

**CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, January 4, 2016**

**6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
1. Special Use Permit jointly by Chuck Krause and Dan Gueths to operate a used car lot at 2035 Manitowoc Road, Menasha.
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Clerk Galeazzi - the following minutes have been received and placed on file:  
Minutes to receive:
    - a. Board of Public Works, 12/21/15.
    - b. Landmarks Commission, 12/21/15.
    - c. Library Board, 12/15/15.
    - d. NMFR Joint Fire Commission, 12/16/15.
    - e. Neenah-Menasha Sewerage Commission, 10/27/15 and 11/24/15.
    - f. Plan Commission, 12/22/15.
    - g. Public Works/Parks Safety Committee, 12/30/15.
- G. CONSENT AGENDA  
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)  
Minutes to approve:
1. Common Council, 12/21/15
- Plan Commission, 12/22/15 – Recommends the Approval of:
2. Final Plat Review – Second Addition to Woodland Hills. The Final Plat is subject to extending the outlot to a width of 60 feet as well as approving a variance to the subdivision code for cul-de-sac length based on the following:
    - The variance will not be detrimental to the public safety, health or welfare or injurious to other property or improvements in the neighborhood in which the property is located;
    - The conditions upon which the request for a variation is based are unique to the property for which the variation is sought and are not applicable generally to other property;
    - Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result.
- Plan Commission, 12/22/15 – Recommends the Denial of:
3. Special Use Permit for Used Car Lot at 2035 Manitowoc Road, Menasha.
- H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/18/15 to 12/31/15 in the amount of \$691,488.59.
2. Beverage Operators License Applications for the 2015-2017 licensing period.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

L. APPOINTMENTS

1. Mayor's Appointment of Charles L. Gifford, 1229 Beechwood Lane, Menasha to Exhibition Center Advisory Committee of the Appleton Redevelopment Authority.

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA  
(five (5) minute time limit for each person)

Q. ADJOURNMENT

**MEETING NOTICE**

**Monday, January 11, 2016**

**Special Joint Common Council and Water & Light Commission – 5:00 p.m.**

**Monday, January 18, 2016**

**Common Council Meeting – 6:00 p.m.  
Committee Meetings to Follow**

**City of Menasha  
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit jointly by Chuck Krause and Dan Gueths to operate a used car lot at 2035 Manitowoc Road, which includes Parcel Number 7-00012-00, City of Menasha, Calumet County, Wisconsin. The subject site is zoned C-1 General Business District and requires a Special Use Permit for automotive sales per Sec. 13-1-29(c)(3) of the City of Menasha Code of Ordinances. The Plan Commission will hold its public hearing on Tuesday, December 22, 2015 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI. The Common Council will hold its public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, January 4, 2016 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend.

Deborah A. Galeazzi, WCMC  
City Clerk

Run: December 18 and 28, 2015.

## Don Merkes

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**From:** gtodell87@sbcglobal.net  
**Sent:** Wednesday, December 16, 2015 6:34 PM  
**To:** Don Merkes  
**Subject:** Question, Comment, or Request from Website Visitor

Name: Gary O'Dell

Company:

Phone: 9203092477

EmailConfirm: [gtodell87@sbcglobal.net](mailto:gtodell87@sbcglobal.net)

Method: Phone

Comments: It has come to my attention that the storage unit guy on Manitowoc Road by dog club wants to put a used car lot next to it. Will be approved or denied at plan commission next Tuesday at 3:30pm. All I can say is, you have to be kidding! Except for legacy businesses, the ENTIRE area - all the way to Lake Park Road - is residential. Please defeat this proposal. It's bad for our neighborhood. It's bad for Menasha.

## Kevin Englebert

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**From:** Heather Louden <hlouded@gmail.com>  
**Sent:** Monday, December 21, 2015 7:28 AM  
**To:** Kevin Englebert  
**Subject:** Special Use Permit Application for 2035 Manitowoc Road

Good Morning Kevin,

I was alarmed when I received the letter in the mail regarding 2035 Manitowoc Rd. I am already not happy with the appearance of this property. I do not want this property to sell used cars. I feel like this property already reduces my property value and adding used car sales will reduce it further. However, if the special use permit is granted I would like to see some changes in the property.

First I would like the two dead trees on the Jeffery side of the property to be removed. They have been dead for over 2 years. If they fall in the road then we or the city will have to remove it. I do not want either party to put forth any funds for the failure of this property owner to maintain the property properly.

Secondly, I would also like to see the landscaping on the Jeffery side updated and maintained. I would considered this property to be a better neighbor if it had well maintained landscaping on this side of the property.

Additionally, since the removal of the natural fence by the city, I would like to see a privacy fence along the entire west side of the property.

Just in general I feel that this property needs a lot of improvement to become a good neighbor. The appearance of this property doesn't fit in our well maintained subdivision.

Heather Louden  
1068 Durham Ln

## Kevin Englebert

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**From:** Joel Humski <jhumski@gmail.com>  
**Sent:** Tuesday, December 22, 2015 6:51 AM  
**To:** Kevin Englebert; Don Merkes; Kevin Benner  
**Subject:** Special Use on 2035 Manitowoc Road

I received the letter concerning operating a used car lot at 2035 Manitowoc Road.

My family is completely against this.

We have over the years endured listening to the owner work on multiple cars out of these "storage" units.

Behind the "storage" units looks like a junk yard.

There are large junkie signs on and in front of the "storage" units.

The building itself is not maintained.

The whole place is an eyesore.

Their idea of a used care lot would bring the whole neighborhood value down.

I fell over the years Menasha's reputation has been improving. Bringing in this type of car lot would be counterproductive to this.

Sincerely,  
Joel Humski  
1129 Fieldview Drive  
Menasha, WI 54952

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

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Olszewski, Keehan, Zelinski, Benner, Nichols, Taylor, Krautkramer.

EXCUSED: Alderman Spencer

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Auxier, CDD Keil,  
ASD Steeno, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [December 7, 2015](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Authorization to Execute Relocation Order for Third Street Bridge Project](#)

Mayor Merkes explained the need to acquire small portions of adjacent properties for the Third Street Bridge project. The properties include a portion of Jefferson Park and a small area of privately owned property. Additionally there will be temporary and permanent easements needed. The Relocation Order will allow the real estate consultant to proceed with negotiations in a timely manner to meet the proposed bidding schedule.

Moved by Ald. Keehan seconded by Ald. Benner to recommend to Common Council  
Authorization to Execute Relocation Order for Third Street Bridge Project.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Nichols to adjourn at 7:40 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor**  
**140 Main Street, Menasha**  
December 21, 2015  
DRAFT MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Chairman Grade at 4:32 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Paul Brunette, Shellie Caudill, Samantha Zinth, Tom Grade and Dean Wydeven.

LANDMARKS MEMBERS EXCUSED: Alderman Spencer and Commissioner Mayer.

OTHERS PRESENT: CDD Keil, AP Englebert, and Tom Hoffman (Greenwood Project Management).

**C. MINUTES TO APPROVE**

1. **Minutes of the December 21, 2015 Landmarks Commission Meeting**

Motion by Comm. Brunette, seconded by Comm. Caudill to approve the minutes of the November 11, 2015 Landmarks Commission Meeting. The motion carried.

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

No one spoke.

**E. COMMUNICATIONS**

1.

**F. ACTION ITEMS**

1. **Revised Plan North Elevation - 186 Main Street – WeatherVane (*to be received*)**

Tom Hoffman introduced the revised plans for 186 Main Street. The plans call for brick to be installed on the bottom portion of the north and east elevations. The brick presented was chosen to match the existing brick on the WeatherVane building. Motion by Comm. Caudill, seconded by Comm. Wydeven to approve the Revised Plan North Elevation – 186 Main Street. The motion carried.

**G. DISCUSSION ITEMS**

1.

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

None.

**I. ADJOURNMENT**

Motion by Comm. Caudill, seconded by Comm. Zinth to adjourn at 4:42PM. The motion carried.

*Respectfully submitted by AP Englebert.*

**Minutes of Regular Meeting**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
Elisha D. Smith Public Library Gegan Room  
December 15, 2015

**Call to order** at 5:00pm by President Murray.

Present: Crawmer, Englebert, Franzoi, Golz, Kaminski (teen rep), Murray, Rollins-Jump (5:24pm),  
VanderHeyden and Wicihowski

Absent: None

Also Present: Director Lenz and Dreyer (Administrative Assistant)

**Public Comment/Communication**

Director Lenz received a letter from John Bergstrom confirming that he will make an initial substantial donation toward the purchase of a sculpture for the library entrance and that we may use his name as the initial benefactor to solicit contributions for the remaining funds.

**Consent Business**

Motion made by Englebert, seconded by Golz to approve the Library Board meeting minutes from November 19, 2015. Motion carried unanimously.

**Authorization of Bills**

Golz asked about the bill to Tyco, which is the annual fee for the library's security system, and LibraryInsight, which is for meeting room booking software. The repair to the elevator is in the 2016 budget. Building personnel are working on quotes and hope to have the upgrade completed in January. Motion made by Englebert, seconded by Wicihowski to authorize payment of the December 2015 bills as presented from the 2015 budget. Motion carried unanimously.

**Director's Report/Information Items**

1. November Statistics. Overall circulation is down 2% for the month and 5% for the year, with digital circulation up 43% for the month and 15% for the year.
2. 2015 Budget Status. With 91.5% of the year past, 90.6% of this year's budget has been spent. Next month, we will have invoices for materials purchased in December that will come from the 2015 budget. There was a change in how premium pay was spent from the budget; now only the bump in pay for working on a Sunday or summer Saturday comes from that budget line.
3. Endowment Report. A November endowment report was sent out with the list of bills.
4. Staff Reports.
  - a. Young Adult and Media Librarian Kirk Moore-Nokes will report on the YALSA Symposium that was held in Oregon at next month's meeting.
  - b. Children's Services Supervisor Kathy Beson provided a data report: Seven Years of Fall Reading Club (2009-2015). The Fall 2015 Catch a Dragon by the Tale Reading Program had 240 children enrolled – 90 more than last year.
  - c. One of the library assistants will be going from 30 hours per week to 20 hours per week in mid-January.
5. Strategic Plan Update. An update on the library's 2013-2018 Strategic Plan was distributed.
6. Building and Grounds Committee Report. Lenz has submitted a grant request to SECURA for help funding the sculpture for outside the library's entrance.
7. Fundraising Committee Report.
  - Crawmer reported that the committee is working to get donations and sell tickets for The Second Great Menasha Library Chili Cook-Off. The committee decided to change the price of a table to \$160.
  - Franzoi sold on eBay one of the books from the Smith Collection donated to the Friends last year.

**Adjourn into Closed Session:** Motion made by Franzoi, seconded by VanderHeyden to adjourn and reconvene in closed session for the purpose of discussing an unpaid leave request and 2016 salary increases citing §19.85(c), Wis. Stats., Considering employment, promotion, compensation or performance evaluation

data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: Crawmer-yes, Englebert-yes, Franzoi-yes, Golz-yes, Murray-yes, Rollins-Jump-yes, VanderHeyden-yes and Wichowski-yes

Rollins-Jump joined the meeting at 5:24 pm.

**Reconvene into open session:** Motion made by Rollins-Jump to adjourn closed session and reconvene in open session, seconded by Franzoi. Roll call vote: Crawmer-yes, Englebert-yes, Franzoi-yes, Golz-yes, Murray-yes, Rollins-Jump-yes, VanderHeyden-yes and Wichowski-yes

### Discussion / Action Items

1. Unpaid Leave Request. Motion made by Englebert to approve an unpaid leave request from a library assistant until December 28, 2015, seconded by Franzoi. Motion carried unanimously.
2. 2016 Wages and Salaries. Motion made by VanderHeyden to approve a 2% cost of living adjustment (COLA) for all library personnel and step increases for all eligible personnel as recommended by their supervisors as of January 3, 2016, seconded by Golz. Motion carried unanimously.
3. 2016 Director's Salary. Motion made by Englebert to increase the Director's salary 2% effective January 3, 2016, seconded by Crawmer. Motion carried unanimously.
4. Final 2016 Budget. A budget request was approved in September. Mayor Merkes modified that request before submitting it to the Common Council, and the Council approved it as modified. The changes that were made are the following:
  - \$5,000 increase to the line for Health Insurance (15-01).
  - A \$4,500 decrease to the line for Electricity (22-03).
  - A \$1,083 decrease to the line for City's Tech Service (29-07).
  - A \$15,000 decrease to the line for Library Materials (30-14).
  - A \$30,000 capital budget for the elevator upgrade and an upgrade to the HVAC control system were approved. Other requests omitted: \$15,000 for lighting upgrades and \$17,000 for a security camera system upgrade.

Englebert asked if there was any shifting we could do to increase the materials budget and if we are meeting the needs of the public. VanderHeyden said that we have endowment funds to help supplement materials. The library is purchasing more digital materials. Motion made by Franzoi to approve the 2016 budget as presented, seconded by Rollins-Jump. Motion carried unanimously.

### Adjournment

Motion to adjourn made at 5:56pm by Englebert, seconded by Rollins-Jump. Motion carried unanimously.

Respectfully submitted,  
 Kathy Dreyer, recording Secretary  
 Kathy Wichowski, Secretary (closed session)

Neenah-Menasha Fire Rescue  
Joint Fire Commission Meeting Minutes  
December 16, 2015 – 12:00 p.m.  
3<sup>rd</sup> Floor Council Chambers – City of Menasha

Present: Commissioners Kubiak, Keating, McCann, Lewis and Liebhauser

Excused: Commissioner John

Also Present: Chief Auxier, HR Director Barber, OM Theisen

Members of the Public: Greg Wroblewski

Commissioner Lewis called the meeting to order at 12:00 p.m.

Meeting Minutes: The Commission review the November 12, 2015 meeting minutes. **MSC Liebhauser/Keating to approve the November 12, 2015 meeting minutes, all voting aye.**

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

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

Fire Chief's Job Description: The Commission reviewed the Fire Chief's job description. Some job duties were added to the job description that were highlighted in red for review prior to the meeting.

**MSC Keating/McCann to add:**

- **Performs the duties of City of Neenah Emergency Management Director, advise and coordinate all emergency response operations. Duties include coordination of training, exercises and operation of Emergency Operations Center.**
- **Work, and meet, with Mayors and Department Heads from both the City of Neenah and City of Menasha in developing policies and coordinating operations within the Cities.**
- **Prepares and implements department long-range capital improvement plans for both Facilities and Equipment.**
- **Attend Common Council Meetings in both Cities when topics concerning NMFR are on the agenda and/or as needed.**

**to the Essential Duties and Responsibilities to the job Fire Chief's Job Description, all voting aye.**

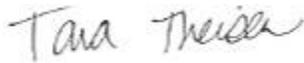
Discussion was held regarding the minimum training and experience for the Fire Chief's job description. HR Director Barber reviewed the potential changes that were outlined on the job description. She reviewed the requirements for the Deputy Chief's job description.

**MSC McCann/Kubiak Bachelor's Degree in a relevant field required. Seven years progressively responsible fire service supervisory experience (move-up Fire Officer or higher) required. Fire Officer I, Wisconsin Firefighter I and Wisconsin Firefighter II, Driver/Operator-Pumper certifications and valid driver's license required. Employees with equivalent out of state certifications must receive the Wisconsin certifications within 12 months of hire. Chief Fire Officer Certification and/or Executive Fire Officer (EFO) Certifications from the National Fire Academy preferred. NIMS 100, 200, 300, 400 and 700 certifications must be completed within 12 months of hire, all voting aye.**

2016 Meeting Schedule: Informational only and no action is required.

**MSC McCann/Keating to adjourn at 1:00 p.m., all voting aye.**

Respectfully Submitted,

A handwritten signature in cursive script that reads "Tara Theisen".

Tara Theisen  
Office Manager

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**December 22, 2015**  
**DRAFT MINUTES**

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3:30 PM – Public Hearing Regarding the Special Use Permit Application for 2035 Manitowoc Road, Proposed Used Car Lot

Mayor Merkes opened the public hearing at 3:32PM.

AP Englebert introduced the Special Use Permit Application for 2035 Manitowoc Road. Gary O'Dell spoke against approving the Special Use Permit and said the use doesn't fit in the residential neighborhood.

Mayor Merkes closed the public hearing at 3:34PM.

**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner, Commissioners Sturm, Schmidt, and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner DeCoster and DPW Radtke.

OTHERS PRESENT: CDD Keil, AP Englebert, Gary O'Dell (1310 Southfield Drive), Chuck Krause (835 Oneida Street), and Dan Gueths (2035 Manitowoc Road).

**C. MINUTES TO APPROVE**

1. **Minutes of the December 8, 2015 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. Sturm to approve the December 8, 2015 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

**E. DISCUSSION**

1. None.

**F. ACTION ITEMS**

1. **Proposed Special Use Permit – 2035 Manitowoc Road – Used Car Lot**

Dan Gueths (2035 Manitowoc Road) introduced his proposal for a used car lot facility. Commissioners discussed the following:

- History and current state of the property
- Limiting the number of stalls in the parking lot plan
- Lighting, landscaping, signage and site layout of the proposed plan
- The effects of granting a Special Use Permit on nearby properties
- The current zoning of the property as it relates to the Comprehensive Plan

Motion by Mayor Merkes, seconded by Ald. Benner to recommend denial of the Special Use Permit for 2035 Manitowoc Road. The motion carried on roll call 5-0.

2. **Final Plat Review – Second Addition to Woodland Hills**

a. **Request for Variance of Maximum Cul-De-Sac Length**

AP Englebert introduced the Final Plat for the Second Addition to Woodland Hills. He explained that the final plat incorporates shoreyard setbacks and an outlot to be deeded to the City of Menasha. Ald. Benner inquired about cul-de-sac regulations.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the final plat conditioned on the outlot width being extended to 60 feet as well as a variance to the subdivision code for cul-de-sac length based on the following:

1. The variance will not be detrimental to the public safety, health or welfare or injurious to other property or improvements in the neighborhood in which the property is located;
2. The conditions upon which the request for a variation is based are unique to the property for which the variation is sought and are not applicable generally to other property;
3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result

The motion carried.

## **H. ADJOURNMENT**

Motion by Ald. Benner, seconded by Comm. Cruickshank to adjourn at 4:35 PM. The motion carried.

*Minutes respectfully submitted by AP Englebert.*

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday October 27, 2015

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

**Present:** Commissioners Mike Sambs, Raymond Zielinski, Steve Coburn, Tim Hamblin, Kathy Bauer, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

**Also Present:** Tom Kispert, Chad Olsen (McMAHON); Rob Franck, Paul Much (MCO), Chris Reichelt, Troy Carlson (McClone Agency).

Motion by Commissioner Zielinski second by Commissioner Coburn to proceed to Agenda item 6(I)-Property and Liability Insurance Renewal Update to accommodate those in attendance. Motion carried unanimously.

Chris Reichelt reminded the Commissioners of the January 1, 2016 renewal for the property and liability insurances and questioned if they would like to see any changes made in coverage or deductible. The current property deductible is \$50,000; there are options for \$25,000 and \$10,000 deductible levels. Last week a Cincinnati Insurance representative did a walkthrough of the facility; he was impressed with the cleanliness and upkeep of the facility. He indicated the renewal may come in flat; meaning an increase of up to 5%. Chris reminded the Commissioners of the insurance agency McClone had purchased and the 55 municipal clients they now represent; including about 12 wastewater facilities. In looking ahead at 2017 he recommends looking again at CNA Insurance and the League of Municipalities for quotes. President Youngquist questioned our previous deductible level and the savings we saw with the change; we previously had a \$10,000 deductible and with the change to \$50,000 we saved about \$15,000 in premium cost. President Youngquist requested to receive renewal quotes with an option for \$25,000 deductible amount. Chris indicated Cincinnati Insurance has again started quoting 3 year coverage plans and we may see this option. Chris will be back at the November 24, 2015 meeting to present renewals for our coverages. Chris further introduced Troy Carlson who is now working with Chris as a partner in providing services to clients.

The meeting returned to the agenda as published.

Public Forum. No one in attendance for public forum.

September 25, 2015 Public Hearing & Regular Meeting minutes and September 25, 2015 Closed Session: Motion by Commissioner Zielinski, second by Commissioner Coburn to approve the minutes from the September 22, 2015 Public Hearing & Regular Meeting and the September 22, 2015 Close Session. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

Letter from Deb Ludwig & Jean Boushley to the Commission.

RE: Thank you for positive experience in sale of 91 Madison Street property to the NMSC.

**Old Business**

Ordinance-Contract Change. No new information to report at this time.

**New Business**

**Operations, Engineering, Planning**

HSI Blower Status Update. President Youngquist reported his contact with Jon Meyer; he would not be able to attend this meeting, he will send another individual. President Youngquist indicated not to send him to the meeting; instead he arranged for a meeting on November 9 to meet and discuss blower issues and replacement with new blowers. President Youngquist indicated he would like Rob Franck and possibly Manager Much as well as Commissioner Coburn and Tom Kispert to attend this meeting. Commissioner Coburn indicated he will be out of town at that time and not able to attend. Jon will be at the November 24 meeting and we should have a better idea on the options and pricing on new blowers. Rob indicated there is really nothing new to report on the blowers; we are still occasionally getting surge shutdowns.

Phosphorus Analyzer – Manager Much reported the HACH units are up and running and providing data.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; John Davis visited with Accountant Voigt last week and reports are beginning to be worked on.

McMahon Invoices. Motion by Commissioner Coburn second by Commissioner Sambas to approve for payment McMahon invoice #900270R and #900280 in the amounts of \$3,600.00 and \$4,065.00. Motion carried unanimously.

91 Madison Street. Rob Franck reported the phone and cable has been removed, natural gas removal is in the process. Four requests for quotes were sent out; two responses were received, a third contractor did not have the correct address. This was provided and they indicated they would provide a quote. The two quotes received were for \$23,000 and \$10,000 for the demolition. The water and sewer disconnect will need to be handled by the contractor. Other costs we will see will be for abandoning the natural gas for about \$500-\$900 and asbestos inspection for \$585. President Youngquist reported the individual he was working with at the Housing Partnership of the Fox Valley has quit; Rob reported he has been trying to connect with the other individual who was involved with looking at the property. Commissioner Hamblin questioned if anyone looked at the feasibility of moving the house. Based on the size of the house it was questioned if this would be a feasible option.

Manager Much reported on the Town of Holland S.D. #1 request to renew the agreement for the NMSC to accept waste activated sludge on an as-needed basis. Manager Much reported they have brought wastes in and there were no problems treating it. Commissioners discussed approving the two year agreement subject to having no changes from the original agreement; discussion also was held on including exact dates included for the term of the agreement. Manager Much indicated the language was acceptable; it was the consensus the agreement should have exact dates included. After discussion motion by Commissioner Zielinski second by

Commissioner Coburn to defer the agreement to the November meeting. Motion carried unanimously.

Camera proposal. Rob Franck discussed this issue with the current camera and the need to include a camera in the sludge loading bay. The current camera does not provide an adequate picture after sunset; the new proposed camera would be better suited for this location. The camera that would be replaced can be moved and would be acceptable in the sludge loading bay to be able to monitor and record the individuals who use the front end loader while loading solids to be hauled out. Rob reported Faith Technologies is also investigating if we also need to pay an additional license fee to include another camera on the system. After discussion motion by Commissioner Coburn second by Commissioner Sambs to authorize the project with Faith Technologies as presented. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of September 2015. The plant is operating well, effluent mercury is very low and it may be related to the low effluent suspended solids levels. Manager Much pointed out the September pounds of suspended solids for Menasha increased and the suspended solids for U.S. Paper Mills decreased. Manager Much reported he is still waiting for the Commission Attorney to make an opinion in contracting with U.S. Paper before he sends out his letter to Menasha. President Youngquist will contact the Attorney. After discussion, motion by Commissioner Zielinski second by Commissioner Hamblin to approve the operating report for the month of September 2015. Motion carried unanimously.

Rob Franck discussed listed items from the construction project to be resolved. Tom Kispert discussed aeration basin #6; he received an email from Sanitaire this morning. Sanitaire reported they acid cleaned a NMSC diffuser. After the cleaning, the pressure came back down to levels similar to aeration basin #1. Sanitaire is presenting three options: 1) acid clean the diffusers, 2) cherry pick a diffuser to install in basin #6, 3) put in low pressure diffusers. Sanitaire recommends putting in the low pressure diffusers. Manager Much questioned if the valves will constantly need manual adjustment and readjustment as the air needs change. President Youngquist questioned if low pressure diffusers would be put in at Sanitaire's expense; Tom indicated the email did not say who would be responsible. Manager Much questioned the cost of the cleaning equipment. Commissioners discussed CPUSA using an algorithm based on air flow to obtain the needed dissolved oxygen level (D.O.) and questioned why we cannot set the D.O. level desired and let the blowers and valves adjust as needed to obtain the level. Commissioners further discussed D.O. control verses airflow control. Commissioner Coburn questioned if we received a chemical analysis of what fouled the diffusers in basin #6; Tom will contact Sanitaire for a response. Rob Franck continued discussion on the remaining items on his list of construction related items. Three main items of concern on this list are the blowers, aeration basin #6, and boilers.

Rob discussed current plant projects. Railing repairs are being scheduled, digester walkway is scheduled, boiler cleaning is ongoing, hairline cracks in concrete decking are being sealed with epoxy, headworks sidewalk was replaced.

#### Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of September 2015. The September operations are showing income being generated for

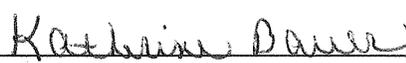
the month. MCO generated \$2,400 in income to the Commission. On September 27 the CD with Community First Credit Union matured and was reinvested for the same term and interest rate (15-month, 0.80%). After discussion, motion by Commissioner Zielinski, second by Commissioner Bauer to accept the Accountant's Report for the month of September 2015. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Sambs to approve for payment MCO invoices #19734, #19811 and #19782 in the amounts of \$105,689.58, \$17,811.84, and \$576.80 with payment to be made after November 1, 2015. Motion carried unanimously.

Motion by Commissioner Coburn, second by Commissioner Zielinski to approve Operating and Payroll Vouchers #135231 through #135303, and EFT #9292015 in the amount of \$323,185.62 for the month of September 2015. Motion carried unanimously.

Motion made by Commissioner Coburn, seconded by Commissioner Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:26 a.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday November 24, 2015

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

**Present:** Commissioners Mike Sambs, Raymond Zielinski, Steve Coburn, Tim Hamblin, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

**Excused:** Commissioner Kathy Bauer.

**Also Present:** Tom Kispert, Chad Olsen (McMAHON); Rob Franck (MCO), Chris Reichelt, Troy Carlson (McClone Agency).

Public Forum. No one in attendance for public forum.

October 27, 2015 Regular Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Hamblin to approve the minutes from the October 27, 2015 Regular Meeting. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

November 2, 2015 letter from Paul Much, MCO President to Mr. Dale Youngquist, NMSC President.

RE: December 1, 2015 health insurance increase to be reflected in December invoice.

November 10, 2015 email from Ms. Karen Backman, Town Menasha clerk to Roger Voigt, NMSC.

RE: Reappointment of Dale Youngquist to a 3-year term on the NMSC.

## Old Business

Ordinance-Contract Change. Manager Much reported on Attorney Thiel's opinion regarding significant Industrial User in the Ordinance-Contract; we will need to modify the agreement to change the requirement of significant industrial user and requirement to contract with them. The Commission discussed changing the wording from being a mandatory contract to may contract with the industry at the NMSC discretion. Manager Much will contact the City of Menasha to see if they would be agreeable with this wording and the Commission would continue to contract with Sonoco as an industrial user.

Motion by Commissioner Coburn second by Commissioner Zielinski to proceed to Agenda item 6(J)-Property and Liability Insurance Renewal Discussion and Potential Action to Approve 2016 Insurances, to accommodate those in attendance. Motion carried unanimously.

Chris Reichelt reviewed his written report and further explained the deductibles and the changes in premiums if the Commission would decide to make a change in the level of the deductible. The coverage limits and property values were also discussed. After discussion, motion by

Commissioner Coburn second by Commissioner Zielinski to accept and approve the 2016 property and liability insurance renewal quotes as presented. Motion carried unanimously.

The meeting returned to the agenda as published.

## New Business

### Operations, Engineering, Planning

HSI Blower Status Update. Manager Much reported on meeting with Atlas Copco representatives to review the new generation blowers and the current building setup and placement of the blowers. No reports regarding costs associated with the new generation blowers have been received. Atlas Copco indicated they will provide blowers, we need to provide installation. We may only need four blowers to meet our aeration needs versus the current six blowers we now have. The new blowers have higher capacities. President Youngquist further discussed a potential split in costs of what Atlas Copco pays for and what the NMSC would pay for.

Phosphorus Analyzer – Manager Much reported the HACH units are running and are being tweaked to see how low our effluent phosphorus level can go using alum. President Youngquist questioned how many products were being tested; Manager Much reported we are currently going to review four different chemicals and spend six to eight months testing each chemical.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; the forms are laid out, hand entered items will be worked on next week, the database groupings are in place, the end documents are being worked on.

Manager Much reported the Town of Holland S.D. #1 agreement for the NMSC to accept waste activated sludge on an as-needed basis was revised as requested. After discussion motion by Commissioner Sambs second by Commissioner Coburn to approve the agreement with the Town of Holland SD #1 to accept waste activated sludge on an as-needed basis during winter months from November 2015 through December 2017. Motion carried unanimously.

Sewer Extension Request. Commissioners discussed the sewer extension request for Gosling Way Court located in the City of Menasha, Waverly Sanitary District. After discussion motion by Commissioner Coburn second by Commissioner Zielinski to approve the sewer extension request for Gosling Way Court located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.

Commissioner Zielinski questioned the letter distributed prior to the meeting regarding U.S. Paper Mills Corp. The Commission returned to Agenda item 5(A) – Old Business. The Commissioners discussed the letter from U.S. Paper and their request to continue as a contracted industrial user with the NMSC. After discussion, motion by Commissioner Zielinski second by Commissioner Coburn to request Attorney Thiel to get a one-year contract extension with U.S. Paper Mills Corp. and to be brought to the Commission for action at the December meeting. Motion carried unanimously.

Menasha Interceptor & Outfall. Manager Much discussed issues with locating manholes and responsibilities for interceptor maintenance.

Menasha Interceptor locates. Rob Franck discussed how the Commission has not received any locate requests for the interceptor line located in Menasha, there are no agreements with anyone else to provide locates. The concern expressed is the liability if damaged. Manager Much will arrange to meet face-to-face to discuss this with the communities. After discussion motion by Commissioner Zielinski second by Commissioner Coburn to obtain a proposal from McMahon for GIS locating of the Interceptor manholes. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of October 2015. The plant is operating well; effluent mercury is low, effluent suspended solids levels are down. Preliminary indications show we may be able to meet the new phosphorus levels with alum. After discussion, motion by Commissioner Sambs second by Commissioner Zielinski to approve the operating report for the month of October 2015. Motion carried unanimously.

Rob Franck reviewed his construction update written report. Tom Kispert reported the centrifuge performance test was performed, the preliminary report is expected to show the solid removal is good, plant polymer was used and no preliminary data has been received on the performance with this polymer. There may need to be a retest performed to show the equipment can meet specifications. Further discussion ensued on the polymer system. President Youngquist questioned if we ever received a price to replace the current polymer system; Tom thought the price was about \$110,000. Chad Olsen indicated the Commission would be able to receive quotes on polymer systems that handle both dry and emulsion polymers.

Rob discussed his written report on current plant projects. Additional discussion was held on the channel mixing at 9<sup>th</sup> Street and at the plant; waiting for a letter indicating the mixing was built as designed. The new security camera was ordered and should be installed by the next meeting; additional future projects were discussed including modifications to the second Town Neenah S.D. 2 metering station. Chad Olsen will have a proposal at the December meeting for these modifications.

91 Madison Street. Rob Franck discussed the bids received from four contractors (Immel, Roger Bowers, Gene Fredrickson, Hietpas & Sons) and the differences in the prices and the services. After discussion motion by Commissioner Sambs second by Commissioner Coburn to approve the bid from Gene Frederickson for the demolition of 91 Madison Street. Motion carried unanimously.

#### Budget, Finance, Personnel

MCO Contract Increase. Commissioners discussed the letter received from MCO regarding their services for 2016. No CPI increase on the base contract for 2016 due to the current CPI Index and an increase on the health insurance portion. After discussion, motion by Commissioner Sambs second by Commissioner Coburn to approve the 2016 contract with Midwest Contract Operations, Inc. as proposed. Motion carried unanimously.

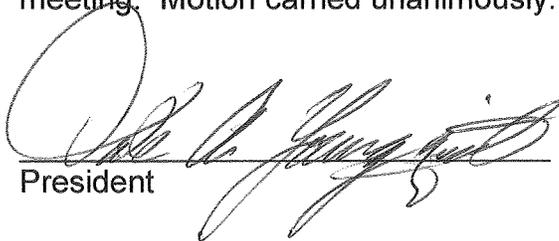
Accountant Voigt discussed the financial statements and the cash & investment report for the month of October 2015. The year-end will have a deficit. Accountant Voigt reported on

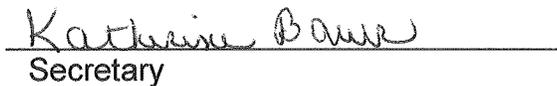
operating expense items being highlighted on the financials that were either under budget or over budget by a larger discrepancy. MCO generated \$2,100 in income to the Commission. After discussion, motion by Commissioner Zielinski, second by Commissioner Coburn to accept the Accountant's Report for the month of October 2015. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve for payment MCO invoices #19845 and #19890 in the amounts of \$124,487.62 and \$827.20 with payment to be made after December 1, 2015. Motion carried unanimously.

Motion by Commissioner Hamblin, second by Commissioner Zielinski to approve Operating and Payroll Vouchers #135304 through #135360 in the amount of \$277,970.99 for the month of October 2015. Motion carried unanimously.

Motion made by Commissioner Coburn, seconded by Commissioner Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:32 a.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary



**Public Works / Parks Safety Committee  
December 30, 2015  
Minutes**

Meeting called to order at 8:05 AM.

**Present:** Todd Drew, Vince Maas, Brian Haessly, Jeff Nieland, Alex Hartzheim, Corey Gordon

**Absent:** Mark Radtke, Adam Alix, Pamela Captain, Kevin Schmahl, Brian Tungate, Eric Whitman,

**Guest:** Candi Huber

- A. Approval of November 24, 2015 meeting minutes – motion B, Haessly second A. Hartzheim – Motion approved

**B. Old Business**

- 1. **Public Works Safety Audit** – Drew covered the findings of the follow-up safety walk thru which was done on November 24, 2015.
- 2. **CVMIC re-inspection** – Re-inspection to be conducted on January 7, 2016 by Ben Rank – CVMIC Drew to accompany.
- 2. **Safety Violation Forms** – Drew discussed the intent of the forms should include the reporting of near miss incidents which are due to gaps in procedure or due to a lack of the appropriate safety equipment. The intent is not to have employees reporting each other unless one would deem it necessary due to a careless or negligent act, especially those that put other employees at risk.

**C. New Business**

- 1. **Monthly Safety Topic** – Next Monthly Safety Topic to be delivered in January.
- 2. **Injury Review.** 1 injuries reported

Dept.	Injury narrative	Lost time	Medical attention	Safety Comments / recommendations
DPW	Employee was bitten by a dog while delivering packets to a private residence. Dog bite broke the skin.	<input type="checkbox"/>	<input type="checkbox"/>	A. Alix contact T. Drew regarding requirements related to a dog bite. Drew informed that the employee needed to proceed to MPD to report the issue whereby they would issue a quarantine order on the dog to the owner. This procedure is clearly defined for all dog bites in City ordinance and Wisconsin State Statutes 95.21. Drew will monitor and receive the completed quarantine order - all documentation will be submitted to HR as documentation of the issue. Drew will also contact employee with regard to any issues or concerns he may have.

3. **New items for discussion** – C. Gordon raised concerns regarding traffic control and MPD involvement in enforcing road closed zones. Drew stated that he would approach either Brett Halderson and/or Tim Styka regarding the issue. This issue was discussed at length prior to last street work season. C. Gordon stated that there was little to no improvement. C. Gordon is requesting more of a presence around job zones and issuance of citation for violations.

#### D. Training

1. **Annual Refresher Trainings** – Drew to provide schedule as soon as user ID and passwords are obtained from CVMIC.
2. **Respiratory Protection Refresher** – Date changed to Tuesday January 5, 2016 delay due to weather and plowing needs.
2. **Confined Space Training** – Confined space training to be conducted by CVMIC on April 19, 2016 including classroom and hands on at pool.

Drew further discussed the recommendation that all confined spaces be treated as permitted entry. There was discussion at length about whether it is required to treat all spaces as confined spaces (i.e. air monitoring) including documentation. Drew will provide the language in the Confined Space Policy, OSHA Standard and CVMIC interpretation for the January meeting.

3. **Additional Training Issues** – No issues

E. Motion to adjourn at 9:10AM

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

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Olszewski, Keehan, Zelinski, Benner, Nichols, Taylor, Krautkramer.

EXCUSED: Alderman Spencer

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Auxier, CDD Keil, ASD Steeno,  
PRD Tungate, Clerk Galeazzi

DEPT. HEADS EXCUSED: DPW Radtke, PHD McKenney.

D. PUBLIC HEARING

1. [Proposed rezoning of property located west of Kernan Avenue and north of USH 10/114, portions of Parcel #'s 7-01811-01, 7-01811-02, 7-01811-03 and 7-00700-72 from R-1 Single Family to Planned Unit Development.](#)

Mayor Merkes opened the Public Hearing.

CDD Keil explained the request of the property owner to rezone property from R-1 Single Family to Planned Unit Development to construct condominiums.

No one spoke

Mayor Merkes closed public hearing.

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

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

Lillian O'Connell, 816 Arthur Street, Menasha. Drainage issues on their property.

Bonnie Delfosse, 85 Tayco Street, Menasha. Issues with housing code violations.

Chris Klein, 730 Keyes Street, Menasha. Questions on pedestrian walkway project.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. FC Auxier – Introduction of new Firefighter Ben Fahrenkrug and administer Oath of Office.

FC Auxier introduced the newest NMFR Firefighter Ben Fahrenkrug. Clerk Galeazzi administered the Firefighter Oath of Office to FF Fahrenkrug.

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

Minutes to receive:

- a. [Board of Health, 11/11/15.](#)
- b. [Board of Public Works, 12/07/15.](#)
- c. [Community on Aging, 11/12/15.](#)
- d. Landmarks Commission, [11/11/15](#) & [12/14/15.](#)
- e. [NMFR Joint Finance & Personnel, 12/08/15.](#)
- f. [Parks and Recreation Board, 11/10/15.](#)
- g. [Plan Commission, 12/8/15.](#)
- h. [Water & Light Commission, 12/16/15.](#)

Communications:

- i. [Mayor Merkes, 12/17/15; Finance Department Security Improvements.](#)
- j. [Mayor Merkes, 12/17/15; Joint Common Council/Menasha Utility Commission meeting.](#)

Moved by Ald. Taylor seconded by Ald. Ald. Keehan to receive Minutes and Communications A-J.  
Motion carried on voice vote.

## G. CONSENT AGENDA

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

Minutes to approve:

1. [Common Council, 12/07/15.](#)

Board of Public Works, 12/07/15 – Recommends the Approval of:

2. [Downtown Pedestrian Walkway Improvements.](#)
3. [Change Order – Janke General Contractors; Gilbert Riverfront Trail; Contract No. 2014-03; DEDUCT: \\$17,654.46 \(Change Order No. 4 and Final\).](#)
4. [Change Order – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; DEDUCT: \\$41,801.80 \(Change Order No. 4 and Final\).](#)
5. [Payment – Janke General Contractors; Gilbert Riverfront Trail; Contract No. 2014-03; \\$38,133.28 \(Payment No. 6 & Final\).](#)
6. [Payment – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; \\$40,426.94 \(Payment No. 5 & Final\).](#)

Plan Commission, 12/8/15 – Recommends the Approval of:

7. [Preliminary Plat for the Second Addition to Woodland Heights conditioned on the 50' setback line from the navigable stream being shown on the plat, staff review of the drainage easement widths, and the City of Menasha retain an outlot at the termination of the cul-de-sac.](#)

Ald. Taylor requested to remove items 2 & 7 from Consent Agenda.

Moved by Ald. Taylor seconded by Ald. Keehan to approve Consent Agenda items 1, 3-6.  
Motion carried on roll call 7-0.

## H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Nichols seconded by Ald. Keehan to approve Consent Agenda item 2, Downtown Pedestrian Walkway Improvements.

General discussion ensued on cost of project, cost adjustments, improvements to private property will be responsibility of property owner, project timeline.

Moved by Ald. Benner seconded by Ald. Keehan to amend to include alternate bid for color stamp concrete and furniture.

Motion on amendment carried on roll call 7-0.

Original motion as amended carried on roll call 5-2.

Ald. Nichols, Krautkramer, Olszewski, Keehan and Benner voted yes. Ald. Taylor and Zelinski voted no.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda item 7, Preliminary Plat for the Second Addition to Woodland heights conditioned on the 50' setback line from the navigable stream being shown on the plat, staff review of the drainage easement widths, and the City of Menasha retain an outlot at the termination of the cul-de-sac.

Motion carried on roll call 7-0.

## I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 12/10/15 to 12/17/15 in the amount of \\$566,794.68.](#)

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 in memo date 12/16/15.

Motion carried on roll call 7-0.

3. [Fourth Amendment to the Lease Agreement between Morton Martin I LLC, Dumke and Associates, LLC and City of Menasha.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve Fourth Amendment to the Lease Agreement between Morton Martin I LLC, Dumke and Associates, LLC and City of Menasha.

General discussion ensued on the cost per square footage of property being rented by Health Dept.

Motion carried on roll call 7-0.

4. [First Amendment to Development Agreement between Menasha Downtown Development, LLC and City of Menasha.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve First Amendment to Development Agreement between Menasha Downtown Development, LLC and City of Menasha.

General discussion ensued on accelerating the completion of curb and sidewalk restoration, if any damage occurs to sidewalk and curb during construction developer is responsible for replacement.

Motion carried on roll call 7-0.

5. [2016 Municipal Property Insurance.](#)

CA Captain explained the three quotes received for municipal property insurance and what is covered.

Moved by Ald. Nichols seconded by Ald. Keehan to approve 2016 Municipal Property Insurance with Municipal Property Insurance Company in the amount of \$32,211.

Motion carried on roll call 7-0.

6. [Underground Storage Tank Insurance.](#)

CA Captain explained Underground Storage Tank insurance renewal and the requirements for UST insurance. She is still waiting for final quotes.

General discussion ensued on the underground storage tanks at Marina and Public Works Facility, current insurance coverage.

Moved by Ald. Nichols seconded by Ald. Benner to approve Underground Storage Tank Insurance with ACE American Insurance Company is \$4,632.

Motion carried on roll call 7-0.

J. HELD OVER BUSINESS

1. [Street Use Application – First Eve; Thursday, December 31, 2015; 3:00 PM – 12:30 AM; \(Doty Island Development Council and Community Forward, Inc.\).](#)

CA Captain stated updated Street Use Application and insurance has been received and is complete.

Moved by Ald. Keehan seconded by Ald. Zelinski to approve Street use Application for First Eve, Thursday December 31, 2015, 3:00pm-12:30am (Doty Island Development Council and Community Forward, Inc.).

Motion carried on roll call 6-0. Ald. Taylor abstained.

K. ORDINANCES AND RESOLUTIONS

None

L. APPOINTMENTS

1. [Mayor's Appointment of Peggy Steeno to Fox Cities Hotel Room Tax Commission for the term 1/1/16 to 12/31/16.](#)

Moved by Ald. Taylor seconded by Ald. Benner to approve Mayor's appointment of Peggy Steeno to Fox Cities Hotel Room Tax Commission for the term 1/1/16 to 12/31/16.

Motion carried on voice vote.

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 BOARD OF PUBLIC WORKS

Moved by Ald. Taylor seconded by Ald. Zelinski to recess at 7:34 p.m. to Board of Public Works.

Motion carried on voice vote.

Reconvened at 7:41 p.m.

P. ACTION ITEMS

1. [Recommendation from Board of Public Works: Authorization to Execute Relocation Order for Third Street Bridge Project.](#)

Moved by Ald. Keehan seconded by Ald. Krautkramer to approve Authorization to Execute Relocation Order for Third Street Bridge Project.

Motion carried on roll call 7-0.

2. [R-40-15 Resolution Inviting Town of Menasha to Mediate Boundary Issues.](#)

CA Captain explained the petition for a portion of Town of Menasha to become a village. City of Menasha is a party of interest in the case. Staff attended meetings held by the Incorporation Review Board. Town of Menasha boundaries on east side are irregular. Resolution is formal invitation to Town of Menasha for the parties to work out boundary irregularities and islands.

General discussion ensued on what was discussed at Incorporation Review Board meetings, discussions with Town of Menasha on property swaps.

Moved by Ald. Keehan seconded by Ald. Benner to approve R-40-14 Resolution Inviting Town of Menasha to mediate Boundary Issues.

Motion carried on roll call 7-0.

3. Possible Motion to 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. Case No.15-CV-452).

No action.

4. May reconvene into Open Session to act on what was discussed in Closed Session.

No action.

Q. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 8:05 p.m.

Motion carried on voice vote.

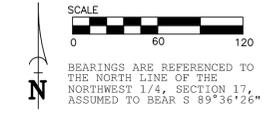
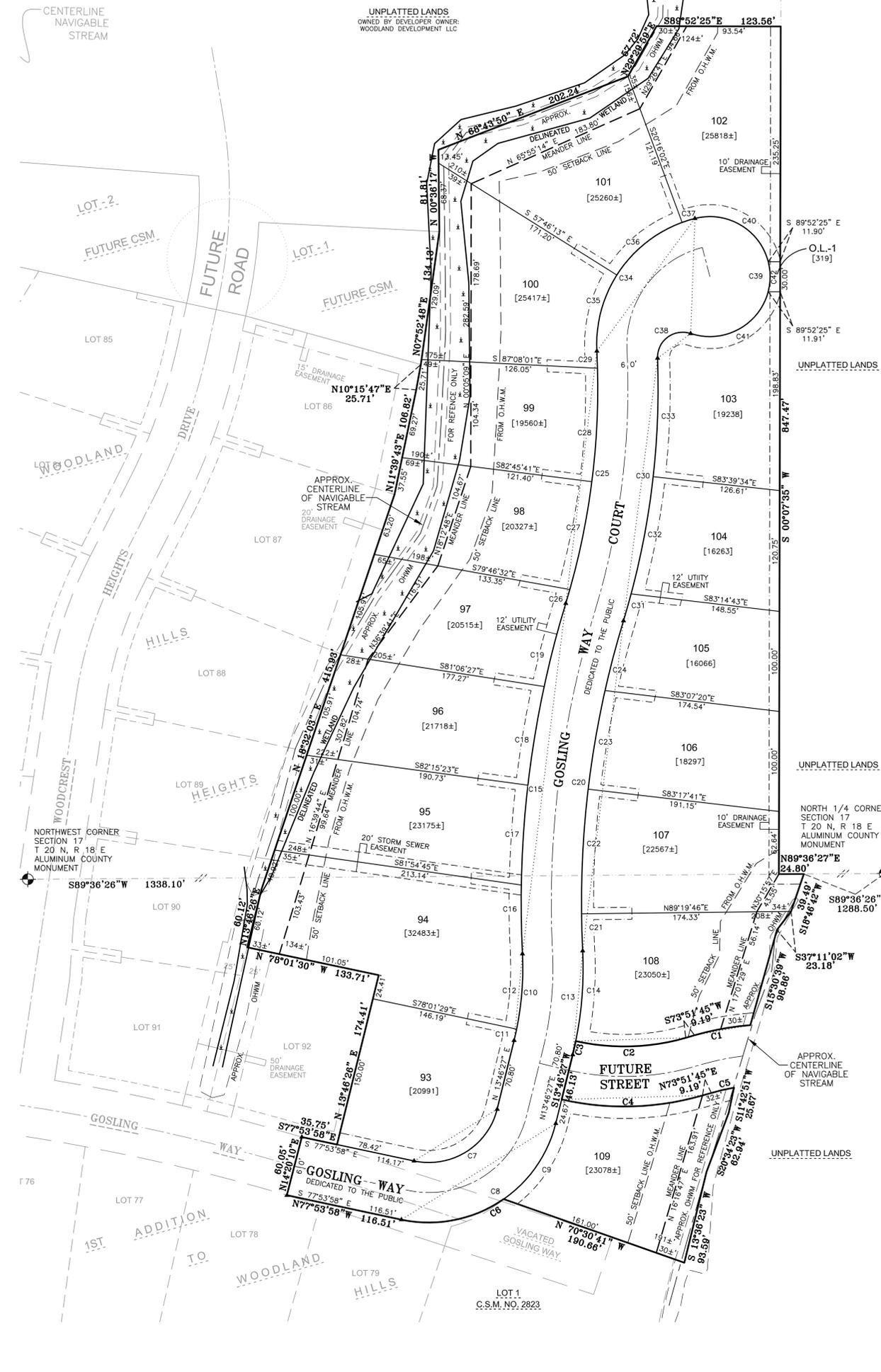
# SECOND ADDITION TO WOODLAND HILLS

PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 8, AND PARTS OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 17, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN

## LOCATION MAP



THE SOUTHWEST 1/4 OF SECTION 8 AND THE NORTHWEST 1/4 OF SECTION 17, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN



- LEGEND**
- ▲ 1" O.D. ROUND IRON PIPE SET, 24" LONG, WEIGHING 1.13 LBS. PER LINEAL FOOT AT ALL OTHER LOT CORNERS
  - △ 1-1/4" O.D. ROUND REINFORCING BAR SET, 30" LONG WEIGHING 4.303 LBS. PER LINEAL FOOT
  - 1-1/4" O.D. REBAR FOUND
  - 3/4" O.D. REBAR FOUND
  - [ ] TOTAL LOT AREA IN SQUARE FEET
  - ◆ GOVERNMENT CORNER

**UTILITY EASEMENTS** - NO POLES OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE INSTALLATION WOULD DISTURB ANY SURVEY STAKE OR OBSTRUCT VISION ALONG ANY LOT LINE OR STREET LINE. THE DISTURBANCE OF A SURVEY STAKE BY ANYONE IS A VIOLATION OF SECTION 236.32 OF WISCONSIN STATUTES. UTILITY EASEMENTS AS HEREIN SET FORTH ARE FOR THE USE OF PUBLIC BODIES AND PRIVATE PUBLIC UTILITIES HAVING THE RIGHT TO SERVE THE AREA.

**NOTES**

- ALL LINEAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST ONE HUNDREDTH OF A FOOT.
- ALL ANGULAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST 20 SECONDS AND COMPUTED TO THE NEAREST HALF SECOND.
- FRONT YARD SETBACKS ARE A MINIMUM OF 25 FEET.
- ELEVATIONS ARE BASED ON USGS DATUM.

**CURVE TABLE:**

NUMBER	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
C1	280.00'	11°33'46"	56.51'	S 79°38'38" W	56.41'
C2	220.00'	28°47'31"	110.55'	S 88°15'31" W	109.39'
C3	360.94'	02°12'09"	13.87'	S 12°40'22" W	13.87'
C4	280.00'	28°58'39"	141.61'	N 88°21'04" E	140.11'
C5	220.00'	06°01'19"	23.12'	N 76°52'24" E	23.11'
C6	130.00'	47°01'46"	106.71'	S 78°35'08" W	103.74'
C7	70.00'	88°19'35"	107.91'	N 57°56'14" E	97.54'
C8	130.00'	88°19'35"	200.41'	N 57°56'14" E	181.14'
C9	130.19'	41°13'57"	93.69'	S 42°24'35" E	91.68'
C10	300.94'	16°37'39"	87.33'	N 05°27'37" E	87.03'
C11	300.94'	02°11'44"	11.53'	N 12°40'35" E	11.53'
C12	300.94'	14°25'55"	75.80'	N 04°21'45" E	75.60'
C13	360.94'	16°37'39"	104.75'	N 05°27'37" E	104.38'
C14	360.94'	14°25'55"	90.87'	N 04°21'33" E	90.63'
C15	1030.00'	19°43'40"	354.64'	N 07°00'37" E	352.89'
C16	1030.00'	03°49'27"	68.75'	N 00°56'29" W	68.73'
C17	1030.00'	05°33'46"	100.00'	N 03°45'07" E	99.96'
C18	1030.00'	05°33'46"	100.00'	N 09°18'53" E	99.96'
C19	1030.00'	04°46'41"	85.90'	N 14°29'06" E	85.87'
C20	970.00'	19°43'40"	333.98'	N 07°00'37" E	332.34'
C21	970.00'	02°10'59"	36.96'	N 01°45'43" W	36.96'
C22	970.00'	07°22'33"	124.87'	N 03°01'03" E	124.78'
C23	970.00'	05°54'34"	100.04'	N 09°39'36" E	100.00'
C24	970.00'	04°15'34"	72.11'	N 14°44'40" E	72.09'
C25	740.20'	19°46'35"	255.49'	N 06°59'10" E	254.22'
C26	740.20'	01°07'14"	14.48'	N 16°18'50" E	14.48'
C27	740.20'	08°31'23"	110.11'	N 11°29'32" E	110.01'
C28	740.20'	08°47'31"	113.58'	N 02°50'05" E	113.47'
C29	740.20'	01°20'28"	17.33'	N 02°13'54" W	17.32'
C30	800.20'	19°02'40"	265.98'	N 07°21'07" E	264.76'
C31	800.20'	01°59'56"	27.92'	N 15°52'29" E	27.91'
C32	800.20'	08°33'00"	119.41'	N 10°36'02" E	119.30'
C33	800.20'	08°29'45"	118.65'	N 02°04'39" E	118.54'
C34	130.00'	78°28'46"	178.06'	N 36°20'15" E	164.47'
C35	130.00'	35°08'33"	79.74'	N 14°40'08" E	78.49'
C36	130.00'	37°30'40"	85.11'	N 50°59'46" E	83.60'
C37	130.00'	05°49'34"	13.22'	N 72°39'51" E	13.21'
C38	25.00'	110°42'42"	48.31'	N 53°11'08" E	41.13'
C39	60.00'	212°56'30"	223.01'	N 02°03'53" E	115.08'
C40	60.00'	104°32'18"	109.48'	S 52°08'13" E	94.91'
C41	60.00'	108°24'12"	113.53'	S 54°20'02" E	97.34'
C42	60.00'	28°57'10"	30.32'	N 00°07'57" E	30.00'

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_

Department of Administration

**Martenson & Eisele, Inc.**  
 1377 Midway Road  
 Menasha, WI 54952  
 www.martenson-eisele.com  
 info@martenson-eisele.com  
 920.731.0381 1.800.236.0381

Planning  
 Environmental  
 Surveying  
 Engineering  
 Architecture

Drawing No. 1-0719-001f.dwg  
 Sheet 1 of 2  
 This instrument drawn by: Christopher R. Cleary

# SECOND ADDITION TO WOODLAND HILLS

PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 8, AND PARTS OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 17, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN

## UTILITY EASEMENT PROVISIONS

AN EASEMENT FOR ELECTRIC AND COMMUNICATIONS SERVICE IS HEREBY GRANTED BY NEW HEIGHTS DEVELOPMENTS, LLC, GRANTOR,

TO MENASHA ELECTRIC UTILITY  
WISCONSIN GAS LLC d/b/a WE ENERGIES  
WISCONSIN BELL, INC., d/b/a AT&T WISCONSIN, A WISCONSIN CORPORATION  
TIME WARNER ENTERTAINMENT COMPANY, L.P.  
WAVERLY SANITARY DISTRICT  
CITY OF MENASHA  
GRANTEES,

THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, TO CONSTRUCT, INSTALL, OPERATE, REPAIR, MAINTAIN AND REPLACE FROM TIME TO TIME, FACILITIES USED IN CONNECTION WITH OVERHEAD AND UNDERGROUND TRANSMISSION AND DISTRIBUTION OF ELECTRICITY AND ELECTRIC ENERGY FOR SUCH PURPOSES AS THE SAME IS NOW OR MAY HEREAFTER BE USED AND FOR SOUNDS AND SIGNALS, ALL IN, OVER, UNDER, ACROSS, ALONG AND UPON THE PROPERTY SHOWN WITHIN THOSE AREAS ON THE PLAT DESIGNATED AS "UTILITY EASEMENT AREAS" AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS AND ALLEYS, WHETHER PUBLIC OR PRIVATE, TOGETHER WITH THE RIGHT TO INSTALL SERVICE CONNECTIONS UPON, ACROSS, WITHIN AND BENEATH THE SURFACE OF EACH LOT TO SERVE IMPROVEMENTS THEREON, OR ON ADJACENT LOTS; ALSO THE RIGHT TO TRIM OR CUT DOWN TREES, BRUSH AND ROOTS AS MAY BE REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE RIGHT TO ENTER UPON THE SUBDIVIDED PROPERTY FOR ALL SUCH PURPOSES. THE GRANTEEES AGREE TO RESTORE OR CAUSE TO HAVE RESTORED THE PROPERTY, AS NEARLY AS IS REASONABLY POSSIBLE, TO THE CONDITION EXISTING PRIOR TO SUCH ENTRY BY THE GRANTEEES OR THEIR AGENTS. THIS RESTORATION, HOWEVER, DOES NOT APPLY TO THE INITIAL INSTALLATION OF SAID UNDERGROUND AND/OR ABOVE GROUND ELECTRIC FACILITIES OR COMMUNICATION FACILITIES OR TO ANY TREES, BRUSH OR ROOTS WHICH MAY BE REMOVED AT ANY TIME PURSUANT TO THE RIGHTS HEREIN GRANTED. BUILDINGS SHALL NOT BE PLACED OVER GRANTEEES' FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE LINES MARKED "UTILITY EASEMENT AREAS" WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEEES. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF THE SUBDIVIDED PROPERTY SHALL NOT BE ALTERED BY MORE THAN FOUR INCHES WITHOUT THE WRITTEN CONSENT OF GRANTEEES. THE GRANT OF EASEMENT SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HEIRS, SUCCESSORS AND ASSIGNS OF ALL PARTIES HERETO.

NICOLE MILLER MEMBER

## SURVEYORS CERTIFICATION

I, CHRISTOPHER R. CLEARY, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:

THAT I HAVE SURVEYED, DIVIDED, AND MAPPED 2ND ADDITION TO WOODLAND HILLS, AT THE DIRECTION OF WOODLAND DEVELOPMENT LLC, PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 8, AND PARTS OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 17, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 17; THENCE SOUTH 89 DEGREES 36 MINUTES 26 SECONDS WEST, ALONG THE NORTH LINE OF THE NORTHWEST 1/4 OF SAID SECTION 17, A DISTANCE OF 1288.50 FEET; TO THE POINT OF BEGINNING; THENCE SOUTH 18 DEGREES 46 MINUTES 42 SECONDS WEST, A DISTANCE OF 39.49 FEET; THENCE SOUTH 31 DEGREES 11 MINUTES 02 SECONDS WEST, A DISTANCE OF 23.18 FEET; THENCE SOUTH 15 DEGREES 30 MINUTES 39 SECONDS WEST, A DISTANCE OF 98.86 FEET; THENCE 56.51 FEET ALONG A CURVE TO THE LEFT, HAVING A RADIUS OF 280.00 FEET AND A CHORD THAT BEARS SOUTH 79 DEGREES 38 MINUTES 38 SECONDS WEST, 56.41 FEET; THENCE SOUTH 73 DEGREES 51 MINUTES 45 SECONDS WEST, A DISTANCE OF 9.19 FEET; THENCE SOUTH 15 DEGREES 30 MINUTES 39 SECONDS WEST, A DISTANCE OF 220.00 FEET AND A CHORD THAT BEARS SOUTH 88 DEGREES 15 MINUTES 31 SECONDS WEST, 109.39 FEET; THENCE 13.87 FEET ALONG A CURVE TO THE RIGHT, HAVING A RADIUS OF 360.94 FEET AND A CHORD THAT BEARS SOUTH 12 DEGREES 40 MINUTES 22 SECONDS WEST, 13.87 FEET; THENCE SOUTH 15 DEGREES 46 MINUTES 27 SECONDS WEST, A DISTANCE OF 46.13 FEET; THENCE 141.61 FEET ALONG A CURVE TO THE LEFT, HAVING A RADIUS OF 280.00 FEET AND A CHORD THAT BEARS NORTH 88 DEGREES 21 MINUTES 04 SECONDS EAST, 140.11 FEET; THENCE NORTH 73 DEGREES 51 MINUTES 45 SECONDS EAST, A DISTANCE OF 9.19 FEET; THENCE 23.12 FEET ALONG A CURVE TO THE RIGHT, HAVING A RADIUS OF 220.00 FEET AND A CHORD THAT BEARS NORTH 76 DEGREES 52 MINUTES 24 SECONDS EAST, 23.11 FEET; THENCE SOUTH 11 DEGREES 42 MINUTES 51 SECONDS WEST, A DISTANCE OF 25.67 FEET; THENCE SOUTH 20 DEGREES 34 MINUTES 23 SECONDS WEST, A DISTANCE OF 62.94 FEET; THENCE SOUTH 13 DEGREES 36 MINUTES 23 SECONDS WEST, A DISTANCE OF 93.59 FEET; THENCE NORTH 70 DEGREES 30 MINUTES 41 SECONDS WEST, A DISTANCE OF 190.66 FEET; THENCE 106.71 FEET ALONG A CURVE TO THE RIGHT, HAVING A RADIUS OF 130.00 FEET AND A CHORD THAT BEARS SOUTH 78 DEGREES 35 MINUTES 08 SECONDS WEST, 103.74 FEET; THENCE NORTH 77 DEGREES 53 MINUTES 58 SECONDS WEST, A DISTANCE OF 116.51 FEET; THENCE NORTH 14 DEGREES 20 MINUTES 10 SECONDS EAST, A DISTANCE OF 60.05 FEET; THENCE SOUTH 77 DEGREES 53 MINUTES 58 SECONDS EAST, ALONG THE NORTH RIGHT-OF-WAY LINE OF GOSLING WAY, A DISTANCE OF 133.71 FEET; THENCE NORTH 13 DEGREES 46 MINUTES 26 SECONDS EAST, ALONG THE EAST LINE OF LOT 92 OF WOODLAND HILLS HEIGHTS, A DISTANCE OF 174.41 FEET; THENCE NORTH 78 DEGREES 01 MINUTES 30 SECONDS WEST, ALONG THE NORTH LINE OF LOT 92 OF WOODLAND HILLS HEIGHTS, A DISTANCE OF 133.71 FEET; THENCE NORTH 13 DEGREES 46 MINUTES 26 SECONDS EAST, ALONG THE EAST LINE OF WOODLAND HILLS HEIGHTS, A DISTANCE OF 116.51 FEET; THENCE NORTH 10 DEGREES 15 MINUTES 47 SECONDS EAST, CONTINUING ALONG THE EAST LINE OF WOODLAND HILLS HEIGHTS, A DISTANCE OF 25.71 FEET; THENCE NORTH 07 DEGREES 52 MINUTES 48 SECONDS EAST, A DISTANCE OF 134.13 FEET; THENCE NORTH 00 DEGREES 36 MINUTES 17 SECONDS WEST, A DISTANCE OF 81.81 FEET; THENCE NORTH 68 DEGREES 43 MINUTES 50 SECONDS EAST, A DISTANCE OF 202.24 FEET; THENCE NORTH 29 DEGREES 29 MINUTES 59 SECONDS EAST, A DISTANCE OF 57.72 FEET; THENCE SOUTH 89 DEGREES 52 MINUTES 23 SECONDS EAST, A DISTANCE OF 123.56 FEET; THENCE SOUTH 00 DEGREES 07 MINUTES 35 SECONDS WEST, A DISTANCE OF 847.47 FEET; THENCE NORTH 89 DEGREES 36 MINUTES 27 SECONDS EAST, A DISTANCE OF 24.80 FEET TO THE POINT OF BEGINNING. CONTAINING 453,469 SQUARE FEET (10.410 ACRES). SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION THEREOF MADE.

THAT I HAVE MADE SUCH LAND DIVISION AND PLAT BY THE DIRECTION OF THE OWNERS SHOWN HERE ON.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE WISCONSIN STATUTES, AND THE SUBDIVISION REGULATION OF THE TOWN OF GRAND CHUTE AND OUTAGAMIE COUNTY IN SURVEYING, DIVIDING AND MAPPING THE SAME.

GIVEN UNDER MY HAND THIS 16th DAY OF DECEMBER, 2015.

CHRISTOPHER R. CLEARY, P.L.S. S-2551

## CORPORATE OWNER'S CERTIFICATE OF DEDICATION

WOODLAND DEVELOPMENT LLC, A CORPORATION DULY ESTABLISHED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS OWNER, DOES HEREBY CERTIFY THAT SAID CORPORATION CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, MAPPED, AND DEDICATED ALL AS SHOWN AND REPRESENTED ON THIS PLAT.

NEW HEIGHTS DEVELOPMENTS, LLC, FURTHER CERTIFIES THAT THIS PLAT IS REQUIRED BY S.236.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION.

CITY OF MENASHA  
CALUMET COUNTY  
DEPARTMENT OF ADMINISTRATION

WITNESS THE HAND AND SEAL OF SAID OWNERS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015.

NICOLE MILLER MEMBER

STATE OF WISCONSIN )  
 ) SS  
CALUMET COUNTY )

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015,  
THE ABOVE OWNERS TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE  
FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_

## COMMON COUNCIL RESOLUTION

RESOLVED, THAT 2ND ADDITION TO WOODLAND HILLS, IN THE CITY OF MENASHA, IS HEREBY APPROVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ MAYOR

I HEREBY CERTIFY THAT THE FOREGOING IS A COPY OF A RESOLUTION ADOPTED BY THE COMMON COUNCIL OF THE CITY OF MENASHA.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ CITY CLERK

## CERTIFICATE OF FINANCE OFFICER

I, \_\_\_\_\_, BEING THE DULY QUALIFIED AND ACTING TREASURER OF THE CITY OF MENASHA, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN MY OFFICE, THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS AS OF \_\_\_\_\_ ON ANY OF THE LAND INCLUDED IN 2ND ADDITION TO WOODLAND HILLS.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ CHIEF FINANCIAL OFFICER

## COUNTY TREASURER'S CERTIFICATE

STATE OF WISCONSIN )  
 ) SS  
CALUMET COUNTY )

I, \_\_\_\_\_, BEING THE DULY ELECTED, QUALIFIED AND ACTING TREASURER OF THE COUNTY OF CALUMET, DO HEREBY CERTIFY THAT THE RECORDS IN MY OFFICE SHOW NO UNREDEEMED TAX SALES AND NO UNPAID TAXES OF UNPAID SPECIAL ASSESSMENTS AS OF \_\_\_\_\_ AFFECTING THE LANDS INCLUDED IN 2ND ADDITION WOODLAND HILLS.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ COUNTY TREASURER

## CONSENT OF CORPORATE MORTGAGEE

THE BANK OF KAUKAUNA, A CORPORATION DULY ESTABLISHED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF THE LANDS HEREIN DESCRIBED, DOES HEREBY CONSENT TO THE SURVEYING, DIVIDING, MAPPING AND DEDICATION OF THE LANDS DESCRIBED ON THIS PLAT, AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATE OF 2ND ADDITION TO WOODLAND HILLS. IN WITNESS WHEREOF, THE BANK OF KAUKAUNA HAS CAUSED THESE PRESENTS TO BE SIGNED BY \_\_\_\_\_ AND ITS CORPORATE SEAL TO BE HEREUNTO AFFIXED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

STATE OF WISCONSIN )  
 ) SS  
\_\_\_\_\_ COUNTY )

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015, THE ABOVE OWNER TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

There are no objections to this plat with respect to  
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),  
Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20 \_\_\_\_\_

Department of Administration



Drawing No. 1-0719-001f.dwg  
Sheet 2 of 2  
This instrument drawn by: Christopher R. Cleary

Martenson & Eisele, Inc.

1377 Midway Road  
Menasha, WI 54952  
www.martenson-eisele.com  
info@martenson-eisele.com  
920.731.0381 1.800.236.0381

Planning  
Environmental  
Surveying  
Engineering  
Architecture



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Planning ■ Surveying ■ Engineering ■ Architecture

*Professionals dedicated to serving people committed to improving their communities*

## LETTER OF VARIANCE

To: Community Development  
City of Menasha  
140 Main Street  
Menasha, WI 54952

Date: December 16, 2015

Re: 2nd Addition to Woodland Hills  
Final Plat Review

To whom it may concern:

I am writing this letter of Variance to the plan commission to waive to requirement for the maximum length of a proposed cul-de-sac to be 500'. The cul-de-sac for Gosling Way Court in the 2<sup>nd</sup> addition to Woodland Hills needs to be longer (700'+/-) due to environmental issues, a navigable stream, and wetlands that run along the West & North side of the proposed development. The proposed layout for the 2<sup>nd</sup> Addition to Woodland Hills was mapped out to maximize the amount of lots in accordance with the existing lot lines around the exterior of said proposed development.

Thank you

By: \_\_\_\_\_

Chris Cleary, PLS

City of Menasha  
SPECIAL ZONING APPROVAL

Date 10/12/15

RECEIVED DEC 10 2015  
law

Owner Daniel Gueths

Case or Plan No. \_\_\_\_\_

Address 2035 Manitowoc Rd.

Fee \$350

Applicant (if different than Owner) Chuck Krause

Joint-w- Dan Gueths

Address 835 OUBORA ST. Menasha, WI 54952

Zoning C-1

Parcel Number(s) 7-00012-00

PLEASE INDICATE WHICH REQUEST IS BEING MADE

Rezoning

Special Use

Flood Plain Map Amendment

Appeal or Variance

PUD Plan Approval

Comprehensive Plan Amendment

Description of Request: Special use Permit to get used car license.

(If applicable)

Formal Hearing 1-4-2016

Informal Hearing 12-22-2015

Notice Mailed 12-15-2015

Notice Mailed 12-15-2015

Notice Mailed 12-15-2015

Action Taken: \_\_\_\_\_ 20

APPROVED

DENIED

Conditions (if any): \_\_\_\_\_

Owner/Agent

Daniel A. Gueths  
Signature

10/12/15  
Date



December 15, 2015

RE: Special Use Permit Application for 2035 Manitowoc Road

Dear Property Owner:

Chuck Krause and Dan Gueths have applied for a Special Use Permit for Parcel Number 7-00012-00 located at 2035 Manitowoc Road. The property owner has requested the Special Use Permit in order to operate a used car lot. The subject site is zoned C-1 General Commercial District which requires a Special Use Permit for retail uses per Sec. 13-1-29(c)(3) of the City of Menasha Code of Ordinances.

The City of Menasha Plan Commission will hold a public hearing on the proposed Special Use Permit on Tuesday, December 22, 2015 at 3:30 p.m. or shortly thereafter in the City Hall Council Chambers located at 140 Main Street, Menasha.

The City of Menasha Common Council will hold a public hearing on the proposed Special Use Permit on Monday, January 4, 2016 at 6:00 p.m. or shortly thereafter in the City Hall Council Chambers, 140 Main Street, Menasha.

A copy of the Public Hearing Notice is attached along a map identifying the location of the property.

Persons interested in this matter will be given an opportunity to comment on the request; written comments will also be considered. You are receiving this notice because you own property within one hundred (100) feet of the proposed special use. If you have any questions, please contact me.

Sincerely,

Kristi Heim  
Community Development Coordinator

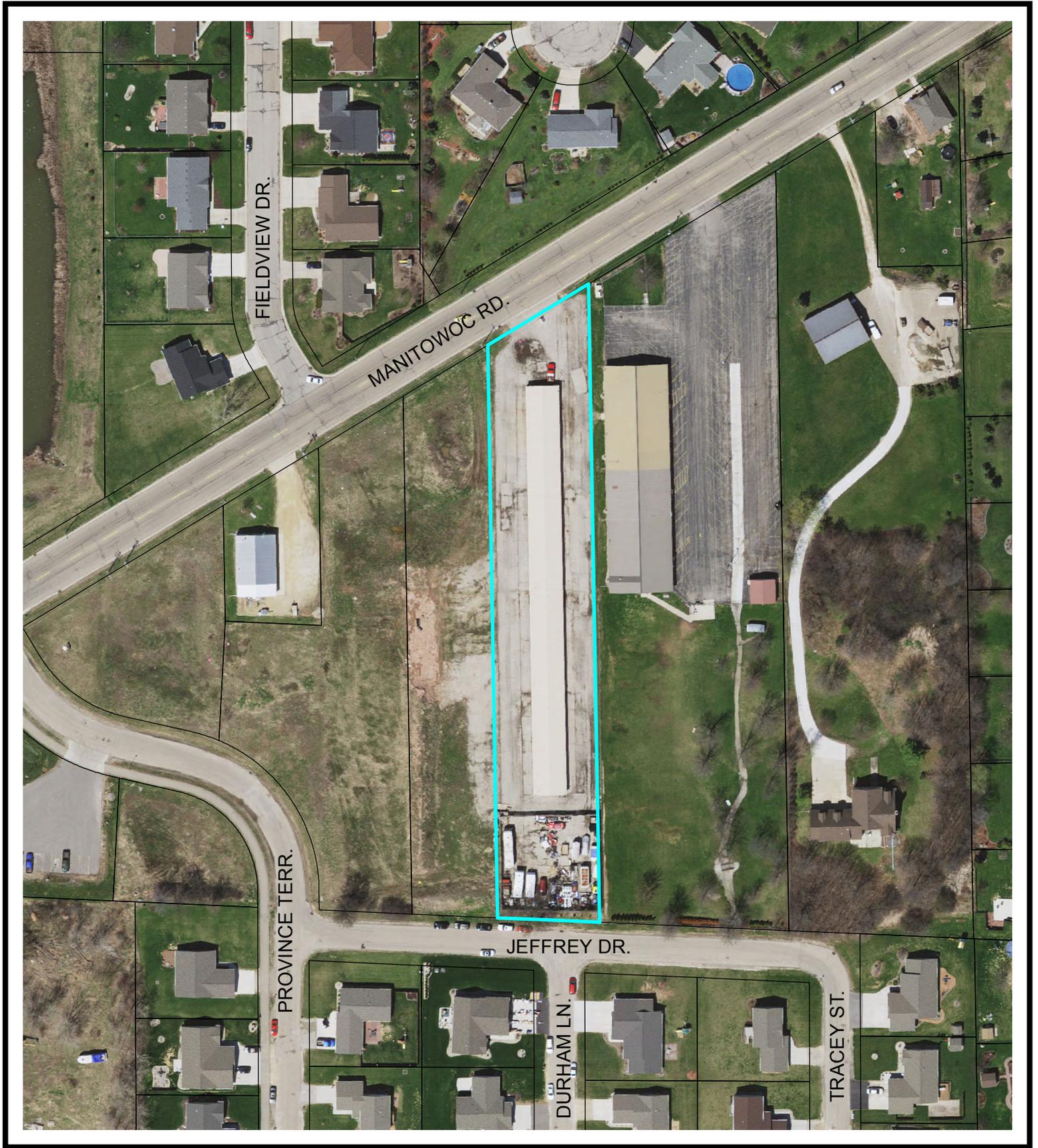
C: Plan Commission  
City Clerk Galeazzi

**City of Menasha  
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit jointly by Chuck Krause and Dan Gueths to operate a used car lot at 2035 Manitowoc Road, which includes Parcel Number 7-00012-00, City of Menasha, Calumet County, Wisconsin. The subject site is zoned C-1 General Business District and requires a Special Use Permit for automotive sales per Sec. 13-1-29(c)(3) of the City of Menasha Code of Ordinances. The Plan Commission will hold its public hearing on Tuesday, December 22, 2015 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI. The Common Council will hold its public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, January 4, 2016 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend.

Deborah A. Galeazzi, WCMC  
City Clerk

Run: December 18 and 28, 2015.



**Special Use Permit Location**  
**Proposed Used Car Lot**  
**Address: 2035 Maniwoc Road**



**Legend**

 Proposed Special Use Permit  
Parcel ID# 7-00012-00



To: Plan Commission

From: Kevin Englebert, Associate Planner *KPE*

Date: December 16, 2015

Re: **Special Use Permit - 2035 Manitowoc Road (#7-00012-00)**

**Overview**

**Address:** 2035 Manitowoc Road

**Property Owner:** Daniel Gueths

**Zoning Classification:** C-1 – General Commercial

**Adjacent Zoning Classifications:** C-1 General Commercial to the East (Winnegamie Dog Club), C-1 General Commercial to the West (City of Menasha), Manitowoc Road to the North, and Jeffery Drive to the South.

**Special Use Request:** Automotive Sales

Dan Gueths and Chuck Krause have submitted an application for a Special Use Permit application for his property at 2035 Manitowoc Road. The request was initiated for the purpose of using the property for automotive sales. When determining the approval of a Special Use Permit, the Plan Commission shall consider the following per Section 13-1-11(b) of the City of Menasha Code of Ordinances:

1. The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land;
2. The use shall have an appearance that will not have an adverse effect upon adjacent properties;
3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns;
4. The use will not cause traffic hazards or congestion; and
5. The use shall have adequate utilities, access roads, drainage and other necessary facilities.

## Analysis

1. *The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land.*

Staff has determined that the use of automotive sales on this parcel would be reasonably compatible with land uses in the surrounding corridor. There are two parcels adjacent to 2035 Manitowoc Road. One is the Winnegamie Dog Club and the other parcel is undeveloped and owned by the City of Menasha. Both have a commercial zoning classification. In the vicinity of the parcel there is a mix of commercial and residential properties. There is no foreseeable impact on the value of nearby properties or a foreseeable deterrent to the development of vacant land by granting a Special Use Permit for automotive sales.

2. *The use shall have an appearance that will not have an adverse effect upon adjacent properties;*

Currently, the parcel in question is legal non-conforming in terms of landscaping and parking. To address these concerns, the applicant has submitted a landscaping and parking plan. The landscaping plan calls for perimeter landscaping to be installed adjacent to Manitowoc Road. Additionally, a total of 11 parking stalls will be created on the property. Staff requests that a condition of the Special Use Permit be that the parking stalls are properly striped. It is the determination of the Community Development Department that these measures will help mitigate adverse effects upon adjacent properties.

3. *The use shall be reasonably related to the overall needs of the City and to existing land use patterns;*

The property in question, along with those adjacent to it, is designated as a commercial use in the City of Menasha Year 2030 Comprehensive Plan Future Land Use Map. In addition, the existing land uses in the surrounding area are commercial uses. It is staff's opinion that automotive sales is a reasonable use for this property.

4. *The use will not cause traffic hazards or congestion;*

Due to the limited size of the proposed used car lot, there are no predictable traffic hazards or congestion that will be caused. The property is located on Manitowoc Road and should have sufficient facilities to handle any generated traffic.

5. *The use shall have adequate utilities, access roads, drainage, and other necessary facilities.*

The site is currently developed and is being used for the purposes of storage facilities. The proposal for the parking lot includes maintaining two driveways for access to the property. The utilities serving the property are determined to be adequate.

### **Site Plan Compliance**

According to Section 13-1-18 of the City of Menasha Code of Ordinances Special Use Standards, "The Plan Commission and/or the Common Council may, however, amend or waive any of the (site plan) standards."

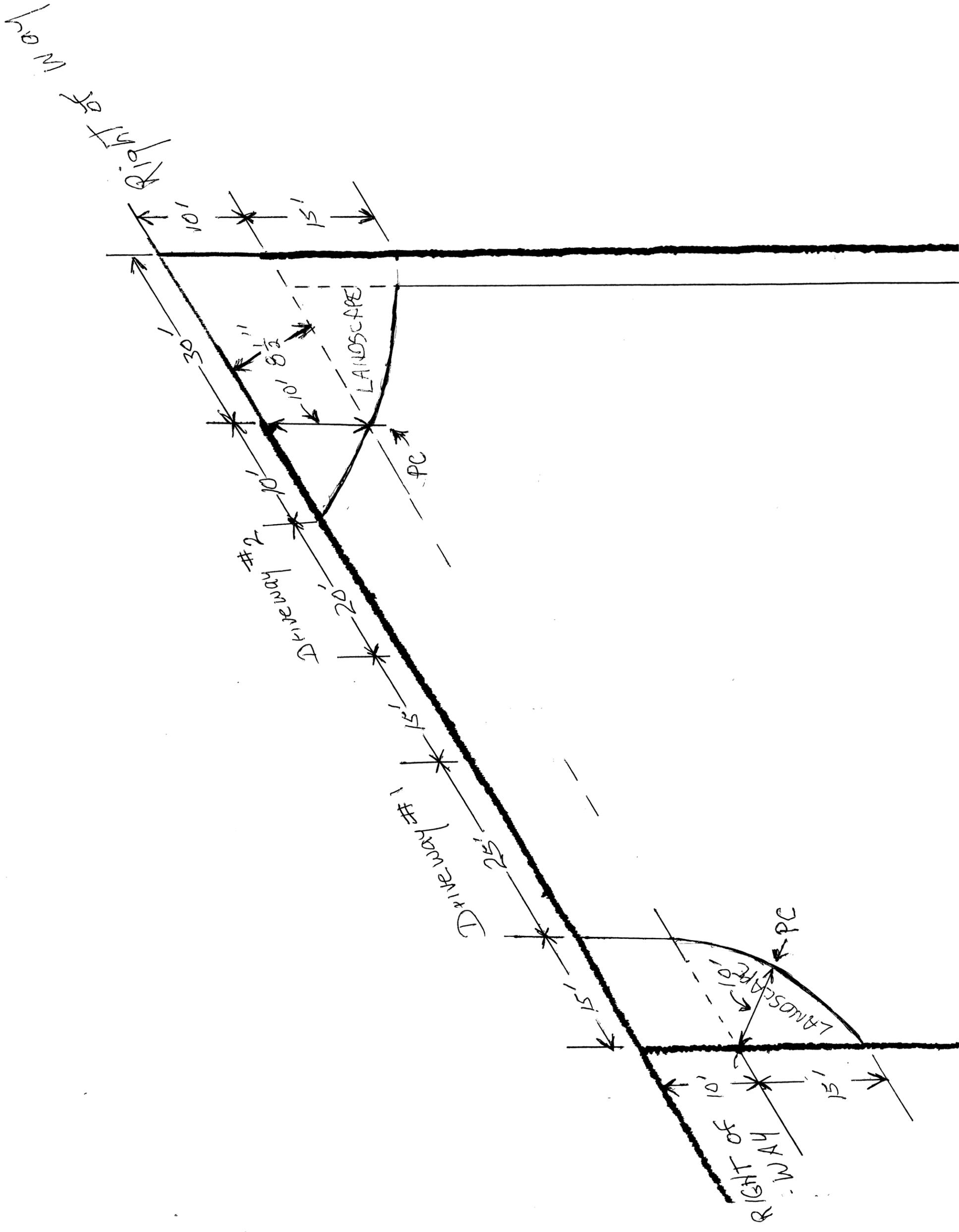
The landscaping plan as presented meets municipal standards for the required amount perimeter and interior landscaping. In the C-1 District, there is a requirement that 50 percent of the shrubs are evergreens. In this case, the applicant is seeking an exception and planting deciduous plants instead due to concerns about road salt destroying the evergreen plants. Additionally, we require curbing to surround each landscaping area. The applicant is requesting to use retaining block for that purpose.

The parking lot plan meets municipal requirements for the size of parking stalls and turning radius for customer parking. The number of parking stalls is sufficient for the property to be used for motor vehicle sales. At this time, the Community Development Department has not received a lighting plan for the property.

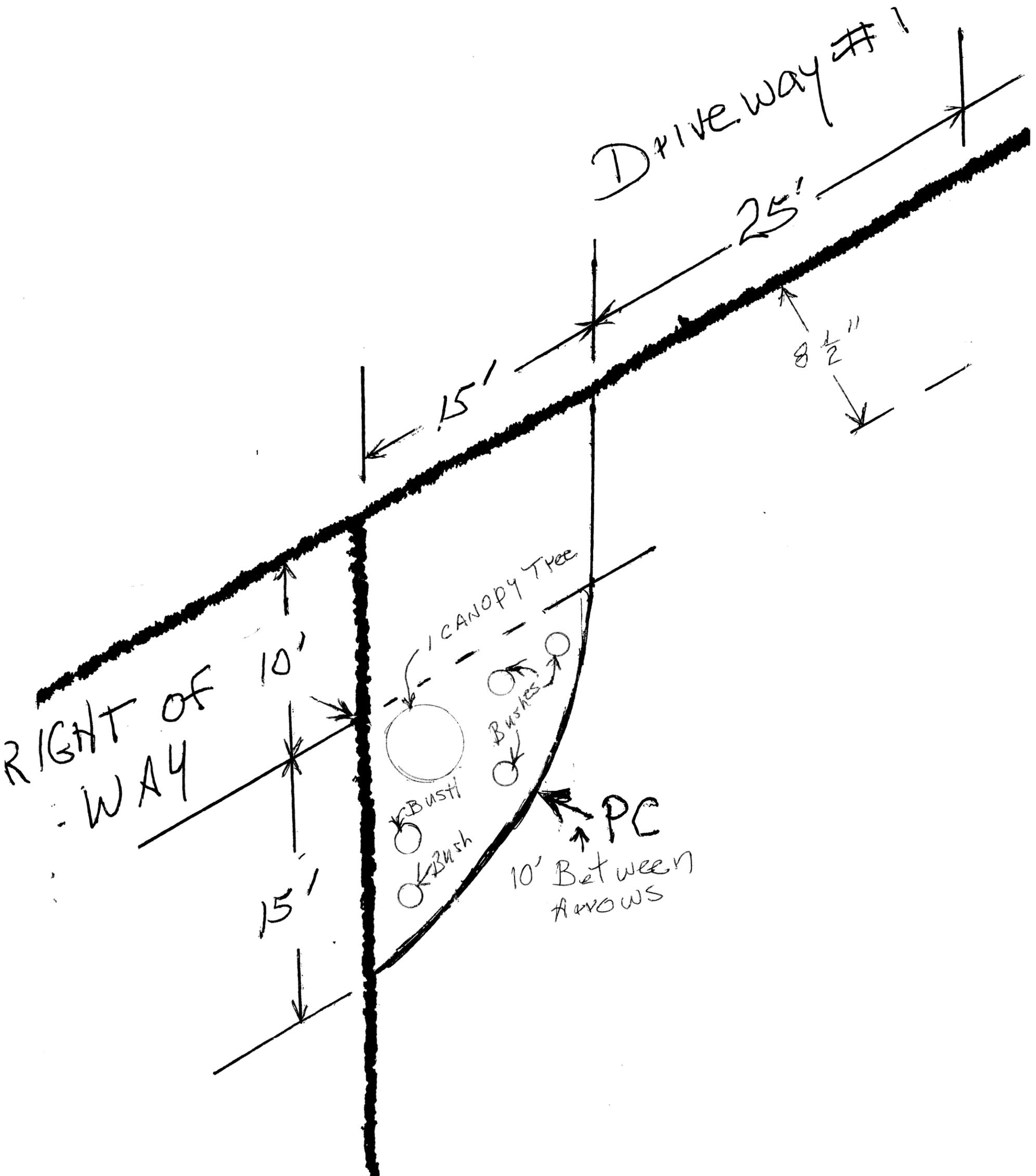
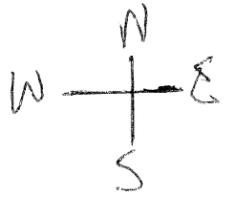
### **Staff Recommendation**

**Staff recommends the Special Use Permit, as requested, be recommended for approval by the Plan Commission.** Per the analysis above, staff believes that the impacts of granting a Special Use Permit are not substantial.





1" = 10'



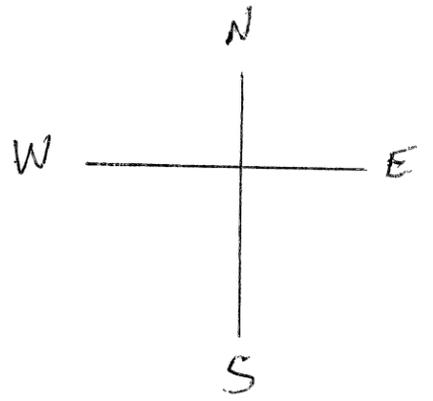
$1\frac{1}{2}'' = 10'$

**Schmalz Custom Landscaping, Inc.**

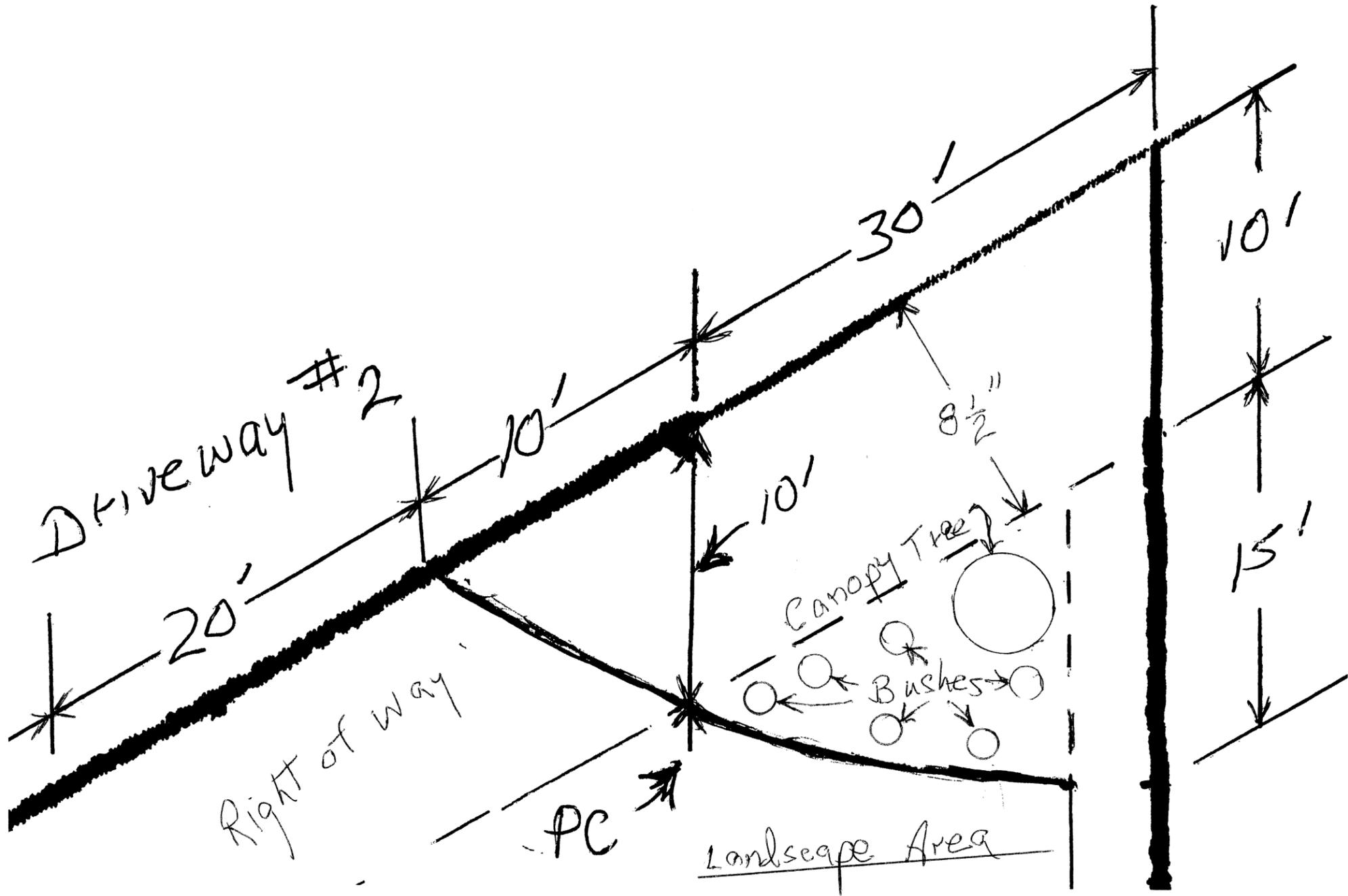
CREATIVE DESIGNS OF NATURAL BEAUTY SINCE 1949

W2484 County Road KK • Appleton, WI 54915-9462

Phone: (920) 733-8223



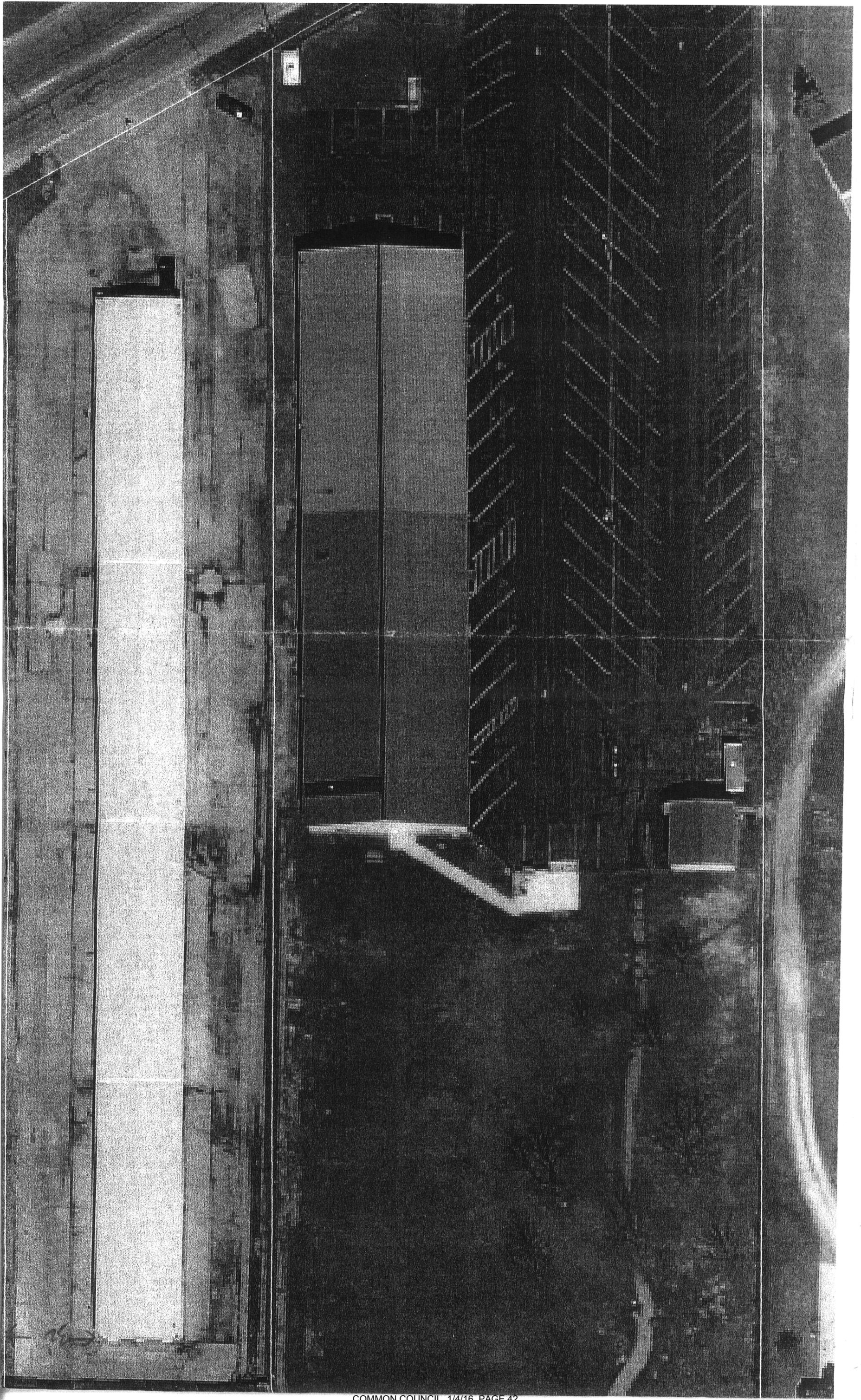
REFER TO GUARANTEE	RES. PHONE	BUS. PHONE	DATE
		920-830-4994	12/16/15
NAME		DELIVERY DATE	
Dan Gueths			
ADDRESS		NO GUARANTEE	TAKEN
2035 Manitowoc Rd		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Menasha, WI		CASH	CHECK #
			CHARGE
SOLD BY		EXP. DATE	
NS			
QTY.	DESCRIPTION	PRICE	AMOUNT
2	1.5" Autumn Blaze Maple	\$159. <sup>99</sup> /each	
11	26 Bloomstruck Hydrangea	\$34. <sup>99</sup> /each	
	Juniper, Hughes 26i	\$26. <sup>99</sup>	
* Not Recommended for snow load/salt *			



$1 \frac{1}{2}'' = 10'$



Sample - Retaining Block





**City of Menasha Disbursements**

Weekly Accounts Payable	12/18/15-12/31/15 Checks # 52375-52502	\$ 275,499.53
-------------------------	---	---------------

Bi-Weekly Payroll	12/24/15	\$ 172,298.84
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Additional Regular Cycle Accounts Payables -Paid Electronically

Advanced Disposal-Broad Street Recycling	12/22/15	\$ 117.38
Delta Dental	12/23/15	\$ 3,178.70
Nationwide Retirement	12/24/15	\$ 11,482.50
BMO Harris-Flex Spending	12/24/15	\$ 3,581.15
Community First Credit Union-Payroll Deductions	12/24/15	\$ 5,404.00
Delta Dental	12/30/15	\$ 1,627.04
State Sales Tax	12/30/15	\$ 160.63
Federal Tax Withholding	12/30/15	\$ 70,839.07
State Tax Withholding	12/30/15	\$ 27,184.10
Employee Trust Funds	12/31/15	\$ 120,115.65
		<u>\$ 243,690.22</u>

Total	<u><u>\$ 691,488.59</u></u>
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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

12/31/15  
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)

**City of Menasha Disbursements**

Weekly Accounts Payable	12/18/15-12/31/15 Checks # 52375-52502	\$ 275,499.53
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Bi-Weekly Payroll	12/24/15	\$ 172,298.84
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Additional Regular Cycle Accounts Payables -Paid Electronically

Advanced Disposal-Broad Street Recycling	12/22/15	\$ 117.38
Delta Dental	12/23/15	\$ 3,178.70
Nationwide Retirement	12/24/15	\$ 11,482.50
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Peggy Steeno  
Peggy Steeno  
Administrative Services Director

12/31/15  
Date

Notes:

- Medical Expense Reimbursement Trust-Retirement Pay Out
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- 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: 12/18/2015

<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	52375	12/18/2015	2031314184	100-0601-551.30-14	169.15	Library Materials
		12/18/2015	2031323922	100-0601-551.30-14	603.60	Library Materials
		12/18/2015	2031343709	100-0601-551.30-14	1,358.69	Library Materials
		12/18/2015	2031349996	100-0601-551.30-14	781.03	Library Materials
		12/18/2015	2031370931	100-0601-551.30-14	173.19	Library Materials
		12/18/2015	2031375215	100-0601-551.30-14	951.94	Library Materials
		12/18/2015	2031382361	100-0601-551.30-14	730.60	Library Materials
		12/18/2015	2031402506	100-0601-551.30-14	582.23	Library Materials
		12/18/2015	2031403481	100-0601-551.30-14	632.37	Library Materials
		12/18/2015	2031408161	100-0601-551.30-14	625.98	Library Materials
		12/18/2015	2031419512	100-0601-551.30-14	154.22	Library Materials
		12/18/2015	5013876118	100-0601-551.30-14	28.44	Library Materials
		12/18/2015	5013893392	100-0601-551.30-14	90.09	Library Materials
			<b>Total for check: 52375</b>		<b>6,881.53</b>	
JOE BONGERS	52376	12/18/2015	BONGERS, JOE	100-0601-551.34-01	83.20	Training
				100-0601-551.33-01	43.68	Training
			<b>Total for check: 52376</b>		<b>126.88</b>	
CDW GOVERNMENT INC	52377	12/18/2015	BDV8769	100-0601-551.30-10	85.42	Toner
		12/18/2015	BFT5766	100-0601-551.30-10	144.59	Toner
		12/18/2015	BHD1059	100-0601-551.30-10	144.59	Toner
			<b>Total for check: 52377</b>		<b>374.60</b>	
DEMCO INC	52378	12/18/2015	5737374	100-0601-551.30-18	142.31	Department Supplies
		12/18/2015	5746468	100-0601-551.30-19	890.34	Furnishings
			<b>Total for check: 52378</b>		<b>1,032.65</b>	
KATHY DREYER	52379	12/18/2015	DREYER KATHY	100-0601-551.33-01	27.14	Mileage
			<b>Total for check: 52379</b>		<b>27.14</b>	

**AP Check Register**  
**Check Date: 12/18/2015**

<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>
ENERGY CONTROL & DESIGN INC	52380	12/18/2015	0075321-IN	100-0601-551.24-03	753.25	Heater Repair
			<b>Total for check: 52380</b>			
FINDAWAY WORLD LLC	52381	12/18/2015	171426	100-0601-551.30-14	344.20	Library Materials
			171427	100-0601-551.30-14	264.71	Library Materials
			171428	100-0601-551.30-14	50.99	Library Materials
			<b>Total for check: 52381</b>			
GALE	52382	12/18/2015	56633439	100-0601-551.30-14	25.59	Library Materials
			56643897	100-0601-551.30-14	60.78	Library Materials
			56644507	100-0601-551.30-14	119.96	Library Materials
			56645059	100-0601-551.30-14	27.19	Library Materials
			56656250	100-0601-551.30-14	58.38	Library Materials
			56656530	100-0601-551.30-14	59.98	Library Materials
			56723971	100-0601-551.30-14	24.79	Library Materials
			56733180	100-0601-551.30-14	26.39	Library Materials
			56733993	100-0601-551.30-14	38.92	Library Materials
			56751982	100-0601-551.30-14	24.00	Library Materials
			56752480	100-0601-551.30-14	20.79	Library Materials
			<b>Total for check: 52382</b>			
KATHY HANNAH	52383	12/18/2015	HANNAH KATHLEEN	100-0601-551.33-01	104.00	Mileage
			<b>Total for check: 52383</b>			
KITZ & PFEIL INC	52384	12/18/2015	102814-0079	100-0601-551.30-13	25.98	Battery
			102814-0112	100-0601-551.24-03	8.49	Cut Glass for Pic Frames
			111609-0037	100-0601-551.24-03	20.18	Cords/Enamel/Hanger
			111714-0097	100-0601-551.24-03	20.94	Enamel
			<b>Total for check: 52384</b>			

## AP Check Register

### Check Date: 12/18/2015

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LIBRARYINSIGHT INC	52385	12/18/2015	4957	100-0601-551.30-10	1,495.00	Resource Mgmt Module
	<b>Total for check: 52385</b>				<b>1,495.00</b>	
MADER NEWS AGENCY INC	52386	12/18/2015	61048	100-0601-551.30-14	137.12	Subscriptions
	<b>Total for check: 52386</b>				<b>137.12</b>	
MANDERFIELD BAKERY	52387	12/18/2015	475500	100-0601-551.30-16	51.25	Programs
		12/18/2015	475994	100-0601-551.30-16	51.25	Programs
	<b>Total for check: 52387</b>				<b>102.50</b>	
CAROL MATHER	52388	12/18/2015	MATHER CAROL	100-0601-551.30-14	15.00	Refund-Paid Online/Return
	<b>Total for check: 52388</b>				<b>15.00</b>	
MIDWEST TAPE	52390	12/18/2015	0093372014	100-0601-551.30-14	16.06	Library Materials
		12/18/2015	0093372100	100-0601-551.30-14	32.97	Library Materials
		12/18/2015	0093372101	100-0601-551.30-14	112.93	Library Materials
		12/18/2015	0093381288	100-0601-551.30-14	47.24	Library Materials
		12/18/2015	0093386899	100-0601-551.30-14	21.44	Library Materials
		12/18/2015	0093387061	100-0601-551.30-14	20.98	Library Materials
		12/18/2015	0093394041	100-0601-551.30-14	76.73	Library Materials
		12/18/2015	0093404110	100-0601-551.30-14	39.99	Library Materials
		12/18/2015	0093421101	100-0601-551.30-14	152.86	Library Materials
		12/18/2015	0093421103	100-0601-551.30-14	304.88	Library Materials
		12/18/2015	0093421122	100-0601-551.30-14	143.95	Library Materials
		12/18/2015	0093427970	100-0601-551.30-14	36.74	Library Materials
		12/18/2015	0093438007	100-0601-551.30-14	223.84	Library Materials
		12/18/2015	0093438950	100-0601-551.30-14	107.97	Library Materials
		12/18/2015	0093460946	100-0601-551.30-14	19.99	Library Materials
		12/18/2015	0093461767	100-0601-551.30-14	43.99	Library Materials
		12/18/2015	0093461768	100-0601-551.30-14	241.85	Library Materials
	12/18/2015	0093461797	100-0601-551.30-14	47.96	Library Materials	

**AP Check Register**  
**Check Date: 12/18/2015**

Date: 12/18/2015

<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>
MIDWEST TAPE...	52390...	12/18/2015	0093461860	100-0601-551.30-14	28.98	Library Materials
			<b>Total for check: 52390</b>		<b>1,721.35</b>	
KIRK MOORE-NOKES	52391	12/18/2015	MOORE-NOKES	100-0601-551.34-01	642.70	Transportation Expense
				100-0601-551.34-03	111.72	Meal Expense
				100-0601-551.34-03	436.26	Lodging Expense
				100-0601-551.34-02	327.00	Training
			<b>Total for check: 52391</b>		<b>1,517.68</b>	
NEOPOST USA INC	52392	12/18/2015	53473404	100-0601-551.30-11	129.36	Rental
			<b>Total for check: 52392</b>		<b>129.36</b>	
PENGUIN RANDOM HOUSE INC	52393	12/18/2015	1085416354	100-0601-551.30-14	56.25	Library Materials
		12/18/2015	1085496378	100-0601-551.30-14	75.00	Library Materials
		12/18/2015	1085567246	100-0601-551.30-14	87.75	Library Materials
			<b>Total for check: 52393</b>		<b>219.00</b>	
RECORDED BOOKS LLC	52394	12/18/2015	75242239	100-0601-551.30-14	39.99	Library Materials
			<b>Total for check: 52394</b>		<b>39.99</b>	
JIM RICE	52395	12/18/2015	RICE JIM	100-0601-551.30-14	30.00	Library Materials
			<b>Total for check: 52395</b>		<b>30.00</b>	
SERVICEMASTER BUILDING MAINTENANCE	52396	12/18/2015	18211	100-0601-551.20-01	1,425.00	Janitorial Service
			<b>Total for check: 52396</b>		<b>1,425.00</b>	
SPORT VIDEOS	52397	12/18/2015	6389	100-0601-551.30-14	154.00	Library Materials
			<b>Total for check: 52397</b>		<b>154.00</b>	

**AP Check Register**  
**Check Date: 12/18/2015**

<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	52402	12/18/2015	023810636539	100-0601-551.30-14	59.24	Library Materials
		12/18/2015	023812087327	100-0601-551.30-14	364.01	Library Materials
		12/18/2015	023816325547	100-0601-551.30-14	35.66	Library Materials
		12/18/2015	023818114054	100-0601-551.30-14	15.00	Library Materials
		12/18/2015	023819355031	100-0601-551.30-14	11.99	Library Materials
		12/18/2015	025560089546	100-0601-551.30-14	28.39	Library Materials
		12/18/2015	025560712978	100-0601-551.30-14	182.47	Library Materials
		12/18/2015	025561507993	100-0601-551.30-14	50.46	Library Materials
		12/18/2015	025565125091	100-0601-551.30-14	18.99	Library Materials
		12/18/2015	025565286212	100-0601-551.30-14	9.99	Library Materials
		12/18/2015	025566506375	100-0601-551.30-14	19.98	Library Materials
		12/18/2015	025567321923	100-0601-551.30-14	66.26	Library Materials
		12/18/2015	025568599713	100-0601-551.30-14	4.99	Library Materials
		12/18/2015	025568629781	100-0601-551.30-14	9.25	Library Materials
		12/18/2015	025569630789	100-0601-551.30-14	84.85	Library Materials
		12/18/2015	025569727465	100-0601-551.30-14	4.99	Library Materials
		12/18/2015	025569965358	100-0601-551.30-14	6.99	Library Materials
		12/18/2015	027512917390	100-0601-551.30-14	21.56	Library Materials
		12/18/2015	079590199250	100-0601-551.30-14	89.38	Library Materials
		12/18/2015	079590295880	100-0601-551.30-14	14.95	Library Materials
		12/18/2015	079591514065	100-0601-551.30-14	4.99	Library Materials
		12/18/2015	079598342315	100-0601-551.30-14	23.47	Library Materials
		12/18/2015	079598437780	100-0601-551.30-14	9.81	Library Materials
		12/18/2015	127595099542	100-0601-551.30-14	28.92	Library Materials
		12/18/2015	131190994510	100-0601-551.30-14	15.99	Library Materials
		12/18/2015	131191712914	100-0601-551.30-14	(1.50)	Library Materials
		12/18/2015	131195946703	100-0601-551.30-14	(1.52)	Library Materials
		12/18/2015	131198122454	100-0601-551.30-14	46.43	Library Materials
		12/18/2015	150931645977	100-0601-551.30-14	12.52	Library Materials
		12/18/2015	159030137282	100-0601-551.30-14	29.97	Library Materials
		12/18/2015	159030972468	100-0601-551.30-14	59.99	Library Materials
		12/18/2015	159031377942	100-0601-551.30-14	14.00	Library Materials
		12/18/2015	159036921444	100-0601-551.30-14	161.85	Library Materials
	12/18/2015	159038111206	100-0601-551.30-14	90.64	Library Materials	

**AP Check Register**  
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SYNCB/AMAZON...	52402...	12/18/2015	159039029736	100-0601-551.30-14	34.96	Library Materials
		12/18/2015	159039540923	100-0601-551.30-14	122.45	Library Materials
		12/18/2015	181770041039	100-0601-551.30-14	9.99	Library Materials
		12/18/2015	181772169214	100-0601-551.30-14	68.47	Library Materials
		12/18/2015	181772370889	100-0601-551.30-14	(0.02)	Library Materials
		12/18/2015	181772589390	100-0601-551.30-14	218.59	Library Materials
		12/18/2015	181772876188	100-0601-551.30-14	85.98	Library Materials
		12/18/2015	181775726006	100-0601-551.30-14	61.12	Library Materials
		12/18/2015	181775802673	100-0601-551.30-14	279.36	Library Materials
		12/18/2015	181778876184	100-0601-551.30-14	58.62	Library Materials
		12/18/2015	205003583100	100-0601-551.30-14	81.72	Library Materials
		12/18/2015	205220118209	100-0601-551.30-14	35.39	Library Materials
		12/18/2015	205222327024	100-0601-551.30-14	(5.82)	Library Materials
		12/18/2015	205226124250	100-0601-551.30-14	225.97	Library Materials
		12/18/2015	205226526960	100-0601-551.30-14	44.97	Library Materials
		12/18/2015	205227472501	100-0601-551.30-14	154.00	Library Materials
		12/18/2015	205227633325	100-0601-551.30-14	9.96	Library Materials
		12/18/2015	205227787344	100-0601-551.30-14	(3.94)	Library Materials
		12/18/2015	205228417845	100-0601-551.30-14	(0.02)	Library Materials
		12/18/2015	205229900462	100-0601-551.30-14	40.76	Library Materials
		12/18/2015	224792482280	100-0601-551.30-14	17.27	Library Materials
		12/18/2015	224794177074	100-0601-551.30-14	(0.40)	Library Materials
		12/18/2015	224794218592	100-0601-551.30-14	417.62	Library Materials
		12/18/2015	224795304218	100-0601-551.30-14	11.91	Library Materials
		12/18/2015	224795395705	100-0601-551.30-14	102.28	Library Materials
		12/18/2015	224795864123	100-0601-551.30-14	5.00	Library Materials
		12/18/2015	224796375227	100-0601-551.30-14	72.31	Library Materials
		12/18/2015	224797098024	100-0601-551.30-14	13.99	Library Materials
		12/18/2015	224798933134	100-0601-551.30-14	54.31	Library Materials
		12/18/2015	246140683268	100-0601-551.30-14	(1.50)	Library Materials
		12/18/2015	246144607172	100-0601-551.30-14	14.99	Library Materials

**AP Check Register**  
**Check Date: 12/18/2015**

Date: 12/18/2015

<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...	52402...	12/18/2015	246149876568	100-0601-551.30-14	22.99	Library Materials
			<b>Total for check: 52402</b>		<b>3,848.24</b>	
TYCO INTEGRATED SECURITY LLC	52403	12/18/2015	25559678	100-0601-551.24-03	2,102.25	Alarm System
			<b>Total for check: 52403</b>		<b>2,102.25</b>	
UNIQUE MANAGEMENT SERVICES INC	52404	12/18/2015	416179	100-0000-441.19-00	134.25	Collection Agency Fees
			<b>Total for check: 52404</b>		<b>134.25</b>	
US BANK EQUIPMENT FINANCE	52405	12/18/2015	293432845	100-0601-551.24-04	142.03	Copier Contract
			<b>Total for check: 52405</b>		<b>142.03</b>	
US POSTAL SERVICE	52406	12/18/2015	US POSTAL	100-0601-551.30-11	500.00	Postage
			<b>Total for check: 52406</b>		<b>500.00</b>	
WIL-KIL PEST CONTROL	52407	12/18/2015	15261716	100-0601-551.24-03	389.94	Pest Control
			<b>Total for check: 52407</b>		<b>389.94</b>	
WINNEFOX AUTOMATED LIBRARY SYSTEM	52408	12/18/2015	2860	100-0601-551.30-10	290.88	Receipt Printer
				100-0601-551.30-11	123.30	Postage
			<b>Total for check: 52408</b>		<b>414.18</b>	
WISCONSIN DEPT OF REVENUE	52409	12/18/2015	L1456416352	100-0601-551.32-01	10.00	Business Tax Renewal
			<b>Total for check: 52409</b>		<b>10.00</b>	

**AP Check Register**  
**Check Date: 12/18/2015**

Date: 12/18/2015

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WOOD BOILER SOLUTIONS LLC	52410	12/18/2015	9425	100-0601-551.24-03	59.48	Parts
			<b>Total for check: 52410</b>		<u>59.48</u>	
					<u>25,108.68</u>	

## AP Check Register

### Check Date: 12/23/2015

<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>
ACC PLANNED SERVICE INC	52411	12/23/2015	15615	100-0703-553.24-03	305.15	Memorial Bldg Contract
		12/23/2015	15616	100-1001-514.82-01	4,595.00	Fan - City Hall
		12/23/2015	15617	731-1022-541.24-03	95.50	PWF Contract
		12/23/2015	15618	100-0801-521.24-03	491.03	Police Dept Contract
	<b>Total for check: 52411</b>					<b>5,486.68</b>
AIRGAS USA LLC	52412	12/23/2015	9931988611	731-1022-541.21-06	82.50	Cylinder Lease Renewal
		12/23/2015	9932086158	100-0703-553.30-18	18.75	Cylinder Rental
		12/23/2015	9932086159	731-1022-541.21-06	20.85	Cylinder Rental
		12/23/2015	9932086160	731-1022-541.21-06	183.75	Cylinder Rental
	<b>Total for check: 52412</b>					<b>305.85</b>
ASSOCIATED APPRAISAL CONSULTANTS	52413	12/23/2015	REV 103272	100-0402-513.21-09	5,000.00	Professional Services
				100-0402-513.30-11	12.13	Postage
		12/23/2015	REV 103273	100-0402-513.21-09	59.76	Internet Postings
<b>Total for check: 52413</b>					<b>5,071.89</b>	
AURORA HEALTH CARE	52414	12/23/2015	600015581	100-0202-512.21-05	319.00	Medical Exam
<b>Total for check: 52414</b>					<b>319.00</b>	
BERGSTROM	52415	12/23/2015	39577	731-1022-541.38-03	182.80	Wheel Asy
<b>Total for check: 52415</b>					<b>182.80</b>	
BLACK CREEK POLICE DEPARTMENT	52416	12/23/2015	BLACK CREEK PD	100-0000-201.03-00	124.00	Bond/MPD 15-4001
<b>Total for check: 52416</b>					<b>124.00</b>	
BROCK WHITE COMPANY	52417	12/23/2015	12623513-00	100-1013-541.30-18	341.76	Germania Lot Lights
<b>Total for check: 52417</b>					<b>341.76</b>	

**AP Check Register**  
**Check Date: 12/23/2015**

<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>
BUCKLIN'S TREE SERVICE	52418	12/23/2015	56581	266-1028-543.21-06	5,250.00	Rotochopper Grinder
			<b>Total for check: 52418</b>		<b>5,250.00</b>	
CORELOGIC	52419	12/23/2015	CORELOGIC	100-0000-201.03-00	50.00	Assessment File Overpay
			<b>Total for check: 52419</b>		<b>50.00</b>	
CRESCENT ELECTRIC SUPPLY COMPANY	52420	12/23/2015	S501169891.001	100-1001-514.24-03	28.75	Surface Mount Kit
		12/23/2015	S501300591.001	100-0703-553.30-18	26.30	Supplies
			<b>Total for check: 52420</b>		<b>55.05</b>	
CULLIGAN WATER CONDITIONING	52421	12/23/2015	718387	100-1001-514.20-01	18.90	Rental
			<b>Total for check: 52421</b>		<b>18.90</b>	
GRAINGER INC	52422	12/23/2015	9904665768	731-1022-541.38-03	3.38	Cure Wagon Pump
			<b>Total for check: 52422</b>		<b>3.38</b>	
GUNDERSON CLEANERS	52423	12/23/2015	325462	100-0801-521.30-13	34.66	Towel & Supply Service
			<b>Total for check: 52423</b>		<b>34.66</b>	
GUSTMAN CHEVROLET SALES INC	52424	12/23/2015	38148	731-1022-541.38-03	219.61	Wires/Filters/Supplies
			<b>Total for check: 52424</b>		<b>219.61</b>	
JOHN'S SAW SERVICE	52425	12/23/2015	10415	731-1022-541.38-03	86.85	Chains
			<b>Total for check: 52425</b>		<b>86.85</b>	
JX ENTERPRISES INC	52426	12/23/2015	G-253000039	731-1022-541.38-03	5.47	Plug
			<b>Total for check: 52426</b>		<b>5.47</b>	

**AP Check Register**  
**Check Date: 12/23/2015**

Date: 12/28/2015

<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>
LAKESIDE VENTURES INC	52427	12/23/2015	1543	100-0201-512.30-18	76.00	Spanish Interpreter
			<b>Total for check: 52427</b>		<b>76.00</b>	
LEVENHAGEN CORPORATION	52428	12/23/2015	058007A-IN	731-1022-541.30-18	415.20	Fuel
			<b>Total for check: 52428</b>		<b>415.20</b>	
LEXIPOL LLC	52429	12/23/2015	15182	100-0000-141.00-00	5,178.00	Training/Policy Updates
			<b>Total for check: 52429</b>		<b>5,178.00</b>	
MCKESSON MEDICAL SURGICAL	52430	12/23/2015	66657397	100-0918-531.30-15	6.20	Medical Supplies
			<b>Total for check: 52430</b>		<b>6.20</b>	
MCPMAHON	52431	12/23/2015	00900900	625-1010-541.21-02	6,206.90	UNPS Stormwater Planning Project 9-13-00563
			<b>Total for check: 52431</b>		<b>6,206.90</b>	
MENASHA NEENAH MUNICIPAL COURT	52432	12/23/2015	MENASHA NEENAH	100-0000-201.03-00	174.00	Bond/MPD 15-400
			<b>Total for check: 52432</b>		<b>174.00</b>	
NETWORK HEALTH SYSTEM INC	52433	12/23/2015	340509	100-0202-512.21-05	56.00	Drug Screen
		12/23/2015	340988	100-0202-512.21-05	707.25	EAP 4th Qtr
			<b>Total for check: 52433</b>		<b>763.25</b>	
RAY O'HERRON CO INC	52434	12/23/2015	1566436-IN	100-0801-521.19-03	418.29	Uniforms
			<b>Total for check: 52434</b>		<b>418.29</b>	
OSHKOSH FIRE & POLICE EQUIPMENT INC	52435	12/23/2015	163183	100-0801-521.29-04	84.00	Vehicle Parts
			<b>Total for check: 52435</b>		<b>84.00</b>	

## AP Check Register

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
PITNEY BOWES	52436	12/23/2015	4842044-DC15	100-1001-514.24-04	277.65	Rental
			<b>Total for check: 52436</b>			
REGISTRATION FEE TRUST TVRP	52437	12/23/2015	REGISTRATION	100-0000-454.00-00	500.00	Parking Ticket Processing
			<b>Total for check: 52437</b>			
SAM'S CLUB/SYNCHRONY BANK	52438	12/23/2015	004273	100-0703-553.30-13	12.54	Candy Canes
			009551	100-0703-553.30-13	85.97	Coffee/Cocoa/Juice
			<b>Total for check: 52438</b>			
SHERWIN INDUSTRIES INC	52439	12/23/2015	SS063454	100-1003-541.30-18	4,500.00	Cold Patch
			<b>Total for check: 52439</b>			
UNITED PAPER CORPORATION	52440	12/23/2015	97949	266-1027-543.30-18	329.80	Recycle Info Handouts
			<b>Total for check: 52440</b>			
US PETROLEUM EQUIPMENT	52441	12/23/2015	221545	731-1022-541.24-06	411.40	Pump Repair
			<b>Total for check: 52441</b>			
VERIZON WIRELESS	52442	12/23/2015	9756570023	100-0703-553.22-01	26.33	Cell Phones
				100-0601-551.22-01	30.56	Cell Phones
				100-0801-521.22-01	13.36	Cell Phones
				100-1001-514.22-01	13.36	Cell Phones
	12/23/2015	9756570024	100-1002-541.22-01	99.02	Cell Phones	
			625-1002-541.22-01	33.01	Cell Phones	
			601-1020-543.22-01	22.44	Cell Phones	
	12/23/2015	9756570025	100-0703-553.22-01	42.82	Cell Phones	
			731-1022-541.22-01	86.50	Cell Phones	
	12/23/2015	9756570026	100-0919-531.22-01	149.46	Cell Phones	
12/23/2015	9756570027	743-0403-513.22-01	68.65	Cell Phone Charges		

## AP Check Register

### Check Date: 12/23/2015

<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>
VERIZON WIRELESS...	52442...	12/23/2015	9756570028	100-0801-521.22-01	696.62	Cellular Service
		12/23/2015	9756570029	100-0304-562.22-01	79.47	Cell Phone
		12/23/2015	9756570030	100-0801-521.22-01	42.01	Cellular Service
	<b>Total for check: 52442</b>				<b>1,403.61</b>	
VIEVU	52443	12/23/2015	15757	100-0801-521.30-18	200.00	Body Video Camera
					<b>Total for check: 52443</b>	
WCA GROUP HEALTH TRUST	52444	12/23/2015	GROUP 79440178	100-0000-204.08-00	130,064.42	January Insurance
				100-0000-204.11-00	4,257.86	January Insurance
				<b>Total for check: 52444</b>		
WE ENERGIES	52445	12/23/2015	REGISTRATION	100-0903-531.22-04	11.97	316 Racine St
					<b>Total for check: 52445</b>	
WIL-KIL PEST CONTROL	52446	12/23/2015	WIL-KIL PEST	100-0703-553.20-07	275.00	Pest Control
				100-1001-514.20-01	225.52	Pest Control
				100-0801-521.20-01	404.49	Pest Control
				100-0920-531.20-07	333.19	Pest Control
				<b>Total for check: 52446</b>		
WILEAG	52447	12/23/2015	WILEAG	100-0801-521.32-01	300.00	Law Enf Accreditation
					<b>Total for check: 52447</b>	
WINNEBAGO COUNTY CLERK OF COURTS	52448	12/23/2015	WINNEBAGO CTY	100-0000-201.03-00	350.00	Bond/15-3947
				100-0000-201.03-00	150.00	Bond/15-4008
				<b>Total for check: 52448</b>		
WINNEBAGO COUNTY TREASURER	52449	12/23/2015	8235	100-0203-512.21-08	60.00	Recording Fees

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WINNEBAGO COUNTY TREASURER...	52449...	12/23/2015	LF122811	266-1027-543.25-01	140.00	Landfill - Tires
			<b>Total for check: 52449</b>		<b>200.00</b>	
WISCONSIN SUPPORT COLLECTIONS	52450	12/23/2015	20151224	100-0000-202.03-00	632.88	PAYROLL SUMMARY
			<b>Total for check: 52450</b>		<b>632.88</b>	
					<b>175,804.04</b>	

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## AP Check Register

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
ACCURATE	52451	12/31/2015	1517908	731-1022-541.30-18	53.54	Dept Supplies
		12/31/2015	1518035	731-1022-541.30-18	24.59	Dept Supplies
	<b>Total for check: 52451</b>				<b>78.13</b>	
CITY OF APPLETON	52452	12/31/2015	228413	100-0918-531.21-06	500.00	Preparedness Agreement
	<b>Total for check: 52452</b>				<b>500.00</b>	
BADGER ELEVATOR	52453	12/31/2015	646306	100-1001-514.24-03	5,751.00	Elevator Repair-City Hall
	<b>Total for check: 52453</b>				<b>5,751.00</b>	
BADGER LAB & ENGINEERING INC	52454	12/31/2015	INV000063851	601-1020-543.21-02	453.00	Suspended Solids-Whiting Nov 16-19
	<b>Total for check: 52454</b>				<b>453.00</b>	
BAHCALL RUBBER CO INC	52455	12/31/2015	722803-001	731-1022-541.38-03	15.00	Ball Valve
	<b>Total for check: 52455</b>				<b>15.00</b>	
TAMMIE BAUER	52456	12/31/2015	BAUER, TAMMIE	100-0909-531.33-01	4.32	December Expenses
	<b>Total for check: 52456</b>				<b>4.32</b>	
BAYCOM INC	52457	12/31/2015	GO-01717	100-0801-521.29-04	5,953.00	K-9 Replacement
		12/31/2015	GO-01718	100-0801-521.29-04	6,368.00	Squad 21 Insurance Claim
		12/31/2015	PB42	100-0801-521.29-04	3,854.30	K-9 Unit
	<b>Total for check: 52457</b>				<b>16,175.30</b>	
BRAZEE ACE HARDWARE	52458	12/31/2015	033113	100-0703-553.30-18	24.98	Critter Ridder & Cord
	<b>Total for check: 52458</b>				<b>24.98</b>	

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BROCK WHITE COMPANY	52459	12/31/2015	12624553-00	625-1010-541.30-18	273.10	9th St Boat -Storm Sewer
	<b>Total for check: 52459</b>				<b>273.10</b>	
BRUCE MUNICIPAL EQUIPMENT INC	52460	12/31/2015	5160253	731-1022-541.38-03	70.55	Guage - Vacuum
	<b>Total for check: 52460</b>				<b>70.55</b>	
CALNIN & GOSS INC	52461	12/31/2015	16074	100-1009-541.30-18	155.00	Topsoil
				625-1003-541.30-18	100.00	Topsoil
	<b>Total for check: 52461</b>				<b>255.00</b>	
CARDMEMBER SERVICE	52465	12/31/2015	0001	100-0702-552.30-18	9.00	Dollar Tree/Supplies
		12/31/2015	0017	100-0902-524.24-04	177.00	Pemberton Fabricators
		12/31/2015	0041	731-1022-541.30-15	52.62	Norco Indust/Flush Adapte
		12/31/2015	0158	100-0703-553.34-03	133.51	Wise Guys/Meeting
		12/31/2015	0315	743-0403-513.24-04	84.95	CAD Pro Software
		12/31/2015	0360	100-0903-531.32-01	200.00	National Assoc of Loca
		12/31/2015	0406	100-0202-512.34-03	43.80	Weathervane-CIVMIC Lunch
		12/31/2015	0571	601-1020-543.30-15	1,133.99	Northern Safe/Manhole Lif
		12/31/2015	0600	100-0801-521.24-03	117.41	Midwest Equip/Squad Light
		12/31/2015	1095	100-0201-512.34-03	82.00	Kalahari Resorts
		12/31/2015	1188	100-0801-521.29-04	286.78	Big Sky Racks
				100-0801-521.29-04	40.75	Del City
		12/31/2015	1495	100-0801-521.32-01	75.00	American Association
		12/31/2015	1694	100-0202-512.30-16	239.60	Amazon/Ergonomic Keyboard
		12/31/2015	1852	100-0703-553.30-15	564.55	Treestuff.com
		12/31/2015	2433	100-0703-553.32-01	(9.99)	Angie's List/CREDIT
		12/31/2015	2467	100-0706-561.32-01	45.00	Intl Soc Arboriculture
		12/31/2015	3023	100-0801-521.32-01	10.50	TLO Transunion
		12/31/2015	3480	100-0915-531.34-03	(11.89)	Madison Concourse/CREDIT
		12/31/2015	3752	100-0801-521.33-03	22.16	Walgreen's
	12/31/2015	4061	100-0601-551.34-02	(80.00)	WI Library Assoc/CREDIT	
	12/31/2015	4259	100-1001-514.24-03	30.00	Codelocks/Tumblers	

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>	
CARDMEMBER SERVICE...	52465...	12/31/2015	4312	100-0601-551.30-14	29.99	Amazon	
		12/31/2015	4329	100-0904-531.32-01	2.14	DSPS Service Fee	
		12/31/2015	4392	824-0807-521.30-15	33.12	Pet Supplies Plus	
		12/31/2015	4406	100-0920-531.24-03	58.58	Amazon/Sr Ctr TV HDMI	
		12/31/2015	4658	501-0304-562.21-10	20.50	Tuc*Shopko*/Renewals	
		12/31/2015	4720	100-0501-522.24-03	31.94	Amazon/Shower Light	
		12/31/2015	5614	100-0601-551.30-16	99.00	Amazon	
		12/31/2015	5617	100-0801-521.29-04	62.59	Siennet.com	
		12/31/2015	5850	100-0601-551.30-11	196.00	USPS	
		12/31/2015	6343	100-0601-551.30-14	50.00	AMZ'SSI Magazines	
		12/31/2015	6459	100-0601-551.30-14	20.00	AMZ'SSI Magazines	
		12/31/2015	6787	100-0703-553.30-18	44.95	Mills Fleeet Farm	
		12/31/2015	7076	100-0801-521.29-04	(197.60)	Sirennet/CREDIT	
		12/31/2015	7239	743-0403-513.30-15	10.79	Monoprice-IT CABLE	
		12/31/2015	7937	100-0801-521.29-04	54.95	Paypal	
		12/31/2015	8046	100-0801-521.33-03	18.75	Manderfield's	
				100-0801-521.24-02	937.92	Amazon Mktplace	
				100-0801-521.29-01	125.95	Lynn Card Company	
		12/31/2015	8467	743-0403-513.29-01	52.99	Amazon/Toner Cartridge	
		12/31/2015	8605	743-0403-513.30-15	7.77	Monoprice-IT Cable	
		12/31/2015	8840	100-1006-541.30-15	55.35	Amazon/Salt Scoup	
		12/31/2015	8852	100-0904-531.32-01	107.00	WI DSPS Licensure	
				100-0918-531.30-18	325.00	TSI Service	
		12/31/2015	9175	100-0702-552.30-18	62.90	Bulk Priced Food/Supplies	
		12/31/2015	9215	100-0801-521.34-03	21.49	Panara Bread	
		12/31/2015	9687	100-0801-521.33-03	8.72	Third St Market	
		12/31/2015	9892	100-0801-521.29-04	(171.60)	Sirennet/CREDIT	
		12/31/2015	9901	100-0501-522.24-03	203.80	Eagle Mountain/Flag Pole	
				<b>Total for check: 52465</b>		<b>5,519.73</b>	
	CASPERS TRUCK EQUIPMENT INC	52466	12/31/2015	0011708-IN	100-0801-521.29-04	1,795.00	Vehicle Equipment

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
CASPERS TRUCK EQUIPMENT INC...	52466...	12/31/2015	0011720-IN	731-1022-541.38-03	15.16	Filter Element
			<b>Total for check: 52466</b>		<b>1,810.16</b>	
COMPLETE OFFICE OF WISCONSIN	52467	12/31/2015	468798	100-0801-521.30-10	89.85	Supplies
			<b>Total for check: 52467</b>		<b>89.85</b>	
CUMMINS NPOWER LLC	52468	12/31/2015	802-36722	731-1022-541.38-03	47.30	Parts
		12/31/2015	809-49220	731-1022-541.38-03	28.24	Parts
			<b>Total for check: 52468</b>		<b>75.54</b>	
FORCE AMERICA DISTRIBUTING LLC	52469	12/31/2015	IN001-1007415	731-1022-541.38-03	91.21	Glass Element
			<b>Total for check: 52469</b>		<b>91.21</b>	
FOX VALLEY TRUCK	52470	12/31/2015	516175	731-1022-541.38-03	240.60	Handle & Rod
		12/31/2015	516180	731-1022-541.38-03	(227.40)	Rod/CREDIT
		12/31/2015	516182	731-1022-541.38-03	160.56	Rod
			<b>Total for check: 52470</b>		<b>173.76</b>	
GODFREY KAHN SC	52471	12/31/2015	652312	100-0201-512.21-01	1,503.00	RR Donnelley Building
			<b>Total for check: 52471</b>		<b>1,503.00</b>	
GRIESBACH READY-MIX LLC	52472	12/31/2015	3387	100-0801-521.24-03	67.05	Spreader
				100-0501-522.24-03	44.70	Spreader
				100-1013-541.30-18	335.25	Spreader
			<b>Total for check: 52472</b>		<b>447.00</b>	
INFINITY TECHNOLOGY INC	52473	12/31/2015	517640	743-0403-513.24-04	910.55	Web Filter Agreement
			<b>Total for check: 52473</b>		<b>910.55</b>	

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PATRICK JAMES	52474	12/31/2015	JAMES PATRICK	743-0403-513.33-01	17.57	November Expenses
			<b>Total for check: 52474</b>		<b>17.57</b>	
JOHN'S SAW SERVICE	52475	12/31/2015	10424	731-1022-541.38-03	90.23	Filters & Fan Wheel
			<b>Total for check: 52475</b>		<b>90.23</b>	
JX ENTERPRISES INC	52476	12/31/2015	G-253060005	731-1022-541.38-03	221.33	Cartridge
		12/31/2015	G-253070014	731-1022-541.38-03	18.64	Lamp
		12/31/2015	G-253080013	731-1022-541.38-03	55.92	Lamp
			<b>Total for check: 52476</b>		<b>295.89</b>	
LORETTA KJEMHUS	52477	12/31/2015	KJEMHUS LORETTA	100-0903-531.33-01	14.87	November/December Expense
				100-0909-531.33-01	23.97	November/December Expense
			<b>Total for check: 52477</b>		<b>38.84</b>	
MARCO INC	52478	12/31/2015	48287971	743-0403-513.29-01	294.84	1st Floor Copier Agree
			<b>Total for check: 52478</b>		<b>294.84</b>	
MENARDS-APPLETON EAST	52479	12/31/2015	86774	100-1013-541.30-18	4.00	Germania Lot Lights
		12/31/2015	87193	100-0920-531.24-03	56.15	Sr Ctr Refuse Containment
			<b>Total for check: 52479</b>		<b>60.15</b>	
MENASHA NEENAH MUNICIPAL COURT	52480	12/31/2015	MENASHA NEENAH	100-0000-201.03-00	237.00	Bond/MPD 15-4032
			<b>Total for check: 52480</b>		<b>237.00</b>	
POSTMASTER	52481	12/31/2015	MENASHA POST	100-0204-512.30-11	180.00	Bulk Mailing
			<b>Total for check: 52481</b>		<b>180.00</b>	
MENASHA UTILITIES	52482	12/31/2015	MENASHA UTILITI	100-1008-541.22-03	325.46	Electric

**AP Check Register**  
**Check Date: 12/31/2015**

Date: 12/31/2015

<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>
MENASHA UTILITIES...	52482...	12/31/2015...	MENASHA UTILITI...	501-0304-562.22-03	6.07	Electric
				501-0304-562.22-06	12.63	Storm
				100-0000-123.00-00	21.64	Electric
				100-1012-541.22-03	106.95	Electric
				100-0304-562.22-03	35.06	Electric
				625-0304-562.22-03	8.24	Electric
				100-1013-541.22-03	28.78	Electric
				100-1013-541.22-06	281.03	Storm
				207-0707-552.22-03	272.62	Electric
				207-0707-552.22-05	34.42	Water/Sewer
				207-0707-552.22-06	55.76	Storm
				100-0703-553.22-03	460.39	Electric
				100-0703-553.22-05	134.60	Water/Sewer
				100-0703-553.22-06	392.44	Storm
				100-1001-514.22-03	1,431.71	Electric
				100-1001-514.22-05	440.60	Water/Sewer
				743-0403-513.21-04	167.75	Internet Charge
				743-0403-513.21-04	2,310.40	Fiber Optic Charge
				100-0305-562.22-06	2.84	Storm
				100-1014-543.22-06	60.49	Storm
100-1019-552.22-03	256.03	Electric				
100-1019-552.22-05	34.42	Water/Sewer				
601-1020-543.22-03	27.51	Electric				
			<b>Total for check: 52482</b>		<b>6,907.84</b>	
MICHELS MATERIALS	52483	12/31/2015	310988	100-0703-553.30-18	408.72	Clear Stone-Gilbert Site
				<b>Total for check: 52483</b>	<b>408.72</b>	
MBM	52484	12/31/2015	IN59399	743-0403-513.29-01	198.90	Monthly Print Agreement
				<b>Total for check: 52484</b>	<b>198.90</b>	

**AP Check Register**  
**Check Date: 12/31/2015**

<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>
MORTON SAFETY	52485	12/31/2015	16392-00	731-1022-541.30-18	18.35	Ear Muffs
			<b>Total for check: 52485</b>		<b>18.35</b>	
TOWN OF NEENAH TREASURER	52486	12/31/2015	141236	100-0701-533.22-06	56.00	Cemetery Stormwater
			<b>Total for check: 52486</b>		<b>56.00</b>	
POMP'S TIRE SERVICE INC	52487	12/31/2015	320036884	731-1022-541.38-02	996.00	Tires
			<b>Total for check: 52487</b>		<b>996.00</b>	
RANGER SERVICES INC	52488	12/31/2015	12CM15	625-0706-561.20-06	835.00	Tree Maintenance/Removal
				100-0706-561.20-06	785.00	Tree Maintenance/Removal
			<b>Total for check: 52488</b>		<b>1,620.00</b>	
RIESTERER & SCHNELL INC	52489	12/31/2015	935768	731-1022-541.38-03	80.90	Supplies
			<b>Total for check: 52489</b>		<b>80.90</b>	
SERVPRO APPLETON	52490	12/31/2015	2015-12-04-0839	100-0703-553.20-09	503.18	Clean-Up-Jefferson Park
			<b>Total for check: 52490</b>		<b>503.18</b>	
SHEBOYGAN COUNTY TREASURER	52491	12/31/2015	82299	100-0903-531.21-05	259.48	Cyacom Translation Serv
			<b>Total for check: 52491</b>		<b>259.48</b>	
SMT MANUFACTURING & SUPPLY	52492	12/31/2015	0037174-IN	731-1022-541.38-03	307.37	Supplies
			<b>Total for check: 52492</b>		<b>307.37</b>	
STAPLES ADVANTAGE	52493	12/31/2015	3286415922	731-1022-541.30-10	45.05	Supplies
				100-0703-553.30-10	15.02	Supplies

## AP Check Register

### Check Date: 12/31/2015

<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>
STAPLES ADVANTAGE...	52493...	12/31/2015	3286415931	100-0801-521.24-01	350.00	Supplies
			<b>Total for check: 52493</b>		<b>410.07</b>	
STUMPF CREATIVE LANDSCAPES	52494	12/31/2015	STUMPF CREATIVE	625-0706-561.30-18	245.00	Black Hills Spruce
				100-0703-553.30-18	18.00	Bales of Hay
			<b>Total for check: 52494</b>		<b>263.00</b>	
ANDY STUMPF LANDSCAPINGG	52495	12/31/2015	ANDY STUMPF	100-0703-553.30-18	292.50	Mulch & Fertilizer
				100-0601-551.24-03	195.00	Mulch & Fertilizer
				100-0801-521.24-03	97.50	Mulch & Fertilizer
			<b>Total for check: 52495</b>		<b>585.00</b>	
UNIFIRST CORPORATION	52496	12/31/2015	097 0201161	731-1022-541.20-01	147.92	Uniform/Supply Service
		12/31/2015	097 0201626	731-1022-541.20-01	171.96	Supply Service
			<b>Total for check: 52496</b>		<b>319.88</b>	
UR WASHINSTUFF INC	52497	12/31/2015	10090	100-0801-521.29-04	39.97	November Car Washes
			<b>Total for check: 52497</b>		<b>39.97</b>	
VERMEER WISCONSIN INC	52498	12/31/2015	30048506	731-1022-541.38-03	705.25	Supplies
		12/31/2015	30048507	731-1022-541.38-03	120.78	Supplies
			<b>Total for check: 52498</b>		<b>826.03</b>	
WE ENERGIES	52499	12/31/2015	WE ENERGIES	100-1012-541.22-03	1,096.02	Street Lights
				100-0000-123.00-00	370.46	N/M Fire
				100-1001-514.22-04	703.62	City Hall
				100-0801-521.22-04	511.59	Police
				100-0920-531.22-04	116.66	Senior Center
				100-0601-551.22-04	1,509.06	Library
				100-0703-553.22-04	455.89	Parks

**AP Check Register**  
**Check Date: 12/31/2015**

<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>
WE ENERGIES...	52499...	12/31/2015...	WE ENERGIES...	100-0704-552.22-04	136.92	Pool
				207-0707-552.22-04	34.99	Marina
				731-1022-541.22-04	1,308.25	Garage
			<b>Total for check: 52499</b>		<b>6,243.46</b>	
WINNEBAGO COUNTY TREASURER	52500	12/31/2015	LF122897	100-1016-543.25-01	14,806.66	840852-Direct Haul
				100-1017-543.25-01	2,904.87	840852-Direct Haul
				266-1027-543.25-01	581.75	840853-Direct Haul
			<b>Total for check: 52500</b>		<b>18,293.28</b>	
WISCONSIN CHIEFS OF POLICE ASSN INC	52501	12/31/2015	POLICE EXAMS	100-0801-521.21-06	530.00	Police Entry Exams
			<b>Total for check: 52501</b>		<b>530.00</b>	
ZEP SALES & SERVICE	52502	12/31/2015	9001999823	731-1022-541.30-18	283.68	Supplies
			<b>Total for check: 52502</b>		<b>283.68</b>	
					<b>74,586.81</b>	



To: Menasha Common Council  
From: Jenny Groeschel and Ginger Tralongo, Police Records  
RE: Beverage Operator License (Bartender) Applicants  
Date: December 31, 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:

Sarah Hanson  
Corrina Heider  
Neng Vang  
Estella Sanchez

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:

Colissa Erickson  
CC: Chief Styka

Jan 7

# CITY OF MENASHA ALCOHOL OPERATORS LICENSE APPLICATION

Establishment of Employment The Locker Room  
TEMPORARY \_\_\_\_\_ PROVISIONAL \_\_\_\_\_ REGULAR  RENEWAL \_\_\_\_\_

Name Erickson Colissa Lin  
Last First Middle

Address 4809 W Scotch Pine Ct Appleton Wisconsin 54913  
Street City State/Zip Code

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? ~~yes~~ 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)? yes

Have you ever been convicted of any law, statute, or ordinance pertaining to the possession, use, or sale of illegal drugs? yes

Have you ever been convicted of a criminal traffic offense? ~~yes~~ no

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

SIGNATURE Colissa Erickson Date 12/22/15

\*\*\*\*\*

Approved \_\_\_\_\_ Denied [Signature] Expiration Date \_\_\_\_\_

Chief of Police [Signature] Date 12/23/15

Comments: Habitual 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!

- 07-14-2014 (Outagamie) - Operating w/o proof of insurance. (not criminal offense)  
2 years ago
- 04-03-2013 (Outagamie) - Possession of THC, misdemeanor.  
3 years ago - possession Drug Paraphernalia, mis.
- 11-13-2012 (Outagamie) - Operating w/o carrying license. (not criminal offense)  
4 years ago
- 05-08-2012 (Shawano) - Non-registration of Auto (not criminal offense)  
4 years ago
- 04-25-2011 (Outagamie) - Possession of drug paraphernalia (not criminal offense)  
5 years ago
- 05-17-2011 (Fond du Lac) - Underage drinking, Possess (not criminal offense)  
8 years ago

I know my past looks unsightly but I've grown out of my old ways and I'm praying for a chance to continue bettering myself for my future. I have not touched or had anything to do with drugs since my incident 2 years ago and I plan on continuing my path to success. I have my bartender's license in the town of Greenville Wisconsin and I'm hoping that helps my case as well. I have references as to my discontinuing of drug paraphernalia if this is necessary. Thank you for your time.

Coleen Erickson



*mailed  
12-29-15  
called & left message  
about upcoming council  
meeting BT*

December 26, 2015

Colissa L. Erickson  
4809 W. Scotch Pine Court  
Appleton, WI 54913

Re: City of Menasha Alcohol Operators License Application

Dear Ms. Erickson,

After conducting a background investigation in relationship to your application for an Alcohol Operator's License within the city of Menasha, I will be recommending to the Common Council that they deny your license as under the policy for the City of Menasha you are considered a habitual offender.

The background investigation revealed the following convictions, which occurred over a short period of time over the past five years.

On June 6, 2011, you were convicted in Fond du Lac County of Underage Alcohol Consumption.

On July 20, 2011, you were convicted of Possession of Drug Paraphernalia in the City of Appleton.

On November 8, 2012, you were convicted in Outagamie County Court of Possession of THC and of Possession of Drug Paraphernalia; stemming out of the same incident.

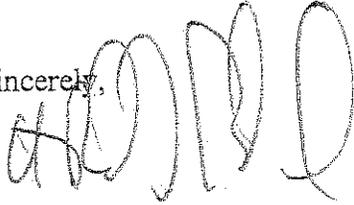
On February 22, 2013, you were convicted of Operating Without a License in the City of Appleton.

Under the City of Menasha policy guidelines for Alcohol Operator Licenses, guideline #4 indicates you are considered a Habitual Law Offender if you have three or more offenses, each a separate incident, within the immediately preceding five years. It is our position, the incidents you were convicted of substantially relate to the license for which you have applied.

Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol and individuals granted an operator's license must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunken driving laws and assist with minimizing disturbances of the peace and maintaining the safety of the community.

On January 4, 2016, at or around 6:00 p.m., you can attend the Menasha Common Council meeting in the Council Chambers at Menasha City Hall and provide comment to the Common Council on your application and denial during the public participation portion of the meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Bouchard', written over the word 'Sincerely,'.

Lt. Ron Bouchard  
Investigative Services  
Menasha Police Department

## Don Merkes

---

**From:** cgifford@wiscohotels.com  
**Sent:** Friday, December 18, 2015 3:21 PM  
**To:** Don Merkes  
**Subject:** Expo Center Tax Advisory Committee

Dear Mayor Don Merkes,

As a 21 year resident of Menasha and active Hospitality Professional in the Fox Cities for the same duration, I would like to be considered for an appointment as the Menasha representative to the New Expo Center Tax Advisory Committee. I am very familiar with this project since I am an active participant in the Fox Cities Lodging & Hospitality Association and Fox Cities Convention & Visitors Bureau. I feel I would provide valuable input to this committee and would love to represent Menasha in this capacity.

Please contact me if you need references or have questions regarding my qualifications.  
Thank You for your consideration.

Charles L Gifford, CHA  
General Manager  
Comfort Suites Appleton WI021  
3809 W Wisconsin Ave  
Appleton, WI 54914  
920-730-3800  
920-730-9558 Fax  
[cgifford@wiscohotels.com](mailto:cgifford@wiscohotels.com)  
Check out our new website [www.wiscohotels.com](http://www.wiscohotels.com)

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Organization and Establishment of  
Exhibition Center Advisory Committee of the Appleton Redevelopment Authority

ARTICLE 1- NAME

The name of the advisory committee shall be the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority ("Exhibition Center Advisory Committee", "Advisory Committee" or "Committee").

ARTICLE 2-PURPOSE AND ORGANIZATION

SECTION 1. Purpose- The general purpose of the Exhibition Center Advisory Committee is to represent, inform, engage and make recommendations on behalf of the stakeholders in the greater Fox Valley about the Exhibition Center Project as well as operations and management of the Exhibition Center "Center". The Committee shall strictly serve in an advisory capacity to the Appleton Redevelopment Authority ("ARA" or "Authority").

SECTION 2. Membership. The Exhibition Center Advisory Committee shall include the following: one representative from each municipality collecting hotel room tax used in part to fund the exhibition center operations [appointed by the municipality], two (2) hoteliers collecting room tax used in part to fund the exhibition center [appointed by the ARA Chairperson and approved by ARA], two (2) community members residing within a community collecting room tax used in part to fund the exhibition center operations [appointed by the ARA Chairperson and approved by ARA], one (1) member of the ARA [appointed by the ARA Chairperson] and the Executive Director of the Convention and Visitors Bureau, or designee. The City of Appleton Community and Economic Development Director, or designee thereof, shall also be a non-voting, advisory member of the Committee. The Chair and Vice-Chair of the Committee shall be designated by ARA and shall serve one year terms that may be renewed at the discretion of ARA.

Committee members, with the exception of the Executive Director of the Convention and Visitors Bureau and City of Appleton Community and Economic Development Director, or designees thereof, shall serve terms of two (2) years and may serve up to three (3) consecutive terms. However, upon establishment of this committee, the following shall serve an initial term of three years: (list half of the participating municipalities), one of the hotelier representatives and one of the community members.

SECTION 3. Meetings and Reports- The Committee shall hold regular meetings at such times, places and dates as may be determined by its members and provide monthly reports to ARA.

SECTION 4. Notice of Meetings- Notice of regular meetings, including the time and place, shall be provided to the members at least two business days prior to such meeting. Notice of special meetings, including the time and place therefore, shall be provided to the members at least twenty-four hours prior to such meeting. The Executive Director of the Authority shall cause

such notices to be given in person, by telephone, by mail or by email. Public notice of all Committee meetings shall be made in accordance with the appropriate provisions of the Wisconsin Open Meetings Law.

SECTION 5. Quorum- A majority of the appointed members of the Committee shall constitute a quorum.

SECTION 6. Official Action- A vote by a majority of Committee members at any meeting where a quorum is present shall constitute official action by the Committee.

SECTION 7. Reimbursement; No Compensation. The members of the Committee shall receive no compensation or reimbursement for attending regular meetings or public functions. Reimbursement for actual expenses incurred in the performance of their duties may be provided by the Authority, upon submission of receipts, for performance of other Committee related duties requested and approved in advance by the Authority.

SECTION 8. Committee Procedure. The Committee shall operate under the same procedural rules adopted by the Appleton Redevelopment Authority and may develop additional rules and operating procedures subject to prior approval by a majority of members of the Appleton Redevelopment Authority.