 2,450.50 feet along the South right-of-way line of Manitowoc Road and its Westerly extension to the East line of the SW ¼ of said Section 9; Thence Easterly, 2,659.35 feet along the South right-of-way line of Manitowoc Road and its Easterly extension to the East right-of-way line of Coop Road (66 foot wide road per City of Appleton Corporate Boundary); Thence N00°25'44"E, 40.00 feet along the East right-of-way line of Coop Road to the centerline of said Manitowoc Road; Thence East along the centerline of Manitowoc Road and the North line of the SW ¼ of Section 10 to the POINT OF BEGINNING.

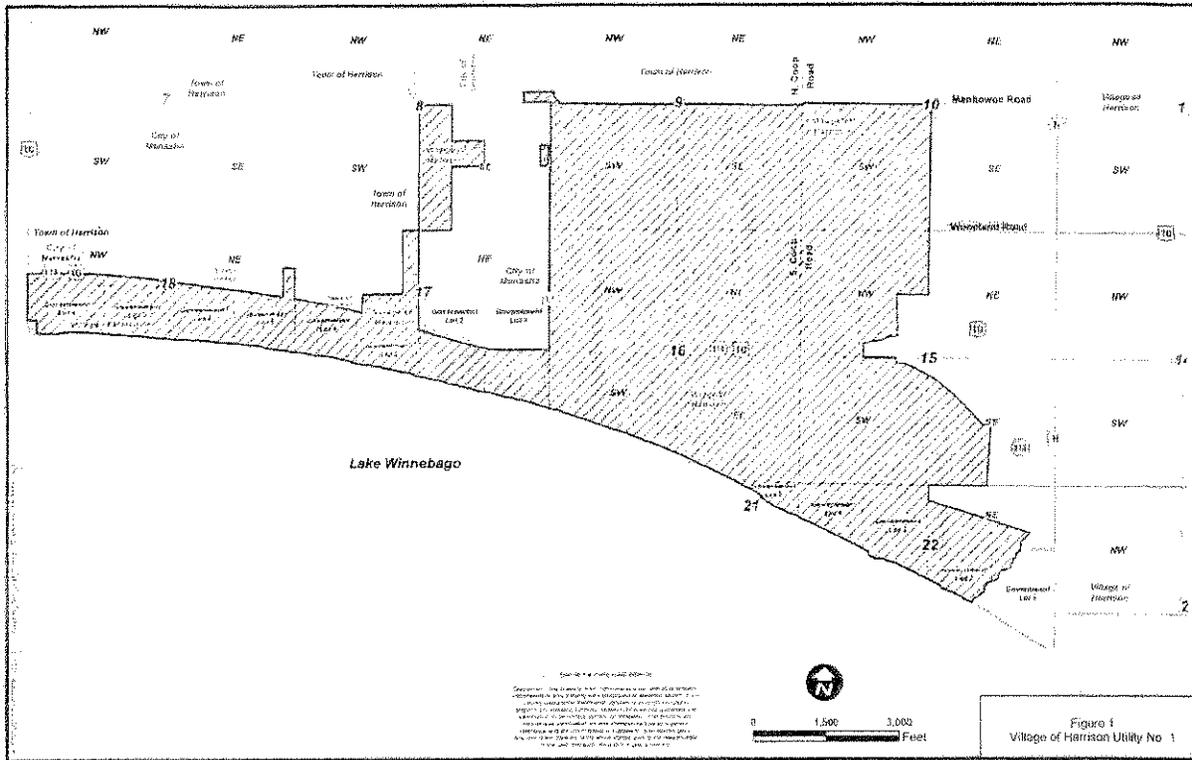


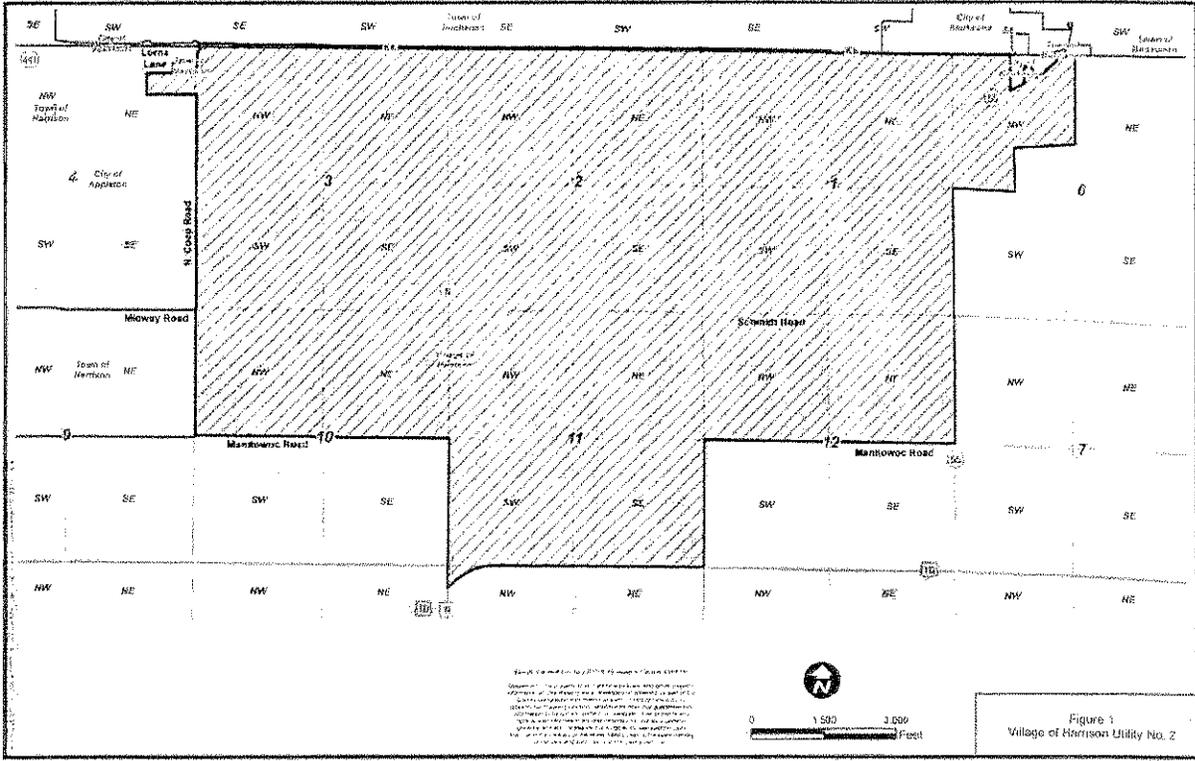
Exhibit B

LANDS LOCATED WITHIN SECTIONS 32-35 OF T21N, R18E, SECTIONS 1-4, 10, 11, 12 OF T20N, R18E, SECTION 6 OF T20N, R19E, ALL IN THE VILLAGE OF HARRISON, OUTAGAMIE COUNTY AND CALUMET COUNTY, WISCONSIN

The Village of Harrison Utility District No. 2 is described as follows:

BEGINNING at the N $\frac{1}{4}$ corner of Section 6, T20N, R19E; Thence South 1,840 feet along the East line of the NW $\frac{1}{4}$ of Section 6 to the Northeast corner of property described in Document Number 449077 being Tax Parcel 40382; Thence South Westerly 1,263.79 feet along the North line of said Tax Parcel 40382 to the Northwest corner thereof; Thence South 899.98 feet along the East line of property described in Document 449076 being Tax Parcel 40396 to the Southeast corner thereof on the South line of the NW $\frac{1}{4}$ of Section 6, T20N, R19E; Thence West 1,270 feet along the South line of the said NW $\frac{1}{4}$ to the W $\frac{1}{4}$ corner of said Section 6; Thence South 5,280 feet along the East line of Sections 1 and 12, T20N, R18E to the E $\frac{1}{4}$ corner of Section 12; Thence West 5,210 feet along the South line of the NE $\frac{1}{4}$ and the NW $\frac{1}{4}$ of Section 12 to the W $\frac{1}{4}$ corner of Section 12; Thence South 2,630 feet along the East line of the SE $\frac{1}{4}$ of Section 11 to the Southeast corner of Section 11; Thence West 4,110 feet along the South line of Section 11 to the start of a curve in the USH 10 centerline; Thence South Westerly 1,270 feet along the said curve to the intersection with the West line of Section 14; Thence North 430 feet along the West line of the NW $\frac{1}{4}$ of Section 14 to the Northwest corner thereof; Thence North 2,620 feet along the West of the SW $\frac{1}{4}$ of Section 11 to the West $\frac{1}{4}$ corner of Section 11; Thence West 5,230 feet along the South line of the NE $\frac{1}{4}$ and the NW $\frac{1}{4}$ of Section 10 to the East right-of-way line of North Coop Road (66 foot wide road per City of Appleton Corporate Boundary); Thence N00°30'00"E, 2,626.90 feet along the East right-of-way line of North Coop Road to the North line of the NW $\frac{1}{4}$ of said Section 10; Thence N00°22'54"E, 4,435.24 feet along the City of Appleton Corporate Boundary and along the East right-of-way line of North Coop Road to the North line extended of Lot 1, Certified Survey Map 2932; Thence N89°28'07"W, 1,020.56 feet to the Easterly right-of-way line of Eisenhower Drive; Thence N00°07'53"E, 440.39 feet to the Southerly line of Lot 4 of Kwik Trip Plat; Thence along said Southerly line of Lot 4 and Certified Survey Maps 2482 and 3135 and the extension of said South line S89°28'07"E, 1,023.63 feet to the East right-of-way line of North Coop Road; Thence N00°22'54"E, 203.25 feet to the Easterly extension of the South line of Lorna Lane; Thence N00°31'53"E, 32.95 feet along the City of Appleton Corporate Boundary and the East right-of-way line of North Coop Road; Thence S89°15'59"E, 7.00 feet along the City of Appleton Corporate Boundary and the East right-of-way line of North Coop Road; Thence N00°31'53"E, 203.05 feet along the City of Appleton Corporate Boundary and the East right-of-way line of North Coop Road to a vision corner in the Southeast corner of Calumet Street and North Coop Road; Thence N45°38'06"E, 70.56 feet along the City of Appleton Corporate Boundary and said vision corner to the South right-of-way line of Calumet Street; Thence N08°58'34"W, 133.89 feet along the City of Appleton Corporate Boundary to the North right-of-way line of Calumet Street; Thence Easterly, 13,029 feet more or less along the North right-of-way line of Calumet Street (CTH KK) through the intersecting streets to the Northerly extension of the East line of the NW $\frac{1}{4}$ of said Section 1 T20N R18E; Thence South, 50.00 feet to the North line of the NE $\frac{1}{4}$ of said Section 1; Thence S89°20'29"E, 2,517.88 feet along the North line of the NE $\frac{1}{4}$ of said Section 1 to the Northeast corner of said Section 1 also being the Northwest corner of Section 6, T20N, R19E; Thence S89°23'41"E, 1,188.48 feet along the North line of the NW $\frac{1}{4}$ of said Section 6 to the Northwest

corner of lands described in Document No. 482005 and being within the corporate limits of the City of Kaukauna; Thence South and East around said lands to the Northeast corner of said lands and being a point located on the North line of the NW ¼ of said Section 6; Thence continuing S89°23'41"E, 396.88 feet along said North line to the N ¼ corner of said Section 6 and to the POINT OF BEGINNING.



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, September 21, 2015
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krautkramer, Langdon, Keehan, Zelinski, Spencer, Nichols (6:05pm), Taylor

EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno,
PRD Tungate, PHD McKenney.

DEPT. HEAD EXCUSED: CA Captain

D. PUBLIC HEARING

1. [Proposed amendments to Title 13 of the Menasha Code of Ordinances pertaining to existing mini-warehouse facilities in the C-1 General Commercial District and C-4 Business Park District.](#)

CDD Keil explained the request to allow expansion of mini-warehouse facilities in C-1 and C-4 Districts subject to a Special Use Permit.

No one spoke.

Mayor called public hearing to a closed.

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

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

Tom Konezke, 858 Emily Street, Menasha. Menasha Athletic Assoc. (MACs) donated \$1200 for Koslo Park renovation. This year's MAC Award went to Menasha VFW Post 2126.

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, 09/08/15.](#)
- b. [Board of Health, 06/10/15.](#)
- c. [Board of Public Works, 09/08/15.](#)
- d. [Committee on Aging, 08/13/15.](#)
- e. [Landmarks Commission, 08/25/15.](#)
- f. [Neenah-Menasha Sewerage Commission, 08/25/15.](#)
- g. [NMFR Joint Fire Commission, 08/26/15.](#)
- h. [Plan Commission, 09/15/15.](#)
- i. [Water and Light Commission, 08/26/15.](#)

Communications:

- j. [Waverly Sanitary District Meeting Minutes, 08/06/2015.](#)
- k. [Mary E. Krueger, Winnebago County Treasurer, 09/04/15; Notice of Commencement of Proceedings In-Rem to Foreclose Tax Liens by Winnebago County Under Wis. Stats. 75.521.](#)
- l. [ASD Steeno, 09/16/15; Website Update and Submission of Photos for the New Website.](#)
- m. [Clerk Galeazzi, 9/15/15; Parliamentary Procedure Seminar-October 19, 2015.](#)
- n. [Menasha Historical Society Newsletter Revised Fall 2015.](#)

Moved by Ald. Taylor seconded by Ald. Keehan to receive Minutes and Communications A-N.
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 placed 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, 09/08/15.](#)

Board of Public Works, 09/08/15 – Recommends the Approval of:

2. [Street Use Application – Menasha High School Homecoming Parade; Friday, October 2, 2015; 5:30 PM – 6:15 PM.](#)
3. [Payment – Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Asphalt Pavement, Storm Sewer – Southfield West/Natures Way Subdivision Streets, Barker Farm VI Subdivision Street, River Lea Court, Broad Street, Ida Street, Manitowoc Street and Lincoln Street; Contract No. 2015-01; \\$295,720.35 \(Payment No. 5\).](#)
4. [Authorization to Execute Intergovernmental Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2016.](#)

Plan Commission, 09/15/15 – Recommends the Approval of:

5. The ordinance relating to existing Mini Warehouse/Storage Facilities in the C-1 and C-4 zoning districts with the following change: replace “constructed” with “in existence”.
6. [The proposed Certified Survey Map for 320 Chute Street.](#)

Ald. Taylor requested to remove items 5 & 6 from Consent Agenda.

Moved by Ald. Taylor seconded by Ald. Zelinski to approve Consent Agenda items 1-4.
Motion carried on roll call 7-0.

Mayor Merkes stated Consent Agenda item 5, Ordinance relating to existing mini-warehouse/storage facilities in the C-1 and C-4 zoning district with the following change; replace “constructed” with “in existence”, will be taken up under Ordinances & Resolutions.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Taylor seconded by Ald. Zelinski to approve Consent Agenda item 6, proposed Certified Survey Map for 320 Chute Street.

CDD Keil explained a new Certified Survey Map is necessary to split the lots so a portion of the parking lot can be sold separate.

General discussion ensued on previous CSM; the offer to purchase from the City; number of parking stalls; landscaping and storm water requirements.

Unanimous consent to allow Gary Laeyendecker, Real Estate Broker, to address Council.
Mr. Laeyendecker explained potential future plans for the former Germania building.

Motion carried on roll call 6-1. Ald. Zelinski vote no.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 09/10/15 to 09/17/15 in the amount of \\$739,982.21.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve accounts payable and payroll.
Motion carried on roll call 7-0.

2. [Beverage Operators License Applications for the 2015-2017 licensing period.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator’s license applications as listed on memo dated 9/17/15.
Motion carried on roll call 7-0.

Moved by Ald. Nichols seconded by Ald. Keehan to deny beverage operator’s license for Maria Guadalupe Alvarado as she does not meet the criteria under Guidelines for Operator’s Licenses.
Motion carried on roll call 7-0.

3. [First Revision to State/Municipal Agreement for a State-Let Local Bridge Project \(Third Street Bridge\).](#)

DPW Radtke explained the revisions are due to price increases in project costs and extended time delays involved with the Environmental Report. There will be more Federal funds used for the project. There is now a cap on the project.

Moved by Ald. Nichols seconded by Ald. Keehan to approve First Revision to State/Municipal Agreement for a State-Let Local Bridge Project (Third Street Bridge).

Motion carried on roll call 7-0.

4. [Flexible Spending Agreement – Vendor Assignment.](#)

ASD Steeno explained the request to assign the City's agreement with BMO Benefit Services to Total Administrative Service Corp. as the administer of the City's health flexible spending and dependent care plans.

Moved by Ald. Nichols seconded by Ald. Keehan to approve the assignment of the current Health Care Flexible Spending Agreement and Dependent Care Flexible Spending Agreement from BMO Benefit Service to Total Administrative Service Corporation.

Motion carried on roll call 7-0.

5. [Collateral Assignment of Rights to Performance Incentive Payments by Menasha Downtown Development, LLC, in favor of First National Bank - Fox Valley.](#)

CDD Keil proved a revised copy of the Collateral Assignment agreement for review. He explained the revisions requested by First National Bank-Fox Valley. CA Captain has not reviewed the revisions. This Collateral Assignment is secured by the developer's rights and interests to receive performance incentive payments. Performance incentive payments will be applied to the loan between the developer and First National Bank-Fox Valley.

Moved by Ald. Nichols seconded by Ald. Keehan to approve Collateral Assignment of Rights to Performance Incentive Payment by Menasha Downtown Development, LLC in favor of First National Bank-Fox Valley contingent on review and approval by CA Captain.

Motion carried on roll call 7-0.

6. [Remove from table - Offer to Purchase - 320 Chute Street, Menasha. \(Alderman Nichols\).](#)

Moved by Ald. Nichols seconded by Ald. Keehan to Remove from the Table the Offer to Purchase of 320 Chute Street, Menasha.

Motion carried on roll call 7-0.

Moved by Ald. Nichols seconded by Ald. Keehan to approve the Offer to Purchase of 320 Chute Street, Menasha.

General discussion ensued on how to fund purchase; letter from Menasha Downtown Development denying Council's request to help financially; how purchase price was determined; City's obligation to provide parking in accordance with agreement with McClone Downtown Development.

Unanimous consent to allow Gary Laeyendecker, Real Estate Broker, to address Council.

Mr. Laeyendecker explained no appraisal was done on parking lot, used average value per parking stall as a listing price.

Motion carried on roll call 4-3.

Ald. Nichols, Krautkramer, Keehan, Spencer voted yes. Ald. Taylor, Langdon, Zelinski vote no.

J. HELD OVER BUSINESS

1. [Ground Lease Agreement - Broad Street Parking Lot. \(As recommended by Plan Commission\).](#)
CDD Keil explained the changes requested by Council have been included in the revised Ground Lease Agreement. When asked about handicap parking, CDD Keil explained ADA requires seven handicap parking stalls for a parking structure with 300 parking stalls.

Moved by Ald. Nichols seconded by Ald. Keehan to approve Ground Lease Agreement-Broad Street Parking Lot.

Motion carried on roll call 6-1. Ald. Taylor voted no.

K. ORDINANCES AND RESOLUTIONS

1. [O-17-15 An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances \(Zoning\) \(Recommended by the Plan Commission\).](#)

No action.

L. APPOINTMENTS

None

M. CLAIMS AGAINST THE CITY

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

O. RECESS TO ADMINISTRATION COMMITTEE AND BOARD OF PUBLIC WORKS

Moved by Ald. Nichols seconded by Ald. Keehan to recess at 7:26 p.m.

Motion carried by voice vote

The Council did not reconvene.

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

DEVELOPMENT AGREEMENT BETWEEN THE CITY OF MENASHA AND VAN'S REALTY AND CONSTRUCTION OF APPLETON, INC.

THIS AGREEMENT is entered into on this _____ day of _____, 2015 between the City of Menasha (City) and Van's Realty and Construction, Inc. (Van's) .

WHEREAS, the City has determined that the development of residential property shown in the attached Exhibit A (Development Property) is desirable for the City of Menasha; and,

WHEREAS, Van's has agreed to develop this property within the City of Menasha;

NOW THEREFORE, the parties mutually agree as follows:

1. On or before September 1, 2016, Van's shall cause the installation of all infrastructure. City has the authority to inspect such infrastructure during construction.
2. The City will pay to Van's the actual cost of the infrastructure within 15 days of the receipt of any billing for such infrastructure. The cost of infrastructure will not exceed that the price which the City would have paid had it installed the infrastructure. Van's shall advise the City as to the firm cost within 90 days after installation of the infrastructure. This total amount shall not exceed \$1,102,000.
3. The City shall, pursuant to its deferred assessment policy under Sec. 3-2-16 levy an area special assessment for the costs of the infrastructure identified in #8 against the benefited properties consisting of the remaining unsold lots in the Development Property owned by Van's. The City shall not assess for any infrastructure or storm water management facilities that may serve the Development Property, but are not located within the Development Property.
4. The City shall determine what portion of the area assessment is assigned to each lot as a special assessment, which shall be due and payable at the time of the sale transfer of that lot.
5. Van's shall pay the special assessments owed on not less than five lots per year commencing in 2016- 2017. Such payment shall be made on or before December 31 each year and continue until all lots are sold.
6. On or before December 31, 2016 2017 Van's shall cause construction of residential homes on at least 5 lots created by the subdivision plat to be completed. Construction is considered complete when an occupancy permit has been issued.
7. The City shall cause the street and other infrastructure to be extended from Villa Way to the south boundary of the Development Property coincident with the construction of the streets and infrastructure within the Development Property.
8. For purposes of this agreement, the term "infrastructure" shall include the following:
 - a. Sanitary sewer mains and laterals, water mains and laterals, storm sewer mains and laterals, street gravelling and grading; and
 - b. Temporary and final street paving; including curb and gutter; and
 - c. All engineering costs to design and plat the subdivision, bid and let all construction work, oversee construction to City specifications, land surveying, etc.; and
 - d. Installation of electric service to the lots by Menasha Utilities.
9. Parkland dedication fees in the amount of \$550 for each lot shall be collected from the applicant upon issuance of a building permit.

10. Van's obligations described in this Agreement require the granting of a variance for right of way width. Van's obligations are conditioned upon the obtaining of such approvals from applicable governmental bodies in the manner required by law.
11. The various specific undertakings of the City described in this Agreement require approvals from the City's Common Council and/or Planning Commission as well as from governmental bodies external to the City, some of which approvals may require public hearings and other legal proceedings. The City's obligations are conditioned upon the obtaining of all such approvals in the manner required by law. The City cannot assure that all such approvals will be obtained, but will use good faith efforts to obtain such approvals on a timely basis.
12. The rights, duties and obligations of the parties hereunder shall not be assigned without the prior written consent of both parties to the assignment.
13. This agreement shall be binding upon all successors, heirs, and assigns of the parties and shall run with the land.
14. The State of Wisconsin and Calumet County are designated as jurisdiction and venue in the event of any legal dispute concerning this agreement.
15. This agreement shall terminate if a subdivision plat of the subject property has not been recorded in the office of the Calumet County Register of Deeds by June 1, 2016. Said plat must include all improvements as required by the City of Menasha subdivision regulations.
16. The parties agree that this constitutes the complete agreement of the parties. Any amendments shall not become effective until agreed to in writing and signed by all parties.

CITY OF MENASHA

**VAN'S REALTY AND CONSTRUCTION
OF APPLETON, INC**

Donald Merkes, Mayor

Jerome A. Haen, President

Deborah A. Galeazzi, City Clerk



September 17, 2015

Board of Public Works
City of Menasha
Menasha, WI 54952

RE: Revise Channelized Lane Designations at the Washington Street/Nicolet Boulevard Intersection

Members of the Board:

In March of 2011 the Engineering Department was asked to look into the feasibility of changing the directional lane markings for traffic southbound on Washington Street approaching Nicolet Boulevard. Currently, southbound traffic in the innermost lane is required to turn left onto either Nicolet Boulevard or First Street. The request is seeking removal of that requirement to turn left, thus allowing traffic to continue straight onto Commercial Street from the left lane on Washington Street. At that time the City of Menasha approached the City of Neenah to gather their information and input as to the possible change. The traffic signals that are operating at the intersection are owned and maintained by the City of Neenah. Neenah was planning to do traffic counts and they were going to look at the entire Commercial Street corridor when they did Synchro modeling. They were going to utilize their accident report information and accident reports that we supplied to better respond to our request. The City of Neenah has completed installation and programming of the new microwave detection at the signalized intersection. In recent discussions with Neenah Traffic Engineer, James Merten, he is confident that with the new detection, the proposed change could provide smooth traffic flow in the southbound direction. James did mention that if they observe any congestion issues with left turning traffic, they can look to adjust some of the detection zones and phase timing to better accommodate the new traffic patterns.

On-site observations show that traffic in the innermost lane often times does not realize that the respective southbound lane is a left-turn only lane and try to change to the through traffic lane close to the intersection. The existing lane delineation signs on an existing sign bridge are after the bend in the road just north of the intersection and drivers are often not anticipating the left turn only movement from the innermost lane.

Please see attached the most recent accident history that we have for the Menasha area of the intersection. The majority of the accidents are rear end accidents for the southbound traffic.

In reviewing the intersection history, accident discussions/history, on-site lane delineation limitations and with input and design opinions from the City of Neenah, the Department feels that this southbound traffic movement would be better served by having the southbound innermost lane be designated as left turn and through traffic movements and the outside lane continue to be the right turn and through movement.

Sincerely,

Tim J. Montour
Engineering Supervisor

Attachments

C: Street file

P:\PUBLICWORKS\PUBLICWORKS\Tim\traffic_studies\Traffic Study(Washington, Nicolet, Commercial 9_16_2015).doc

Mark Radtke

From: Martin R. Schrampfer
Sent: Thursday, March 31, 2011 9:20 AM
To: Mark Radtke
Cc: Robert Stanke
Subject: Turn lanes, Washington@Nicolet
Attachments: Nicolet_Washington_alt2.JPG; Nicolet_Washington_Current.JPG; Nicolet_Washington_Proposed.JPG

Dear Director Radtke:

I am contacting you to suggest consideration be given to changing the directional markings and requirements for vehicular traffic going southbound on Washington St at the intersection of Nicolet Blvd/Sanford Sts. Currently traffic heading south in the outside lane is allowed to go straight or turn right onto Sanford St. Traffic heading south in the inside lane is required to turn left onto either First St or Nicolet Blvd. It is my belief that this was done originally due to parking on N. Commercial St. which narrowed the southbound side to one lane. That parking has been long removed and Commercial St southbound is now 2 lanes for over a mile into Neenah.

Other considerations:

- A significant percentage of traffic disregards the left turn designation and goes straight anyway.
- The overhead sign is not readily visible until traffic rounds a curve in the road, by that time they are focusing on the upcoming complicated intersection.
- When I have been able to stop violators they are almost always from out of town and were confused about the lanes.
- I have tried many times to enforce the left turn regulations however there is no area to clearly observe the violation AND safely pull out and stop the violators.
- There is a left turn arrow that comes on initially along with the green light for southbound so traffic going straight or left could proceed immediately.
- The vast majority of traffic southbound goes straight and would benefit from an additional straight lane.
- When the 441 bridge is closed due to inclement weather or traffic incident southbound traffic on Washington St. can back up past River St. This compounds problems when traffic in the left lane passes two blocks of traffic then discovers they are in a left turn only lane.
- Making this change would allow for the removal of the overhead sign reducing future costs.

I recently discussed this with a citizen who is a lifelong resident of Doty Island and he supported it and brought up the possibility of doing the same thing for Traffic westbound on Nicolet Blvd as well. Inside lane turning left onto First St or onto the inside lane of Commercial St and the center lane turning onto the outside lane of Commercial or onto Sanford St. I advised I would pass this along for consideration but that I was not sure if this would work with traffic making multilane turning maneuvers.

Attached are 3 images, one showing the approximate current lane setup, one being the proposed setup of both southbound lanes being able to go straight and the third image being the alternate one where 2 lanes of Nicolet can proceed onto Commercial as well.

I look forward to hearing your engineering prospective on this, if there is anything I can do to assist please do not hesitate to contact me and thank you for your consideration.

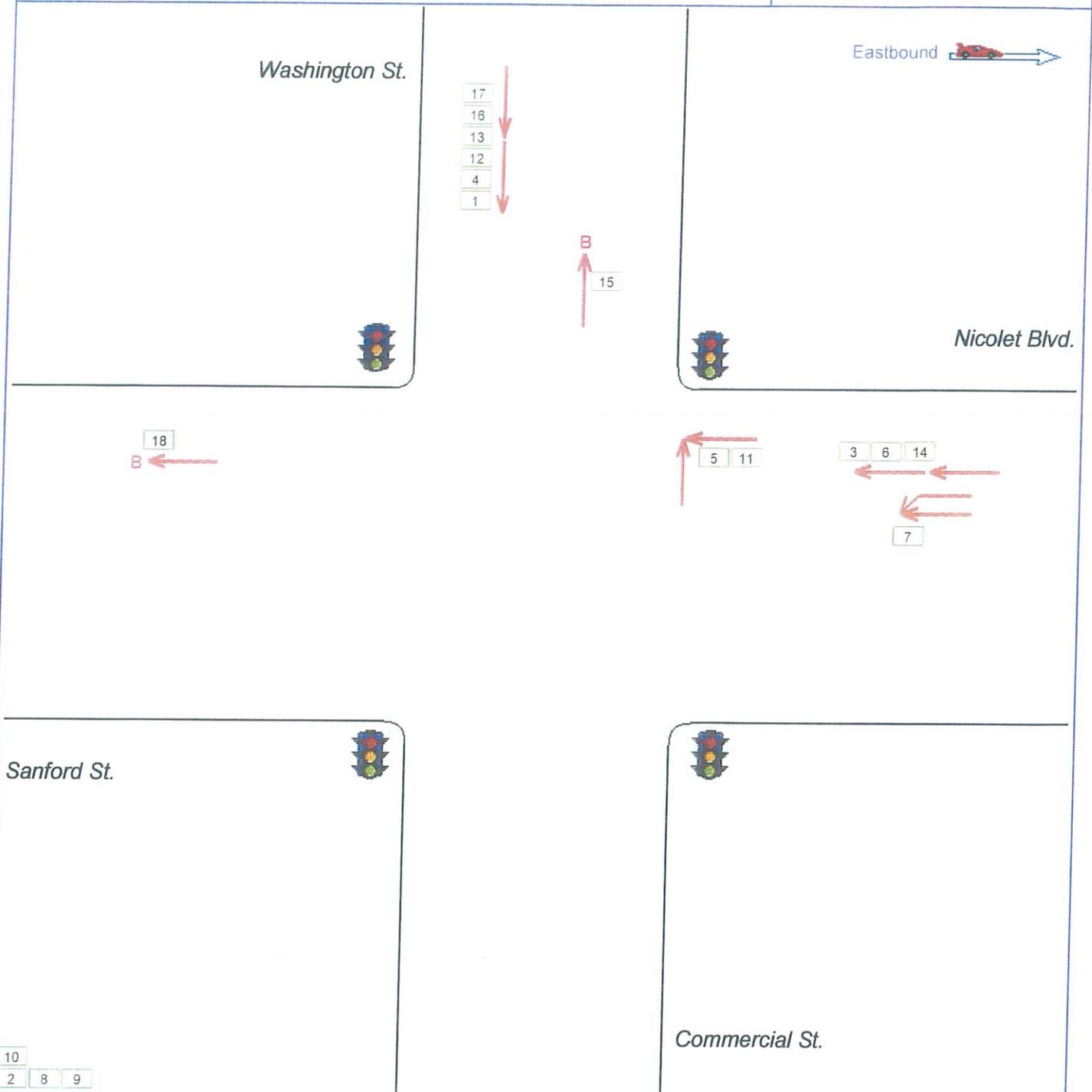
OIC Martin Schrampfer #E64
City of Menasha Police Department
430 First St

COLLISION DIAGRAM

Key Number = _____

MUNICIPALITY: Menasha COUNTY: Winnebago
 INTERSECTION: Nicolet Blvd.
 PERIOD: 0 YEARS 0 MONTHS FROM _____ TO _____

FILE: nicolet_washingt
 CASE # : _____
 BY: cr DATE: 9/15/2015



SYMBOLS		MANNER OF COLLISION	
	MOVING VEHICLE		REAR END
	TURNING VEHICLE		LEFT TURN
	BACKING VEHICLE		LEFT TURN
	PARKED VEHICLE		OVERTAKE
999	RECORD NUMBER		OUT OF CONTROL
P	PEDESTRIAN		HEAD ON
B	BICYCLIST		RIGHT TURN
A	ANIMAL		RIGHT TURN
	FIXED OBJECT		RIGHT ANGLE
	Fatal		RIGHT ANGLE
			SIDE SWIPE

DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: _____ TO: _____ 0 MONTHS	ROUTE NUMBER/STREET NAME: <u>Nicolet Blvd.</u> LOCATION: <u>at Washington St.</u> MUNICIPALITY: <u>Menasha</u> COUNTY: <u>Winnebago</u> REFERENCE MARKERS / NODES: _____	CASE No. _____ FILE: <u>nicolet washingt</u> BY: _____ CR DATE: <u>9/15/2015</u>
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No.	DATE	TIME	# VEHICLES	SEVERITY	LIGHT COND	ROAD CHAR	SURFACE	WEATHER	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION	KEY #
1	11/19/1995	14:36		INJ			1	2		REN		
2	3/5/1997	14:01		PDO			1	1		OTH		
3	9/8/1998	13:04		PDO			1	1		REN		
4	5/6/2000	16:01		INJ			1	1		REN		
5	3/26/2001	14:35		PDO			1	2		RAN		
6	4/6/2001	12:02		INJ			1	2		REN		
7	10/26/2001	9:33		PDO			1	2		OVTK		
10	11/30/2001	6:49	2	INJ	4	1	2	3	7	Rang	unit 1 turning left, did so right in front of oncoming unit 2	
8	1/6/2002	12:57	2	N/R	1	1			4	Rend	unit 2 was stopped in traffic when unit 1 rear ended it	
9	1/25/2003	13:48	2	N/R	1	1			3	Back	unit 1 tried to back into center lane, struck unit 2	
11	5/20/2003	9:20	2	INJ	1	1	1	1	17	Rang	unit 2 ran a red light and collided with northbound unit 1	
12	7/28/2003	12:49	2	PDO	1	1	1	1	4 9	Rend	unit 2 was slowing to make turn when unit 1 rear ended it	
13	11/28/2003	9:05	2	PDO	1	1	4	66 19		Rend	unit 2 stopped at red light when unit 1 rear ended it	
14	5/14/2004	12:44	2	PDO	1	1	2	3 4		Rend	unit 2 was stopped at red light when unit 1 rear ended it	
15	4/5/2006	23:33	1	INJ	4	1	1	1 4 14		Blke	bicycle 1 struck parked veh. 2	
16	10/5/2006	15:50	2	N/R	1	1	0	4		Rend	unit 1-sb stopped at red light-rear ended by unit 2-sb	
17	5/29/2010	19:19	2	N/R	1	1	1	1 9		Rend	veh 1 rear ended motorcycle 2 after it proceeded then stopped	
18	8/26/2013	9:48	2	INJ	1	4	2	3 14 13		Blke	bicycle2 went against traffic, hit veh1 which had a green light	

ACCIDENT SUMMARY SHEET

ROUTE: Nicolet Blvd.

LOCATION: at Washington St.

MUNICIPALITY: Menasha

COUNTY: Winnebago

TIME PERIOD COVERED: -

REFERENCE MARKERS / NODES -

REMARKS: All Accidents

DATE: 9/15/2015

TIME OF DAY	# ACC	%	DIRECTION	# ACC	%	DIRECTION	# ACC	%
6 AM - 10 AM	5	27.8%	North	5	15.6%	Northeast	0	0.0%
10 AM - 4 PM	10	55.6%	South	14	43.8%	Northwest	0	0.0%
4 PM - 7 PM	1	5.6%	East	0	0.0%	Southeast	1	3.1%
7 PM - 12 AM	2	11.1%	West	12	37.5%	Southwest	0	0.0%
12 AM - 6 AM	0	0.0%	Total	32		Unspecified	0	0.0%
Unspecified	0	0.0%						
Total	18							

WEATHER	# ACC	%	ACCIDENT TYPE	# ACC	%	ACCIDENT TYPE	# ACC	%
Clear	7	38.9%	Rear End	10	55.6%	Pedestrian	0	0.0%
Cloudy	4	22.2%	Overtake	1	5.6%	Bicycle	2	11.1%
Rain	3	16.7%	Right Angle	3	16.7%	Parked Vehicle	0	0.0%
Snow	1	5.6%	Left Turn	0	0.0%	Backing	1	5.6%
Sleet/Hail/Freezing Rain	0	0.0%	Right Turn	0	0.0%	Run Off The Road	0	0.0%
Fog/Smog/Smoke	0	0.0%	Fixed Object	0	0.0%	Animal	0	0.0%
Unspecified	3	16.7%	Head On	0	0.0%	Other	1	5.6%
			Sideswipe	0	0.0%	Unspecified	0	0.0%
Total	18		Total	18				

SURFACE	# ACC	%	ACCIDENT SEVERITY	# ACC	%
Dry	11	61.1%	Fatal	0	0.0%
Wet	3	16.7%	Injury	7	38.9%
Mud/Slush	0	0.0%	Property Damage	7	38.9%
Snow/Ice	1	5.6%	Non-Reportable	4	22.2%
Unspecified	3	16.7%	Total	18	
Total	18				

TIME OF YEAR	# ACC	%	TYPE OF VEHICLE	# ACC	%
Winter (Dec-Feb)	2	11.1%	Passenger Cars	21	100.0%
Spring (Mar-May)	8	44.4%	Commercial Vehicles	0	0.0%
Summer (Jun-Aug)	2	11.1%	Total	21	
Fall (Sep-Nov)	6	33.3%			
Total	18				

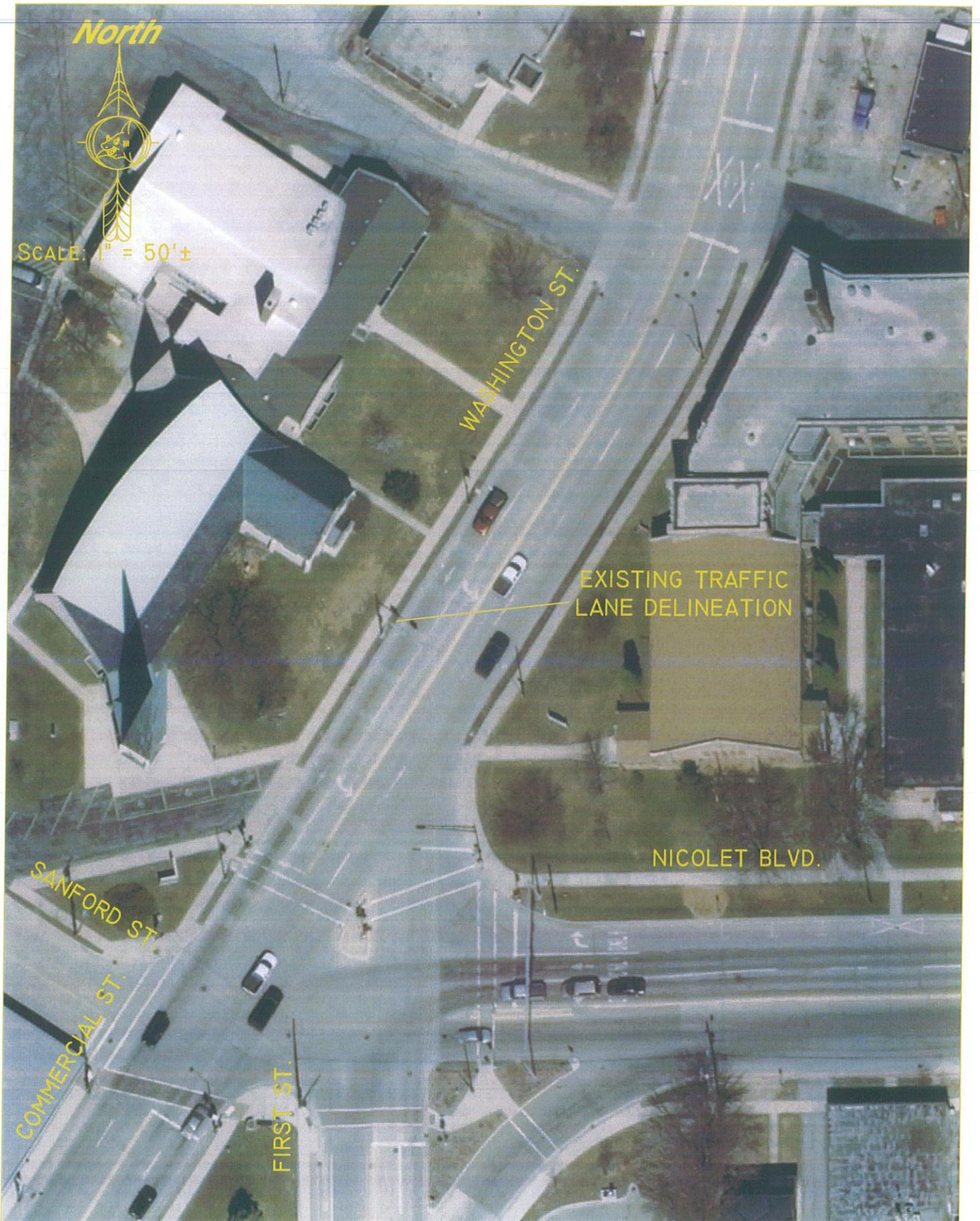
DAY OF WEEK	# ACC	%	LIGHT CONDITION	# ACC	%
Sunday	3	16.7%	Daylight	9	50.0%
Monday	2	11.1%	Dawn/Dusk	0	0.0%
Tuesday	2	11.1%	Night	2	11.1%
Wednesday	2	11.1%	Unspecified	7	38.9%
Thursday	1	5.6%	Total	18	
Friday	4	22.2%			
Saturday	4	22.2%			
Total	18				

SUMMARY OF ACCIDENT SEVERITY BY YEAR:

	0
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
Total Accidents	0

DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: _____ TO: _____ 0 MONTHS		ROUTE NUMBER/STREET NAME: <u>Sanford St.</u>		CASE No. _____ FILE: <u>sanford_washingt</u>	
		LOCATION: <u>at Washington St.</u>		BY: <u>cr</u>	
		MUNICIPALITY: <u>Menasha</u> COUNTY: <u>Winnebago</u>		DATE: <u>9/15/2015</u>	
		REFERENCE MARKERS / NODES: _____			
# VEHICLES	SEVERITY	LIGHT COND	ROAD CHAR	SURFACE	WEATHER
2	PDO	4	1	4	2
1	5:42	2/7/2003	19	66	Rend
No.	DATE	TIME	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION
1	2/7/2003	5:42		Rend	unit 1 was stopped at red light when unit 2 rear ended it
					KEY #



North

SCALE: 1" = 50'±

WASHINGTON ST.

EXISTING TRAFFIC
LANE DELINEATION

NICOLET BLVD.

SANFORD ST.

COMMERCIAL ST.

FIRST ST.

City of Menasha Disbursements

Weekly Accounts Payable	9/22/15-10/1/15	\$	622,243.75
	Checks # 51407-51622		
	Void check # 51502-51562 (system error)		
	Void check # 51364	\$	(19.64)
	Void check # 50252	\$	(60.35)
	Void check # 51307	\$	(1,495.00)
Bi-Weekly Payroll	10/1/15	\$	178,979.36
Additional Regular Cycle Accounts Payables -Paid Electronically			
Advanced Disposal-Broad Street Recycling	9/22/15	\$	117.38
Stop Payment Fee	9/23/15	\$	10.00
Delta Dental	9/23/15	\$	870.40
Federal Tax Withholding	9/23/15	\$	72,175.32
State Sales Tax	9/29/15	\$	1,278.28
Delta Dental	9/30/15	\$	1,682.30
WRS	9/30/15	\$	113,258.00
State Tax Withholding	9/30/15	\$	26,137.65
Banking Fee	9/30/15	\$	75.00
Worker's Comp Payment	10/1/15	\$	42,829.00
Community First Credit Union-Payroll Deductions	10/1/15	\$	5,439.00
		\$	<u>263,872.33</u>
	Total	\$	<u><u>1,063,520.45</u></u>

Items included on this list have been properly audited and certified by the City Comptroller and are being presented for approval by the Common Council.

Peggy Steeno
Peggy Steeno
Administrative Services Director

10/1/15
Date

- Notes:
- Medical Expense Reimbursement Trust-Retirement Pay Out
 - United Way-Employee Donations
 - Wisconsin Support Collections-Child/Spousal Support
 - WI SCTF-Child Support Annual Fee
 - Gaps in check numbers indicate that more invoices being paid than fit on one check stub
(The last check stub used is the check number that will appear on the check register)

AP Check Register
Check Date: 9/22/2015

<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>
BAKER & TAYLOR INC	51407	9/22/2015	2030918053	100-0601-551.30-14	229.14	Library Materials
		9/22/2015	2030929689	100-0601-551.30-14	265.25	Library Materials
		9/22/2015	2030933880	100-0601-551.30-14	201.84	Library Materials
		9/22/2015	2030950027	100-0601-551.30-14	204.82	Library Materials
		9/22/2015	2030950748	100-0601-551.30-14	596.79	Library Materials
		9/22/2015	2030953537	100-0601-551.30-14	362.22	Library Materials
		9/22/2015	2030962757	100-0601-551.30-14	444.34	Library Materials
		9/22/2015	2030967718	100-0601-551.30-14	50.62	Library Materials
		9/22/2015	2030975345	100-0601-551.30-14	278.67	Library Materials
		9/22/2015	2030976282	100-0601-551.30-14	373.76	Library Materials
		9/22/2015	2030979992	100-0601-551.30-14	154.37	Library Materials
		9/22/2015	2030985351	100-0601-551.30-14	518.49	Library Materials
		9/22/2015	2030990062	100-0601-551.30-14	286.59	Library Materials
		9/22/2015	2031000415	100-0601-551.30-14	444.01	Library Materials
		9/22/2015	2031004361	100-0601-551.30-14	407.91	Library Materials
		9/22/2015	2031005501	100-0601-551.30-14	311.65	Library Materials
		9/22/2015	2031011034	100-0601-551.30-14	313.23	Library Materials
		9/22/2015	2031016173	100-0601-551.30-14	182.45	Library Materials
		9/22/2015	5013739816	100-0601-551.30-14	136.27	Library Materials
		9/22/2015	5013757281	100-0601-551.30-14	27.79	Library Materials
	9/22/2015	M78200780	100-0601-551.30-14	20.78	Library Materials	
			Total for check: 51407		5,810.99	
BLACKSTONE AUDIO INC	51408	9/22/2015	779556	100-0601-551.30-14	97.99	Library Materials
		9/22/2015	783484	100-0601-551.30-14	50.00	Library Materials
			Total for check: 51408		147.99	
BOOKPAGE	51409	9/22/2015	S21622	100-0601-551.30-14	480.00	Library Materials
			Total for check: 51409		480.00	

AP Check Register
Check Date: 9/22/2015

Date: 9/23/2015

<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>
CENTER POINT LARGE PRINT	51410	9/22/2015	1313424	100-0601-551.30-14	176.16	Library Materials
			Total for check: 51410		176.16	
FOX STAMP SIGN & SPECIALTY	51411	9/22/2015	OE-48629	100-0601-551.30-10	12.15	Nametag
			Total for check: 51411		12.15	
GALE	51412	9/22/2015	55649677	100-0601-551.30-14	25.59	Library Materials
		9/22/2015	55689023	100-0601-551.30-14	246.32	Library Materials
		9/22/2015	55696550	100-0601-551.30-14	28.79	Library Materials
		9/22/2015	55719723	100-0601-551.30-14	12.80	Library Materials
		9/22/2015	55751240	100-0601-551.30-14	30.39	Library Materials
		9/22/2015	55773721	100-0601-551.30-14	38.92	Library Materials
		9/22/2015	55786218	100-0601-551.30-14	243.12	Library Materials
		9/22/2015	55901886	100-0601-551.30-14	43.20	Library Materials
		9/22/2015	56053994	100-0601-551.30-14	27.99	Library Materials
		9/22/2015	56055794	100-0601-551.30-14	77.57	Library Materials
			Total for check: 51412		774.69	
GANNETT WISCONSIN MEDIA	51413	9/22/2015	GANNETT	100-0601-551.30-14	264.02	Subscription
			Total for check: 51413		264.02	
KITZ & PFEIL INC	51414	9/22/2015	08-18-140191	100-0601-551.30-15	17.99	Supplies
		9/22/2015	08-20-140139	100-0601-551.30-15	11.23	Supplies
			Total for check: 51414		29.22	
MADER NEWS AGENCY INC	51415	9/22/2015	56234	100-0601-551.30-14	137.16	Subscription
			Total for check: 51415		137.16	

AP Check Register

Check Date: 9/22/2015

<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>
MARIS ASSOCIATES	51416	9/22/2015	0931	100-0601-551.30-14	190.44	Library Materials
			Total for check: 51416		190.44	
MIDWEST TAPE	51417	9/22/2015	0093080489	100-0601-551.30-14	122.93	Library Materials
		9/22/2015	0093086490	100-0601-551.30-14	59.99	Library Materials
		9/22/2015	0093104157	100-0601-551.30-14	20.98	Library Materials
			Total for check: 51417		203.90	
MOTHES, LEE	51418	9/22/2015	MOTHES	100-0601-551.30-14	27.50	Library Materials
			Total for check: 51418		27.50	
PENGUIN RANDOM HOUSE INC	51419	9/22/2015	1084445497	100-0601-551.30-14	30.00	Library Materials
		9/22/2015	1084466628	100-0601-551.30-14	30.00	Library Materials
		9/22/2015	1084544618	100-0601-551.30-14	63.75	Library Materials
		9/22/2015	1084630451	100-0601-551.30-14	33.75	Library Materials
		9/22/2015	1184673641	100-0601-551.30-14	63.75	Library Materials
			Total for check: 51419		221.25	
PIGGLY WIGGLY MIDWEST LLC	51420	9/22/2015	PWM-092087	100-0601-551.30-16	54.88	Supplies
			Total for check: 51420		54.88	
RECORDED BOOKS LLC	51421	9/22/2015	75186671	100-0601-551.30-14	7.95	Library Materials
		9/22/2015	75193250	100-0601-551.30-14	39.99	Library Materials
		9/22/2015	75195521	100-0601-551.30-14	25.99	Library Materials
		9/22/2015	75196168	100-0601-551.30-14	29.99	Library Materials
		9/22/2015	75196710	100-0601-551.30-14	44.99	Library Materials
		9/22/2015	75201154	100-0601-551.30-14	29.99	Library Materials
			Total for check: 51421		178.90	

AP Check Register

Check Date: 9/22/2015

<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>
SERVICEMASTER BUILDING MAINTENANCE	51422	9/22/2015	17233	100-0601-551.20-01	1,425.00	Contract Janitorial
			Total for check: 51422		1,425.00	
SPORT VIDEOS	51423	9/22/2015	6066	100-0601-551.30-14	192.00	Library Materials
			Total for check: 51423		192.00	
SYNCB/AMAZON	51427	9/22/2015	027510901601	100-0601-551.30-14	24.99	Library Materials
		9/22/2015	027513743478	100-0601-551.30-14	(7.00)	Library Materials
		9/22/2015	027513830781	100-0601-551.30-14	(0.01)	Library Materials
		9/22/2015	027513836558	100-0601-551.30-14	(0.03)	Library Materials
		9/22/2015	027514493001	100-0601-551.30-14	(0.04)	Library Materials
		9/22/2015	027515727034	100-0601-551.30-14	(4.97)	Library Materials
		9/22/2015	027517172038	100-0601-551.30-14	(1.80)	Library Materials
		9/22/2015	027517924490	100-0601-551.30-14	(1.80)	Library Materials
		9/22/2015	027518002893	100-0601-551.30-14	(0.05)	Library Materials
		9/22/2015	027518125526	100-0601-551.30-14	24.99	Library Materials
		9/22/2015	027518588025	100-0601-551.30-14	78.76	Library Materials
		9/22/2015	027519947048	100-0601-551.30-14	112.99	Library Materials
		9/22/2015	045952777898	100-0601-551.30-14	18.96	Library Materials
		9/22/2015	045955020841	100-0601-551.30-14	298.88	Library Materials
		9/22/2015	045955607921	100-0601-551.30-14	13.98	Library Materials
		9/22/2015	045956061893	100-0601-551.30-14	71.35	Library Materials
		9/22/2015	045957307556	100-0601-551.30-14	20.69	Library Materials
		9/22/2015	045959425729	100-0601-551.30-14	80.37	Library Materials
		9/22/2015	054514670265	100-0601-551.30-14	18.99	Library Materials
		9/22/2015	061060227156	100-0601-551.30-14	59.94	Library Materials
		9/22/2015	061060232605	100-0601-551.30-14	(4.96)	Library Materials
		9/22/2015	061064986805	100-0601-551.30-14	14.99	Library Materials
		9/22/2015	061065677951	100-0601-551.30-14	34.96	Library Materials
		9/22/2015	061069178250	100-0601-551.30-14	(4.98)	Library Materials
		9/22/2015	066580745486	100-0601-551.30-14	(7.00)	Library Materials
		9/22/2015	066581533800	100-0601-551.30-14	66.98	Library Materials
		9/22/2015	066587080137	100-0601-551.30-14	9.99	Library Materials

AP Check Register
Check Date: 9/22/2015

<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>
SYNCB/AMAZON...	51427...	9/22/2015	066587280698	100-0601-551.30-14	17.99	Library Materials
		9/22/2015	066588739591	100-0601-551.30-14	54.98	Library Materials
		9/22/2015	066588761641	100-0601-551.30-14	24.88	Library Materials
		9/22/2015	068590041061	100-0601-551.30-14	63.44	Library Materials
		9/22/2015	068591267004	100-0601-551.30-14	(0.03)	Library Materials
		9/22/2015	068591608676	100-0601-551.30-14	(0.04)	Library Materials
		9/22/2015	068595995896	100-0601-551.30-14	(0.03)	Library Materials
		9/22/2015	068596669457	100-0601-551.30-14	29.98	Library Materials
		9/22/2015	080404698114	100-0601-551.30-14	9.39	Library Materials
		9/22/2015	127592499693	100-0601-551.30-14	5.50	Library Materials
		9/22/2015	127593214162	100-0601-551.30-14	26.55	Library Materials
		9/22/2015	127593555857	100-0601-551.30-14	13.46	Library Materials
		9/22/2015	205700725757	100-0601-551.30-14	20.60	Library Materials
		9/22/2015	205703096640	100-0601-551.30-14	15.99	Library Materials
		9/22/2015	205703361780	100-0601-551.30-14	151.63	Library Materials
		9/22/2015	205704040888	100-0601-551.30-14	135.02	Library Materials
		9/22/2015	205704998432	100-0601-551.30-14	25.84	Library Materials
		9/22/2015	205705201106	100-0601-551.30-14	22.98	Library Materials
		9/22/2015	205706012095	100-0601-551.30-14	94.13	Library Materials
		9/22/2015	205707535492	100-0601-551.30-14	22.48	Library Materials
		9/22/2015	205708015865	100-0601-551.30-14	12.99	Library Materials
		9/22/2015	205708206841	100-0601-551.30-14	9.96	Library Materials
		9/22/2015	205709833214	100-0601-551.30-14	12.35	Library Materials
		9/22/2015	236190012785	100-0601-551.30-14	37.49	Library Materials
		9/22/2015	236196168597	100-0601-551.30-14	24.99	Library Materials
	9/22/2015	236199031055	100-0601-551.30-14	(12.50)	Library Materials	
	9/22/2015	299650915822	100-0601-551.30-14	16.99	Library Materials	
			Total for check: 51427		1,756.18	
UNIQUE MANAGEMENT SERVICES INC	51428	9/22/2015	312640	100-0000-441.19-00	232.70	Collection Agency Fees
			Total for check: 51428		232.70	

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US BANK EQUIPMENT FINANCE	51429	9/22/2015	286995337	100-0601-551.24-04	142.03	Copier Contract
			Total for check: 51429		142.03	
US POSTAL SERVICE	51430	9/22/2015	NEOPOST	100-0601-551.30-11	200.00	Neopost
			Total for check: 51430		200.00	
WINNEFOX AUTOMATED LIBRARY SYSTEM	51431	9/22/2015	2799	100-0601-551.30-11	128.58	Postage
			Total for check: 51431		128.58	
WINNEFOX LIBRARY SYSTEM	51432	9/22/2015	5839	100-0601-551.32-01	260.00	Licensing
			Total for check: 51432		260.00	
WISCONSIN STATE LAW LIBRARY	51433	9/22/2015	WSLL	100-0601-551.30-14	30.00	Material
			Total for check: 51433		30.00	
					13,075.74	

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AAA PORTABLES	51434	9/24/2015	D-29883	100-0703-553.20-09	175.00	Rental
		9/24/2015	D-29884	100-0703-553.20-09	225.00	Rental
	Total for check: 51434				400.00	
ACCURATE	51435	9/24/2015	1512618	731-1022-541.30-18	168.00	Blade
		9/24/2015	1512997	731-1022-541.30-18	31.60	Fuse Holder
		9/24/2015	1513116	731-1022-541.38-03	245.62	Tie Rod End
		9/24/2015	1513147	731-1022-541.38-03	284.68	Tie Rod End
Total for check: 51435				729.90		
APPLETON TROPHY & ENGRAVING	51436	9/24/2015	61917	100-0703-553.30-18	360.00	Signs
					360.00	
ASSOCIATED APPRAISAL CONSULTANTS	51437	9/24/2015	4068	100-0402-513.21-09	4,991.67	Professional Services
				100-0402-513.30-11	10.19	Postage
		9/24/2015	4069	100-0402-513.21-09	59.76	Internet Postings
Total for check: 51437				5,061.62		
BALDWIN COOKE	51438	9/24/2015	4274386	100-0202-512.30-10	26.18	Monthly Planning Guide
				100-0203-512.30-10	26.18	Monthly Planning Guide
				100-1002-541.30-10	26.74	Monthly Planning Guide
				625-1002-541.30-10	8.92	Monthly Planning Guide
				100-0703-553.30-10	17.61	Monthly Planning Guide
				731-1022-541.30-10	35.72	Monthly Planning Guide
Total for check: 51438				141.35		
BAYCOM INC	51439	9/24/2015	98147	100-0801-521.29-04	689.00	Squad 21's Replacement
Total for check: 51439				689.00		

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BECK ELECTRIC INC	51440	9/24/2015	S1415-COM-3D-15	100-1008-541.24-04	153.36	7th & Racine Traffic Lights
			Total for check: 51440		153.36	
BLOCK IRON & SUPPLY CO	51441	9/24/2015	223571	207-0707-552.30-18	116.40	Keys
		9/24/2015	225322	207-0707-552.30-18	105.70	Keys
			Total for check: 51441		222.10	
BRUCE MUNICIPAL EQUIPMENT INC	51442	9/24/2015	5152730	625-1005-541.30-15	87.21	Dirt Deflector/Shoe
			Total for check: 51442		87.21	
CALNIN & GOSS INC	51443	9/24/2015	15875	100-1009-541.30-18	110.00	Topsoil
				100-1011-541.30-18	110.00	Topsoil
				625-1003-541.30-18	120.00	Topsoil
			Total for check: 51443		340.00	
COMDATA	51444	9/24/2015	080713	100-0702-552.30-18	156.45	Grunski
			Total for check: 51444		156.45	
CON-COR COMPANY INC	51445	9/24/2015	95290	731-1022-541.38-03	60.35	Air Filter Element
			Total for check: 51445		60.35	
CRESCENT ELECTRIC SUPPLY COMPANY	51446	9/24/2015	S500852634.001	100-0703-553.24-03	131.64	Supplies
			Total for check: 51446		131.64	
CULLIGAN WATER CONDITIONING	51447	9/24/2015	CULLIGAN	100-0704-552.30-10	93.00	Water
			Total for check: 51447		93.00	

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DUMKE & ASSOCIATES &	51448	9/24/2015	316 RACINE	100-0903-531.29-06	2,077.50	316 Racine Street
			Total for check: 51448		2,077.50	
EHLERS & ASSOCIATES INC	51449	9/24/2015	68537	493-0304-562.21-06	2,000.00	TID 13 Creation Phase III
			Total for check: 51449		2,000.00	
FASTENAL COMPANY	51450	9/24/2015	WINEE109714	100-0703-553.24-02	367.88	Coil Link
			Total for check: 51450		367.88	
GRAINGER INC	51451	9/24/2015	9830058732	731-1022-541.38-03	125.76	Draw Latch
		9/24/2015	9830258704	100-1016-543.30-15	533.53	Refuse Cart Shelving
			Total for check: 51451		659.29	
GRIESBACH READY-MIX LLC	51452	9/24/2015	3295	100-1004-541.30-18	2,762.50	C & G Exc
				625-1003-541.30-18	690.00	Clovis Apron
			Total for check: 51452		3,452.50	
GUSTMAN CHEVROLET SALES INC	51453	9/24/2015	37217	731-1022-541.38-03	105.02	Plate
		9/24/2015	37246	731-1022-541.38-03	107.22	Hinges
			Total for check: 51453		212.24	
LEAH HACKMASTER	51454	9/24/2015	HACKMASTER	822-0413-554.30-16	250.00	Hattie Minor Scholarship
			Total for check: 51454		250.00	
HOLMES AUTOMOTIVE RECYCLING INC	51455	9/24/2015	153951	731-1022-541.38-03	35.00	Radio Audio
			Total for check: 51455		35.00	
HOME DEPOT CREDIT SERVICES	51456	9/24/2015	32005	100-0703-553.30-18	28.09	Supplies
		9/24/2015	5032463	100-0703-553.30-18	59.04	Supplies

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HOME DEPOT CREDIT SERVICES...	51456...	9/24/2015	8022764	207-0707-552.24-03	7.85	Supplies
		9/24/2015	8031327	100-0703-553.30-18	94.86	Supplies
		9/24/2015	9022605	207-0707-552.24-03	83.12	Supplies
	Total for check: 51456				272.96	
CANDI HUBER	51457	9/24/2015	HUBER	100-0202-512.34-01	20.80	September 2015
	Total for check: 51457				20.80	
IMPERIAL SUPPLIES LLC	51458	9/24/2015	MR0815	100-1016-543.30-18	222.59	Gloves
	Total for check: 51458				222.59	
INTOXIMETERS	51459	9/24/2015	508552	100-0801-521.29-04	395.00	Supplies
	Total for check: 51459				395.00	
IRRIGATION SERVICES INC	51460	9/24/2015	20612	100-0703-553.24-02	257.25	Smith Park
	Total for check: 51460				257.25	
JIM'S PLUMBING	51461	9/24/2015	JIM'S PLUMBING	100-0000-422.03-00	40.00	Refund Permit #7835-15-8P
	Total for check: 51461				40.00	
JOHN'S SAW SERVICE	51462	9/24/2015	10295	731-1022-541.38-03	329.65	Water Tank Kit
	Total for check: 51462				329.65	
TODD JORGENSON	51463	9/24/2015	0001	100-0000-201.15-00	49.00	Candles Farm to Table Dinner
	Total for check: 51463				49.00	
LEVENHAGEN CORPORATION	51464	9/24/2015	88503	207-0707-552.38-01	4,005.94	Fuel
		9/24/2015	88509	207-0707-552.38-01	2,300.12	Fuel
		9/24/2015	89700	207-0707-552.38-01	2,560.02	Fuel

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LEVENHAGEN CORPORATION...	51464...	9/24/2015	89955	207-0707-552.38-01	1,584.23	Fuel
		9/24/2015	89979	207-0707-552.38-01	1,949.25	Fuel
		9/24/2015	90047	207-0707-552.38-01	779.70	Fuel
	Total for check: 51464				13,179.26	
MAC'S	51465	9/24/2015	MAC'S	100-0703-553.20-09	541.50	Portable toilets
					541.50	
MATTHEWS TIRE & SERVICE CENTER	51466	9/24/2015	55563	731-1022-541.38-02	125.69	Loose wheel
					125.69	
MCNEILUS TRUCK & MFG COMPANY	51467	9/24/2015	2982702	731-1022-541.38-03	84.47	Filter
					84.47	
MENASHA JOINT SCHOOL DISTRICT	51468	9/24/2015	SEPTMOBILEHOME	100-0000-412.00-00	6,511.90	September Mobile Home
					6,511.90	
MENASHA TREASURER	51469	9/24/2015	FINANCE	100-0203-512.21-08	24.99	Postage
				100-0702-552.30-18	5.00	Tip
				100-0902-524.24-04	30.00	Timing Device
		9/24/2015	PWF	100-1004-541.30-18	52.49	Propane
Total for check: 51469				112.48		
MBM	51470	9/24/2015	IN24263	743-0403-513.29-01	69.50	Toner
		9/24/2015	IN36064	743-0403-513.29-01	243.10	Monthly Print Care Agreement
		Total for check: 51470				312.60
MODERN DAIRY INC	51471	9/24/2015	228704	100-0704-552.30-17	26.34	Concessions
		9/24/2015	228772	100-0704-552.30-17	293.78	Concessions

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MODERN DAIRY INC...	51471...	9/24/2015	228912	100-0704-552.30-17	157.66	Concessions
			Total for check: 51471		477.78	
MORTON SAFETY	51472	9/24/2015	160361-00	100-0901-515.30-18	17.00	Sharps Collect Droptay
			Total for check: 51472		17.00	
CITY OF NEENAH	51473	9/24/2015	35301	100-0303-542.25-01	11,200.00	Dial A Ride
		9/24/2015	NMFIRESVCS	100-0501-522.25-01	261,779.00	Fire/Rescue Services
			Total for check: 51473		272,979.00	
NIELSON COMMUNICATIONS INC	51474	9/24/2015	FV15-30734	731-1022-541.24-04	66.00	Microphone
			Total for check: 51474		66.00	
OSHKOSH FIRE & POLICE EQUIPMENT INC	51475	9/24/2015	162168	100-0803-521.29-04	588.80	Module/Light Bar
			Total for check: 51475		588.80	
LINDA PALMBACH	51476	9/24/2015	PALMBACH	100-0903-531.33-01	14.66	July/August 2015
			Total for check: 51476		14.66	
PENINSULA STONE INC	51477	9/24/2015	2907	100-0703-553.30-18	370.20	Landscape Rock
			Total for check: 51477		370.20	
PSYCHOLOGY ASSOCIATES-FOX CITIES	51478	9/24/2015	203	100-0801-521.21-05	400.00	Evaluation
			Total for check: 51478		400.00	
RIESTERER & SCHNELL INC	51479	9/24/2015	890694	731-1022-541.38-03	59.08	Chute
			Total for check: 51479		59.08	

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SUSIE RIPPL	51480	9/24/2015	RIPPL/FFM	100-0000-201.15-00	54.00	Refund
			Total for check: 51480		54.00	
DR TERESA RUDOLPH	51481	9/24/2015	RUDOLPH	100-0903-531.21-05	150.00	City Physician
			Total for check: 51481		150.00	
DIANE SCHABACH	51482	9/24/2015	691594	207-0707-552.21-06	23,375.00	Contract Payment
			Total for check: 51482		23,375.00	
SERVICEMASTER BUILDING MAINTENANCE	51483	9/24/2015	17479	100-0704-552.20-01	3,689.82	Cleaning
			Total for check: 51483		3,689.82	
SMT MANUFACTURING & SUPPLY	51484	9/24/2015	0035640-IN	731-1022-541.38-03	134.20	Flange Block/Belt
			Total for check: 51484		134.20	
SUPERIOR VISION INSURANCE PLAN	51485	9/24/2015	IA444306	100-0000-204.10-00	1,136.20	Vision Insurance
			Total for check: 51485		1,136.20	
SWIDERSKI POWER INC	51486	9/24/2015	IF29324	731-1022-541.38-03	93.30	Filters
			Total for check: 51486		93.30	
UNIFIRST CORPORATION	51487	9/24/2015	097 0195268	731-1022-541.20-01	108.75	Coveralls/Shirts
			Total for check: 51487		108.75	
US VENTURE	51488	9/24/2015	L53008	731-1022-541.21-06	12.00	Fuel
			Total for check: 51488		12.00	
VERIZON WIRELESS	51489	9/24/2015	9751645503	100-0703-553.22-01	59.98	Telephone

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VERIZON WIRELESS...	51489...	9/24/2015...	9751645503...	100-0601-551.22-01	37.30	Telephone
				100-0801-521.22-01	17.91	Telephone
				100-1001-514.22-01	17.91	Telephone
	9/24/2015	9751645504	100-1002-541.22-01	138.93	Phone	
			625-1002-541.22-01	46.31	Phone	
			601-1020-543.22-01	22.44	Phone	
	9/24/2015	9751645506	100-0919-531.22-01	166.90	Wireless Charges	
9/24/2015	9751645508	100-0801-521.22-01	457.07	Phones		
9/24/2015	9751645509	100-0304-562.22-01	75.57	Cell		
Total for check: 51489					1,040.32	
VIEVU	51490	9/24/2015	14638	100-0801-521.30-18	200.00	Body Camera
				Total for check: 51490		
LUE VUE	51491	9/24/2015	VUE/FFM	100-0000-201.15-00	9.91	FFM
				Total for check: 51491		
WALMART COMMUNITY/RFCSLLC	51492	9/24/2015	WALMART	100-0702-552.30-18	73.66	Supplies
				Total for check: 51492		
WCA GROUP HEALTH TRUST	51493	9/24/2015	WCA	100-0000-204.08-00	127,520.00	October Health Insurance Employees
				100-0000-204.11-00	4,154.00	October Health Insurance Bank Sick Retirees
				Total for check: 51493		
WE ENERGIES	51494	9/24/2015	WEENERGIES	100-0703-553.22-03	38.71	US Hwy 10 & STH 114
				100-0701-533.22-03	15.71	North Street
				100-0701-533.22-03	15.99	North Street
				Total for check: 51494		

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JOE WEIDERT	51495	9/24/2015	MEN-280	100-0703-553.21-02	194.00	Website
			Total for check: 51495		194.00	
WINNEBAGO COUNTY CLERK OF COURTS	51496	9/24/2015	WINNEBAGO	100-0000-201.03-00	150.00	Bond Report #MP15-2985
			Total for check: 51496		150.00	
WINNEBAGO COUNTY TREASURER	51497	9/24/2015	7726	100-0402-513.29-01	6.00	Assessor Copies
		9/24/2015	LF122480	266-1027-543.25-01	455.00	Landfill
			Total for check: 51497		461.00	
WISCONSIN DEPT OF JUSTICE	51498	9/24/2015	L7101T	100-0801-521.21-06	77.00	Name Searches
			Total for check: 51498		77.00	
WKZG-FM	51499	9/24/2015	IN-11509136956	100-0000-201.15-00	300.00	FFM
			Total for check: 51499		300.00	
ZANDER PRESS INC	51500	9/24/2015	70050	100-0702-552.29-01	2,076.67	Printing
			Total for check: 51500		2,076.67	
ZEP SALES & SERVICE	51501	9/24/2015	9001839838	731-1022-541.30-18	139.90	Brake Wash
			Total for check: 51501		139.90	
					480,328.20	

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ACC PLANNED SERVICE INC	51563	10/1/2015	15184	100-0801-521.24-03	121.35	A/C Work
				100-0501-522.24-03	80.90	A/C Work
			Total for check: 51563			
ACCURATE	51564	10/1/2015	1513427	731-1022-541.30-18	63.88	Ties/Fuse/Drill
			1513573	731-1022-541.30-18	70.19	Lug/Nut/Washer
			1514074	731-1022-541.30-18	(9.42)	Credit
			Total for check: 51564			
JF AHERN CO	51565	10/1/2015	10007578	731-1022-541.21-06	96.90	Fire Extinguisher Maint
			Total for check: 51565			
AIRGAS USA LLC	51566	10/1/2015	9600311986	731-1022-541.30-18	(6.14)	Credit
			9929899895	731-1022-541.21-06	19.30	Acetylenel/Oxygen
			9929899896	731-1022-541.21-06	21.47	Acetylene/Argon/Oxygen
			9929899897	731-1022-541.21-06	191.15	Acetylenel/Oxygen/Argon
			Total for check: 51566			
CITY OF APPLETON	51567	10/1/2015	227028	100-0918-531.21-06	500.00	Preparedness Agreement September 2015
			Total for check: 51567			
BECK ELECTRIC INC	51568	10/1/2015	S0215-COM-PW1	601-1020-543.24-04	136.00	Third & Kargus Lift Station
			Total for check: 51568			
BMO HARRIS BANK NA	51569	10/1/2015	4052301	100-0202-512.21-06	260.00	Flex Spending Mgmt Fee
			Total for check: 51569			
CARDMEMBER SERVICE	51573	10/1/2015	0000	100-0801-521.30-18	171.84	Sirchie Finger Print
			0014	100-0703-553.24-05	1,381.72	Intectural
			0039	100-0703-553.24-05	748.36	Intectural

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CARDMEMBER SERVICE...	51573...	10/1/2015	0590	100-0801-521.34-03	16.64	Culver's
		10/1/2015	0665	100-0702-552.30-18	79.97	Vacuum
		10/1/2015	1193	100-0801-521.32-01	6.50	TLO Transunion
		10/1/2015	1275	100-0801-521.29-04	31.03	Amazon
		10/1/2015	1331	100-0702-552.30-18	160.32	Targets
		10/1/2015	1409	100-0703-553.24-03	314.71	Trans-Lux Midwest
		10/1/2015	2353	100-0801-521.29-04	252.90	Amazon
		10/1/2015	2610	100-1006-541.34-02	160.00	Calibration-Jeff
		10/1/2015	2998	100-0601-551.30-10	144.29	School Supply
		10/1/2015	3192	100-0704-552.24-03	418.43	Pool Lights
		10/1/2015	3436	100-1006-541.34-02	80.00	Workshop-Thad/John
		10/1/2015	3465	100-0000-201.15-00	34.50	Postage FFM
				100-0401-513.30-11	8.63	Postage STFL Mailing
		10/1/2015	3580	100-0706-561.30-18	25.99	Mills Fleet Farm
		10/1/2015	4031	100-0801-521.29-04	64.48	Ray Allen Manufacturing
		10/1/2015	4054	100-0801-521.34-03	19.40	Gourmet Cajun
		10/1/2015	4073	100-0801-521.29-04	10.25	Monoprice
		10/1/2015	4269	100-0801-521.24-05	71.86	Menards
		10/1/2015	4557	100-0000-201.15-00	49.00	Postage FFM
		10/1/2015	4716	100-0801-521.29-04	270.53	Paypal
		10/1/2015	4804	731-1022-541.38-03	90.43	Clutch
		10/1/2015	4966	100-0702-552.30-18	86.33	Supplies
		10/1/2015	5169	100-0903-531.32-01	123.00	WI DSPS Licensure
		10/1/2015	5321	731-1022-541.38-03	344.99	Hitch
		10/1/2015	5364	100-0801-521.29-04	13.49	CRP Clean Run
		10/1/2015	5391	100-0801-521.34-03	80.00	Ramada
		10/1/2015	5541	100-0801-521.34-03	9.02	Hilton
		10/1/2015	5595	100-0903-531.24-03	62.47	Health Dept Door Chimes
		10/1/2015	5598	824-0807-521.21-05	24.20	Appanasha
		10/1/2015	5858	100-0903-531.24-03	26.30	Health Dept Door Chimes
		10/1/2015	6380	100-0801-521.30-11	11.26	UPS
		10/1/2015	6408	100-0801-521.34-03	82.00	Chula Vista
		10/1/2015	6703	100-0801-521.32-01	150.00	Paypal
		10/1/2015	6932	100-0801-521.29-04	21.03	Paypal

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CARDMEMBER SERVICE...	51573...	10/1/2015	6967	100-0601-551.30-16	10.86	WalMart
		10/1/2015	7025	743-0403-513.29-01	57.59	Toner Cartridge
		10/1/2015	7471	100-0904-531.33-02	140.00	Paypal
		10/1/2015	7839	100-0401-513.30-11	8.63	Postage STFL Mailing
		10/1/2015	8330	100-0601-551.30-14	19.95	Paypal
		10/1/2015	8427	100-0601-551.24-03	37.72	Lib Projector
		10/1/2015	8438	100-0601-551.24-03	73.50	Lib Chair Glides
		10/1/2015	9090	824-0807-521.21-06	59.00	Tailwaggers
		10/1/2015	9181	100-0903-531.24-04	150.00	E3 Diagnostics
		10/1/2015	9847	100-0801-521.30-11	19.18	UPS
	10/1/2015	9923	100-0801-521.29-04	26.00	Ben Jee Hallmark K9	
			Total for check: 51573		6,248.30	
CASPER'S TRUCK EQUIPMENT INC	51574	10/1/2015	0009663-IN	731-1022-541.38-03	532.85	Crossover/Arm/Tarp
			Total for check: 51574		532.85	
CLARK, JANICE	51575	10/1/2015	CLARK/DEPOSIT	100-0000-201.10-00	100.00	Return Deposit Permit #11973
			Total for check: 51575		100.00	
COMPLETE OFFICE OF WISCONSIN	51576	10/1/2015	401981	100-0801-521.30-10	89.85	Paper
			Total for check: 51576		89.85	
CRI RECYCLING SERVICE INC	51577	10/1/2015	40191	731-1022-541.21-06	157.01	Granular Recycle
			Total for check: 51577		157.01	
CULLIGAN WATER CONDITIONING	51578	10/1/2015	718387	100-1001-514.20-01	18.90	Rental
			Total for check: 51578		18.90	
TODD DREW	51579	10/1/2015	DREW	100-0904-531.34-04	15.00	September 2015
				100-0904-531.34-04	10.00	September 2015

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TODD DREW...	51579...	10/1/2015...	DREW...	100-0904-531.29-05	15.00	September 2015
				100-0904-531.33-03	6.71	September 2015
			Total for check: 51579		46.71	
ENERGY CONTROL & DESIGN INC	51580	10/1/2015	0074630-IN	100-0704-552.24-04	3,902.17	Switch/Lamp
			Total for check: 51580		3,902.17	
FARRELL EQUIPMENT & SUPPLY CO INC	51581	10/1/2015	INV756241	100-1009-541.30-18	114.84	Joint
				100-1003-541.30-18	59.16	Joint
		10/1/2015	INV756997	100-1003-541.30-18	129.99	Seal
				100-1016-543.30-18	15.98	Seal
				731-1022-541.24-03	140.97	Seal
			Total for check: 51581		460.94	
FOODMEN 2 INC AND F2R LLC	51582	10/1/2015	FOODMEN	487-0305-562.73-01	27,000.00	Developer Incentive
			Total for check: 51582		27,000.00	
GALLS LLC	51583	10/1/2015	004019656	100-0801-521.29-04	802.00	Siren
			Total for check: 51583		802.00	
GRIESBACH READY-MIX LLC	51584	10/1/2015	3301	100-1004-541.30-18	671.25	Milwaukee Street
			Total for check: 51584		671.25	
GUNDERSON CLEANERS	51585	10/1/2015	301621	100-0801-521.30-13	34.66	Mats/Towels
			Total for check: 51585		34.66	
GUSTMAN CHEVROLET SALES INC	51586	10/1/2015	37265	731-1022-541.38-03	46.57	Hinges

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GUSTMAN CHEVROLET SALES INC...	51586...	10/1/2015	37287	731-1022-541.38-03	12.94	Cable
			Total for check: 51586		59.51	
JIM HEINZ	51587	10/1/2015	HEINZ/FFM	100-0000-201.15-00	4.91	FFM
			Total for check: 51587		4.91	
HUB INTERNATIONAL	51588	10/1/2015	CERT#50630	733-0000-201.03-00	127.85	Insurance
			Total for check: 51588		127.85	
INFINITY TECHNOLOGY INC	51589	10/1/2015	515558	743-0403-513.24-04	1,268.79	Spam Filter Agreement
			Total for check: 51589		1,268.79	
JX ENTERPRISES INC	51590	10/1/2015	G-252160001	731-1022-541.38-03	23.09	Switch-Pressure
		10/1/2015	G-252180001	731-1022-541.38-03	67.34	Piggyback Kit
		10/1/2015	G-252180002	731-1022-541.38-03	48.32	Parts
		10/1/2015	G-252190016	731-1022-541.38-03	162.89	Switch - Turnsignal
		10/1/2015	G-252220025	731-1022-541.38-03	23.09	Switch - Pressure
			Total for check: 51590		324.73	
KAEMPFER & ASSOCIATES INC	51591	10/1/2015	18029	601-1020-543.21-02	467.68	Project E145-01.07
		10/1/2015	18030	601-1020-543.21-02	189.31	Project E145-01.09
		10/1/2015	18031	601-1020-543.21-02	127.55	Project E145-01.11
		10/1/2015	18032	601-1020-543.21-02	85.03	Project E145-01.13
		10/1/2015	18033	601-1020-543.21-02	173.25	Project E145-01.15
			Total for check: 51591		1,042.82	
KORTH, TIM	51592	10/1/2015	KORTH/EXC	100-0000-201.10-00	100.00	Permit #11934 2003 Sweetbriar
			Total for check: 51592		100.00	

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LEVENHAGEN CORPORATION	51593	10/1/2015	057341A-IN	100-0000-131.00-00	8,246.10	Fuel
			Total for check: 51593		8,246.10	
LINCOLN CONTRACTORS SUPPLY INC	51594	10/1/2015	224990	731-1022-541.38-03	87.98	Starter Recoil
			Total for check: 51594		87.98	
MACHINE SERVICE INC	51595	10/1/2015	1252520040	731-1022-541.38-03	1,175.54	Clutch/Shaft/Washer
			Total for check: 51595		1,175.54	
MCNEILUS TRUCK & MFG COMPANY	51596	10/1/2015	2990521	731-1022-541.38-03	47.24	Clamp/Plate
			Total for check: 51596		47.24	
MENASHA MUNICIPAL COURT, TOWN OF	51597	10/1/2015	TOWNMENASHA	100-0000-201.03-00	154.00	Bond Report #15-0163
			Total for check: 51597		154.00	
MENASHA NEENAH MUNICIPAL COURT	51598	10/1/2015	MNMC	100-0000-201.03-00	348.00	Bond Report #15-3027
				100-0000-201.03-00	174.00	Bond Report #15-0333
				100-0000-201.03-00	174.00	Bond Report #15-0176
			Total for check: 51598		696.00	
MENASHA UTILITIES	51599	10/1/2015	MENASHAUTILITY	100-1008-541.22-03	281.49	Electric
				100-0000-123.00-00	15.03	Electric
				100-1012-541.22-03	93.37	Electric
				100-0304-562.22-03	23.78	Electric
				625-0304-562.22-03	8.24	Electric
				100-1013-541.22-03	24.79	Electric
				100-1013-541.22-06	277.51	Storm
				207-0707-552.22-03	1,291.83	Electric
				207-0707-552.22-05	101.84	Water
				207-0707-552.22-06	48.76	Storm

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MENASHA UTILITIES...	51599...	10/1/2015...	MENASHAUTILITY...	100-0703-553.22-03	1,666.25	Electric
				100-0703-553.22-05	705.70	Water
				100-0703-553.22-06	343.77	Storm
				100-1001-514.22-03	1,426.56	Electric
				100-1001-514.22-05	429.60	Water
				743-0403-513.21-04	167.75	Internet Charge
				743-0403-513.21-04	2,310.40	Dark Fiber Charge
				100-0305-562.22-06	2.50	Storm
				100-1014-543.22-06	53.13	Storm
				100-1019-552.22-03	194.70	Electric
				100-1019-552.22-05	82.42	Water
				601-1020-543.22-03	28.80	Electric
				Total for check: 51599		
NEENAH FOUNDRY	51600	10/1/2015	137028	100-1009-541.30-18	560.00	Plate
				Total for check: 51600		
NORTHEAST ASPHALT INC	51601	10/1/2015	1374475	100-1004-541.30-18	7,038.54	Asphalt
				100-1004-541.30-18	3,333.00	Asphalt
				100-1009-541.30-18	326.70	Asphalt
				100-1003-541.30-18	236.91	Asphalt
				100-1004-541.30-18	5,118.94	Asphalt
Total for check: 51601				16,054.09		
PITNEY BOWES	51602	10/1/2015	4842044-SP15	100-1001-514.24-04	277.65	Postage Machine Rental
				Total for check: 51602		
PRO-X SYSTEMS LAWCARE	51603	10/1/2015	126824	100-0703-553.20-06	550.00	Barker Farm Weed Spray
				Total for check: 51603		
REDI-WELDING CO	51604	10/1/2015	14907	100-0703-553.30-15	25.00	Edger/Mount/Guard

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REDI-WELDING CO...	51604...	10/1/2015...	14907...	100-1003-541.30-15	350.00	Edger/Mount/Guard
				731-1022-541.30-18	225.00	Edger/Mount/Guard
				731-0000-193.00-00	300.00	Generator
				Total for check: 51604	900.00	
RIESTERER & SCHNELL INC	51605	10/1/2015	893571	731-1022-541.38-03	206.59	Pin Fastener/Yoke
				Total for check: 51605	206.59	
SANOFI PASTEUR INC	51606	10/1/2015	905082730	100-0903-531.30-18	127.12	Tubersol
				Total for check: 51606	127.12	
SMT MANUFACTURING & SUPPLY	51607	10/1/2015	0035715-IN	731-1022-541.38-03	49.00	Bearing
				Total for check: 51607	49.00	
SPORTS GRAPHICS	51608	10/1/2015	0515-092	100-0703-553.30-18	259.35	T-shirts
		10/1/2015	0515-093	625-1010-541.30-18	32.85	T-shirts
				266-1028-543.30-18	32.85	T-shirts
				100-1008-541.30-18	32.85	T-shirts
				100-1003-541.30-18	32.85	T-shirts
		Total for check: 51608	390.75			
STAPLES ADVANTAGE	51609	10/1/2015	8035909523	100-1001-514.30-10	617.50	Copy Paper
				100-0402-513.30-10	18.80	Supplies
				743-0403-513.30-10	21.17	Supplies
				100-0202-512.30-10	54.43	Supplies
				100-0401-513.30-10	62.85	Supplies
		10/1/2015	8035909526	731-1022-541.30-10	78.32	Supplies
				100-0703-553.30-10	10.18	Supplies
		Total for check: 51609	863.25			

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SUPERIOR CHEMICAL CORP	51610	10/1/2015	103281	100-0000-132.00-00	185.26	Cleaners
			Total for check: 51610			185.26
SYN-TECH SYSTEMS	51611	10/1/2015	115487	731-1022-541.24-06	243.00	Tank Kit/Modules/Wire
			115931	731-1022-541.24-06	244.00	Tank Kit/Modules/Cable
			Total for check: 51611			487.00
UNIFIRST CORPORATION	51612	10/1/2015	097 0195702	731-1022-541.20-01	108.75	Coveralls/Coat/Shirts
			Total for check: 51612			108.75
US POSTMASTER	51613	10/1/2015	USPOSTMASTER	266-1027-543.30-11	1,263.58	Horizon
			Total for check: 51613			1,263.58
JANET VAN LANKVELT	51614	10/1/2015	VANLANKVELT	100-0000-201.12-00	112.27	Supplies
			Total for check: 51614			112.27
VERIZON WIRELESS	51615	10/1/2015	9751645505	731-1022-541.22-01	114.94	Phone
				100-0703-553.22-01	47.63	Phone
			9751995843	100-0801-521.22-01	39.92	Phones
			Total for check: 51615			202.49
LUE VUE	51616	10/1/2015	VUE	100-0000-201.15-00	19.64	Farm Market
			Total for check: 51616			19.64
WE ENERGIES	51617	10/1/2015	WEENERGIES	100-0000-123.00-00	34.89	Bill N-M Fire
				100-1001-514.22-04	74.41	City Hall
				100-0801-521.22-04	48.18	Police
				100-0920-531.22-04	10.56	Senior Center
				100-0601-551.22-04	36.43	Library
				100-0703-553.22-04	62.78	Parks

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WE ENERGIES...	51617...	10/1/2015...	WEENERGIES...	100-0704-552.22-04	1,091.41	Pool	
				207-0707-552.22-04	28.19	Marina	
				731-1022-541.22-04	70.76	Garage	
			Total for check: 51617				1,457.61
WIL-KIL PEST CONTROL	51618	10/1/2015	2776605	100-0703-553.20-06	150.00	Commercial Special	
			Total for check: 51618				150.00
WINNEBAGO COUNTY TREASURER	51619	10/1/2015	LF122566	100-1016-543.25-01	15,070.47	Direct Haul	
				100-1017-543.25-01	2,595.18	Direct Haul	
				266-1027-543.25-01	464.55	Direct Haul	
			Total for check: 51619				18,130.20
WISCONSIN DEPT OF TRANSPORTATION	51620	10/1/2015	L38651	100-1003-541.82-02	14,885.38	Project #WISC2015138	
			10/1/2015	L38933	100-1002-541.21-02	3,901.04	Fed Project #WISC2013437
				625-1002-541.21-02	1,300.35	Fed Project #WISC2013437	
			Total for check: 51620				20,086.77
WISCONSIN SUPPORT COLLECTIONS	51621	10/1/2015	20151001	100-0000-202.03-00	632.88	PAYROLL SUMMARY	
			Total for check: 51621				632.88
ZARNOTH BRUSH WORKS INC	51622	10/1/2015	0156668-IN	625-1005-541.30-15	1,501.00	Elgin Cablewrap	
			Total for check: 51622				1,501.00
					128,839.81		



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: September 30, 2015

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 **2015-2017** licensing period:

Gloria Zaves	Ankica Radic	Timothy Verhagen
Nicholas Sweere	Shannon Montonati	Alan Kiplin
Misty Atwood	BrittanyLyn Ellie	Bethanee Roberts
Katie Callies		

The following individual has 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:

Junior M. Blow (application and denial letter attached)

Cc: Chief Styka

CITY OF MENASHA
ALCOHOL OPERATORS LICENSE APPLICATION

Establishment of Employment Quick Mart
TEMPORARY _____ PROVISIONAL _____ REGULAR RENEWAL _____

Name Blow Junior M
Last First Middle

Address 1021 Lucerne Menasha WI 54952
Street City State/Zip Code

Phone _____

Height _____ Weight _____ Eyes _____ Hair _____ Sex _____ Race _____

Birth Date _____ Age _____ Birthplace _____

Scars, Marks, Tattoos _____
Drivers License No. _____ State of Issue _____
Expiration Date _____

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? NO
Have you ever been convicted of a felony? NO
Have you ever been convicted of a misdemeanor? yes
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)? NO
Have you ever been convicted of any law, statute, or ordinance pertaining to the possession, use, or sale of illegal drugs? NO
Have you ever been convicted of a criminal traffic offense? NO

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

SIGNATURE Junior Blow Date 9-28-15

Approved _____ Denied _____ Expiration Date _____
Chief of Police W. J. B. S. Date 9/30/15
Comments: Habitual law offender

REVOKED FOR VIOLATION: _____

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!

Misdemeanor, High school fight; DV Don't
remember what years but should have 2
DV's from 2011 and 2002 want to say
not sure about what year. No felonies
but got some misdemeanor, aint been in
trouble in years (Please don't ~~price~~ price
me.)



Menasha
September 30, 2015

Junior M. Blow
1021 Lucerne Drive #3A
Menasha, WI 54952

Re: City of Menasha Alcohol Operator's License Application

Dear Mr. Blow:

On September 28, 2015 you submitted an Application for a City of Menasha Alcohol Operator's License Application. As part of that procedure a background investigation is conducted by the Police Department to determine whether or not you qualify for an Alcohol Operator's License in the City of Menasha.

Engaging in bartending involves the purchase and sale of a closely regulated substance / alcohol, individuals is 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. In looking back over the last ten years it was determined that you were convicted of the following offenses that substantially relate to the license for which you have applied.

On May 19, 2011 you were convicted of Bail Jumping and Domestic Abuse Disorderly Conduct in Outagamie County for an incident that occurred March 12, 2011.

On July 20, 2011 you were convicted of Domestic Abuse Disorderly Conduct in Kenosha County for an incident that occurred on February 5, 2011.

On July 20, 2011 you were convicted of Possession of THC and Bail Jumping in Brown County for an incident that occurred on May 2, 2011.

Under the City of Menasha policy guidelines for Operator's Licenses, under guideline number #3 you are considered a Habitual Law Offender in that you had three or more offenses each resulting from a separate incident within the immediately preceding five years.

Based on this finding 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 meeting on Monday, October 5, 2015 at 6:00 p.m., 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
Investigative Services
Menasha Police Department



MEMORANDUM

DATE: September 30, 2015
TO: Common Council
FROM: Debbie Galeazzi, Clerk
SUBJECT: Kwik Trip, Inc., 1499 Appleton Road, Menasha

An application for a “Class A” Intoxicating Liquor and Fermented Malt Beverage for the 2015-2016 liquor licensing year has been submitted by Kwik Trip, Inc. for the premises at 1499 Appleton Road, Menasha.

In accordance with Section 7-2-8 of the City Code, the Police Department completed a background check and has no objections. The Fire Department, Health Department, and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval. All financial obligations to the City are current.

Staff recommends approving the “Class A” Intoxicating Liquor and Fermented Malt Beverage license.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning OCTOBER 22 20 15 ;
 ending JUNE 30 20 16

TO THE GOVERNING BODY of the: Town of }
 Village of } MENASHA
 City of }

County of WINNEBAGO Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's WI Seller's Permit No.:		FEIN Number:	
456000028761403		39-1036365	
LICENSE REQUESTED ▶			
TYPE		FEE	
<input checked="" type="checkbox"/> Class A beer		\$	
<input type="checkbox"/> Class B beer		\$	
<input type="checkbox"/> Class C wine		\$	
<input checked="" type="checkbox"/> Class A liquor		\$	
<input type="checkbox"/> Class A liquor (cider only)		\$	N/A
<input type="checkbox"/> Class B liquor		\$	
<input type="checkbox"/> Reserve Class B liquor		\$	
<input type="checkbox"/> Class B (wine only) winery		\$	
Publication fee		\$	<u>50.00</u>
TOTAL FEE		\$	

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION
 hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ▶ KWIK TRIP, INC.
1626 OAK ST., PO BOX 2107, LA CROSSE, WI 54602-2107

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

	Title	Name	Home Address	Post Office & Zip Code
President/Member	PRESIDENT	DONALD P. ZIETLOW	2802 BERGAMOT PL.	ONALASKA, WI 54650
Vice President/Member				
Secretary/Member	SECRETARY	STEVEN D. ZIETLOW	N2448 THREE TOWN RD.	LA CROSSE, WI 54601
Treasurer/Member				
Agent ▶	AGENT	TERA M. GIRDAUSKAS	762 VINE AVE.	OSHKOSH, WI 54901
Directors/Managers		DONALD P. ZIETLOW AND STEVEN D. ZIETLOW		

3. Trade Name ▶ KWIK TRIP 297 Business Phone Number _____
 4. Address of Premises ▶ 1499 APPLETON RD Post Office & Zip Code ▶ MENASHA 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) **Corporate/limited liability company applicants only:** Insert state WISCONSIN and date 10/07/64 of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **Please see enclosed list.** Yes No
 (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)
9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) ONE-STORY FRAME CONSTRUCTION WITH STORAGE IN WALK-IN
10. Legal description (omit if street address is given above): COOLER AND BEHIND SALES COUNTER.
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? _____
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 31st day of August
Deanna Hafner
 (Clerk/Notary Public) 1-9-18

[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
[Signature]
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk	Date reported to council/board	Date provided to licensee	Signature of Clerk / Deputy Clerk
<u>9/1/15</u>			
Date license granted	Date license issued	License number issued	

**AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Zietlow		Donald		Paul	
Home Address (street/route)		Post Office		City	
2802 Bergamot Pl.		Onalaska		WI 54650	
Home Phone Number		Age		Date of Birth	
				Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- President** of **Kwik Trip, Inc.**
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? All my life.
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
Please see reverse
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

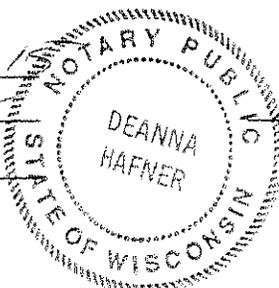
Employer's Name	Employer's Address	Employed From	To
Kwik Trip, Inc.	1626 Oak St., La Crosse, WI 54601	9/1/89	Present
Gateway Foods	La Crosse, WI	1963	1989

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 31st day of August, 2018

Deanna Hafner
(Clerk/Notary Public)



Donald Paul Zietlow
(Signature of Named Individual)

My commission expires 4-9-18



**AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

Individual's Full Name (please print)		(last name)	(first name)	(middle name)	
Zietlow		Steven	Donald		
Home Address (street/route)	Post Office	City	State	Zip Code	
N2448 Three Town Rd.	La Crosse		WI	54601	
Home Phone Number	Age	Date of Birth	Place of Birth		

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Secretary** of **Kwik Trip, Inc.**
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? All my life.
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Kwik Trip, Inc.	1626 Oak St., La Crosse, WI 54601	7/11/1994	Present
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 31st day of August, 2015

Deanna Hafner
(Clerk/Notary Public)



[Signature]
(Signature of Named Individual)

My commission expires 4-9-18



**AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Girdauskas		Tera		Michelle	
Home Address (street/route) 762 Vine Ave.		Post Office Oshkosh	City	State WI	Zip Code 54901
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent** of **Kwik Trip, Inc.**
(Office/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? Since 1978
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
1997 Issuing worthless checks - fine
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Wisc. Hospitality Group	2120 Pewaukee Rd., Waukesha, WI 53188	11/05	4/13
Supple Restaurant Group	1621 Congress Ave., Oshkosh, WI 54901	6/97	11/05

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

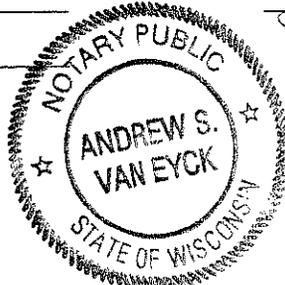
Subscribed and sworn to before me

Notary Public this 26th day of August, 2015
(Clerk/Notary Public)

My commission expires 10/26/18

Tera M. Girdauskas
(Signature of Named Individual)

Tera M. Girdauskas



Printed on Recycled Paper
 Wisconsin Department of Revenue

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of City of Menasha County of Calumet

The undersigned duly authorized officer(s)/members/managers of Kwik Trip, Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Kwik Trip 297
(trade name)

located at 1499 Appleton Rd., Menasha, WI 54952

appoints Tera M. Girdauskas

(name of appointed agent)
762 Vine Ave., Oshkosh, WI 54901
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No Since 1978
How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin?

Place of residence last year 762 Vine Ave., Oshkosh, WI 54901

For: Kwik Trip, Inc.
(name of corporation/organization/limited liability company)
By: [Signature]
(signature of Officer/Member/Manager)
And: [Signature]
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Tera M. Girdauskas, hereby accept this appointment as agent for the
(print/type agent's name)
corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 08-23-15 Agent's age _____
(signature of agent) (date)
762 Vine Ave., Oshkosh, WI 54901 Date of birth _____
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 9/14/15 by Ronald Bouchard Title W. Police
(date) (signature of proper local official) (town chair, village president, police chief)



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-264-6884
 email: DORBusinessTax@revenue.wi.gov
 website: revenue.wi.gov

Letter ID L1434876000

ATTN DEANNA HAFNER
 KWIK TRIP, INC.
 PO BOX 2107
 LA CROSSE WI 54602-2107

Wisconsin Department of Revenue Seller's Permit

Legal/real name: KWIK TRIP, INC.
Business name: KWIK TRIP 297
 1499 APPLETON RD
 MENASHA WI 54952-1101

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-0000287614-03



MEMORANDUM

DATE: September 30, 2015
TO: Common Council
FROM: Debbie Galeazzi, Clerk
SUBJECT: Shopko Stores Operating Co.
1579 Appleton Road, Menasha

An application for a “Class A” Intoxicating Liquor and Fermented Malt Beverage for the 2015-2016 liquor licensing year has been submitted by Shopko Stores Operating Co. for the premises at 1579 Appleton Road, Menasha.

In accordance with Section 7-2-8 of the City Code, the Police Department completed a background check and has no objections. The Fire Department, Health Department, and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval. All financial obligations to the City are current.

Staff recommends approving the “Class A” Intoxicating Liquor and Fermented Malt Beverage license.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning _____ 20____
 ending June 30 20 16

TO THE GOVERNING BODY of the: Town of }
 Village of } Menasha
 City of }

County of Winnebago Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Shopko Stores Operating Co., LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>See Attached Exhibit A</u>		
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>Martha Bednarowski - Store Manager</u>		
Directors/Managers	<u>Agent - Store Manager</u>		

3. Trade Name Shopko #33 Business Phone Number 920-722-8166
 4. Address of Premises 1578 Appleton Road Post Office & Zip Code Menasha, WI 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
 8. (a) **Corporate/limited liability company applicants only:** Insert state Delaware and date 10/11/05 of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
 (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Single Story; approximately 81,171 sq feet

10. Legal description (omit if street address is given above): _____
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? _____

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
 13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] Yes No
 14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 15 day of Sept, 20 15

[Signature]
 (Clerk/Notary Public)
 My commission expires 8-24-18

[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>9/11/15</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

SHOPKO STORES OPERATING CO., LLC
 EXECUTIVE OFFICERS
 FERN: 20-3606109

EXHIBIT A

* Shopko Stores Operating Co., LLC is a wholly owned subsidiary of Shopko Holding Company, LLC
 Shopko Holding Company, LLC is the sole member/manager of Shopko Stores Operating Co., LLC.
 Officers do not hold any membership interest.

NAME	POSITION	M/F	WORK ADDRESS	WORK PHONE	HOME ADDRESS
PETER KENNETH MCMAHON	CHIEF EXECUTIVE OFFICER	M	700 PILGRIM WAY GREEN BAY, WI 54304	920 / 429-2211	4550 ALGONQUIN TRAIL GREEN BAY, WI 54313
RUSSELL L. STEINHORST	SENIOR VICE PRESIDENT CHIEF FINANCE OFFICER	M	700 PILGRIM WAY GREEN BAY, WI 54304	920 / 429-2211	408 E. SONGBIRD LANE APPLETON, WI 54913
PETER GERARD VANDENHOUTEN	SENIOR VICE PRESIDENT GENERAL COUNSEL CORPORATE SECRETARY	M	700 PILGRIM WAY GREEN BAY, WI 54304	920 / 429-2211	121 ROSELAWN BLVD GREEN BAY, WI 54301
GARY LEE GIBSON	VICE PRESIDENT TREASURER	M	700 PILGRIM WAY GREEN BAY, WI 54304	920 / 429-2211	1721 W. CRUSADE LANE GREEN BAY, WI 54313
JAMES M. DEPAUL	SENIOR VICE PRESIDENT CHIEF ADMINISTRATIVE OFFICER	M	700 PILGRIM WAY GREEN BAY, WI 54304	920 / 429-2211	501 KADINGER WAY LITTLE CHUTE, WI 54140
WILLIAM SCOTT BRESNEHAN	SENIOR VICE PRESIDENT SHOPKO STORES	M	700 PILGRIM WAY GREEN BAY, WI 54304	920 / 429-2211	2240 ONTARIO ROAD GREEN BAY, WI 54311

Explanation of "Yes" Answers to the following questions:

8 (b) ShopKo Stores Operating Co., LLC is a wholly owned subsidiary of ShopKo Holding Co., LLC

8 (c) ShopKo Stores Operating Co., LLC holds Class A licenses for multiple locations in Wisconsin. Please see Exhibit B.

S:\TAX\License\LIQUOR LICENSING\WI Application explanation of #5, 6, 7, 8.xls]Post Merger as LLC

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: [] Town [] Village of Menasha [X] City County of Winnebago

The undersigned duly authorized officer(s)/members/managers of Shopko Stores Operating Co., LLC (registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Shopko (trade name)

located at 1578 Appleton Rd Menasha, WI 54952

appoints Martha J. Cristy Bednarowski (name of appointed agent)

2116 S. Horizon Dr. Appleton, WI 54915 (home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes [X] No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? [] Yes [X] No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 51 years

Place of residence last year 2116 S. Horizon Dr. Appleton, WI 54915

For: Shopko Stores Operating Co., LLC (name of corporation/organization/limited liability company)

By: [Signature] Secretary (signature of Officer/Member/Manager)

And: (signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Martha Cristy Bednarowski (print/type agent's name), hereby accept this appointment as agent for the

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Martha Cristy Bednarowski (signature of agent) 8-31-15 (date)

Agent's age

2116 S. Horizon Dr. Appleton, WI 54915 (home address of agent)

Date of birth

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 9/14/15 (date) by Ronald Bauchard (signature of proper local official) Title Lt-Police (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)	(middle name)	Social Security Number	
Cristy Bednarowski		Martha	Jeanne		
Home Address (street/route)		Post Office	City	State	Zip Code
2116 S. Horizon Drive			Appleton	WI	54915
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
 - A member of a partnership which is making application for an alcohol beverage license.
 - Agent - Store Manager of Shopko Stores Operating Co., LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority.

- How long have you continuously resided in Wisconsin prior to this date? 51 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. See Attached Listing
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery/winery permit or wholesale liquor manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

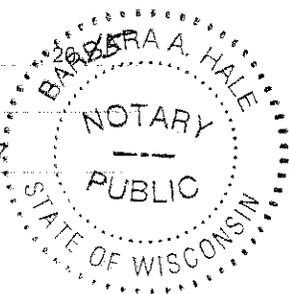
Employer's Name	Employer's Address	Employed From	To
Shopko Stores	Corporate office 700 Pilgrim Way Green Bay WI 54304	November 2006	Present
Target Stores	Corporate office 1000 Nicollet Mall Minneapolis, MN 55403	June 1986	October 2006

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 31 day of Aug
Barbara A. Hale
(Clerk/Notary Public)

My commission expires 10-14-17



Martha J. Cristy Bednarowski
(Signature Named Individual)



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AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) (first name) (middle name)			Social Security Number		
McMahon Peter Kenneth					
Home Address (street/route)		Post Office	City	State	Zip Code
2455 Marina Circle, Unit A			Green Bay	WI	54303
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Chief Executive Officer** of **Shopko Stores Operating Co., LLC**

(Officer/Director/Member/Manager/Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 1 Year
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. See Attached Listing
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery/winery permit or wholesale liquor manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Shopko Stores	Green Bay, WI 54307	11/25/2013	
Loblaw Companies Ltd.	Ontario, Canada	02/14/2006	11/22/2013

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 19th day of February, 20 14

James M. Walsh
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires 8-24-2014



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Wisconsin Department of Revenue

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
STEINHORST		RUSSELL		L	
Home Address (street/route)		Post Office	City	State	Zip Code
408 E SONGBIRD LANE			APPLETON	WI	54913
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- SVP-CHIEF FINANCIAL OFFICER** of **SHOPKO STORES OPERATING CO., LLC**
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 5+ YRS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. SEE ATTACHED EXHIBIT
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
SHOPKO STORES	GREEN BAY, WI	2009	Present
Employer's Name	Employer's Address	Employed From	To
HUDSON-SHARP	GREEN BAY, WI	2006	2009

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 9th day of April, 2014
[Signature]
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires 8-24-14



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
VANDENHOUTEN		PETER		G	
Home Address (street/route)		Post Office		City	
121 ROSELAWN BLVD				GREEN BAY	
				State	
				WI	
				Zip Code	
				54301	
Home Phone Number		Age		Date of Birth	
				Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- SVP - GEN COUNSEL, SECRETAR** of **SHOPKO STORES OPERATING CO., LLC**
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 20+ YRS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*
Convicted of OWI, 8/2011 in Allouez, WI Municipal Court
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. SEE ATTACHED EXHIBIT
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
SHOPKO STORES	GREEN BAY, WI	07/01/1999	
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 28 day of August, 20 15
[Signature]
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires 8-24-19



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
GIBSON		GARY		LEE	
Home Address (street/route)		Post Office		City	State
1721 W CRUSADE LANE				GREEN BAY	WI
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a **partnership** which is making application for an alcohol beverage license.
- VP - TREASURER** of **SHOPKO STORES OPERATING CO., LLC**
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 10+ YRS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. SEE ATTACHED EXHIBIT
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
SHOPKO STORES	GREEN BAY, WI	Sept 2002	Present
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 9th day of April, 20 14

[Signature]
(Clerk/Notary Public)

My commission expires 8-24-14

[Signature]
(Signature of Named Individual)



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name: (please print) (last name)		(first name)		(middle name)	
DE PAUL		JAMES		M	
Home Address (street/route)		Post Office	City	State	Zip Code
501 KADINGER WAY			LITTLE CHUTE	WI	54140
Home Phone Number:		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- SVP - STORE OPERATIONS of SHOPKO STORES OPERATING CO., LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 11+ YRS
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. SEE ATTACHED EXHIBIT
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
SHOPKO STORES	GREEN BAY, WI		
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 1 day of May, 20 15

[Signature]
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires 8-24-18



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)	(middle name)	
BRESNEHAN		WILLIAM	SCOTT	
Home Address (street/route)	Post Office	City	State	Zip Code
2240 ONTARIO ROAD		GREEN BAY	WI	54311
Home Phone Number	Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- SVP - SHOPKO STORES of SHOPKO STORES OPERATING CO., LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 20+ YRS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. SEE ATTACHED EXHIBIT
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
SHOPKO STORES	GREEN BAY, WI	1994	Current
Kohl's	Menomonee Falls WI	1992	1994

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 19 day of May, 2015

[Signature]
(Clerk/Notary Public)

[Signature]

(Signature of Named Individual)

My commission expires 7-24-18



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WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-264-6884
 email: DORBusinessTax@revenue.wi.gov
 website: revenue.wi.gov

Letter ID L1398287776

SHOPKO HOLDING COMPANY LLC
 PO BOX 19060
 GREEN BAY WI 54307-9060

Wisconsin Department of Revenue Seller's Permit

Legal/real name: SHOPKO HOLDING COMPANY LLC
Business name: SHOPKO STORES OPERATING CO LLC
 1578 APPLETON RD
 MENASHA WI 54952-1104

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1020161146-03



To: Members of the Common Council
From: Chief Tim Styka 
Date: September 25, 2015
RE: Alcohol Traffic Enforcement Grant 2015-16

BACKGROUND

The mission of the Police Department includes improving the quality of life in the community. As part of this mission we work towards having safe streets for vehicles, bicyclists and pedestrians. One method we work toward this goal is through traffic enforcement. For the past several years our traffic enforcement efforts have been supplemented by grants. We again have the opportunity to participate in grant funded traffic enforcement.

ANALYSIS

We received notification from the Wisconsin Department of Transportation that we are eligible to receive a traffic enforcement grant of \$20,000. These funds will be used for traffic enforcement throughout the year. The focus of the grant will be on alcohol related violations.

FISCAL IMPACT

The grant does require a local match of 25%. The match will be done through traffic enforcement on regularly scheduled time and will not have an impact on the budget.

RECOMMENDATION

We are requesting approval to accept and spend the awarded grant funds. The grant will cover dedicated enforcement from October of 2015 until September 2016.

As always we will continue to seek out similar opportunities and programs in the future to further the traffic safety mission for our community.



MEMORANDUM

To: City of Menasha Common Council
From: Peggy Steeno, Director of Administrative Services
Date: October 1, 2015
RE: Property Assessment Services – 2015 - 2018

BACKGROUND

Several years ago, the City of Menasha made the decision to outsource assessment services rather than to continue providing those services with in-house staff. Both of the current proposing firms have been interested in the City's assessment services since that point. The City did use Accurate Appraisal, LLC, as its assessor for a period of time. However, the City has partnered with Associated Appraisal Consultants, LLC, since 2008, as that firm was selected through RFP processes in both 2008 and 2012.

ANALYSIS

Staff received a total of two proposals for these services after sending the request for proposals out to five firms. In comparing the two proposals received, staff completed the following:

- Review of the Proposals (attached) as submitted,
- In-person interviews with each firm, and
- Reference checks.

Throughout the above process, the City researched and evaluated the following critical items with representatives from each firm:

- Ensuring the qualifications are in place to complete the assessment process prudently, ethically, and accurately;
- Ensuring the timing of the process so as not to have a repeat of the issues from the more recent tax year;
- Ensuring that the City continues to have electronic records for all parcels easily accessible, including the availability of information for ongoing reporting, tax bill creation, and customer service needs; the availability of historical and current data; and ability to link to the City's GIS system; and

- Ensuring that the selected firm is willing to work with City staff on ancillary assessment and recording needs.

In reviewing each of the above noted items, staff concluded that Associated Appraisal Consultants, LLC is better positioned to handle each of the above items, and serve as the City's Assessor for the next three year period, even though the cost to do business with Associated Appraisal Consultants, LLC is \$11,325 greater than the cost to do business with Accurate Appraisal, LLC over the contract period.

FISCAL IMPACT

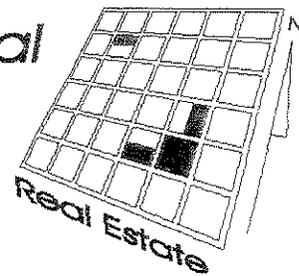
The fiscal impact of this item is a City obligation to pay either \$174,825 (Associated Appraisal Consultants, LLC) or \$163,500 (Accurate Appraisal, LLC), during the period of October 1, 2015 – July 31, 2018, for the receipt of Assessment Services.

RECOMMENDATION

Staff recommends that Council approve Associated Appraisal Consultants, LLC as the City's Assessor for the period of October 1, 2015 – July 31, 2018.

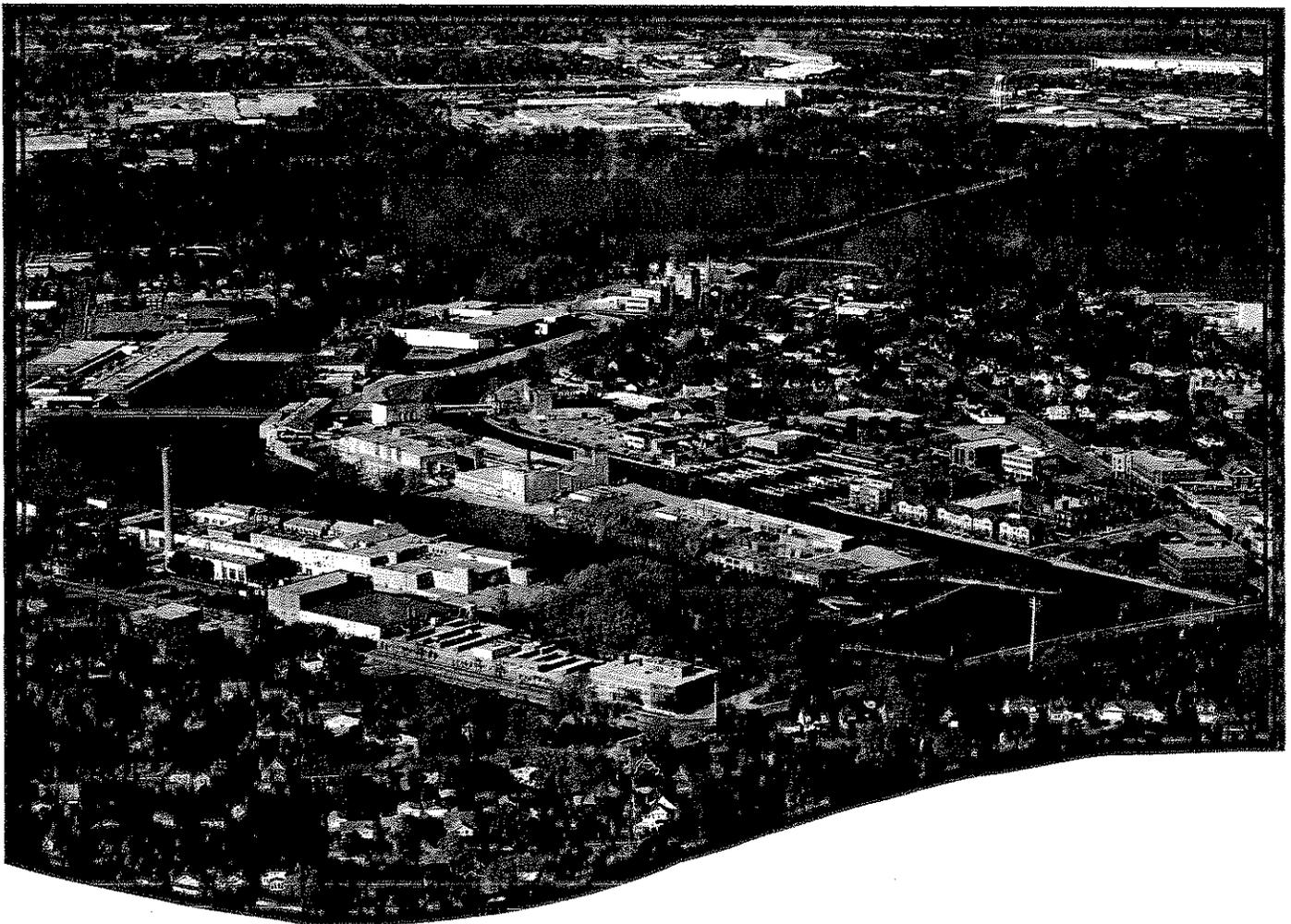
*Associated Appraisal
Consultants, Inc.*

Appleton ■ Hurley ■ Lake Geneva



City of Menasha

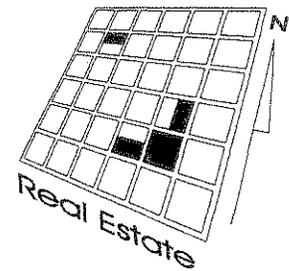
Calumet/Winnebago Counties



Proposal for
Assessment Services
2016-2020

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



September 14, 2015

Ms. Peggy Steeno
Administrative Services Director
City of Menasha
140 Main Street
Menasha, WI 54952

Dear Ms. Steeno:

On behalf of Associated Appraisal Consultants, Inc., I want to express our interest in continuing to serve as Municipal Assessor for the City of Menasha.

Associated Appraisal Consultants, Inc. was appointed as City Assessor in 2007. Since our appointment, we have worked diligently to provide quality assessment work and customer service for the City of Menasha. We have also improved the quality of the City's assessment records by correcting many inaccuracies and omissions made by the previous assessment firm.

We have worked to establish equity in the tax base by performing full-value maintenance assessments. Twenty-five percent of the City's parcels have been visited on an annual basis to ensure that assessments are fair, equitable and current. During our annual assessment work, we have also maintained all assessment records to meet the digital compliance requirements of the Wisconsin Department of Revenue.

Our Personal Property Department processes the mobile home park fees and lottery credits, as well as conducts audits of self-reported personal property statements, providing outstanding assistance to business owners and municipal officials.

In addition to assessments and personal property tax, Associated Appraisal Consultants, Inc., has provided quality real property listing services. We have kept property ownership records current and processed any new surveys, lot line adjustments, and new subdivision plats.

With Associated Appraisal Consultants, Inc., the City of Menasha has full access to property assessment data via the City's website link to www.apraz.com. Residents and the public are able to see a photograph of each property and view data such as square footage, room count, and assessed value. Internet access to assessment data provides transparency and easy access to valuable public information.

Associated Appraisal is proud to serve the City of Menasha as their Municipal Assessor. We provide a high quality, all-encompassing service at a fair price. We look forward to the opportunity to continue our relationship with the City of Menasha.

Regards,

A handwritten signature in black ink, appearing to read 'Mark Brown', with a long horizontal flourish extending to the right.

Mark Brown
President

City of Menasha

Request for Proposal - 2015

Cost of Services Summary:

Annual Full Value Assessment Services (25% Inspection per year)

- 2015 – October Through December – Fifteen Thousand Dollars (\$15,000.00)
- 2016 – Sixty Thousand Dollars (\$60,000.00)
- 2017 – Sixty Thousand Dollars (\$60,000.00)
- 2018 – January Through July – Thirty-Five Thousand Dollars (\$35,000.00)

Total Cost:

- Costs are all inclusive and comprise all functions as required in the RFP, no additional charges for extra time, additional parcels, annexations, office supplies, printing and mailing for the duration of the contract. No additional charges shall incur for maintaining assessments within 10% of market value for each year of the contract.
- No additional cost for newly constructed homes.
- All Associated Appraisal Consultants, Inc., staff members are certified at an appropriate level according to the State of Wisconsin Department of Revenue standards.
- Associated Appraisal Consultants, Inc. shall maintain insurance coverage to protect against claims, demands, actions and causes of action arising from any act, error or omission of the assessor, their agents and employees in the execution of work. The assessor shall be responsible for any and all of their agents and employees while performing acts under the terms of the contract. The City of Menasha shall be listed as an additional insured, and a certificate of insurance will be provided to the City.
- Associated Appraisal Consultants, Inc. shall conduct regular office hours between the hours of 8:00am to 12:00pm on Tuesday's and 12:00pm to 4:00pm on Thursdays of every week.

AGREEMENT FOR ANNUAL FULL-VALUE ASSESSMENT SERVICES

Prepared for the

CITY OF MENASHA

Calumet/Winnebago Counties

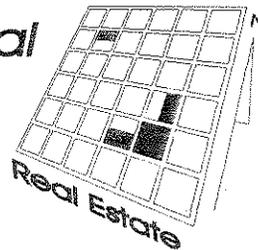


By

Associated Appraisal Consultants, Inc.
1314 W. College Avenue | P.O. Box 2111
Appleton, WI 54912-2111
Phone (920) 749-1995
Fax (920) 731-4158

Associated Appraisal
Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Lake Geneva Office
Walworth County
P.O. Box 1114
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office
N10257 Lake Road
Ironwood, MI 49938

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

AGREEMENT FOR ANNUAL FULL-VALUE ASSESSMENT SERVICES

This Agreement is by and between the **City of Menasha, Calumet/Winnebago Counties, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement.

A. COMPLIANCE. Assessor shall keep the City of Menasha's assessments in compliance with the Wisconsin Department of Revenue for the duration of this contract. The level of assessment shall annually be kept within 10% of the cities full equalized value.

B. INSPECTIONS. Assessor shall physically inspect 25% of improved properties on an annual basis and update assessment records, such that all improved properties will be inspected on a four-year cycle. The Assessor's annual inspection cycle shall include all of the following:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over a period of years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

C. PARCEL IDENTIFICATION. The legal description, a copy of or a link to the County or Municipal digital parcel maps along with drawing and measurements of each land parcel and improvements shall be contained in the existing property record cards. Drawings shall be made for all new records. In the event of a discrepancy existing, the Assessor shall investigate and correct the record.

D. PREPARATION OF RECORD CARDS. Appropriate record cards shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records either on computer readable format compatible with the Municipality's computer system if a computer valuation program is used, or a hardcopy if a manual system is used, and update the records within fourteen (14) days of final adjournment of the Board of Review. The records shall be updated prior to the open book and again to reflect any changes made at the Board of Review.

E. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

F. **OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment rolls, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall send notice to each property owner of any change in assessment. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference. The assessor shall be present at the open book conference for a one (1) day period, if necessary, the days to be consecutive to meet with the property owners or their agents. Assessor shall provide the necessary staff to handle the projected attendance.

G. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue including: Municipal Assessment Report (MAR), the Tax Incremental District Assessment Report (TAR), The Annual Assessment Report (AAR) and the Exempt Computer Report (ECR). Prior to filing with the Wisconsin Department of Revenue, the Assessor will provide the municipality with reports (MAR & TAR) for review. All reports shall be submitted by the 2nd Monday in June and the Annual Assessment Report (AAR) due 30 days after the close of the annual Board of Review. Assessor shall follow the Uniform Standards of Professional Appraisal Practice (USPAP) as required by the Wisconsin Property Assessment Manual; postage is at the Assessor's expense.

H. **BOARD OF REVIEW ATTENDANCE.** The Assessor or his/her authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined for a one (1) day period, if necessary, the days to be consecutive to provide testimony in defense if needed. All Board of Review appeals must be made in a formal manner, which complies with the State Statutes governing the assessment process. This includes filing with the Clerk, prior to the Board of Review, a properly completed objection form.

I. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Assessor's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

J. **PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

K. **AVAILABILITY.** The Assessor shall maintain a local or toll free telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. The Assessor shall hold regular office hours at the City of Menasha on Tuesday from 8:00am to 12:00pm and Thursday from 12:00pm to 4:00pm.

L. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the municipality at no cost.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of city assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.

- 2) Assessor's field representatives shall carry photo identification cards and a general letter of introduction/identification on Municipal letterhead.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

C. ASSESSOR PROVIDED INSURANCE AND INDEMNITY. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 200,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor and the Assessor shall indemnify and hold harmless the Municipality against all claims, actions, proceedings, damages, and liabilities, including reasonable attorneys fees, arising from or connected with the Assessor's activities in connection with the services provided to the Municipality, including but not limited to, any acts or omissions of the Assessor, the Assessor's employees, agents, representatives, and any other person doing business with Assessor. This paragraph is not to be in conflict with Sec. 893.89(4), Wis. Stats.

C. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property record cards, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment

work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data, (e) if the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. **TERM.** The term of this Contract is for the **2015 (October through December), 2016, 2017, and 2018 (July 31, 2018)** assessment years. The assessor shall have completed all work under this agreement on or before the second Monday of May or 30 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. **AUTOMATIC RENEWAL.** This Agreement will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

A. The Municipality shall pay the Assessor **Fifteen Thousand Dollars (\$15,000) for 2015 (October through December), Sixty Thousand Dollars (\$60,000.00)** for each of the 2016, 2017, and **Thirty-Five Thousand Dollars (\$35,000.00) for 2018 (January through July)**, assessment years for maintenance assessment services.

B. The compensation due the Assessor shall be paid in installments throughout the 2015 (October through December), 2016, 2017, and 2018 assessment years.

C. The Municipality will not be billed for additional expenses such as postage, mileage, or supplies.

V. SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

9/14/2015
Date

Authorized Signature
City of Menasha, Calumet/Winnebago Counties

Date

Our Mission.....

To provide our municipal clients

the highest standard of assessing services.

We do so by following sound assessing methodology,

developing municipal equity without bias and

providing a professional, courteous staff.

Associated Appraisal Consultants Quick Facts

History

Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as the statutory assessor or supporting the local municipal assessor.

Experience

With over 55 years of experience, Associated Appraisal has provided consulting/assessment services throughout Wisconsin. We have had the opportunity to reassess/revalue municipalities that have increased or decreased in value. With the diversity of our client base ranging from the shores of Lake Geneva to the backwoods of northern Wisconsin, we are aware of the many complexities of assessment practices. This diversity and experience is what gives Associated Appraisal the leading edge.

Office and Staff

When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will willingly assist you. We also offer internet communication twenty-four (24) hours per day. Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with The Associated Appraisal team. Our corporate office is located in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).

Public Relations

We routinely utilize printed assessment informational materials that are made available to property owners. Clients are informed of the progress of the assessment work for use in newsletters and newspaper articles. For revaluation programs, we can provide knowledgeable speakers to attend organizational and municipal meetings.

Assessment Documentation

Assessment documentation is what sets Associated Appraisal above the rest. For property owners demanding answers to assessment methodology, we document all aspects of the revaluation project. The property record includes land data, improvement data, sales data, improvement pictures, appropriate appraisal reports, property maps and any other documentation needed to defend values. A master Revaluation Report Book is also prepared that is frequently used by the Board of Review to aid in understanding the methodology. Included are complete reports for assessment levels, sales information and pictures of sale properties, all database data for valuation tables, a detailed sales analysis as well as other reports needed to support values.

Identification and Image

Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction, wear Associated Appraisal company ID tags and apparel, and drive red company trucks clearly identified as Associated Appraisal fleet vehicles.

Computer Software

Our computer network is a Novell Network. Associated Appraisal utilizes nearly all assessment software and can adapt to most municipal needs. Our CAMA software utilizes the market approach to value for residential properties and cost tables for commercial properties. Providing our clients with information via the Internet is also readily available.

Why Choose Associated Appraisal

With our level of experience, our goals are very clear. We are in the assessment business, full time, providing our clients with professional and reliable service. Our client base over the years has provided us with many diverse appraisal opportunities giving us the experience to confidently accept any job and meet all expectations of our clients.

References

City of Neenah

Chris Haase
Dir. Of Comm. Development & Assessments
211 Walnut Street
Neenah, WI 54956
920-886-6125

City of Green Lake

Barbara Dugeneske
Clerk/Treasurer
PO Box 216
Green Lake, WI 54941
920-294-6912

City of Sturgeon Bay

Marty Olejniczak
Community Development Director
421 Michigan Street
Sturgeon Bay, WI 54235
920-746-6908

City of Waupun

Kyle Clark
Mayor
201 E. Main Street
Waupun, WI 53963
920-324-7900

City of Reedsburg

Anna Meister
Clerk/Treasurer
PO Box 490
Reedsburg, WI 53959-0490
608-524-6404 ext. 235

City of Shawano

Lorna Marquardt
Mayor
127 Sawyer Street
Shawano, WI 54166
715-526-6152

City of Fort Atkinson

Matt Trebatoski
Administrator/Clerk/Treasurer
101 N. Main Street
Fort Atkinson, WI 53538
920-536-7760

City of Menasha

Peggy Steeno
Administrator Services Director
140 Main Street
Menasha, WI 54952-3190
920-967-3630

City of Pewaukee

Kelly Tarczewski
Clerk/Treasurer
W240 N3065
Pewaukee, WI 53072
262-691-0770

City of Wisconsin Dells

Nancy Holzem
Clerk/Administrator
300 LaCrosse Street
Wisconsin Dells, WI 53965
608-254-2012

Village of Sherwood

Sue Williams
Clerk/Treasurer
PO Box 279
Sherwood, WI 54169
920-989-1589

City of Plymouth

Patty Huberty
Clerk/Treasurer
PO Box 107
Plymouth, WI 53073
920-893-1271

City of Watertown

Cindy Rupprecht
Clerk/Treasurer
PO Box 477
Watertown, WI 53094
920-262-4009

Village of Little Chute

James Fenlon - Administrator
108 W. Main Street
Little Chute, WI 54140
920-788-7394

More references available upon request.

City of Menasha

RFP Proposal - 2015

Comments from References of ASSOCIATED APPRAISAL CONSULTANTS, INC.

Randy Friday, Village Administrator
Village of Sherwood

"We have used Associated Appraisal for a number of years now. They have on-line access which we have found useful - and I direct any & all questions to them. This has worked out well. I've only ever heard minor cajoling from I believe 2 property owners in my 2 1/2 years here. And, our Open Book is quite quiet. So, long story short, I would give them a very good recommendation from Sherwood perspective."

John Dougherty, City Administrator
City of Reedsburg

"Associated Appraisal has done assessor services here for a number of years and we are very happy with their services. Last year we had two citizens come to BOR but neither of them bothered to contact AAC or come in during open book, nor did they have any comparables. They just didn't like their assessment."

Thomas Stoffel, Comptroller/Treasurer
City of Menasha

"The City of Menasha has been using the services of Associated Appraisal Consultants since 2007. At the time our assessment department was staffed with an assessor and a deputy assessor. Our assessor left to take another job and our deputy retired. That appeared to be the best time for the City to look at privatizing that function and hopefully achieve a cost savings. There were vocal concerns from council members about losing service for the taxpayer; they could not just walk in and find someone in that department and other unfounded comments. Associated was given a one year contract, in effect a testing period, to see if this was a viable way to run the assessment function. At the end of that year, opposition on the council had faded, few if any comments were received from the public and Associated was given a four year contract which runs through 2011.

In my opinion it is working well. There has been some shakeout in that some jobs performed by the assessors, but not really part of the assessment function, had to be taken over by other departments. But Associated has been very good to work with, Mr. John Holton and Mr. Mark Brown are the City's principal contacts and are always ready to sit down and talk about any problems that do come up, though they rarely do. I would recommend them for any appraisal or assessment service you are looking to have performed. As for the cost savings, the 2006 City budget for the assessor's function was \$135,061; the 2010 City budget for the assessor's function is \$71,130.00

Dale D. Darling, City Clerk/Treasurer
City of Wisconsin Dells

"We have used Associated Appraisal for about the last 14 years for both annual maintenance and 2 revaluations. They have provided the City good service during those years at a fair cost. We refer most calls relating to valuations from our property owners directly to them. They has an 800 number in which the property owners can contact them directly and receive a prompt response to their inquiry. Since the City is in four different counties Associated Appraisal deals with a variety of issues with a lot of

commercial property owners. They have a good staff and do a nice job at Open book and Board of Review. Thus, for the City of Wisconsin Dells it has worked out well in having Associated Appraisal as our city Assessor."

Rebecca Houseman LeMire, Administrator/Clerk-Treasurer
Village of Darien

"The Village of Darien contracts with Associated Appraisal Consultants, Inc., to fulfill the statutory duties of the Assessor for the Village. Mr. Mack has demonstrated expertise within his field. He is willing and able to answer any questions that the Board of Review, The Village Board, or I may have regarding his company's services and the statutory obligations for each jurisdiction his represents. Because he represents many different municipalities in Wisconsin, Mr. Mack is able to offer advice and experience that a staff assessor may not have."

John L. Zouski, Village President
Village of Plainfield

"We have been very pleased with the service that your company has provided as our assessor. Every staff member we have worked with have conducted themselves in a professional and courteous manner. During the Open Book, the concerns of our residents were dealt with in a fair and courteous manner. At the Board of Review, your knowledge and professionalism were greatly appreciated by the board members. Questions and calls from our residents are always answered in a timely fashion. We would recommend Associated Appraisal Consultants, Inc. without hesitation to any municipality for assessment work."

Patricia Huberty, City Clerk Treasurer
City of Plymouth

"On behalf of the City of Plymouth, I would like to take the opportunity to send this letter of appreciation and high recommendation regarding the assessing services the City has received since contracting with Associated Appraisal Consultants, Inc. almost one year ago. We are in a very stressful situation with a previous assessor and your employees came on board and very quickly and very professionally got us back on track. Our Board of Review is completed for 2015 with no objections to be heard. Board Members were very impressed with the professionalism. We look forward in continuing this business relationship and would highly recommend Associated Appraisal Consultants, Inc. for assessment services."

Felicia Germain, Village Administrator/Clerk
Village of Somerset

"I would like to take the opportunity to send this letter of appreciation and high recommendation regarding the assessing services the Village has received since contracting with Associated Appraisal Consultants. I appreciated the respectful interactions they have with citizens' concerns. They take the time to offer a thorough explanation. I have enjoyed working with Associated Appraisal Consultants and highly recommend them for Assessment Services."

City of Menasha

Request for Proposal - 2015

Reservations or Expectations to Specifications

Associated Appraisal Consultants, Inc. holds no reservations or expectations to the specifications found in this Request for Proposal.

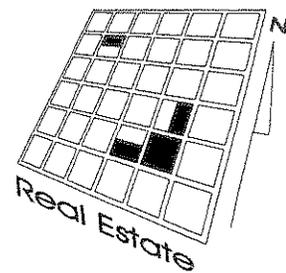
The quoted price for Annual Full Value Maintenance services provided by Associated Appraisal Consultants, Inc. includes the following provisions:

- Associated Appraisal Consultants, Inc. shall use the Market Drive CAMA software for real estate, mobile homes and personal property valuation. The City currently uses this software to maintain and value electronic assessment records.
- All electronic assessment records shall be completed to include all building attribute data, including a digital copy of the primary sketch, and photos of all structures.
- All electronic assessment records shall be updated and maintained to include sales data, building permits, owner correspondence, and recent building permit data.
- Twenty-Five (25%) percent of taxable parcels shall be physically inspected on an annual basis.
- Regular office hours shall be conducted on Tuesday from 8:00am to 12:00pm and Thursday from 12:00pm to 4:00pm.

The above provisions shall assist the City in maintaining a complete and accessible database of electronic assessment records in a format that is both currently familiar to the City staff and useful to multiple departments within the City of Menasha.

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Mark A. Brown

Associated Appraisal Consultants, Inc.
1314 West College Avenue
Appleton, WI 54914

SUMMARY: Assessor with vast experience performing reviews, inspections and appraisals of property using independent discretion and judgment within the guidelines set forth by statutory requirements and department policies and procedures.

Summary of Qualifications

- Ten years experience in appraisal and assessment.
- Considerable ability to communicate complex information tactfully and effectively both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal including computerized assessment systems.
- Extensive knowledge of all laws and regulations pertinent to local tax assessments.
- Strong knowledge of real estate property values and land economics.
- Ability to accurately perform mathematical calculations, analyze data, and prepare reports.
- Strong project management skills including the ability prioritize projects and to organize, plan and direct the work of staff.
- Ability to read and interpret a wide variety of legal documents.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

2014 - Present

President

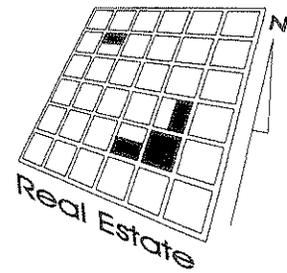
2005 – 2014

Director of Project Management, Certified Assessor Level III

- Responsible for the management of the assessment staff to ensure revaluation projects are completed accurately and in a timely manner.
- Advise on the policy and methodology used to determine estimated fair market value and assign its proper classification in accordance with Wisconsin Statutes.
- Advise on the proper methodology to appraise the value of agricultural, commercial, residential, and personal properties.
- Provide quality control and supervision of the final output and ensure that proper documentation and records are maintained.
- Research and keep current on issues and developments that impact the municipalities' assessment function.

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



- Direct reassessment and appraisal programs on all agricultural, commercial, residential, and personal properties within the municipalities' limits.
- Define and organize the procedure to reevaluate neighborhoods.
- Analyze property sales through the use of regression analysis.
- Analyze valuation data of commercial and residential properties.
- Verify sales and assessment ratio studies.

Mark Brown Resume (continued)

- Defend assessed values at Board of Review, 70.85 Appeals to the Wisconsin Department of Revenue, and Circuit Court.
- Works as part of the management team to efficiently operate the company.

2004 – 2005

Staff Appraiser

- Appraised all real property for accuracy of records, construction classification and computed appraisal of property.
- Recorded and updated property record cards by measuring and listing improved and vacant parcels.
- Gathered and verified assessment information.

Education

St. Norbert College, De Pere, Wisconsin Bachelor of Business Administration, 2004

Certifications

Assessor III Certification – WI60828CA – 2012

Assessor II Certification – WI60828CA - 2005

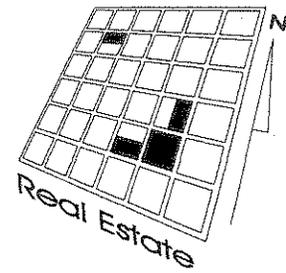
Assessment Technician Certification - 2004

Continuing Education

Equalization Sales Validation & Economics	March, 2014
Real Estate Assessments	October, 2012
Market Drive 2013 Overview & Sales	October, 2012
Preparing & Filing MAR & TAR & Configuring Cost Models	October, 2012
Mobile Home Municipal Permit Assessments & Personal Property Assessments	October, 2012
AAR Report	October, 2012
Listing & Valuing Commercial Properties	October, 2012
IAAO – Course 101 – Fundamentals of Real Property Appraisal	March, 2012
IAAO Course 311 – Residential Modeling Concepts	March, 2012
IAAO Course 300 - Fundamentals of Mass Appraisal	October, 2011
IAAO Course 112 - Income Approach to Valuation	August, 2011
DOR's USPAP Compliance & Reporting Standards for Assessors	June, 2011
How to Value & Defend Triple Net Lease Properties	March, 2011
Current Issues in Commercial Real Estate	March, 2011

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Market Analysis and Highest and Best Use
2010/2011 National USPAP Update
USPAP 15 Hour National Course 2010-11
Discounted Cash Flow & Band of Investment
Analyzing Commercial Lease Clauses
Distressed Property Considerations
Appraising Apartments – 74.37 Appeals
Valuation of Large & Unique Buildings
Reconstructing Income & Expense
Preparing for a S. 70.85 Assessment Appeal
Mark Brown Resume (continued)

March, 2011
October, 2010
October, 2010
June, 2010
March, 2010
March, 2010
September, 2009
September, 2009
September, 2009
April, 2009

Using the Latest Mapping & GIS Tech. For Appraisal Purposes
Sales Validation with Foreclosure Issue Focus
Wisconsin Tax Policy for Assessors
ABCs of Environmental Contamination
Board of Review: An Assessment Perspective
Mega Dairy Farms
Introduction to Subsidized Housing
Assessing 101
Correction of Assessment Errors-Statutory Procedures
Appraising Convenience Stores

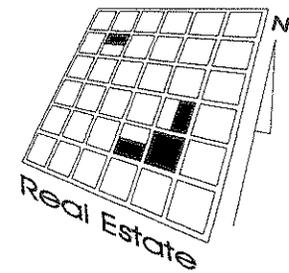
April, 2009
March, 2009
March, 2009
December, 2008
March, 2008
September, 2007
September, 2007
April, 2005
April, 2005
March, 2005

Professional Memberships

International Association of Assessing Officers
Wisconsin Association of Assessing Officers

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Dean W. Peters

Associated Appraisal Consultants, Inc.
1314 West College Avenue
Appleton, WI 54914

SUMMARY: A skilled and experienced municipal Assessor, having successfully performed over 30 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages and cities throughout the state of Wisconsin.

Summary of Qualifications

- Seventeen years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information both orally and in writing with state government, county government, elected officials, municipal staff, the media, and the general public.
- Involved in managing, training and educating of assessment staff.
- Organizational skills to effectively prioritize and manage multiple work projects.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

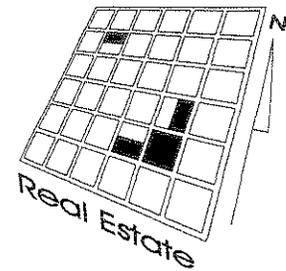
2008 – Present

Director of Project Management, Certified Assessor Level III

- Responsible for the management of assessment staff to ensure that annual assessment work is completed accurately and in a timely manner.
- Implement policies and training in response to changes in property tax law and assessment practices.
- Supervise the creation of computerized assessment databases to ensure accuracy, completeness and compatibility with statistical analysis.
- Give expert advice to other assessors and staff regarding appraisal practices and assessment law.
- Work as part of the management team to efficiently operate the company.

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2003 -- 2008

Project Manager

- Perform all statutory duties of the municipal assessor on an annual basis.
- Appraise all types of real estate according to professionally accepted appraisal practices.

2003 – 2008 Project Manager (continued)

- Act as primary contact for municipal client, including answering questions, speaking at council meetings, composing letters, and educating municipal officials about the assessment process.
- Provide training and supervision of assessment staff throughout the assessment process.
- Monitor the Municipality's assessment compliance level with respect to Department of Revenue equalized value.
- Perform annual sales ratio studies for residential commercial and agricultural property.
- Defend assessed values at Board of Review, Department of Revenue appeals and circuit court.
- Manage all stages of municipal revaluation programs and monitor the process for accuracy, professionalism and quality control.

1999 - 2003

Staff Appraiser

- Physically inspect and appraise residential, agricultural and commercial properties.
- Analyze and develop land values based on stratified sales data.
- Appraise residential property using the cost approach and sales comparison approach
- Explain and discuss assessed values with property owners during the Open Book process.

Education

University of Wisconsin, Madison

Bachelor of Arts, 1999

Certifications

Assessor III Certification – WI77308CA - 2010

Assessor II Certification – WI77308CA - 2003

Assessor I Certification – WI77308CA - 2001

Continuing Education

IAAO Course 112 – Income Approach to Valuation II

December, 2014

IAAO Course 102 – Income Approach to Valuation

September, 2013

IAAO 932 Reconstructing Income & Expense Statements

March, 2013

Instructor - Three Appraisal Reports Conforming to USPAP Standard 6

September, 2012

June, 2012

Successful Public Relations for Assessors

December, 2012

IAAO Course 311 – Residential Modeling Concepts

March, 2012

IAAO Course 101 – Fundamentals of Real Property Appraisal

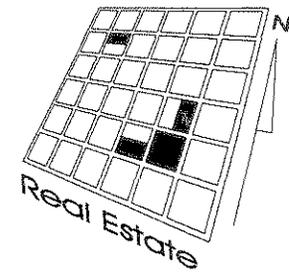
March, 2012

Unique Commercial Buildings

March, 2012

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



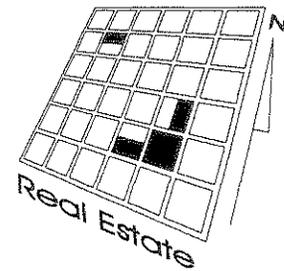
IAAO Course 400 – Assessment Administration	December, 2011
IAAO Course 300 – Fundamentals of Mass Appraisal	October, 2011
USPAP 15 Hour National Course 2010-11	October, 2010
Instructor - Unique Commercial Buildings	September, 2010
Discounted Cash Flow & Band of Investment	June, 2010
Downtown Redevelopment in a Tax Incremental District	September, 2009
Property Tax Exemptions	September, 2009
Assessor Requirements & the Wisconsin Property Assessment	September, 2009
Preparing for a S. 70.85 Assessment Appeal	April, 2009
Using the Latest Mapping & GIS Tech. for Appraisal Purposes	April, 2009
Sales Validation with Foreclosure Issue Focus	March, 2009
Wisconsin Tax Policy for Assessors	March, 2009
Mega Dairy Farms	September, 2007
Appraising Convenience Stores	March, 2005

Professional Memberships

International Association of Assessing Officers
Wisconsin Association of Assessing Officers

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Luke T. Mack

Associated Appraisal Consultants, Inc.
1314 West College Avenue
Appleton, WI 54914

Summary of Qualifications

SUMMARY: A skilled and experienced municipal Assessor, having successfully performed over 30 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages and cities throughout the state of Wisconsin.

Summary of Qualifications

- In depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive and GVS, among others.
- Ability to effectively communicate complex information both orally and in writing with state government, county government, elected officials, municipal staff, the media, and the general public.
- Involved in managing, training and educating of assessment staff.
- Organizational skills to effectively prioritize and manage multiple work projects.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

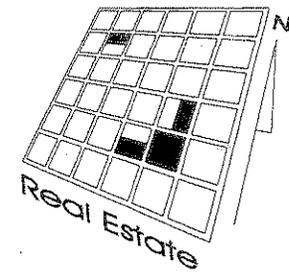
2013 – Present

Project Manager, Assessor II

- Physically inspect interior and exterior of residential, agricultural and commercial properties.
- Explain and discuss assessed values with property owners during the Open Book process.
- Create updated property record cards and digital computer records.
- Review property assessments.
- Review mapping, DNR wetlands and investigate any zoning or buildable lot restrictions.
- Record and file information on property sales, property splits, building permits, class changes and new construction.
- Create computerized sketches of dwellings and commercial buildings on Apex software.

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



- Create maps and map detailing relative to legal descriptions of real estate.
- Perform and monitor data entry of property records into computerized format.

Luke Mack Resume (continued)

- Balance the assessment roll with the County Tax Lister to ensure exact correctness of assessments for tax billing.
- Prepare assessment notices and mail to taxpayers.
- Answer questions and concerns from taxpayers, realtors and municipal officials

2011 – 2013

Project Technician Supervisor

- Responsible for training new and current technicians on changes in statutes, policies and CAMA software updates/upgrades
- Liaison between project managers and technicians
- Responsible for oversight of day to day activities of project technicians
- Responsible for answering questions in absence of project managers
- Responsible for working with the Department of Revenue on submission of reports including Municipal Assessment Report (MAR) and TID Assessment Report (TAR)

2007 – 2011

Project Technician

- Maintain and balance computerized assessment databases.
- Record and file information on property sales, property splits, building permits, class changes and new construction.
- Create computerized sketches of dwellings and commercial buildings on Apex software.
- Create maps and map detailing relative to legal descriptions of real estate.
- Perform and monitor data entry of property records into computerized format.
- Make all pertinent changes to the property record and assessment roll after field work is completed.
- Balance the assessment roll with the County Tax Lister to ensure exact correctness of assessments for tax billing.
- Prepare assessment notices and mail to taxpayers.
- Create the annual assessors final report for the Department of Revenue.
- Answer questions and concerns from taxpayers, realtors and municipal officials.

Education

University of Wisconsin Oshkosh – Oshkosh, Wisconsin

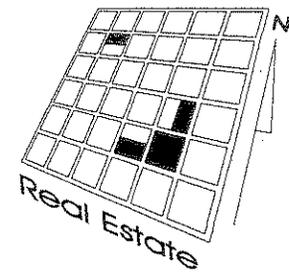
Certifications

Assessor II Certification - WI71164CA - 2020

Assessor I Certification – WI71164CA - 2017

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



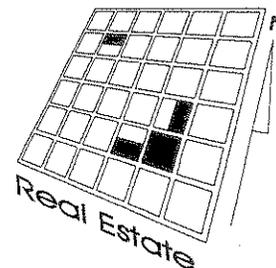
Assessment Technician Certification – # WI71164CA - 2017

Continuing Education

IAAO Course 101 – Fundamentals of Real Property Appraisal	October, 2013
Market Drive 2013 Overview & Sales	October, 2012
Real Estate Assessments	October, 2012
Preparing & Filing MAR & TAR & Configuring Cost Models	October, 2012
Listing & Valuing Commercial Properties	October, 2012
Using the Electronic Real Estate Transfer Return System	September, 20

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Mark R. Verhyen

Associated Appraisal Consultants, Inc.
1314 West College Avenue
Appleton, WI 54914

SUMMARY: A skilled and experienced municipal assessor and assessment technician. Currently in a leadership role within the Personal Property Tax Department at Associated Appraisal Consultants, Inc. Prior work experience includes work in the construction field.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

2003 – Present

Mobile Home and Personal Property Administrator

- Compile the annual personal property assessment roll.
- Discover and catalog new personal property accounts for local taxable businesses.
- Create, mail, and review the annual personal property returns.
- Determine taxability or exemption of reported personal property.
- Balance the personal property assessment roll with the County Tax Lister to ensure exact correctness of assessments for tax billing.
- Administer mobile home parking permit fees for manufactured home communities.
- Physically inspect, measure and catalog mobile homes for municipal records.
- Appraise mobile homes using valuation schedule with adjustments determined by sales ratio studies.
- Mail, receive and review lottery credit eligibility reports.
- Supervise the personal property assistant and personal property clerk.
- Answer questions and concerns from taxpayers, realtors and municipal officials.

Education

Fox Valley Technical College – Appleton, Wisconsin

Certifications

Assessor I Certification - WI98684CA

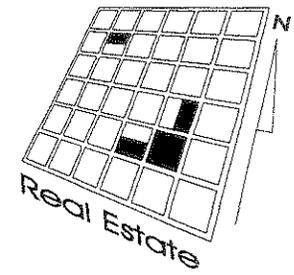
Assessment Technician Certification – WI98684CA

Continuing Education

Mobile Home Municipal Permit Assessments & Personal Property Assessments	October, 2012
AAR Report	October, 2012
Personal Property 201	October, 2012
Personal Property Overview	October, 2004
Dealing with the Taxpayer from Hell (and Other Coping Strategies)	October, 2004

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Professional Memberships

Wisconsin Housing Alliance



CERTIFICATE OF LIABILITY INSURANCE

ASSOC01

OP ID: JV

DATE (MM/DD/YYYY)

11/24/14

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ADEMINO & ASSOCIATES INC DAVID ADEMINO 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 DAVID VAN BOOGARD	920-734-3110	CONTACT NAME:	
	920-734-6027	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : GENERAL CASUALTY	24414
		INSURER B : UNDERWRITERS AT LLOYDS, LONDON	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

INSURED
ASSOCIATED APPRAISAL
CONSULTANTS INC
PO BOX 2111
APPLETON, WI 54912

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	CFB 0859674	11/01/14	11/01/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/ AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		CBA 0859671	11/01/14	11/01/15	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 10,000		CCU 0859673	11/01/14	11/01/15	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	CWC 0859672	11/01/14	11/01/15	<input checked="" type="checkbox"/> WC STATUS/TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	ERRORS & OMISSIONS		PGIARK03504-00	01/12/14	01/12/15	\$500 DED 1,000,000
A	HIRED AUTO PHY DAM		CBA 0859671	11/01/14	11/01/15	\$500 DED 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
ANTIG-1	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE DAVID VAN BOOGARD

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October 1, 2015

AMENDMENT

Proposal for City of Menasha

Page 3 - #I

- A. The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Municipality expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

Page 5 - IV/#C

- C. The Municipality will not be billed for additional expenses such as mileage or supplies. **The Municipality will be billed for postage. Postage expenses shall not exceed One Thousand, Seven Hundred Dollars (\$1,700.00) per year.**

*Language change to reflect previous contract with the City of Menasha.

Signed



Mark Brown
President
Associated Appraisal Consultants

City of Menasha
Calumet/Winnebago Counties
_____, 2015



Agreement for Assessment Services

Prepared for:

City of Menasha

By

Accurate Appraisal, LLC.

AGREEMENT FOR ASSESSMENT SERVICES

Section I

This agreement made this _____ day of _____, 2015 by and between the City of Menasha, Calumet and Winnebago Counties, State of Wisconsin, party of the first part, hereinafter referred to as "Client",

AND

ACCURATE APPRAISAL LLC., PO BOX 415, MENASHA, WI 54952, party of the second part, hereinafter referred to as "Accurate".

SCOPE OF SERVICES

Accurate shall provide the Client with assessing services by Wisconsin Department of Revenue Certified Personnel for the years 2015 (final three months) through July 2018 assessment years which includes the following:

1. Accurate shall update and maintain 100% real property assessment records for the Client. Said service shall include all assessing services so as to comply with all applicable Wisconsin statutes, codes, rules, and/or regulations, including the assessment of all new construction, remodeling, additions and changes relating to improvements removed for any reason such as fire, demolition, etc. through building permits. Accurate shall reapportion value brought about through property splits. In addition, the contract goal shall be that 100% of all improved parcels shall be inspected in a four year inspection cycle commencing January 1, 2016.
2. Accurate shall prepare and mail personal property blotters from a list supplied by the Client of the accounts to be assessed. Accurate will analyze returned personal property blotters from the merchants in order to establish the proper assessment.
3. Accurate shall, without additional expense to the Client, be required to attend Open Book and all Board of Review meetings and shall be responsible for defending all assessments. The Open Book meeting shall be conducted as needed. The meetings shall be scheduled by Accurate with the Clerk. The Open Book meetings shall be completed no later than the agreement date specified in Section III of this agreement.

4. Accurate shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.
5. Accurate shall retain the right to employ additional certified personnel at Accurate's expense as deemed necessary to complete the assessment roll in a timely manner. Responsibility for the content and accuracy of the assessment roll regardless of the use of other personnel shall, however, rest with Accurate.
6. The Client's responsibilities will be to supply Accurate with adequate office space in or near the Client's Hall. Items to be mailed such as, but not limited to, assessor's final report and personal property blotters will be the responsibility of Accurate.
7. The Client will hold harmless Accurate from third claims and liabilities due to the assessment of property except claims or liabilities, which result from the intentional or negligent acts or omissions of Accurate, its employees, agents and representatives, shall be the responsibility of Accurate.
8. This agreement between the Client and Accurate shall be for the aforementioned assessment year beginning October 1st, 2015 and ending July 31st, 2018. It is expected the work will commence with the mailing of personal property blotters and be completed after the final adjournment of the Board of Review and any necessary follow up questions and/or work because of appeals of Board of Review decisions.
9. Accurate shall submit monthly invoices based upon a percentage complete. The Client reserves the right to retain a 10% holdback pending final completion of all terms and conditions of the contract.
10. Accurate shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review.
11. Accurate shall complete its Open Book hearings under this agreement no later than the agreement date, specified in Section III of this agreement, except for delays caused by the Client, county or state. Accurate may request a thirty-day extension to the contract upon written agreement with the Client.

12. Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall be not be less than the amounts listed below in this contract:

INSURANCE COVERAGE

General Liability

General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000
Personal & Adv Injury	\$ 2,000,000
Products-Comp/Op Agg	\$ 4,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

13. Accurate shall consider the cost approach, market approach, and income approach in the valuation of all land and improvements where applicable.
14. Accurate shall use Computer Assisted Mass Appraisal software to accurately provide the Client with records of the maintenance and revaluation. For both residential and commercial valuation, Prolorem software, will be utilized following market data, Volume II of the Assessor manual and Marshall & Swift cost tables. The yearly maintenance fee associated with the use of any program will be at no additional cost to the Client. The data will be available to the public on accurateassessor.com; building data and appointment scheduling will also be available at no additional expense to the Client.
15. Photographs of all improved parcels will be taken digitally at no additional expense to the Client.
16. All expenses incurred by Accurate during the contract such as postage, phone calls, etc....., will be at no additional expense to the Client.
17. Accurate will promote understanding of the assessment process with taxpayers and the Client. The Client and Accurate shall work to maintain good public relations throughout the assessment program.
18. Office hours will be held at City Hall every Tuesday from 8-12 pm and every Thursday from 12-4 pm or equivalent hours as agree to by the Client and Accurate.

Section II

Parcel Totals:

Residential Total = 5,901

Residential Improved = 5,630

Commercial Total = 424

Commercial Improved = 346

Manufacturing Total = 39

Manufacturing Improved = 39

Agricultural = 13

Undeveloped = 2

Agriculture Forest = 1

Forest Lands = 2

Personal Property Accounts total = 427

Section III

Agreement for Maintenance

Provided by Accurate Appraisal, LLC.

For

City of Menasha, Winnebago & Calumet Counties for the assessment years 2015-2018

Dated this _____ day of _____ 2015.

Agreement completion date of July 31st, each year

Fee for services rendered:

Accurate shall be paid the sum of:

2015-2018 Maintenance = \$54,500 per year

This is broken down as \$13,500 for the remainder of 2015, \$54,500 for each year 2016-2017 and \$41,000 for 2018.

Lee T. De Groot
Member
Accurate Appraisal, LLC.

Date

Authorized Client Signature

Date

IMPORTANT INFORMATION

1. Telephone Numbers

- 920-749-8098
- 800-770-3927

2. Fax Number

- 920-749-8099

3. E-Mail Address

- question@accurateassessor.com

4. Mailing Address

- PO Box 415, Menasha, WI 54952
- 1428 Midway Rd., Menasha, WI 54952

5. Website

- www.accurateassessor.com

ACCURATE APPRAISAL, LLC CURRENT CLIENTS

MUNICIPALITY	TYPE	JOB TYPE	COUNTY	ACQUIRED	CONTACT	PHONE #
Menasha	Town	MAINTENANCE	Winnebago	2015	Karen Backman	920-720-7149
Harrison	Village	MAINTENANCE	Calumet	2013	Travis Parish	920-989-1062
Harrison	Town	MAINTENANCE	Calumet	2007	Travis Parish	920-989-1062
Buchanan	Town	MAINTENANCE	Outagamie	2009	Joel Gregozeski	920-734-8599
Combined Locks	Village	MAINTENANCE	Outagamie	2006	Racquel Giese	920-788-7740
Kimberly	Village	MAINTENANCE	Outagamie	2008	Rick Hermes	920-788-7500
Dale	Town	MAINTENANCE	Outagamie	2007	Jennifer DeZeeuw	920-779-4609
De Pere	City	MAINTENANCE	Brown	2005	Dave Hongisto	920-339-4053
Seymour	City	MAINTENANCE	Outagamie	2006	Susan Garsow	920-833-2209
Bovina	Town	MAINTENANCE	Outagamie	2011	Chuck Pluger	920-986-3224
New London	City	MAINTENANCE	Outagamie/Waupaca	2010	Sue Tennie	920-982-8500
Dayton	Town	FULL REVALUATION	Waupaca	2015	Judy Suhs	715-258-0930
Brillion	City	MAINTENANCE	Calumet	2002	Lori Gosz	920-756-2250
Chilton	City	MAINTENANCE	Calumet	2002	Helen Schmidkofer	920-849-2451
Caledonia	Town	MAINTENANCE	Columbia	2009	Angeline Edgar	608-742-4801
Cambria	Village	MAINTENANCE	Columbia	2002	Lois Frank	920-348-5443
Friesland	Village	MAINTENANCE	Columbia	2006	Marcia Dykstra	920-348-5156
Lodi	City	MAINTENANCE	Columbia	2005	Adele Van Ness	608-592-3247
Lodi	Town	MAINTENANCE	Columbia	2009	April Goeske	608-592-4868
Pardeeville	Village	MAINTENANCE	Columbia	2002	Marlo Gustafson	608-429-3121
Poynette	Village	MAINTENANCE	Columbia	2006	Sue Finstad	608-635-2122
Randolph	Town	MAINTENANCE	Columbia	2006	Rod Kok	920-348-5597
Courtland	Town	MARKET REVALUATION	Columbia	2007	Kate Raley	920-992-6585
Dekorra	Town	FULL REVALUATION	Columbia	2009	Vicki Auck	608-635-2014
Portage	City	FULL VALUE MAINTENANCE	Columbia	2001	Marie Moe	608-742-2176
Prairie du Chien	City	MAINTENANCE	Crawford	2012	Barb Elvert	608-326-6406
Berry	Town	MAINTENANCE	Dane	2003	Brenda Kahl	608-767-4152
Blooming Grove	Town	MAINTENANCE	Dane	2003	Mike Wolf	608-223-1104
Blue Mounds	Village	MAINTENANCE	Dane	2009	Mary Jo Michek	608-437-5197
Blue Mounds	Town	MAINTENANCE	Dane	2011	Helen Kahl	608-437-8722
Burke	Town	MAINTENANCE	Dane	2013	Brenda Ayers	608-825-8420
Cross Plains	Town	MAINTENANCE	Dane	2008	Ann Herger	608-798-0189
Deerfield	Town	MAINTENANCE	Dane	2007	Kim Grob	608-764-2608
Medina	Town	MAINTENANCE	Dane	2005	Jean Johnson	920-478-2615
Mount Horeb	Village	MAINTENANCE	Dane	2007	Cheryl Sutter	608-437-6884
Perry	Town	MAINTENANCE	Dane	2006	Mary Price	608-832-6877
Primrose	Town	MAINTENANCE	Dane	2012	Jamie Baker	847-567-8400
Shorewood Hills	Village	MAINTENANCE	Dane	2008	Cokie Albrecht	608-267-2680
Albion	Town	MARKET REVALUATION	Dane	2009	Julie Hanewall	608-884-8974
Madison	Town	FULL VALUE MAINTENANCE	Dane	2008	Renee Schwaas	608-210-7260
McFarland	Village	FULL VALUE MAINTENANCE	Dane	2009	Tracey Berman	608-838-3153
Monona	City	FULL VALUE MAINTENANCE	Dane	2005	Joan Andrusz	608-222-2525
Oregon	Village	FULL VALUE MAINTENANCE	Dane	2004	Peggy Haag	608-835-3118
Pleasant Springs	Town	FULL VALUE MAINTENANCE	Dane	2002	Cassandra Clerklin	608-873-3063
Stoughton	City	FULL VALUE MAINTENANCE	Dane	2002	Maria Hougan	608-873-6692
Cambridge	Village	MAINTENANCE	Dane/Jefferson	2001	Lisa Moen	608-423-3712
Edgerton	City	FULL VALUE MAINTENANCE	Dane/Rock	2007	Cindy Hegglund	608-884-3341
Fox Lake	Town	MAINTENANCE	Dodge	2006	Mason Zantow	920-928-3573
Iron Ridge	Village	MAINTENANCE	Dodge	2010	Arlette Lindert	920-387-3975
Beaver Dam	City	FULL VALUE MAINTENANCE	Dodge	2001	John Somers	920-887-4600
Eldorado	Town	MAINTENANCE	Fond Du Lac	2010	Lori Linger	920-872-5071
Lancaster	City	MAINTENANCE	Grant	2009	Dave Knrihara	608-723-4246
Platteville	City	MAINTENANCE	Grant	2012	Jan Martin	608-348-1821
Brodhead	City	MAINTENANCE	Green/Rock	2009	Roseann Meixelsperger	608-897-4018
Sullivan	Village	MAINTENANCE	Jefferson	2002	Dale Horton	262-593-2388
Jefferson	City	FULL VALUE MAINTENANCE	Jefferson	2006	Tanya Stewart	920-674-7700
Whitewater	City	FULL VALUE MAINTENANCE	Jefferson/Walworth	2008	Michele Smith	262-473-0500
Silver Lake	Village	MAINTENANCE	Kenosha	2012	Terry Faber	262-889-4308
Twin Lakes	Village	MAINTENANCE	Kenosha	2014	Jennifer Pollitt	262-877-2858
Upham	Town	MARKET REVALUATION	Langlade	2002	Leah Antoniewicz	715-275-4229
Cleveland	Village	MAINTENANCE	Manitowoc	2006	Stacy Granwald	920-693-8181
Kronenwetter	Village	MAINTENANCE	Marathon	2012	Cindy Falkowski	715-693-4200
Marathon	Town	MAINTENANCE	Marathon	2001	Janet Schneider	715-443-6913
Menominee	Town	MAINTENANCE	Menominee	2009	Ruth Waupoose	715-799-3311
Glendale	City	MAINTENANCE	Milwaukee	2009	John Fuchs	414-257-1800
Shorewood	Village	FULL VALUE MAINTENANCE	Milwaukee	2014	Chris Swartz	414-847-2701
Cudahy	City	FULL VALUE MAINTENANCE	Milwaukee	2015	Dennis Broderick	414-769-2204
Bayside	Village	FULL VALUE MAINTENANCE	Milwaukee/Ozaukee	2006	Lynn Galyardt	414-351-8812
Pine Lake	Town	MAINTENANCE	Oneida	2006	Cindy Skinner	715-362-6071
Belgium	Village	MAINTENANCE	Ozaukee	2009	Katie Olsen	262-285-7931
Saukville	Village	MARKET REVALUATION	Ozaukee	2006	Dawn Wagner	262-284-9423
Prescott	City	MAINTENANCE	Pierce	2009	Jayne Brand	715-262-5544
Burlington	City	FULL VALUE MAINTENANCE	Racine/Walworth	2012	Dianne Halbach	262-342-1171
Beloit	Town	MAINTENANCE	Rock	2004	Karry Devault	608-364-2980

ACCURATE APPRAISAL, LLC CURRENT CLIENTS

MUNICIPALITY	TYPE	JOB TYPE	COUNTY	ACQUIRED	CONTACT	PHONE #
Rock	Town	MAINTENANCE	Rock	2009	Deb Bennett	608-362-0598
Union	Town	MAINTENANCE	Rock	2005	Regina Ylvisaker	608-882-0285
Fulton	Town	MARKET REVALUATION	Rock	2006	Connie Zimmerman	608-868-4103
Milton	City	FULL VALUE MAINTENANCE	Rock	2004	Michelle A Ebbert	608-868-6900
West Baraboo	Village	MAINTENANCE	Sauk	2015	Kathy Goerks	608-356-2516
Angelica	Town	MAINTENANCE	Shawano	2008	Janet Powers	920-822-5554
Green Valley	Town	MAINTENANCE	Shawano	2006	Janalee Jenerou	715-745-2699
Wescott	Town	MAINTENANCE	Shawano	2009	Angela Vreeke	715-526-9755
Sheboygan Falls	Town	MAINTENANCE	Sheboygan	2009	Jenny Meyer	920-467-1922
Darien	Town	MAINTENANCE	Walworth	2009	Marilyn Larson	262-882-3393
Delavan	Town	MAINTENANCE	Walworth	2012	John Olson	262-728-3471
Geneva	Town	MAINTENANCE	Walworth	2009	Debra Kirch	262-248-8497
Richmond	Town	MAINTENANCE	Walworth	2006	Barb Ceas	608-883-2017
Spring Prairie	Town	MAINTENANCE	Walworth	2009	Debbie Collins	262-642-7477
Sugar Creek	Town	MAINTENANCE	Walworth	2002	Diane Boyd	262-742-3383
Walworth	Village	MAINTENANCE	Walworth	2007	Donna Schut	262-275-2127
Fontana	Village	MARKET REVALUATION	Walworth	2005	Dennis Martin	262-275-6136
Elkhorn	City	FULL VALUE MAINTENANCE	Walworth	2001	Sam Tapson	262-723-2219
Lake Geneva	City	FULL VALUE MAINTENANCE	Walworth	2005	Mike Hawes	262-249-4092
Farmington	Town	MAINTENANCE	Washington	2012	Chris Schellinger	262-447-1018
Hartford	City	FULL REVALUATION	Washington	2011	Lori Hetzel	262-673-8201
Germantown	Village	MARKET REVALUATION	Washington	2009	Dave Schornack	262-250-4750
Hartland	Village	MARKET REVALUATION	Waukesha	2007	Connie Casper	262-367-2714
Sussex	Village	FULL VALUE MAINTENANCE	Waukesha	2008	Sue Freiheit	262-246-5211
Rose	Town	MAINTENANCE	Waushara	2005	Lois Kolka	920-622-3765

References

Lori Gosz, City Administrator
City of Brillion
130 Calumet Street
Brillion, WI 54110
920-756-2250

Marie Moe, City Clerk
City of Portage
115 W Pleasant St.
Portage, WI 53901
608-742-2176

Dave Hongisto, Building Inspector
City of DePere
335 S. Broadway St.
DePere, WI 54115
920-339-4053

Helen Schmidlkofer, City Clerk
City of Chilton
42 School St.
Chilton, WI 53014
920-849-2451

John Somers, Finance Director
City of Beaver Dam
205 S Lincoln Ave.
Beaver Dam, WI 53916
920-887-4600

Basic Information Requirements

- a) Name of firm: Accurate Appraisal LLC
- b) Name and title: Lee De Groot, Owner
- c) Mailing Address: PO Box 415 Menasha, WI 54952-0415 E-Mail Address: leed@accurateassessor.com
- d) Telephone and Fax numbers: P 920-749-8098 F 920-749-8099
- e) I, Lee De Groot, have the authority to commit my firm to the terms proposed.

Business Philosophy

In an effort to deliver a high level of service to our clients, Accurate has created an operational philosophy that ensures that clients are the focus of everything we do. Customer service is the main priority of Accurate. Our goal is to inform and educate the taxpayers, so that all constituents feel like they have been treated fairly and equitably. We will do everything we can to execute this plan.

Basic Qualifications and Experience

- a) We are a statewide assessing firm that is the statutory assessor for 98 municipalities (list and contact information attached). We started our business in the fall of 2000 and now we have 22 full-time employees at Accurate Appraisal LLC - 10 of which are State certified Level 2, 6 are Level 1 and 4 have the Technician certification. We will have specific contacts for your account to allow for seamless transition (resumes attached).
- b) The primary management contact person is Lee De Groot, supported by a level 2 project manager, as well as a level 2 personal property coordinator.
- c) Resumes for Lee De Groot, and Jim Danielson, owners are enclosed.

Our Proposed Rates

- a) Our rate is an all inclusive annual flat rate

Accurate Appraisal, LLC. Team

1. **Lee De Groot**-Member-State Certified Level 2 Assessor
2. **Jim Danielson**-Member-State Certified Level 2 Assessor
3. **Wayne Koehler**-Project Manager-State Certified Level 2 Assessor
4. **Paul Mauel**-Field Manager-State Certified Level 2 Assessor
5. **Lonnie Belcher**-Field Manager-State Certified Level 2 Assessor
6. **Paul Kiefer**-Field Team-State Certified Level 2 Assessor
7. **Gary Doering**-Field Team-State Certified Level 1 Assessor
8. **Jeff De Groot** – Field Team-State Certified Assessment Technician
9. **Brad Cupp** – Senior Appraiser-State Certified Level 2 Assessor
10. **Barb Wroblewski** – Senior Appraiser- State Certified Level 2 Assessor
11. **Kyle Hayes** – Office Team – State Certified Level 1 Assessor
12. **Ryan Wilson** – Project Manager/Office Team – State Certified Level 2 Assessor
13. **Addie Ebert** – Personal Property Director – State Certified Level 2 Assessor

- 14. Bill Gaber** – Logistic Coordinator – State Certified Level 1 Assessor
- 15. Sherry Crain**-Office Team-State Certified Level 1 Assessor
- 16. Deb Dedman**-Office Team-State Certified Level 1 Assessor
- 17. Traci Hauser**-Data Entry Team-State Certified Assessment Technician
- 18. Jamie Busha**-Personal Property Specialist-State Certified Level 1 Assessor
- 19. Terri Muskevitsch**-Office Team – State Certified Assessment Technician
- 20. Rick Peters**-Office Coordinator – State Certified Assessment Technician
- 21. Brooklyn Petit** – Office Team
- 22. Patti Peters** – Office Team

Lee T. De Groot

Employment

Accurate Appraisal LLC., Appleton, WI.

Member (June 2000 – Present)

- Current projects: City of Beaver Dam, City of Portage, City of Lake Geneva, City of Stoughton, City of Glendale, City of Brodhead, City of Brillion, City of Chilton, City of Jefferson, City of Elkhorn, City of Monona, City of Edgerton, City of Milton, City of Lodi, City of De Pere, City of Lancaster, City of Prescott, Village of Saukville, Village of Fontana, Village of Bayside, Village of Hartland, Village of Sussex, Village of Germantown, Village of Kimberly, Village of Belgium, Village of Mount Horeb, Village of Cambridge, Village of Sullivan, Village of Pardeeville, Village of Cambria, Village of Oregon, Village of Blue Mounds, Village of Cleveland, Village of Combined Locks, Village of Friesland, Village of Poynette, Village of Walworth, Village of Shorewood Hills.
- Company is Statutory Assessor for 99 municipalities statewide.
- Relegating and managing an assessor crew.
- Residential and commercial valuing.
- Open Book and Board of Review Sessions.
- Developed software program.
- Experienced in GVS, Microsolve, and PC Market Drive software.
- Assessor since 1993.

Education

University of Wisconsin – Oshkosh, Bachelor of Science (May 1991)

Major: Political Science, emphasis in Public Administration.

Minor: Business Administration.

Assessor Certification

State of Wisconsin Certified Level 2 Assessor # JQL722814D.

James Danielson

Employment

Accurate Appraisal LLC., Appleton, WI.

Member (June 2000 – Present)

- Largest Current Projects: City of Beaver Dam, City of Portage, City of Lake Geneva, City of Stoughton, City of Glendale, City of Brodhead, City of Brillion, City of Chilton, City of Jefferson, City of Elkhorn, City of Monona, City of Edgerton, City of Milton, City of Lodi, City of De Pere, City of Lancaster, City of Prescott, Village of Saukville, Village of Fontana, Village of Bayside, Village of Hartland, Village of Sussex, Village of Germantown, Village of Kimberly, Village of Belgium, Village of Mount Horeb, Village of Cambridge, Village of Sullivan, Village of Pardeeville, Village of Cambria, Village of Oregon, Village of Blue Mounds, Village of Cleveland, Village of Combined Locks, Village of Friesland, Village of Poynette, Village of Walworth, Village of Shorewood Hills.
- Company is Statutory Assessor for 99 municipalities statewide.
- Relegating and managing an assessor crew.
- Residential and commercial valuing.
- Open Book and Board of Review Sessions.
- Developed software program.
- Experienced in GVS, Microsolve, and PC Market Drive software.

Education

University of Wisconsin – Stevens Point, Bachelor of Science

Major: Business Administration.

Minor: Economics

Assessor Certification

State of Wisconsin Certified Level 2 Assessor # JQG020214D

Ken Saiki Design, Inc

Standard Terms & Conditions for Professional Services

Preliminary Provisions

Date

This Agreement is made as of September 24, 2015, between the Client and the Landscape Architect for Landscape Architectural Services as provided herein.

Client

City of Menasha Community Development Department

NAME

140 Main St. Menasha, WI 54952

ADDRESS / CITY / STATE / ZIP

Landscape Architect

KEN SAIKI DESIGN, INC

ENTITY SOLE PRACTITIONER, PARTNERSHIP, CORPORATION

303 S. PATERSON ST SUITE ONE

ADDRESS

MADISON, WI 53703

CONTACT INFORMATION

Project

Ken Saiki Design shall provide the Services as described in Ken Saiki Design's proposals, to which these Terms and Conditions are attached for the specified Project, incorporated herein by reference.

Compensation

Compensation for the Scope of Services to be performed under this Agreement shall be the stipulated sum of \$34,690.00.

Article 1

Landscape Architectural Services

1.1 Standard of Care

The Landscape Architectural Services shall be performed with care and diligence in accordance with the professional standards appropriate for a project of the nature and scope of this Project.

1.2 Scope of Services

Landscape Architectural Services to be provided under this Agreement are described in Attachment A and B. Exceptions which are not included in contracted documents are Traffic Signaling and Modeling. These services and data will be provided by the client.

1.3 Supplemental Services

Supplemental Services are beyond the scope of the basic Scope of Services, and when requested in writing by the Client, shall entail additional compensation beyond the Compensation stated in the attached proposal. Supplemental Services under this Agreement expressly include but are not limited to:

- A. Synchro modeling for three intersections and traffic signal warrant analysis for Main/Mill intersection.
- B. Traffic counts
- C. Field surveying

1.4 Changes to Approved Services

Revisions to drawings or other documents shall constitute Supplemental Services when made necessary because of Client-requested changes to previously approved drawings or other documents, or because of Client changes to previous budget parameters and/or Project requirements.

1.5 Schedule of Performance

The Client's signature on this Agreement shall be the basis for the Landscape Architect to begin providing services for the Project. The Landscape Architect shall perform the services as expeditiously as is consistent with professional quality.

Article 2

Client's Responsibilities

2.1 Information

The Client shall provide site and other information on which the design is to be based as well as Client's budget parameters for the Project. Survey and base information shall be provided by the Client and may be delivered as separate documents, some in digital form, some as hard copy, only. The Landscape Architect shall be entitled to rely on the accuracy and completeness of information provided by the Client. After obtaining, compiling and reviewing existing information, they will provide an assessment related to adequacy for the project and recommendations for additional information, if required.

2.2 Budget

The Landscape Architect shall reasonably strive to propose designs and prepare documents consistent with the Client's budget parameters. If provided by the Landscape

Architect as a part of the Scope of Services, opinions of probable construction costs are based on the designer's familiarity with the landscape construction industry and are provided only to assist the Client's budget planning; such opinions shall not be construed to provide a guarantee or warranty of the actual construction costs at the time construction bids are solicited or construction contracts negotiated.

2.3 Approvals

The Client's decisions, approvals, reviews, and responses shall be communicated to the Landscape Architect in a timely manner so as not to delay the performance of the Landscape Architectural Services.

2.4 Project Permit and Review Fees

The Client shall pay all fees required to secure jurisdictional approvals for the Project.

Article 3

Ownership of Documents

The Landscape Architect shall be deemed the author and owner of all documents and deliverables developed pursuant to this Agreement and provided to the Client by the Landscape Architect (collectively, the "Design Materials"). Subject to payment by the Client of all fees and costs owed to the Landscape Architect, the Landscape Architect grants to the Client a nonexclusive license to reproduce the Design Materials solely for the construction and use of the Project.

Article 4

Landscape Architect Compensation

4.1 Compensation for the Landscape Architectural Services performed under this Agreement shall be the stipulated sum indicated in the Preliminary Provisions plus Reimbursable Expenses as defined below. Supplemental Services, when requested in writing by the Client, shall entail additional compensation to be determined on an hourly basis or on the basis of a negotiated fee.

4.2 Reimbursable Expenses in the form of Travel Expenses are included as an allowance in the lump sum amount as described in the proposal Attachment B.

4.3 Monthly payments to the Landscape Architect shall be based on (1) the percentage of the Scope of Services completed, and shall include payments for (2) Supplemental Services performed, and (3) Reimbursable Expenses incurred.

4.4 Payments are due and payable 30 days from the date of the Landscape Architect's invoice. Invoiced amounts unpaid 45 days after the invoice date shall be deemed overdue and

shall accrue 1.5% interest per month. At the Landscape Architect's option, overdue payments may be grounds for termination or suspension of services.

**Article 5
Indemnification**

Client and Landscape Architect each agree to indemnify and hold harmless the other, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Client and Landscape Architect, they shall be borne by each party in proportion to its negligence.

**Article 6
Dispute Resolution**

6.1 If a dispute arises out of or relates to this Agreement, the parties shall endeavor to resolve their differences first through direct discussions. If the dispute has not been settled within 14 days of the initial discussions, the parties shall submit the dispute to mediation, the cost of which shall be shared equally by the parties.

6.2 Nothing in these provisions shall limit rights or remedies not expressly waived under applicable lien laws.

**Article 7
Suspension/Termination**

This Agreement may be terminated by either party on 7 days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination, provided the defaulting party has not cured or in good faith diligently commenced to cure the breach during the 7-day notice period.

**Article 8
Other Terms and Conditions**

8.1 Assignment

Neither party shall assign their interest in this Agreement without the express written consent of the other, except as to the assignment of proceeds.

8.2 Governing Law

The law in effect at the Landscape Architect's principal place of business shall govern this Agreement.

8.3 Complete Agreement

This Agreement represents the entire understanding between the Client and the Landscape Architect and supersedes all prior negotiations, representations, or agreements, whether written or oral. This Agreement may be amended only in a writing signed by both the Client and the Landscape Architect.

Ken Saiki Design

Landscape Architect

By: _____

Date: _____

City of Menasha Community Development Department

Client

By: _____

Date: _____

Attachment A
(Modified 09/23/2015)

August 14, 2015

Mr. Greg Keil
Community Development Director
City of Menasha
140 Main Street
Menasha, WI 54952

Dear Mr. Keil,

Thank you for inviting us to submit this statement of qualifications and proposal for your Main Street Pedestrian Walkway Design and Related Improvements. To best address the requirements of the project, we are teaming with two high quality consulting firms, GAI Consultants and Faith Technologies. Ken Saiki Design is currently working with GAI Consultants on a major streetscape and roadway improvement project in Wauwatosa, Wisconsin, which has been exceptionally successful in providing a long range vision for downtown Wauwatosa, supported by a high level of community, staff and stakeholder consensus. GAI will provide civil engineering and is available for surveying, if necessary. Faith Technologies has intimate familiarity with your project site and a clear stake in the success of our work. They will provide lighting design and electrical engineering for the project.

The RFP specifically mentions public art opportunities as an objective. Ken Saiki Design has deep experience working with public artists to integrate their work into public projects of all types, including streetscape, urban highway reconstruction, public buildings and parks. In addition, Julia Schilling, a member of our staff is a practicing public artist. She will join our team to provide the artist's perspective for our work. We also have excellent working relationships with other artists using multiple media, and could introduce appropriate artists to the project if needed.

I've crafted an approach, schedule and fee structure that specifically addresses your 60 day preferred schedule, the budget as we understand it today, and the scope of work needed to meet the city's obligation to the developer for access. Further, our approach will paint a vision for the future of this area in Downtown Menasha. We are excited about the opportunities this project can envision and move toward reality.

Please consider our team and approach for your project. I look forward to speaking with you further and answering any questions you might have.

Sincerely,



Ken Saiki, President

Cc: Mike Payant, GAI
Vince Treague, Faith Technologies

Attachment A

(Modified 09/23/2015)

Project Understanding

Based on your Request for Proposals, a brief site visit and meeting with you and Kevin Englebert, I have outlined the following project understanding.

1. The project will analyze pedestrian crossing of Main Street at mid-block and at the intersection of Main and Mill Streets.
2. The project will study improvements to the existing mid-block pedestrian access corridor to better connect the new parking ramp to the One Menasha Center Office Tower.
3. The project will design a public outdoor space at the terminus of Mill Street, intended to connect the riverwalk to the downtown.
4. A preliminary project budget for construction is \$150,000 for the pedestrian connection improvements between the parking ramp and the Office Tower. This budget includes replacing curb and gutter, sidewalk and streetscape improvements around the Office Tower on Main Street and Mill Street.

A preliminary project budget of \$50,000 has been established for the Mill Street Terminus.

5. The 60 day schedule required in the RFP addresses the need to complete the improvements for a May, 2016, opening of the parking ramp and Office Tower.
6. The city will create a steering committee to guide the project design. This steering committee will consist of city staff, neighborhood stakeholders and others to offer input and evaluation of design options. City staff will ultimately advance project recommendations to appropriate committees and council for approval.

Initial Observations

In a typical design process we would hold initial impressions until we've had a chance to get a more detailed understanding of the project parameters, obtain stakeholder input and review existing and historic information about the project area. Given the schedule and budget requirements, however, initial observations have led us to the project approach and process we are proposing for the project.

- Curb and gutter, sidewalk and pedestrian lights have been removed on the west side of Mill Street and south side of Main Street for building construction. These elements will be reconstructed as part of this project.

Attachment A

(Modified 09/23/2015)

- Stamped and colored concrete crosswalks are typical in this area, but they have reached the limit of their life cycle. Whether or not this pattern should be continued should be evaluated.
- Plans received for One Menasha Center show the sidewalk width expanded from the pre-existing condition. Mill Street width has been decreased. Mill Street pavement seems to be in acceptable condition, but does the new pavement width suggest a new cross section to resolve the roadway crown location and drainage, and is there an opportunity in rebuilding the street to rectify the steep cross slope on the east side sidewalk? Does traffic volume require left turn and right turn lanes for vehicles northbound on Mill Street, or is there an opportunity to have a bump out at the Main Street intersection to facilitate pedestrian crossing?
- Complete reconstruction of Mill Street seems to be beyond the initial budget, but was that the project intent?
- The riverwalk is about four feet below the current terminus of Mill Street. Two stairways connect the end of Mill St. to the riverwalk. Does a reconstructed Mill Street provide an opportunity to modify grades and create an accessible public space link to the riverwalk?
- At Mill Street the riverwalk has a plaza space with donor recognition pavers. Some of these pavers have aged, some names no longer readable. Should this project repair, replace, reorganize these pavers?
- The midblock pedestrian corridor is paved and lighted, but is showing its age. Plantings are present, but do little to enhance the space. The north end of the corridor has an assortment of dumpsters located somewhat randomly, and would need a better location to make the corridor more attractive and safe.
- Single unit pedestrian lights exist in the middle of the space. Our team will analyze the photometrics of the corridor and provide recommendations related to safety, uniformity in comparison with street/sidewalk lighting levels.
- Street furniture is showing age, particularly the wood slats on benches.

Project Approach

The schedule is the immediate challenge and drives our approach, application of resources and our fee. Our intent is to provide necessary design documents to establish a safe and improved pedestrian connection between the parking ramp and the Office Tower within the project design and construction schedule, and budget.

We feel there are opportunities and idiosyncrasies within the existing conditions that suggest that a more inclusive and wider reaching conversation about the possibilities and consideration of design options, clearly outside the preliminary budgets for construction, that will better serve the neighborhood over time. We feel these opportunities, yet to be fully fleshed out, are part of our responsibility in this project. We feel we all should be asking these

Attachment A

(Modified 09/23/2015)

questions ahead of this project's significant investment to explore an overall vision, while still accomplishing the project's functional requirements related to access and circulation. We also understand that these opportunities should be explored, at a conceptual level, during our 60 day project schedule.

Task 1 – Obtain Existing Information (Week 1-2)

We understand "survey" information is likely to come in separate documents, some in digital form, some as hard copy, only. We will assemble these documents and provide an overall, digital, base for our work. If it is determined that the available information is not sufficient or has inconsistencies, we are available to conduct field survey as needed as an additional service.

Analysis of Main Street traffic and pedestrian crossing can best be determined and defended with traffic data, i.e. vehicle counts at streets and counts of turning movements at intersections. We can estimate pedestrian movements based on employee counts and parking spaces. Our proposal does not include doing field work to create traffic counts, but if necessary, our team can provide that work as an additional service.

After obtaining, compiling and reviewing existing information, we will provide an assessment related to adequacy for the project and recommendations for additional information, if required.

We will review project status with city staff and prepare for the upcoming workshop. We will also inspect the reclaimed building materials, take additional photographs and measurements to have that information available for the workshop.

Task 2 – Analysis of Existing Information (Week 2)

We will compile the existing information into usable forms for our analyses prior to the opportunities workshop. Assuming existing information is sufficient our analyses will include:

- Photometric analysis of existing lighting in the midblock pedestrian connection and a typical streetscape section.
- Overall neighborhood aesthetic quality, existing conditions and components.
- Grade, drainage and circulation slope for project area.

Task 3 – Opportunities Workshop (Week 3)

We will bring our team to Menasha for a two-day interactive design workshop. We will meet with the steering committee in a input session to gain insight into goals and objectives for the project. We will present our initial impressions, analyses and compare ideas. We will walk the project site. The

Attachment A

(Modified 09/23/2015)

project team will develop design options through the two day workshop and present the results at the end of the second day. Products will include plans, sketches, pictures of precedents and other visualization tools to communicate ideas.

Workshop activities will include exploration of all of the project design areas and adjacent properties and activities. We will also conduct a dedicated public art brainstorming session as a starting point for exploring the possibilities of integrated public art elements within the master plan and possibly phase I implementation.

We will close the workshop by reconvening the steering committee to report our findings, explore design options and implementation phasing. The 60 day schedule requires decision on the general direction of a long term master plan and initial phase priorities. If firm direction cannot be determined, options will be carried into the next task for additional study.

Task 4 – Preliminary Master Plan and Phase I Implementation Plan, Details and Specifications (Week 3 – 5)

Based on direction determined at the close of the opportunities workshop, we will prepare a preliminary master plan and a phase I implementation plan for the project area. The goal is to provide the functional project requirements within phase I, while setting the stage for future implementation of a larger vision for the neighborhood. Ideally phase I implementation work will fall within the initial budget and will not need major modification or removal for full implementation of the master plan, over time.

We will prepare options for both master plan and implementation where needed to further study the implications and opportunities. We will prepare preliminary cost estimates for phase I implementation to be sure we are tracking that budget as the project is further defined and detailed. At this time, we anticipate that phase I implementation **MAY NOT** include final design documentation and construction for:

- Full reconstruction of Mill Street
- Replacement of lighting within the midblock pedestrian corridor
- Full implementation of a public open space corridor and adjoining property owner spaces within the midblock pedestrian corridor area.
- Full implementation of a public open space at the terminus of Mill Street and the riverwalk.

Final scope of construction project will be determined during the project process and is based on the current construction budget of \$200,000.

Task 5 – Steering Committee Review (Week 5)

Attachment A

(Modified 09/23/2015)

Review of preliminary master plan, phase I implementation plans, details, specifications and cost estimates with city staff and steering committee to finalize project decisions.

Task 6 – Final Master Plan and Phase I Bidding Documents (Week 6-8)

The final master plan will include plans, sketches, supporting narrative and a itemized cost estimate in current dollars.

Bid documents for phase I implementation will include plans, details, technical specifications and cost estimate. We assume bid documents and contract for construction will utilize standard city contract and bidding forms/specifications.

Task 7 – Final Review with Steering Committee (Week 8)

We will meet with the Steering Committee to review the final master plan and phase I implementation documents and cost estimates.

Task 8 – Presentation to Council (Week 9)

We will prepare a presentation of the project area master plan and phase I implementation and attend a meeting with the city council to present the project recommendations.

Fee

We will provide the tasks outlined above for a lump sum fee of \$34,690.00 including expenses.

Fees are based on the project process described above and based on a project construction cost of \$200,000 for phase I implementation. Fees are also based on adequacy of existing traffic information, survey and lighting/electrical base information.

Invoices will be prepared monthly with payment due within 30 days. If we are selected we will review the city's standard consultant contract and if appropriate, will use that as the basis of a contract for this project.

Attachment B					
Menasha Main Street Pedestrian Walk					
Ken Saiki Design-Landscape Architects revised proposal 9-14-2015					
Task Description	Principal	Engineering Consultants	Land. Arch	Technician	Comments
	\$140.00/hr.	\$120.00/hr.	\$110.00/hr.	\$70.00/hr.	
Preparation					
project outline - plan/confirm schedule	1				conf. call with city staff to finalize near term schedule, coordinate existing information collection
assemble base materials from city-provide assessment			2	8	
photometric analysis-existing lighting		12			survey check, provide site analysis to design team
Interactive Workshop	8	16	16	8	two day on-site workshop
site inventory/base information check					
walking tour					
stakeholder meetings/interviews					
first impressions charrette					
steering committee preview					
public meeting if desired					
Schematic Design					
Schematic design alternatives	1	4	16	20	
Review meeting with city	2	4	2		
Final Schematic Design/Master Plan, cost estimate and phase I project definition	2	16	20	8	
SECTION SUBTOTAL	14	52	56	44	
	\$1,960.00	\$6,240.00	\$6,160.00	\$3,080.00	
				\$17,440.00	
WORKING DRAWINGS & SPECIFICATIONS					
Bidding and Construction Documents					
Meetings and coordination	2	4	4		two meetings
Site preparation/erosion control plans		1	1	4	tree protection, construction access and staging, erosion control
Site layout plan			2	8	
Site grading plan		2	16		establish finish grades, wall elevations, inlet locations, contours
Civil Engineering		18			allowance based on unknown scope
Lighting/Electrical Engineering		18			allowance based on unknown scope
Planting Plan			2	12	
Site details		2	8	16	
Plan checks and revisions			8	8	
Final Specifications		4	8		
Final Cost Estimate	1	4	4	4	
	3	53	53	52	
	\$420.00	\$6,360.00	\$5,830.00	\$3,640.00	
				\$16,250.00	
	\$2,380.00	\$12,600.00	\$11,990.00	\$6,720.00	
Expenses Allowance				\$1,000.00	travel expenses, only.
TOTAL BASIC SITE SERVICES FEE				\$34,690.00	

ORDINANCE O-16-15

AN ORDINANCE AMENDING TITLE 11, CHAPTER 2
OF THE CODE OF ORDINANCES
(Residential Outdoor Lighting)

Introduced by Alderman Zelinski and Alderman Taylor.

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

SECTION 1: Amend Title 11, Chapter 2 of the Code of Ordinances of the City of Menasha, Wisconsin, by creating Sec.11-2-16, as follows:

Title 11 – Offenses and Nuisances

CHAPTER 2

Offenses Against Public Safety and Peace

...

SEC. 11-2-16 RESIDENTIAL OUTDOOR LIGHTING.

- (a) **PURPOSE.** To minimize “light trespass” or “obtrusive light,” or more specifically to regulate and reduce any nuisance by caused artificial illumination of property and buildings; to mitigate the impact on ecosystems; to promote the safety and welfare of citizens by restricting glare producing sources of light; and generally establish proper levels of lights.
- (b) **APPLICABILITY.** This ordinance applies to all exterior lights installed, erected or maintained on residential parcels.
- (c) **LIGHT TRESPASS.** Any exterior mounted light at a property zoned residential is prohibited except:
 - (1) If the light fixture is mounted below an eave which is not higher than 12 feet from the ground of any structure on the property and the total fixture output measurement is less than 2000 lumens.
 - (2) If the light fixture is mounted below an eave which is higher than 12 feet from the ground of any structure on the property and the total fixture output measurement exceeds 2000 lumens then the light must be fully shielded to prevent glare and be directed no more than 45 degrees above straight down.
 - (3) Any light mounted to a pole below the level of the eave of the primary structure.
 - (4) Any light mounted to a pole above the level of the eave of the primary structure which is service by a public utility company.
 - (5) Landscape lighting less than 2000 lumens per lighting fixture.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this day of , 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

The Wisconsin Model Exterior Lighting Ordinance

March 2003

Introduction –

A lighting ordinance is how a community expresses its expectation for quality lighting. If it is well written, implemented and enforced, the amount of improvement that can be achieved for most communities is phenomenal. Effective shielding standards, as recommended in this model ordinance, can reduce the amount of light escaping into the sky by fifty percent or more, compared to typical unregulated lighting practice. In the majority of cases, these shielding standards will also virtually eliminate glare. In applications where over-lighting has become a common practice (e.g. service station canopies and parking lots), the overall lighting limits recommended in *The Wisconsin Model Exterior Lighting Ordinance*, expressed as “lumens per acre caps”, will reduce unnecessary lighting, glare and stray light by even greater amounts.

Quality lighting returns a sense of balance to the night, and gives a hospitable appearance to our towns and cities when the sun goes down. Quality lighting brings other substantial benefits as well. Lack of glare and excessive illumination improve visibility, especially to the aging eye. Elimination of wasted light saves money, energy and resources, and reduces air pollution, water pollution and carbon dioxide emissions caused by energy production and resource extraction.

Unlike other forms of pollution, the elimination of light pollution in all its forms actually saves money. Quality lighting costs less than bad lighting, everyone wins when lighting is done right. All of us live under the sky, and all of us need quality exterior lighting. Careless use of exterior lighting damages the nighttime environment for everyone, often decreasing security and safety and creating hazards and distraction where none existed without the lighting.

Using the Wisconsin Model Exterior Lighting Ordinance –

The *Wisconsin Model Exterior Lighting Ordinance* does not intend to offer a single solution, appropriate for all communities or situations. It offers instead a guide describing issues relevant to the control of the obtrusive aspects of exterior lighting, and a list of effective regulatory language to mitigate these aspects. The Ordinance is intended for use by a community of any size seeking to write a new, or update an existing, lighting ordinance.

Before modifications are attempted to conform your existing ordinance to the *Model Ordinance* (or any other codes you may be using as guides) the ordinance must be understood. Any ordinance prescribing something as complex and diverse as lighting practices will naturally be somewhat complicated. Complicated ordinances can be difficult ordinances - difficult to understand and difficult to apply, demanding considerable and perhaps unexpected resources of communities.

Good lighting ordinances recognize these facts, and seek approaches to the issues that are as simple to understand and apply as is possible while maintaining effectiveness practicality, enforcement and cost. *The Wisconsin Model Lighting Ordinance* is intended as a guide to writing an ordinance suitable to your community. Issues and priorities will be different in every community, and the ordinance must be adapted to meet your community's needs and desires.

Ordinance Section Explanations

X-X-2 Purpose and Intent

This section sets out the purpose of the lighting ordinance, briefly describing the problems that are to be addressed. In some jurisdictions, this section has been used as an introduction to the general issues of light pollution. If there are explanations desired for the specific approaches or details within the ordinance, they may be worked in to this section.

X-X-3 Conformance with Applicable Codes

A lighting ordinance does not stand alone. Many other state and local codes and ordinances apply to the actions described within it. This section states that the lighting ordinance must be consistent with the provisions of those other codes and ordinances.

X-X-4 Applicability

This is an important section, defining the types of lighting the ordinance will apply to. For example, the ordinance also exempts public roadway lighting. An exemption for public roadway lighting is a practical issue related to the detailed specifications often used for such lighting, which are usually addressed by engineering standards.

The ordinance also exempts certain fixtures containing lamps below a specified output level. This provision seeks to simplify the application of the ordinance by avoiding restrictions and evaluation of such fixtures, which are regarded as having minimal obtrusive impacts even if they are poorly utilized. Existing lighting such lighting is said to be "grandfathered", though the ordinance does require conformance of all lighting after a period of ten years.

X-X-5 Shielding and Total Exterior Light Output Standards

This is the principle section defining lighting standards. Exterior lighting is tremendously diverse, with thousands of users and thousands of designs. Individuals have many ideas of how to light and what lighting is for, thus the ordinance is careful to regulate the impacts of lighting without restricting its use. Lumens per acre limits for commercial areas, or lumens per parcel limits for residential agricultural areas are used to control overall brightness.

X-X-6 Outdoor Advertising Signs

Most civil regulations affecting signage will be contained in a Sign Ordinance, and coordinating the lighting aspects of signage addressed in the Exterior Lighting Ordinance with the Sign Ordinance is essential. It is a good idea to include a reference within the sign ordinance to this section of the lighting ordinance. Lighting of signs is an important lighting issue. After area lighting, commercial sign lighting is one of the largest sources of light in commercial districts. The uplift, glare, and aesthetic impacts of signage depend very strongly on the design of the sign and its lighting.

X-X-7 Shoreland Lighting

Many communities have commercial or residential development along bodies of water. This section provides language to control lighting for boater safety, and for the enjoyment of residents and other users.

X-X-8 Special Uses

These are relatively uncommon, mostly high-intensity lighting uses with large potential obtrusive impacts that justify special treatment. The *Model Wisconsin Exterior Lighting Ordinance* requires professional design for some, which can have cost implications. The temptation to include such technical and specific restrictions in the lighting ordinance for many uses should be resisted, since such a path can lead to inflexibility and the jurisdiction trying to specify, understand and enforce designs and specifications that professional lighting designers take years to learn.

The Ordinance requires that some special uses (athletic fields and display lots) be designed and certified after construction by a registered engineer. Though this requirement may have cost implications for such projects, the relative impact of the professional design on overall cost is usually small.

X-X-9 Submission of Plans and Evidence of Compliance

This section requires that all new and substantially altered lighting be improved prior to installation. The approval process compels the property owner to evaluate exiting lighting, the impact of new lighting, and ensure conformance with the ordinance requirements for types of lighting and illumination levels.

X-X-10 Approved Materials and Methods of Construction or Installation/Operation

This section provides a method for addressing any lighting designs or developments that have not been addressed in the ordinance. It provides a no-cost approach for innovations that otherwise would have to be addressed through the jurisdiction's variance procedures. As written here, the local planning official is suggested as most appropriate, since an official employed by the community is charged with overseeing the community's interests in evaluating the proposal.

X-X-11 Prohibitions

Beyond the lighting standards detailed in the ordinance, it is useful to address some lighting applications that may arise to improve compliance, especially in situations where permits are required. The sale of non-conforming fixtures is prohibited, ensuring that local retailers offer only fixtures that conform to the community's standards for exterior lighting.

X-X-12 Temporary Exemption

Some users of temporary lighting cannot reasonably work within the constraints of the lighting ordinance. Examples are nighttime highway construction crews and carnivals. This section provides a way to address the issues that can be addressed (e.g. highway crews can exercise care in the direction they aim the floodlights), and a way of limiting the time-span for such lighting.

X-X-13 Other Exemptions

Individual communities may have specific preferences in either controlling or exempting lighting that is not explicitly addressed in this Ordinance. Common exemptions have been included in this section.

X-X-14 Definitions

Definitions in a lighting ordinance are the vocabulary of effective lighting control. The definitions included in the Wisconsin Model Exterior Lighting Ordinance have been taken from those commonly used in the lighting profession, and reflect the provision of the Ordinance.

EXTERIOR LIGHTING ORDINANCE

[This model ordinance has been modeled on several lighting ordinances enacted by Wisconsin communities. Both the UW-Extension and the International Dark Sky Association - Wisconsin Chapter support the efforts of communities to improve the quality of the nighttime environment and save energy through regulation of exterior lighting.]

X-X-1	Title
X-X-2	Purpose and Intent
X-X-3	Conformance with Applicable Codes
X-X-4	Applicability
X-X-5	Shielding and Total Outdoor Light Output Standards
X-X-6	Outdoor Advertising Signs
X-X-7	Shoreland Lighting
X-X-8	Special Uses
X-X-9	Submission of Plans and Evidence of Compliance with Ordinance, Subdivision Plats
X-X-10	Approved Materials and Methods of Construction or Installation/Operation
X-X-11	Prohibitions
X-X-12	Temporary Exemption
X-X-13	Other Exemptions
X-X-14	Definitions
X-X-15	Enforcement, Penalties and Remedies

Sec. X-X-1 Title.

This Chapter shall be known as The [municipality name] Exterior Lighting Ordinance

Sec. X-X-2 Purpose and Intent.

It is the intent of this Ordinance to define practical and effective measures by which the obtrusive aspects of excessive and/or careless outdoor light usage can be minimized, while preserving safety, security and the nighttime use and enjoyment of property. These measures will curtail the degradation of the nighttime visual environment by encouraging lighting practices that direct appropriate amounts of light where and when it is needed, increasing the use of energy-efficient sources, and decreasing the wastage of light and glare resulting from over-lighting and poorly shielded or inappropriately directed lighting fixtures.

Sec. X-X-3 Conformance with Applicable Codes.

All outdoor illuminating devices shall be installed in conformance with the provisions of this Ordinance, the Building Code, the Electrical Code, and the Sign Code of the jurisdiction as applicable, and under appropriate permit and inspection.

Sec. X-X-4 Applicability.

(a) **New Uses, Buildings and Major Additions or Modifications.** For all proposed new land uses, developments, buildings, and structures that require a permit, all outdoor lighting fixtures shall meet the requirements of this Ordinance. All building additions or modifications of twenty-five (25) percent or more in terms of additional dwelling units, gross floor area, or parking spaces, either with a single addition or with cumulative additions subsequent to the effective date of this provision, shall invoke the requirements of this Ordinance for the entire property, including previously installed and any new outdoor lighting. Cumulative modification or replacement of

- outdoor lighting constituting twenty-five (25) percent or more of the permitted lumens for the parcel, no matter the actual amount of lighting already on a non-conforming site, shall constitute a major addition for purposes of this section.
- (b) **Minor Additions.** Additions or modifications of less than twenty-five (25) percent to existing uses, as defined in Section (a) above, and that require a permit, shall require the submission of a complete inventory and site plan detailing all existing and any proposed new outdoor lighting. Any new lighting on the site shall meet the requirements of this Ordinance with regard to shielding and lamp type. The total outdoor light output after the modifications are complete shall not exceed that on the site before the modification, or that permitted by this Ordinance, whichever is larger.
 - (c) **Resumption of Use After Abandonment.** If a property or use with non-conforming lighting is abandoned as defined below, then all outdoor lighting shall be reviewed and brought into compliance with this Ordinance before the use is resumed.
 - (d) **Existing Uses and Buildings.** After a period of ten years from the date of enactment of this Ordinance, any lighting in place prior to the enactment date shall come under the provisions of the Ordinance.
 - (e) **Roadways.** Municipal lighting for public roadways is exempt from the provisions of this Ordinance.

Sec. X-X-5 Shielding and Outdoor Lighting Standards.

- (a) All nonexempt outdoor lighting fixtures shall be fully shielded.
- (b) All nonexempt outdoor lighting fixtures shall be placed so as to not cause light trespass or glare beyond the property boundary.
- (c) Any lamp installed on a residential property must be shielded such that glare from the lamp is not directly visible from any other residential property.
- (d) All nonexempt outdoor lighting fixtures shall be of a type and placed so as to not allow any light above the horizontal, as measured at the luminaire.
- (e) Flood or spot lamps must be fully shielded and aimed no higher than 45 degrees above straight down (half-way between straight down and horizontal) when the source is visible from any off-site residential property or public roadway.
- (f) Seasonal decorations using typical unshielded low-wattage incandescent lamps shall be permitted from November 10 through January 30.
- (g) All lighting for commercial, industrial and any other non-residential activities, shall be extinguished between 11:00 p.m. (or when the business closes, whichever is later) and sunrise. Security lighting for these establishments shall conform with the other provisions of this ordinance.
- (h) Each residential single-family detached home or duplex is allowed up to 5,500 total lumens per parcel. Agricultural enterprises are allowed up to 25,000 lumens per parcel. Commercial/industrial or business uses shall not exceed 70,000 lumens per acre.
- (i) All light fixtures that are required to be shielded shall be installed and maintained in such a manner that the shielding is effective as described herein for fully-shielded fixtures.
- (j) Beyond the shielding requirements of this Ordinance, all light fixtures shall be located, aimed or shielded so as to minimize stray light trespassing across property boundaries.
- (k) Multi-use lighting must conform to the shielding and timing restrictions, if any, that apply to the most restrictive included use.

Sec. X-X-6 Outdoor Advertising Signs.

- (a) External illumination for signs shall conform to all provisions of this Ordinance. All upward-directed sign lighting is prohibited.
- (b) Internally illuminated and neon signs.
 - (1) Outdoor internally-illuminated advertising signs must either be constructed with an opaque background and translucent text and symbols, or with a colored (not white, off-white, light gray, cream or yellow) background and generally lighter colored text and symbols. Lamps used for internal illumination of such signs shall not be counted toward the lumen cap.
 - (2) Neon signs shall be treated as internally illuminated signs for the purposes of this Ordinance, and shall not have their luminous outputs counted toward the lumen cap. Neon lighting extending beyond the area considered to be the sign area (as defined in the appropriate Sign Code) shall conform to all provisions of this Ordinance. In particular, such lighting shall be treated as decorative lighting and shall conform to the lumen cap.
 - (3) Other internally-illuminated panels or decorations not considered to be signage according to the appropriate sign code (such as illuminated canopy margins), shall be considered decorative lighting, and shall be subject to the standards applicable for such lighting, including but not limited to the lamp source, shielding standards and lumens per acre cap.
- (c) Illumination for all advertising signs, both externally and internally illuminated, shall be turned off at the curfew times listed herein or when the business closes, whichever is later. Signs subject to curfews are required to have functioning and properly adjusted automatic shut-off timers. Light background (white, off-white, light gray, cream or yellow) internally illuminated signs, installed legally before enactment of this Ordinance, may continue to be used and illuminated but must conform to the curfews as indicated below.

ILLUMINATED SIGN CURFEWS

<u>Sign Type and Land Use Zone (1)</u>	<u>Time</u>
Commercial and Industrial Zoning	
Opaque Background	12 a.m.
Colored Background	12 a.m.
Light Background	10 p.m.
All Residential Zoning	
Opaque Background	11 p.m.
Colored Background	11 p.m.
Light Background	8 p.m.

Sec. X-X-7 Shoreland Lighting.

The purpose of this section is to minimize light pollution of the shoreland environment without significantly inhibiting safety and security.

- (a) This section applies to all lighting on berthing structures, piers or docks or designed to illuminate those structures. Light fixtures which do not conform to these provisions may be allowed with a conditional use permit upon a showing of special circumstances affecting safety, security, or general public interest. Non-conforming lighting in existence on the effective date of this section must be brought into compliance within five (5) years.

- (1) Flashing and rotating lights are prohibited.
- (2) Lighting inside a boathouse and intended to illuminate its interior is permitted.
- (3) Lighting on exteriors of berthing structures, piers or docks shall be fitted with opaque shields to prevent direct visibility of the lamp to persons on public waters or adjacent lands more than 50 feet beyond the berthing structure.
- (4) Lighting not mounted on a berthing structure, piers or docks but designed to illuminate such a structure or its immediate vicinity shall comply with subparagraph 3 above.
- (5) Lighting installed on, or intended to illuminate, seasonally-used berthing structures, piers or docks shall be turned off when not required for safety or security.
- (6) Public marinas may install illuminated signs with opaque shaded or shielded lighting that provide information pertaining to applicable federal state or municipal rules and regulations relating to electrical, fueling, waste and sewage disposal or other safety and environmental matters. Such sign illumination shall not be visible from off the berth structure, piers or docks.

Sec. X-X-8 Special Uses.

(a) Recreational Facilities.

- (1) Lighting for outdoor athletic fields, courts or tracks shall be exempt from the lumens limits of this Ordinance.
- (2) Shielding: Fully shielded lighting is required for fields designed for Class III or IV levels of play (e.g. amateur or municipal league, elementary to high school, training, recreational or social levels). Facilities designed for Class I and II levels of play (e.g. college, semi-professional, professional or national levels) shall utilize luminaires with minimal uplight consistent with the illumination constraints of the design. Where fully shielded fixtures are not utilized, acceptable luminaires shall include those which:
 - a. Are provided with internal and/or external glare control louvers or lenses and installed so as to minimize uplight and offsite light trespass and glare, and;
 - b. Are installed and maintained with aiming angles that permit no greater than five percent (5%) of the light emitted by each fixture to project above the horizontal.
- (3) Illuminance: All lighting installations shall be designed to achieve no greater than the minimal illuminance levels for the activity as recommended by the Illuminating Engineering Society of North America (IESNA RP-6).
- (4) Off-site spill: The installation shall also limit off-site spill (off the parcel containing the sports facility) to the maximum extent possible consistent with the illumination constraints of the design. For Class III and IV levels, a design goal of 5 lux (0.5 fc) at any location on any non-residential property, and 1 lux (0.1 fc) at any location on any residential property, as measurable from any orientation of the measuring device, shall be sought. For Class I and II levels, a design goal of 7.5 lux (0.75 fc) at any location on any non-residential property, and 1.5 lux (0.15 fc) at any location on any residential property, as measurable from any orientation of the measuring device, shall be sought.
- (5) Certification: Every such lighting system design and installation shall be certified by a registered engineer as conforming to all applicable restrictions of this Ordinance.
- (6) Curfew: All events shall be scheduled so as to complete all activity no later than 10:30 p.m. Illumination of the playing field, court or track shall be permitted after the curfew only to conclude a scheduled event that was unable to conclude before the curfew due to unusual circumstances. Field lighting for these facilities shall be turned off within 30 minutes after the last event of the night.

(b) **Outdoor Display Lots.**

- (1) Lighting for display lots shall be exempt from the lumens per acre limits of this Ordinance.
- (2) Shielding: All display lot lighting shall utilize fully shielded luminaires that are installed in a fashion that maintains the fully shielded characteristics.
- (3) Display light lighting shall be installed such that glare from the luminaire is not visible from residential properties.
- (4) Illuminance: the display lot shall be designed to achieve no greater than the minimal illuminance levels for the activity as recommended by the Illuminating Engineering Society of North America (IESNA Rp-33).
- (5) Off-site spill: the display lot shall limit off-site spill (off the parcel containing the display lot) to a maximum of 5 lux (0.5 fc) at any location on any non-residential property, and 0.5 lux (0.05 fc) at any location on any residential property, as measurable from any orientation of the measuring device.
- (6) Certification: Every display lot lighting system design and installation shall be certified by a registered engineer as conforming to all applicable restrictions of this Ordinance.
- (7) Curfew: Display lot lighting exceeding 70,000 lumens per acre (Sec. X-X-5 (h)) shall be turned off no later than 11:00 p.m., or within thirty minutes after closing of the business, whichever is later. Lighting in the display lot after this time shall conform to all applicable restrictions of this Ordinance, including the lumens restrictions.

(c) **Service Station Canopies and Parking Structures.**

- (1) Shielding: All luminaires mounted on or recessed into the lower surface of service station canopies and Parking Structures shall be fully shielded and utilize flat lenses.
- (2) Total Under-Canopy Output: The total light output used for illuminating service station canopies, defined as the sum of all under-canopy initial bare-lamp outputs in lumens, shall not exceed 215 lumens per square meter (twenty lumens per square foot) not limited to luminaires mounted on the lower surface or recessed into the lower surface of the canopy, any lighting within signage or illuminated panels over the pumps, and is to be included toward the total at full initial lumen output.
- (3) The lumen output of lamps mounted on or within the lower surface of a canopy is included toward the lumens per acre according to the method defined in above. Other lighting located under a canopy but not mounted on or within the lower surface is included toward the lumen caps at full initial output.
- (4) Illuminance levels for the interior of parking structures, where interior lighting is visible from outside the structure, shall conform to the IESNA recommendations (RP-20)

- (d) **Generally.** All lighting not directly associated with the special use areas above shall conform to the lighting standards described in this Ordinance, including but not limited to the lamp type and shielding requirements and the lumens limits.

Sec. X-X-9 Submission of Plans and Evidence of Compliance.

- (a) **Submission Contents.** The applicant for any permit required by any provision of the laws of this jurisdiction in connection with proposed work involving outdoor lighting fixtures shall submit (as part of the application for permit) evidence that the proposed work will comply with this Ordinance. Even should no other such permit be required, the installation or modification (except for routine servicing and same-type lamp replacement) of any exterior lighting shall require submission of the information described below. The submission shall contain but shall not necessarily be limited to the following, all or part of which may be part or in addition to the information required elsewhere in the laws of this jurisdiction upon application for the required permit:
- (1) Plans indicating the location on the premises of each illuminating device, both proposed and any already existing on the site;
 - (2) Description of all illuminating devices, fixtures, lamps, supports, reflectors, both proposed and existing. The description may include, but is not limited to catalog cuts and illustrations by manufacturers (including sections where required);
 - (3) Photometric data, such as that furnished by manufacturers, or similar showing the angle of cut off of light emissions.
- (b) **Additional Submission.** The above required plans, descriptions and data shall be sufficiently complete to enable the designated official to readily determine whether compliance with the requirements of this Ordinance will be secured. If such plans, descriptions and data cannot enable this ready determination, the applicant shall additionally submit as evidence of compliance to enable such determination such certified reports of tests as will do so provided that these tests shall have been performed and certified by a recognized testing laboratory.
- (c) **Subdivision Plats.** If any subdivision proposes to have installed street or other common or public area outdoor lighting, submission of the information as described herein shall be required for all such lighting.
- (d) **Lamp or Fixture Substitution.** Should any outdoor light fixture or the type of light source therein be changed after the permit has been issued, a change request must be submitted to the designated official for approval, together with adequate information to assure compliance with this Ordinance, which must be received prior to substitution.
- (e) **Plan Review.** If the designated official determines that the proposed lighting does not comply with this Ordinance, the permit shall not be issued or the plan approved.
- (f) **Certification.** For all projects where the total initial output of the proposed lighting equals or exceeds 70,000 lamp lumens, certification that the lighting, as installed, conforms to the approved plans shall be provided by a certified engineer before the certificate of occupancy is issued. Until this certification is submitted, approval for use of a Certificate of Occupancy shall not be issued for the project.

Sec. X-X-10 Approved Materials, Construction, Installation and Operation.

The provisions of this Ordinance are not intended to prevent the use of any design, material, or method of installation or operation not specifically prescribed by this Ordinance, provided any such alternate has been approved by the designated official. The designated official may approve any such proposed alternate providing he/she finds that it:

- (1) Provides at least approximate equivalence to that applicable specific requirements of this Ordinance.
- (2) Is otherwise satisfactory and complies with the intent of this Ordinance.

Sec. X-X-11 Prohibitions.

- (a) **Sale of Non-Conforming Fixtures and Lamps.** The installation, sale, offering for sale, lease or purchase of any outdoor lighting fixture or lamp the use of which is not allowed by this Ordinance is prohibited.
- (b) **Laser Source Light.** The use of laser source light or any similar high intensity light for outdoor advertising or entertainment, when projected above the horizontal, is prohibited.
- (c) **Searchlights.** The operation of searchlights for advertising purposes is prohibited.
- (d) **Outdoor Advertising Off-Site Signs.** Illumination of outdoor advertising off-site signs is prohibited.

Sec. X-X-12 Temporary Exemption.

- (a) **Request; Renewal; Information Required.** Any person may submit, on a form prepared by the jurisdiction, to the designated official, a temporary exemption request. The request shall contain the following information:
 - (1) Specific Ordinance exemption(s) requested;
 - (2) Duration of requested exemption(s);
 - (3) Proposed location on premises of the proposed light fixture(s);
 - (4) Purpose of the proposed lighting;
 - (5) Information for each luminaire and lamp combination as required herein;
 - (6) Previous temporary exemptions, if any, and addresses of premises thereunder;
 - (7) Such other data and information as may be required by the designated official.
- (b) **Approval; Duration.** The designated official shall have five (5) business days from the date of submission of the request for temporary exemption to act, in writing, on the request. If approved, the exemption shall be valid for not more than thirty (30) days from the date of issuance of the approval. The approval shall be renewable upon further written request, at the discretion of the designated official, for a maximum of one (1) additional thirty (30) day period. The designated official is not authorized to grant more than one (1) temporary permit and one (1) renewal for a thirty (30) day period for the same property within one (1) calendar year.
- (c) **Disapproval; Appeal.** If the request for temporary exemption or its extension is disapproved, the person making the request will have the appeal rights provided by the municipality.

Sec. X-X-13 Other Exemptions.

- (a) **Nonconformance.**
 - (1) Bottom-mounted or unshielded outdoor advertising sign lighting shall not be used beginning five years after enactment of this Ordinance.
 - (2) All other outdoor light fixtures lawfully installed prior to and operable on the effective date of this Ordinance are exempt from all requirements of this Ordinance. There shall be no change in use or lamp type, or any replacement (except for same type and same-output lamp replacement) or structural alteration made, without conforming to all applicable requirements of this Ordinance. Further, if the property is abandoned, or if there is a change in use of the property, the provisions of this Ordinance will apply when the abandonment ceases or the new use commences.
- (b) **State and Federal Facilities.** Compliance with the intent of this Ordinance at all State and Federal facilities is encouraged.
- (c) **Emergency Lighting.** Emergency lighting, used by police, firefighting, or medical personnel, or at their direction, is exempt from all requirements of this Ordinance for as long as the emergency exists.
- (d) **Swimming Pool and Fountain Lighting.** Underwater lighting used for the illumination of swimming pools and fountains is exempt from the lamp type and shielding standards provided herein, though it must conform to all other provisions of this Ordinance.

- (e) **Residential Fixtures.** Outdoor light fixtures attached to residential buildings and located below the eave and less than 2000 lumens are exempt from the provisions of this Ordinance. Light fixtures 2000 lumens and over are not exempt. Outdoor fixtures above the eave, or attached to buildings or poles separate from the residence are not exempt. All spot or flood lights shall be fully shielded to prevent glare and light trespass beyond the property boundary, and directed no more than 45 degrees above straight down.

The acceptability and shielding restrictions applicable to a particular lamp are decided by its initial lumen output, not wattage; check manufacturer's specifications. Examples of lamp types of 2000 lumens and less are:

- 100 Watt Standard Incandescent
- 15 Watt Cool White Fluorescent
- 15 Watt Compact Fluorescent
- 18 Watt Low Pressure Sodium

- (f) **Flags, Lighted.** United States, and State of Wisconsin flags are exempt from the provisions of this Ordinance. All other outdoor lighted flags, such as, but not limited to, decorative and commercial flags shall conform to the provisions of this Ordinance.
- (g) **Holiday lighting.** Holiday lighting is exempt from the provisions of this Ordinance from November 10 until January 30 of the following year.
- (h) **Towers.** Legally required safety lighting for towers shall be exempt from this Ordinance.
- (i) **Airfields and Airports.** These facilities, both commercial and non-commercial, shall be exempt from the provisions of this Ordinance where lighting is used for air safety reasons. All other lighting shall conform to this Ordinance.

Sec. X-X-14 Definitions.

As used in this Ordinance, unless the context clearly indicates otherwise, certain words and phrases used in this Ordinance shall mean the following:

- (a) **Development Project.** Any residential, commercial, industrial or mixed use subdivision plan or development plan which is submitted to the Town for approval.
- (b) **Diffuse.** To spread or scatter widely, or thinly.
- (c) **Direct Illumination.** Illumination resulting from light emitted directly from a lamp or luminaire, not light diffused through translucent signs or reflected from other surfaces such as the ground or building faces.
- (d) **Display Lot or Area.** Outdoor areas where active nighttime sales activity occurs and where accurate color perception of merchandise by customers is required. To qualify as a display lot, one of the following specific uses must occur: automobile sales, boat sales, tractor sales, building supply sales, gardening or nursery sales, assembly lots, swap meets. Uses not on this list must be approved as display lot uses by the municipality.
- (e) **Flood Lamp.** A specific form of lamp designed to direct its output in a specific direction (a beam) but with a diffusing glass envelope. Such lamps are so designated by the manufacturers and are typically used in residential outdoor area lighting.
- (f) **Footcandle.** Unit of illuminance equal to one lumen per square foot. It is the luminous flux per unit area in the Imperial system. One footcandle equals approximately 0.1 (0.093) lux.
- (g) **Full Cutoff Light Fixture.** A luminaire light distribution where no light is emitted above the horizontal, and where the intensity at 80 degrees from nadir is no greater than 100 candela per 1000 lamp lumens.
- (h) **Fully Shielded Light Fixture.** A lighting fixture constructed in such a manner that all light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal as determined by photometric test or certified by the manufacturer. Any structural part of the light fixture providing this shielding must be permanently affixed.

- (l) **Glare** A light ray emanating directly from a lamp, reflector or lense such that it falls directly on the eye of the observer.
- (j) **Installed.** The attachment, or assembly fixed in place, whether or not connected to a power source, of any outdoor light fixture.
- (k) **Light Pollution.** Any adverse effect of manmade light.
- (l) **Light Trespass.** Light falling where it is not needed or wanted, typically across property boundaries.
- (m) **Lumen.** Unit of luminous flux; used to measure the amount of flight emitted by lamps.
- (n) **Luminaire.** The complete lighting assembly, less the support assembly. For purposes of determining total light output from a luminaire, lighting assemblies which include multiple unshielded or partially shielded lamps on a single pole or standard shall be considered as a single unit.
- (o) **Lux.** Unit of illuminance equal to one lumen per square meter. It is the luminous flux per unit area in the metric system. One lux equals approximately 10 (10.8) foot candles.
- (p) **Multi-class or Multi-use Lighting.** Any outdoor lighting used for more than one purpose, such as security and decoration.
- (q) **Opaque.** Opaque means that a material does not transmit light from an internal illumination source. Applied to sign backgrounds, opaque means that the area surrounding any letters or symbols on the sign either is not lighted from within, or allows no light from an internal source to shine through it.
- (r) **Outdoor Light Fixture.** An outdoor illuminating device, outdoor lighting or reflective surface, lamp or similar device, permanently installed or portable, used for illumination or advertisement. Such devices shall include, but are not limited to lights used for:
 - (1) Parking lot lighting;
 - (2) Roadway lighting;
 - (3) Buildings and structures;
 - (4) Recreational areas;
 - (5) Landscape lighting;
 - (6) Billboards and other signs (advertising or other);
 - (7) Product display area lighting;
 - (8) Building overhangs and open canopies.
- (s) **Outdoor Light Output, Total.** The maximum total amount of light, measured in lumens, from all outdoor light fixtures. For lamp types that vary in their output as they age (such as high pressure sodium, fluorescent and metal halide), the intimal output, as defined by the manufacturer, is the value to be considered.
- (t) **Outdoor Recreation Facility.** An area designed for active recreation, whether publicly or privately owned, including, but not limited to, baseball diamonds, soccer and football fields, golf courses, tennis courts and swimming pools.
- (u) **Person.** Any individual, tenant, lessee, owner, or any commercial entity including, but not limited to firm, business, partnership, joint venture or corporation.
- (v) **Sign, Externally Illuminated.** A sign illuminated by light sources from the outside.
- (w) **Sign, Internally Illuminated.** A sign illuminated by light sources enclosed entirely within the sign cabinet and not directly visible from outside the sign.
- (x) **Sign, Neon.** A sign including luminous gas-filled tubes formed into text, symbols or decorative elements and directly visible from outside the sign cabinet.
- (y) **Spot Lamp.** A specific form of lamp designed to direct its output in a specific direction (a beam) and with a clear or nearly clear glass envelope; such lamps are so designated by the manufacturers, and typically used in residential outdoor area lighting.
- (z) **Temporary Lighting.** Lighting which does not conform to the provisions of this Ordinance and which will not be used for more than one thirty (30) day period within a calendar year, with one thirty (30) day extension. Temporary lighting is intended for uses which by their nature are of limited duration, for example, holiday decorations, civic events or construction projects.

- (aa) **Translucent.** Permitting light to pass through but diffusing it so that persons, objects, etc., on the opposite side are not clearly visible.
- (bb) **Use, Abandonment of.** The relinquishment of a property, or the cessation of a use or activity by the owner or tenant for a period of six months, excluding temporary or short term interruptions for the purpose of remodeling, maintaining, or otherwise improving or rearranging a facility. A use shall be deemed abandoned when such use is suspended as evidenced by the cessation of activities or conditions which constitute the principle use of the property.

Sec. X-X-15 Enforcement, Penalties and Remedies.

- (a) **Violations.** It shall be unlawful for any person to violate any provision of this Ordinance or the Wisconsin Statutes. Each day that the violation continues after notification of non-compliance shall constitute a separate offense. The municipality may institute appropriate action or proceedings to enjoin violations of this Ordinance or applicable Wisconsin Statutes.
- (b) **Penalties.** Any person who fails to comply with the provisions of this Ordinance shall, upon conviction thereof, forfeit no less than One Hundred Dollars (\$100) nor more than Five Hundred Dollars (\$500), and also pay the costs of prosecution for each violation, including the municipality's reasonable and actual attorney fees and disbursements incurred in the prosecution of such violations.

Updated 08/2012

For further information contact:

Madison
 UW Extension
 610 Langdon Street, Room 317
 Madison, WI 53703
 608.262.0385 tel
 608.262.6256 fax

Milwaukee
 UW-M Extension
 161 West Wisconsin Avenue, Suite 6000
 Milwaukee WI 53203
 414.227.3166 tel
 414.227.3165 fax

Stevens Point
 University of Wisconsin
 800 Reserve Street
 Stevens Point, WI 54481
 715.346.2793 tel
 715.346.3624 fax

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating.
 An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements.

ORDINANCE O-17-15

AN ORDINANCE RELATING TO EXISTING MINI WAREHOUSE AND STORAGE FACILITIES TITLE 13, CHAPTER 1 OF THE CODE OF ORDINANCES (Zoning)

Introduced at the recommendation of the Plan Commission.

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

SECTION 1: Amend Title 13, Article C, SEC.13-1-29(c)(18) and SEC. 13-1-37(c)(5) and Article D, Sec. 13-1-44(a)(4) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning

CHAPTER 1

Zoning Code

ARTICLE C

Zoning Districts

SEC. 13-1-29 C-1 GENERAL COMMERCIAL DISTRICT.

...

(c) SPECIAL USES.

...

(18) Expansion of mini warehouse facilities in existence prior to January 1, 1991.

...

SEC. 13-1-37 C-4 - BUSINESS PARK DISTRICT.

...

(c) SPECIAL USES.

...

(5) Expansion of mini warehouse facilities in existence prior to January 1, 1991.

...

Title 13 – Zoning

CHAPTER 1

Zoning Code

ARTICLE D

Non-conforming Uses, Structures and Lots

SEC. 13-1-44 CHANGES TO EXISTING NONCONFORMING USES, STRUCTURES, AND LOTS.

(a) **EXISTING NONCONFORMING USES.**

...

(4) Mini warehouse facilities in existence prior to January 1, 1991 located within the C-1 and C-4 Zoning Districts may be expanded or enlarged subject to application for and approval of a special use permit. Any such addition or expansion shall comply with the zoning standards of the respective districts.

...

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this ___ day of September, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE O-19 -15

AN ORDINANCE AMENDING TITLE 9, CHAPTER 6
OF THE CODE OF ORDINANCES
(Methodology for Billing Stormwater Charges for Duplexes)

Recommended by the Board of Public Works.

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

SECTION 1: Amend Title 9, Chapter 6, SEC. 9-6-9(2) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 9 – Public Utilities

Chapter 6

Municipal Stormwater Utility

...

9-6-9 CHARGE FORMULAS

...

- (2) Residential, Duplex (Two-Family). The charges imposed for residential properties comprised of two attached living units, either side-by-side or one lower level unit and one upper level unit shall be the fee of one .75 ERU per living unit existing on the property, i.e.

Duplex (Two-Family) parcel charge = ~~1.0~~ .75 ERU fee x number of dwelling units

...

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of October, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



TO: Common Council
FROM: Donald Merkes, Mayor
DATE: 1 October 2015

RE: Stormwater Utility Billing Methodology and Fee Changes

The stormwater utility was created in 2008 to undertake projects that manage the community's storm water runoff in both quantity and quality. Since the fund's inception the methodology of calculating the fee has remained unchanged using an average amount of impervious area to set the fee for single family and attached homes. The fee has remained unchanged since 2010 at \$75 even with the rising cost of providing the service.

The methodology to calculate the fee for single family and attached residential properties has not changed since inception. Changes to the methodology would only shift responsibility for the costs to different properties, mainly single family residential properties, not increase revenues. I do not recommend changes to the methodology.

As reports previously provided to the Common Council show, the storm water fund is not meeting expenses at its current revenues and a fee increase is required to continue current operations. A \$1 increase to the fee is recommended.

Approving Resolution R-25-15 will provide funding for the utility without shifting costs to single family homeowners and businesses.

Stormwater Revenue/ERU/Rate Comparison
Change in Methodology - Duplexes
9/30/2015

2015 Rate Increase	Current Stormwater Methodology - Billing Duplexes (Duplex 1.0 ERU / Unit)	Stormwater Methodology Approved by BPW - 9/21/15 - Billing Duplexes (Duplex .75 ERU / Unit)	Change in ERU Rate
ERU's	14,920	14,675	
Rate Increase Per ERU - 2015	\$87.00	\$88.44	\$1.44
Annualized Revenue Amount	\$1,298,040.00	\$1,298,040.00	

2016 Rate Increase	Current Stormwater Methodology - Billing Duplexes (Duplex 1.0 ERU / Unit)	Stormwater Methodology Approved by BPW - 9/21/15 - Billing Duplexes (Duplex .75 ERU / Unit)	Change in ERU Rate
ERU's	14,920	14,675	
Rate Increase Per ERU - 2015	\$99.00	\$100.68	\$1.68
Annualized Revenue Amount	\$1,477,080.00	\$1,477,080.00	

ORDINANCE O-20-15

AN ORDINANCE AMENDING TITLE 3, CHAPTER 1
OF THE CODE OF ORDINANCES
(Budget Hearings)

Introduced by Alderman Taylor

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

SECTION 1: Amend Title 3, Chapter 1, SEC. 3-1-3(f)(1) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 3 – Finance and Public Records

CHAPTER 1

Finance

...

3-1-3 CITY BUDGET

...

- (f) (1) The Common Council shall review the budgets on the fourth Saturday in October ~~first Wednesday and first Thursday in November, the second Monday in November, and the second Wednesday in November~~ of each year. ~~If the Common Council deems necessary, a fifth review date is established as the third Monday in November.~~ Such review session shall start at 5:00 PM, ~~the Mayor shall distribute a listing of the individual budgets to be reviewed on each date.~~

...

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of October, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

RESOLUTION R-25-15

RESOLUTION PERTAINING TO EQUIVALENT RUNOFF UNIT (ERU) CHARGES FOR STORM WATER UTILITY

Introduced by Mayor Merkes

WHEREAS, the ordinance creating a storm water utility contains a provision that charges for storm water services for each lot within the City of Menasha shall be made by resolution, and

WHEREAS, the current storm water charge does not equate to adequate revenues to operate the storm water utility prudently per the rate analysis that has been completed (ATTACHMENT A), and

WHEREAS, staff recommends a two phased increase, one in 2015 and one in 2016, to ease the initial burden on the ratepayers.

THEREFORE, BE IT RESOLVED that the storm water charge shall be based on the Equivalent Runoff Unit (ERU) and the charge for one (1) ERU shall be \$87.00, applicable for services billed by the Menasha Utilities or the City of Menasha on or after September 1, 2015.

BE IT FURTHER RESOLVED that the storm water charge shall be based on the Equivalent Runoff Unit (ERU) and the charge for one (1) ERU shall be \$99.00, applicable for services billed by the Menasha Utilities or the City of Menasha on or after July 1, 2016.

BE IT FURTHER RESOLVED that the Comptroller and Director of Public Works shall report to the Mayor and the Common Council as to whether the rates are still appropriate at least annually.

Passed and approved this 3rd day of August, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

City of Menasha
Storm Water Utility Budget and Rate Needs for 2015 & 2016
July 30, 2015

ATTACHMENT A

Line Item	Actual			Estimate*		Budget		W/Out Increase**		Increase Recommendation**	
	2011	2012	2013	2014	2015	2015	2015	2015	2015	2016	
Operating Expenses											
Operation and Maintenance	\$677,850	\$882,997	\$1,082,615	\$1,125,403	\$1,262,101	\$1,262,101	\$1,262,101	\$1,306,275		\$1,306,275	
Depreciation and Amortization	\$93,666	\$93,666	\$93,666	\$95,028	\$97,400	\$97,400	\$97,400	\$99,835		\$99,835	
Operation Expenses Total	\$771,516	\$976,663	\$1,176,281	\$1,220,431	\$1,359,501	\$1,359,501	\$1,359,501	\$1,406,110		\$1,406,110	
Debt Service											
Principal and Interest	\$0	\$80,690	\$43,564	\$43,551	\$43,788	\$43,788	\$43,788	\$43,788		\$43,788	
Transfer to Other Funds	\$0	\$67,758	\$0	\$0	\$0	\$0	\$0	\$0		\$0	
Planned CIP Projects					\$478,450	\$478,450	\$343,000	\$343,000		\$272,745	
Use of Funds	\$771,516	\$1,125,111	\$1,219,845	\$1,263,982	\$1,881,739	\$1,746,289	\$1,746,289	\$1,723,855		\$1,723,855	
Source of Funds											
Borrowed Funds	\$0	\$0	\$0	\$0	\$478,450	\$478,450	\$343,000	\$343,000		\$272,745	
Interest Revenue	\$1,584	\$1,567	\$1,884	\$2,115	\$1,500	\$1,500	\$2,000	\$2,000		\$2,000	
Cash Reserve/Borrowed Funds on Hand Spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	
Federal & State Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	
Misc. Revenue	\$5,038	\$4,493	\$2,434	\$5,481	\$43,000	\$43,000	\$43,000	\$43,000		\$43,000	
Subtotal	\$6,622	\$6,060	\$4,318	\$7,597	\$522,950	\$388,000	\$388,000	\$317,745		\$317,745	
Storm Water Utility Fees Annual Revenue	\$1,070,820	\$1,093,510	\$1,111,310	\$1,125,492	\$1,120,000	\$1,119,000	\$1,178,680	\$1,387,560		\$1,387,560	
Change in Net Assets / Per Annual Operations	\$305,926	(\$25,541)	(\$104,217)	(\$130,893)	(\$238,789)	(\$239,289)	(\$179,609)	(\$18,550)		(\$18,550)	
Net Assets (Balance as of 1/1/2011 = \$9,209,466)	\$9,515,392	\$9,489,851	\$9,385,633	\$9,254,740	\$9,015,951	\$9,015,451	\$9,075,131	\$9,056,582		\$9,056,582	
Total # of ERUs:	14,278	14,580	14,817	15,007	14,934	14,920	14,920	14,920		14,920	
Utility Rate (\$/ERU/year)	\$75.00	\$87.00		\$87.00							
Utility Rate (\$/ERU/month)	\$6.25	\$7.25		\$7.25							
Rate Increase Recommendation								16%		14%	

* Please note that these numbers are marked as estimates at this time as 2014 is not completely closed out.
** 2015 Budget adjustments made based on current information available.

RESOLUTION R-34-15

RESOLUTION PERTAINING TO EQUIVALENT RUNOFF UNIT (ERU) CHARGES FOR STORM WATER UTILITY

Introduced by Mayor Merkes

WHEREAS, the ordinance creating a storm water utility contains a provision that charges for storm water services for each lot within the City of Menasha shall be made by resolution, and

WHEREAS, the current storm water charge does not equate to adequate revenues to operate the storm water utility prudently per the rate analysis that has been completed (ATTACHMENT A), and

WHEREAS, staff recommends a two phased increase, one in 2015 and one in 2016, to ease the initial burden on the ratepayers.

THEREFORE, BE IT RESOLVED that the storm water charge shall be based on the Equivalent Runoff Unit (ERU) and the charge for one (1) ERU shall be ~~\$88.45~~ **\$88.44** applicable for services billed by the Menasha Utilities or the City of Menasha on or after October 1, 2015.

BE IT FURTHER RESOLVED that the storm water charge shall be based on the Equivalent Runoff Unit (ERU) and the charge for one (1) ERU shall be ~~\$100.65~~ **\$100.68**, applicable for services billed by the Menasha Utilities or the City of Menasha on or after July 1, 2016.

BE IT FURTHER RESOLVED that the Comptroller and Director of Public Works shall report to the Mayor and the Common Council as to whether the rates are still appropriate at least annually.

Passed and approved this 5th day of October, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

City of Menasha
Storm Water Utility Budget and Rate Needs for 2015 & 2016
July 30, 2015

ATTACHMENT A

Line Item	Actual			Estimate*		Budget		W/Out Increase**		Increase Recommendation**		Recommendation	
	2011	2012	2013	2014	2015	2015	2015	2015	2015	2015	2016		
Operating Expenses													
Operation and Maintenance	\$677,850	\$882,997	\$1,082,615	\$1,125,403	\$1,262,101	\$1,262,101	\$1,262,101	\$1,262,101	\$1,262,101	\$1,306,275			
Depreciation and Amortization	\$93,666	\$93,666	\$93,666	\$95,028	\$97,400	\$97,400	\$97,400	\$97,400	\$97,400	\$99,835			
Operation Expenses Total	\$771,516	\$976,663	\$1,176,281	\$1,220,431	\$1,359,501	\$1,359,501	\$1,359,501	\$1,359,501	\$1,359,501	\$1,406,110			
Debt Service													
Principal and Interest	\$0	\$80,690	\$43,564	\$43,551	\$43,788	\$43,788	\$43,788	\$43,788	\$43,788	\$45,000			
Transfer to Other Funds	\$0	\$67,758	\$0										
Planned CIP Projects													
Use of Funds	\$771,516	\$1,125,111	\$1,219,845	\$1,263,982	\$1,881,739	\$1,881,739	\$1,746,289	\$1,746,289	\$1,746,289	\$1,723,855			
Source of Funds													
Borrowed Funds	\$0	\$0	\$0	\$0	\$478,450	\$478,450	\$343,000	\$343,000	\$343,000	\$272,745			
Interest Revenue	\$1,584	\$1,567	\$1,884	\$2,115	\$1,500	\$1,500	\$2,000	\$2,000	\$2,000	\$2,000			
Cash Reserve/Borrowed Funds on Hand Spending	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Federal & State Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Misc. Revenue	\$5,038	\$4,493	\$2,434	\$5,481	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000			
Subtotal	\$6,622	\$6,060	\$4,318	\$7,597	\$522,950	\$522,950	\$388,000	\$388,000	\$388,000	\$317,745			
Storm Water Utility Fees Annual Revenue	\$1,070,820	\$1,093,510	\$1,111,310	\$1,125,492	\$1,120,000	\$1,120,000	\$1,119,000	\$1,119,000	\$1,178,680	\$1,387,560			
Change in Net Assets / Per Annual Operations	\$305,926	(\$25,541)	(\$104,217)	(\$130,933)	(\$238,789)	(\$238,789)	(\$239,289)	(\$179,609)	(\$18,550)				
Net Assets (Balance as of 1/1/2011 = \$9,209,466)	\$9,515,392	\$9,489,851	\$9,385,633	\$9,254,740	\$9,015,951	\$9,015,951	\$9,015,451	\$9,015,451	\$9,075,131	\$9,056,582			
Total # of ERUs:	14,278	14,580	14,817	15,007	14,934	14,934	14,920	14,920	14,920	14,920			
Utility Rate (\$/ERU/Year)	\$75.00	\$87.00	\$99.00										
Utility Rate (\$/ERU/month)	\$6.25	\$7.25	\$8.25										
Rate Increase Recommendation									16%	14%			

* Please note that these numbers are marked as estimates at this time as 2014 is not completely closed out.
** 2015 Budget adjustments made based on current information available.

RESOLUTION R-32-15

**A RESOLUTION CELEBRATING 35 YEARS OF MUNICIPAL JOINT ACTION
FOR PUBLIC POWER UTILITIES**

Introduced by Alderman Zelinski.

WHEREAS, for more than 110 years, municipally owned, not-for profit Menasha Utilities has provided the City of Menasha with reliable, affordable electric power; customer-focused hometown service; significant local tax contributions; local jobs; local ownership; and local control of our community's energy future; and

WHEREAS, not-for-profit, member-owned, joint-action wholesale power supplier WPPI Energy was formed in 1980 to preserve and enhance the value of public power utilities such as Menasha Utilities; and

WHEREAS, together, WPPI Energy member communities have built a diverse, flexible, cost-effective long-term power supply portfolio; an array of more than 75 best-in-class utility and customer programs and services; and a proven track record of energy policy advocacy for the benefit of WPPI Energy member communities and their electric utility customers;

WHEREAS, the City of Menasha has been a member-owner of WPPI Energy since 1981; and

WHEREAS, together, the 51 member utilities of WPPI Energy serve more than 200,000 local homes and businesses in Wisconsin, Michigan and Iowa; and

WHEREAS, WPPI Energy members enjoy shared strength by pooling their needs and expertise for a reliable, affordable power supply, access to technology, and cost-effective programs and services that would be difficult and expensive for any one community to accomplish alone;

NOW, THEREFORE, BE IT RESOLVED that the City of Menasha, Winnebago County, Wisconsin recognizes and celebrates the thirty-fifth anniversary of the creation of WPPI Energy, our community's member-owned, joint-action municipal power supplier; and

BE IT FURTHER RESOLVED that the City of Menasha will continue working to bring the benefits of joint action to local homes and businesses, just as it has since 1981, the year our community became a member-owner of WPPI Energy.

Passed and approved this ____ day of October, 2015.

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk

RESOLUTION R-33-15

RESOLUTION APPROVING A 2015 BUDGET ADJUSTMENT OF \$65,075 FOR INITIAL LOOP THE LITTLE LAKE PROJECT EXPENSES

Introduced by Ald. Langdon.

WHEREAS, the City of Menasha did not include funds for Loop the Little Lake project in the 2015 budget; and

WHEREAS, A joint resolution dated March 17, 2015 was passed by the Cities of Neenah and Menasha approving the submittal of a Wisconsin Department of Natural Resources (WDNR) grant for the Loop the Little Lake project; and

WHEREAS, the City of Menasha has been awarded a \$768,000 grant for its portion of the project; and

WHEREAS, the City of Menasha is able to receive an advance on these grant funds in the amount of \$384,000 that is able to be used for funding project expenses; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Common Council that staff is hereby authorized spend up to \$65,075 from the Park Development Fund (Fund 209) that represents \$36,200 for GRAEF Engineering and up to *\$28,875 for services provided by River Valley Testing (RVT).

BE IT FURTHER RESOLVED, that staff is authorized to sign the grant agreement and by signing the agreement, the City of Menasha accepts the grant funds to be used for the above noted expenditures.

BE IT FURTHER RESOLVED, that in the event that this project is not completed as intended, the City of Menasha will reimburse any and all project expenses the WDNR deems necessary.

Passed and approved this ____ this day of October, 2015.

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 _____.

**Fiscal Note:* The RVT amount represents the maximum amount the City of Menasha will be obligated to pay. The City of Neenah will execute the RVT agreement with the understanding that Neenah will invoice Menasha an amount not to exceed \$28,875

YOUR COPY

Notice: Collection of this information is authorized under ss. 23.09(11), 23.09(26), 350.12(4), 23.33, and 30.92, Wis. Stats., and chs. NR 7, NR 50, NR 51, and NR 64, Wis. Admin. Code. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss.19.31 - 19.39, Wis. Stats].

Grantee/Project Sponsor City of Menasha	Project Number SADLP316ENUM16								
Project Title City of Menasha Loop the Little Lake - Menasha Trestle									
Period Covered by This Agreement August 12, 2015 Through June 30, 2017	Name of Program Acquisition and Development of Local Parks								
Project Scope and Description of Project Acquisition and Development of Local Parks program funds are awarded to the City of Menasha to develop a trestle as part of the Little Lake Butte des Morts Loop. This will include trestle deck and railing, concrete piers and abutments, lighting, mobilization and engineering.									
PROJECT FINANCIAL ASSISTANCE SUMMARY:	The following documents are hereby incorporated into and made part of this agreement:								
<table border="0"> <tr> <td style="width: 30%;">Total Project Cost</td> <td style="text-align: right;">\$1,536,000.00</td> </tr> <tr> <td>Cost-Share Percentage</td> <td style="text-align: right;">50%</td> </tr> <tr> <td>State Aid Amount</td> <td style="text-align: right;">\$768,000.00</td> </tr> <tr> <td>Project Sponsor Share</td> <td style="text-align: right;">\$768,000.00</td> </tr> </table>	Total Project Cost	\$1,536,000.00	Cost-Share Percentage	50%	State Aid Amount	\$768,000.00	Project Sponsor Share	\$768,000.00	<ol style="list-style-type: none"> 1. Chapter NR 51, Wisconsin Administrative Code 2. Application Dated 04/17/2015
Total Project Cost	\$1,536,000.00								
Cost-Share Percentage	50%								
State Aid Amount	\$768,000.00								
Project Sponsor Share	\$768,000.00								

A. General Conditions:

1. The State of Wisconsin Department of Natural Resources (Department) and the Sponsor mutually agree to perform this agreement in accordance with the Acquisition and Development of Local Parks and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps and also any assurances attached and made a part of this agreement.
2. This agreement, together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this agreement are superseded. Any revisions, including cost adjustments, must be made by an amendment to this agreement or other written documentation, signed by both parties, prior to the termination date of the agreement. Time extensions and scope changes to the agreement may be granted to the Sponsor by the Department in writing without the requirements of Sponsor signature.
3. Failure by the sponsor to comply with the terms of this agreement shall not cause the suspension of all obligations of the State if, in the judgment of the Secretary of the Department, such failure was due to no fault of the Sponsor. In such case, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this agreement, at the Department's discretion.

The Project Sponsor:

4. Agrees to comply with all applicable Wisconsin Statutes and Wisconsin Administrative codes in fulfilling terms of this agreement. In particular, the Sponsor agrees to comply with the provisions of Chapter NR 51, Wis. Adm. Code, as well as comply with all applicable local and state contract and bidding requirements. The sponsor should consult its legal counsel with questions concerning contracts and bidding.
5. May decline the offer of financial assistance provided through this agreement, in writing, at any time prior to the starting of the project and before expending any funds. After the project has been started or funds expended, this agreement may be rescinded, modified, or amended only by mutual agreement in writing.
6. Agrees, to save, keep harmless, defend and indemnify the Department and all its officers, employees and agents, against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or omissions of Sponsor's employees, agents or representatives.
7. Agrees to reimburse the Department of any and all funds the Department deems appropriate in the event the Sponsor fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description or this agreement. In addition, should the Sponsor fail to comply with the conditions of this agreement, fail to progress due to non-appropriation of funds, or fail to progress with or complete the project to the satisfaction of the Department, all obligations of the Department under this agreement may be terminated, including further project cost payment.
8. Agrees, in connection with the performance of work under this agreement, not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Status, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Sponsor further agrees to take affirmative action to ensure equal employment opportunities, as required by law. The Sponsor agrees to post in conspicuous places available, for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

The Department:

9. Promises, in consideration of the covenants and agreements made by the Sponsor, to obligate for the Sponsor the amount of \$768,000.00, and to tender to the Sponsor that portion of the obligation which is required to pay the Department's share of the costs based upon the state providing 50 percent of eligible project costs. The Sponsor promises, in consideration of the promises made by the Department, to execute the project described in accordance with this agreement.
10. Agrees that the Sponsor shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided in this document. The Department reserves the right only to inspect the job site or premises for the sole purpose of insuring that the performance is progressing or has been completed in compliance with the agreement. The Department takes no responsibility of supervision or direction of the performance of the agreement to be performed by the Sponsor or the Sponsor's employees or agents. The Sponsor is an Independent Contractor for all purposes, not an employee or agent of the Department. The Department further agrees that it will exercise no control over the selection and dismissal of the Sponsor's employees or agents.

B. Special Conditions:

The following special project terms and conditions were added to this agreement before it was signed by the parties hereto:

1. The Sponsor agrees to provide engineer stamped bridge plans prior to construction.
2. It is the project sponsor's responsibility to verify the structural adequacy of these bridges and their corresponding bridge components (abutments, piers, railings, etc.) and the existing or modified conditions (soil types, stream bank, etc.).
3. All facilities constructed with assistance from this program must be accessible to persons with disabilities. All facilities developed with these grant funds shall be connected by linkage trails to a main walkway and/or parking lot.
4. In connection with the performance of work under this agreement, the sponsor agrees not to discriminate against any employe or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation, arrest or conviction record or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the sponsor further agrees to take affirmative action to ensure equal employment opportunities.
5. The sponsor shall implement and maintain proper soil erosion and sediment control best management (BMPs) practices during construction of the project. Erosion and sediment control BMPs shall be accomplished using the guidelines in the Wisconsin Stormwater Technical Standards available via the internet at <http://dnr.wi.gov/runoff/stormwater/techstds.htm> . BMPs shall be properly installed, and maintained to function as intended until the project site is stabilized. All temporary erosion and sediment control practices (e.g. silt fence, etc.) shall be removed once the construction site has undergone final stabilization. Construction sites associated with land disturbing activities over one acre and grading sites of 10,000 sq. ft., or more on the bank of a navigable waterway require an erosion control and stormwater management plan prepared by the sponsor. Construction sites disturbing one or more acres of land require coverage under a construction site stormwater discharge permit prior to commencing any land disturbing construction activity.
6. All regulatory permits and approvals, including water and wetland regulatory permits and approvals, required by federal, state or local agencies must be obtained prior to project construction and complied with fully during project construction.
7. The Sponsor agrees to display a sign at the site acknowledging funding through the Knowles-Nelson Stewardship Program and Wisconsin Department of Natural Resources.
8. STATE SINGLE AUDIT GUIDELINES. Grantees shall comply with annual Single Audit requirement as specified in OMB Circular A-133 "Audit of States, Local Governments, and Non-Profit Organizations" and the Wisconsin State Single Audit Guidelines found at: <http://www.doa.state.wi.us/Divisions/budget-and-finance/financial-reporting/state-controllers-office/state-single-audit-guidelines> issued by the Wisconsin Department of Administration (DOA), State Controller's Office.
9. All existing overhead utility services if feasible shall be buried and any new utility services provided through this project must be installed underground.
10. The sponsor agrees no construction shall occur from March 1 (ice-out) to June 15 for fish spawning.

Check here if you request advance payment totaling \$384,000.00

The persons signing for the Sponsor represents both personally and as an agent of his or her principal that he or she is authorized to execute this agreement and bind his or her principal, either by a duly adopted resolution or otherwise.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
FOR THE SECRETARY

By _____
(Signature)

By 
Steven W. Miller, Director
Bureau of Facilities and Lands

(Title)

(Date)


(Date)



RESOLUTION No. 2015-16



RESOLUTION R-9-15

JOINT RESOLUTION AUTHORIZING APPLICATION FOR OUTDOOR RECREATION GRANT FUNDS THROUGH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES FOR THE CONSTRUCTION OF TWO PEDESTRIAN BRIDGES CONNECTING THE CITIES OF NEENAH AND MENASHA

Introduced by Neenah Mayor Dean Kaufert and Menasha Mayor Don Merkes

WHEREAS, the cities of Neenah and Menasha support the creation of a loop trail around the southern portion of Little Lake Butte des Morts because it will provide a safe, healthful and economically beneficial connection to the State Friendship Trail; and,

WHEREAS, the estimated cost of constructing two pedestrian bridges across the Fox River is estimated to be \$3.2 million, has been identified in each city's Capital Improvement Plan (CIP); and,

WHEREAS, grant aid and fundraising is required to carry out this project and it is anticipated that a \$1.6 million matching State grant will be received and that a private fundraising effort led by Future Neenah, Inc. will yield approximately \$1 million, leaving the local governments' share at close to \$600,000; and,

WHEREAS, the local governments' share would be split equally between Neenah and Menasha and staff would strive to reduce this amount by pursuing in-kind construction donations and/or sponsorships to be approved by each governing body; and,

WHEREAS, the cities of Neenah and Menasha shall assemble the necessary funding to meet the requirements of the State matching grant.

NOW, THEREFORE BE IT RESOLVED, BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN AND THE COMMON COUNCIL OF THE CITY OF MENASHA, WISCONSIN this 17th day of March, 2015, that the City of Neenah, Wisconsin hereby authorizes M. Eileen McCoy, Director of Parks and Recreation; and the City of Menasha, Wisconsin hereby authorizes Brian Tungate, Director of Parks and Recreation, to act on behalf of the City of Neenah and City of Menasha to:

Submit an application to the State Department of Natural Resources for any financial aid that may be available;

BE IT FURTHER RESOLVED, that in the event the State grant is awarded, the Neenah and Menasha Common Councils would further need to approve the grant agreement and authorize the City of Neenah and City of Menasha Park and Recreation directors to do the following:

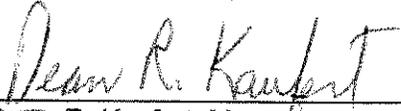
Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion;
Sign and submit documents; and
Take necessary action to undertake, direct and complete the approved project

BE IT FURTHER RESOLVED that the City of Neenah and City of Menasha will comply with state and federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain approval in writing from the Wisconsin Natural Resources Department or the National Park Service before any change is made in the use of the project site.

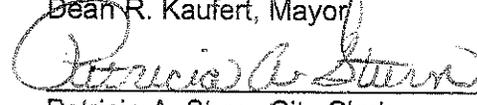
BE IT FURTHER RESOLVED that the City of Neenah and the City of Menasha are seeking support for this important regional project from our elected officials in Madison and that a copy of this resolution shall be sent to Governor Walker, Senator Roth and Representatives Rohrkaste and Stuck.

CITY OF NEENAH, WISCONSIN

Moved: Ald. Bates/Ramos



Dean R. Kaufert, Mayor



Patricia A. Sturn, City Clerk

Passed: March 17, 2015

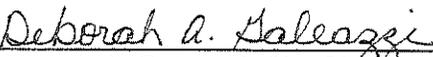
CITY OF MENASHA, WISCONSIN

Moved: Ald. Englebert/Benner



Donald Merkes, Mayor

Passed: March 17, 2015



Deborah A. Galeazzi, City Clerk

Resolution R-35-15

A RESOLUTION APPROVING A 2015 BUDGET ADJUSTMENT FOR THE PURCHASE OF LAND TO REPLACE PARKING DISPLACED BY THE CONSTRUCTION OF THE PARKING RAMP WITHIN THE BROAD STREET PARKING LOT AND THE ACCOMPANYING BORROWING TO BE INCLUDED WITHIN THE 2016 CAPITAL IMPROVEMENT PROGRAM BORROWING

Introduced by Mayor Merkes.

WHEREAS, The City of Menasha did not include the purchase of land in the 2015 Capital Improvement Program Budget to replace parking spaces displaced by the construction of the parking ramp in the Broad Street Parking Lot; and

WHEREAS, The Common Council approved an amendment to the development agreement with McClone Downtown Development, LLC that obligates the City of Menasha to provide 120 parking spaces in the Chute Street, Germania Hall and/or Broad Street parking lots, or at any other location as may be mutually agreeable to McClone Downtown Development, LLC and the City of Menasha; and

WHEREAS, The City of Menasha has entered into a purchase agreement for a portion of the Germania Hall parking lot in the amount of \$290,000;and

WHEREAS, The City of Menasha has already executed its 2015 Capital Improvement Program Borrowing and will need to include the purchase of a portion of the Germania Hall parking lot with the 2016 Capital Improvement Program borrowing.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Common Council that staff is hereby authorized and directed to complete the following: (1) to amend the 2015 Capital Improvement Program Budget to include the purchase of land for parking purposes in the amount of \$290,000, and (2) to execute a borrowing with the State Trust Fund Loan Program, as part of the 2016 Capital Improvement Plan borrowing, to fund the purchase.

Passed and approved this _____ day of October, 2015.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, Clerk

Work Experience

AZCO Construction Inc.

Menasha, WI

Quality Coordinator/Lead Auditor

April 2008- Present

- Review/approve supplier and subcontractor prequalification's to manage the Approved Subcontractor/Supplier List (ASL) for AZCO. Perform internal audits of AZCO against core procedures. Schedule and plan external supplier and subcontractor audits. Serve as customer liaison to help customers with understanding their scope of work. Address and resolve ASME Code related or general issues that arise from customers and subcontractors. Write, edit and approve procedures, Inspection and Test Plans (ITPs) and manuals. Serve as AZCO document control coordinator.

AZCO Construction Inc.

Menasha, WI

Project Coordinator

November 2006-April 2008

- Ordered and controlled drawings, all material and tools at job sites. Oversaw Job work assignments and tracked daily activities against job codes and phase codes, estimated and tracked change order activities, timecards and payroll for job site union employees. Created document turnover packages for customers. Met with customer to address any construction issues.

Kimberly-Clark Corporation

Neenah, Wisconsin

Team Leader

January 1997-October 2005

- Over see the day-to-day operation of 30 technicians and 17 scientists in the production testing of all consumer based sector product lines and raw materials for product, process and material improvements. This team supports routine work, specialized work, test development as well as intellectual properties testing.
 - Served as the Department budget coordinator of \$6M.
 - Schedule work orders and determine based on skills required, resources, timing and cost if work is directed to in-house work queue or if work is to be outsourced.
 - Conduct weekly meetings directing and reviewing workload.
 - Hold annual reviews for all team members and monthly one-on-one discussions.
 - Coach team members for growth and keep team motivated.
 - Salary planning
 - Completed an effort to reorganize personnel away from sector teams into technology teams to increase technical testing skills and overall data understanding.
 - Regular interactions with research, manufacturing, quality, finance and Safety.
 - Improve system and procedures to exceed customer delight.

Kimberly-Clark Corporation

Neenah, Wisconsin

Senior Quality/Technical Specialist

January 1993- January 1997

- Collected and analyzed test data, identified critical material characteristics for raw material specifications for K-C research and raw material suppliers. Audited supplier's locations for control of materials. Qualified new raw material suppliers and external test facilities.
- Worked with research, manufacturing facilities and suppliers to determine raw material characteristics, and how they are to be measured. Document why these characteristics are important to control (using statistical process control charts) and how to control them at both the supplier locations and manufacturing facilities for product, cost or process improvement.

Kimberly-Clark Corporation

Neenah, Wisconsin

Quality Specialist III

January 1991-January 1993

- Developed in-house specialized test equipment to meet testing requirements when research found that commercial equipment was not available. Composed technical letters and operation manuals for the test devices.
- Created and approved mechanical drawings.

Kimberly-Clark Corporation

Neenah, Wisconsin

- Wrote new and updated Standard Test Methods, Instrument Calibration Procedures and Personal Protective Equipment manuals.

Kimberly-Clark Corporation
 Computer Operator

Neenah, Wisconsin
 January 1979 June 1988

- Conducted operation of main frame computer, printed reports and distributed work assignments to shift team members.

Other Experience

Department budget coordinator of \$6M.

Budget involved estimating and forecasting annual operations costs for the department based on personnel, space allocation, equipment depreciation and procurements using expense and capital dollars.

Internal/Supplier audits creating corporate Approved Supplier List (ASL)

Procedure/manual creation/review

Procedure training documentation

ASME Code Stamp Review

MTR Material Specification Review

Project Turnover Documentation

Crane Critical Lift forms

Education

Fox Valley Technical College

(3) Technical math, (3) Technical drafting, CADAM, Strength of Materials, Static's Forces/Movements

Certificates

Lead Auditor Examination NQA-1 – LMJ International

Lead Auditor Examination – Excel Partnership

ELEMENT seminars and welding, welding procedures and qualifying welders

Statistics for Non-Statisticians – UW-Madison

Good Laboratory Practices ISO 9000 – American Chemical Society Chicago

Targeted Selection – Development Dimension International

Kepner-Tregoe Project Management - KT

Relevant Skills

Proven skills in leading a team or working as an individual contributor.

Good technical knowledge of equipment and equipment operation.

Worked with multiple processes for raw materials as well as consumer-finished products.

Proven ability to work successfully with a diverse group of outside suppliers and various agencies.

Project Management

Lead the certification/implementation of Post Weld Heat Treat (PWHT) furnace located in shop.

Project Coordinator Fibromin Bio-Mass Power Plant, Benson, MN

Project Coordinator Tyssen Krupp foundry line swap, Tell City, IN

Project Coordinator GE 2 New Gas Turbines, Cannon Falls, MN

Analytical & Measurement Science Safety Steering Committee chair person

In 2003, designed layout and ambient conditions for the new KCPX Aging Facility and ultimately awarded the contract to construct the aging chambers. Aggregate investment was \$1.2 M

As the 2002 Laboratory Information Management System steering committee lead, coordinated the review of multiple vendor systems and selected best software with favored capabilities. Overall investment in this project was \$400K.

Lead project of improving lab layout for efficiency and combining labs from two buildings that included managing a project budget of \$550K.



MEMORANDUM

Date: October 1, 2015

To: Common Council

From: Pamela A. Captain, City Attorney

Re: ^{PAC} City of Menasha v. Waverly Sanitary District et al.
Calumet County Case 2013CV189
Appeal No. 2014AP1576

On September 23, 2015 the Court of Appeals issued its decision in this case affirming the order of the circuit court for Calumet County which dismissed the City of Menasha's action for declaratory judgment.

The Court of Appeals concluded that Wisconsin Statutes govern the transfer of ownership and control of a town sanitary district after a partial incorporation and allows municipalities and towns to opt out of its provisions by agreement. In this case, Menasha's declaratory judgment request is prohibited under the terms of the agreement.