It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission, Redevelopment Authority and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, April 4, 2016
6:00 PM
AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

D. PUBLIC HEARING

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

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

a) Administration Committee 3/21/16
b) Board of Public Works 3/21/16
c) Landmarks Commission 3/16/16
d) Library Board 3/23/16
e) NMFR Fire Commission 03/23/16
f) NMFR Joint Finance and Personnel 03/22/16
g) Personnel Committee 3/21/16
h) Plan Commission Minutes 3/22/16
i) Police Safety Committee 12/17/15
j) Public Works/Parks Safety Committee 2/22/16
k) Redevelopment Authority 3/22/16

Communications:

l) Clean Sweep Brochure
m) PC Styka, 3/30/16; Police Elementary School K-9 (Facility Dog) Update
n) Army Corps of Engineers, 3/14/16; Lake Winnebago refill strategy
o) Davis & Kuelthau Public Officials Program
p) City of Menasha 2015 Stormwater Annual Report

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

Minutes to approve:

1. Common Council 3/21/16.

Board of Public Works, 3/21/16—Recommends the Approval of:

2. Change Order—Vinton Construction Company, Inc.; Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking ramp to Main street; DEDUCT: $3,645.58 (Change Order No. 2).
3. Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal year 2017.
4. WisDOT 441/Racine Street Landscaping and Aesthetics Ballot, Option 1: Planting in splitter island with ability to select the type of planting that best suites City's needs and is within the allowable parameters established by WisDOT; Option 2: Pocket Park without picnic area and sidewalk connection; selecting the nature stone veneer option for the entrance feature wall; and including the flag display in the entrance feature wall.

Personnel Committee, 3/21/16—Recommends the Approval of:

5. The recommended wage schedule including step increase for the position of Administrative Assistant-Public Works.
6. Community Development Department Reorganization, including the following
   a. Establish the Building Inspector/Housing Specialist Position in the City's table of organization, and Authorize the hiring of the position at Grade 20, with a pay range of $47,801-$58,412,
   b. Authorize changing the title of the existing position of Code Enforcement Officer to Code Enforcement Specialist, and authorize changing the pay grade from $17.53-$21.91 per hour to $18.98-$23.77 per hour, and
   c. Authorize the transition the Code Enforcement Officer/Specialist from the Police Department to the Community Development Department.

NMFR Joint Finance and Personnel Committee, 3/22/16-Recommends the Approval of:

7. The purchase of the Inforcer forcible entry simulator from The Inforcer, LLC for a cost not to exceed $8,670.00.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS
1. Accounts payable and payroll for the term of 3/24/16-3/31/16 in the amount of $1,052,489.43.
2. Beverage Operators License Applications for the 2015-2017 licensing period.
3. NMFR Joint Fire Commission recommends to approve and allow Chief Auxier to sign, the Regional Fire Department Hiring Process Agreement with Fox Valley Technical College effective March 11, 2016 through March 10, 2017.
4. Right of First Refusal—Germania Hall 320 Chute Street.
5. Notice of Termination of Valley Marine Mart Lease—100 Water Street.

J. HELD OVER BUSINESS
1. R-9-16 Resolution Approving a 2016 Capital Improvement Budget Adjustment for the Purpose of Installing Infrastructure in the Second Addition to Woodland Hills Subdivision and the Accompanying Borrowing to Be Included with the 2016 Capital Improvement Borrowing (Introduced by Alderman Nichols)

K. ORDINANCES AND RESOLUTIONS
1. O-1-16 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances (Disorderly Conduct) (Introduced by Ald. Benner)

L. APPOINTMENTS
1. Council Appointment of Antoine Tines,1840 Northridge Ct, Menasha to the Water and Light Commission for the term of 4/5/2016-10/1/2020 (by Ald. Krautkramer)

M. CLAIMS AGAINST THE CITY

N. RECOGNITION OF COMMUNITY DEVELOPMENT DIRECTOR KEIL

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

P. ADJOURNMENT

MEETING NOTICE
Tuesday, April 19 2016
Common Council Meeting – 6:00 pm
Committee Meetings to Follow

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 21, 2016
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Nichols at 6:50 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Nichols, Krautkramer, Olszewski, Keehan, Zelinski, Benner.
EXCUSED: Aldermen Spencer, Taylor.
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE
1. Administration Committee, 3/7/16.
Moved by Ald. Keehan seconded by Ald. Olszewski to approve minutes.
Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS
1. 2015 Wisconsin Act 149 (Statutory Amendment to Disorderly Conduct).
CA Captain explained a recent statutory change requires an amendment to the City's Code of Ordinances Section 11-2-9 Disorderly Conduct. The change relates to knives and preemption of local regulation of knives such that a city cannot enact or enforce its own ordinance unless it is the same or similar to, and no more stringent than, the statute. CA Captain stated the City can no longer enforce their current ordinance as written.

Moved by Ald. Benner seconded by Ald. Olszewski to direct City Attorney to draft an ordinance to amend a section of the City's Code of Ordinances in order to fully comply with the State Statutory change.
Motion carried on roll call 6-0.

E. ADJOURNMENT
Moved by Ald. Keehan seconded by Ald. Krautkramer to adjourn at 6:55 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

DRAFT

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
March 21, 2016
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Krautkramer at 6:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Nichols, Krautkramer, Olszewski, Keehan, Zelinski, Benner
EXCUSED: Aldermen Spencer, Taylor
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE
1. March 7, 2016
Moved by Ald. Keehan seconded by Ald. Olszewski to approve minutes.
Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS
1. Change Order – Vinton Construction Company, Inc.; Contract Unit 2016-01; Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street; DEDUCT: $3,645.58 (Change Order No. 2)
DPW Radtke explained the change order is a result of substituting color concrete for MMA pavement marking at various crosswalks and for extending new concrete pavement farther down Mill Street to replace existing marginal condition asphalt pavement.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Change Order to Vinton Construction Company, Inc., Contract Unit 2016-01 for Downtown Street, Walkway and Electrical Improvements; Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street; DEDUCT: $3,645.58 (Change Order No. 2)
Motion carried on roll call 6-0.

2. Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2017
DPW Radtke explained the annual agreement with DOT for the operation of the Racine Street and Tayco Street lift bridges. No changes from previous year.

Moved by Ald. Nichols seconded by Ald. Olszewski to recommend to Common Council Authorization to Execute WisDOT Bridge Operation Agreement for Fiscal Year 2017.
Motion carried on roll call 6-0.

3. WisDOT 441/Racine Street Interchange Landscaping and Aesthetics Ballot
DPW Radtke explained DOT is looking for the City's input on landscaping and aesthetic feature concepts in the area of the STH 441/Racine Street interchange. Staff recommends continuing with the softening of the hardscape by including the planting beds, but to be able to select the type of planting that best suits the needs and is within the allowable parameters established by WisDOT. Staff recommends the pocket park without picnic area of sidewalk connection since it's the preferred option of the School District and they would likely be responsible for this area following its transfer from Winnebago County. For the entrance feature wall, staff recommends selecting the natural stone veneer option. Also staff recommends including the flag display in the entrance feature wall.

DRAFT

3. WisDOT 441/Racine Street Interchange Landscaping and Aesthetics Ballot, cont'd.
Moved by Ald. Nichols seconded by Ald. Benner to recommend to Common Council WisDOT 441/Racine Street Landscaping and Aesthetics Ballot, Option 1: Planting in splitter island with ability to select the type of planting that best suites City's needs and is within the allowable parameters established by WisDOT; Option 2: Pocket Park without picnic area and sidewalk connection; selecting the nature stone veneer option for the entrance feature wall; and including the flag display in the entrance feature wall.
Motion carried on roll call 6-0.

E. ADJOURNMENT
Moved by Ald. Keehan seconded by Ald. Olszewski to adjourn at 7:24 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor
140 Main Street, Menasha
March16, 2016
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Shellie Caudill, Tom Grade, and Dean Wydeven.

LANDMARKS MEMBERS EXCUSED: Commissioners Ald. Marshall Spencer, Samantha Zinth and Paul Brunette.

OTHERS PRESENT: Jeff Schweitzer, Rebecca Mader, John Hogerty, Mayor Merkes, CDD Keil and AP Englebert

C. MINUTES TO APPROVE

1. **Minutes of the February 16, 2016 Landmarks Commission Meeting**
Motion by Comm. Caudill, seconded by Comm. Grade to approve the minutes of the February 16, 2016 Landmarks Commission meeting. The motion carried.

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

No one spoke.

E. COMMUNICATIONS

1. None.

F. ACTION ITEMS

1. **Signage Proposals for 201 Main Street**
John Hogerty presented the proposed signage for the building which included the One Menasha Center building designation, Faith Technologies, Community First Credit Union, RLJ Dental Group business signage and site directional signage. All sign lettering is backlit except for the RLJ signage which is unlit. Commissioners discussed the placement of the signage, color of the backlighting and other building lighting.

   Motion by Comm. Cauldill, seconded by Comm. Wydeven to approve the signage for 201 Main Street. The motion carried.

2. **Proposed Façade Alterations - 204 Main Street**
Becky Mader reviewed the proposed alterations to the building facades as follows:
   - Front facade - main awning to be removed, entryway awning to be retained. The rest of the front facade is to remain as-is except that wood panels will be painted black with gray trim. The window adjacent to the entryway is to be repaired or replaced.
   - East façade - wood siding to be removed with underlying brick to be painted gray. A service window is to be installed for customer access.

   Commissioners discussed signage and the size and location of the service window Motion by Comm. Caudill, seconded by Comm. Wydeven, to approve the removal of the main awning and to paint the wood panels black with gray trim on the front facade and to remove the wood siding and paint the underlying brick gray together with the installation of a service window not to exceed 40" wide by 36" high on the east facade. The motion carried.

3. **Façade Improvement Grant Request – 204 Main Street**
Commissioners discussed what alterations may be eligible for a facade improvement grant and

arrived at consensus that drawings depicting the proposed improvements should be submitted prior to approving a grant. It was agreed that a special meeting is to be held on March 29 to review the plans and consider the grant request.

G. DISCUSSION ITEMS

1. **Photo Contest**
   Chairman Grade reported that Nick Jevne will be taking the photos to be used in the contest during the first week of April. Commissioners discussed the number of photos tom be used and the prizes to be awarded. This item is to appear on the April Landmarks Commission agenda.

2. **Historic Preservation Awards**
   Chairman Grade asked commissioners about prospects for a 2016 award and reported on the status of the 2015 award plaque. Staff is to order the 2015 plaque and nominations for the 2016 award is to be placed on the April Landmarks Commission agenda.

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

None.

I. ADJOURNMENT

Motion by Comm. Caudill, seconded by Comm. Wydeven to adjourn at 5:27PM. The motion carried.

Respectfully submitted by CDD Keil.

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
March 23, 2016

Call to order at 4:00pm by Crawmer.
Present: Crawmer, Englebert, Franzoi, Golz, Kaminski (teen rep), VanderHeyden and Wicihowski
Absent: Rollins-Jump
Also Present: Director Lenz, Dreyer (Administrative Assistant), Acosta (Adult Services Librarian) and McGinnis (Adult Services Librarian)

Public Comment/Communication
Director Lenz introduced Ana Maria Acosta, the new full-time Adult Services Librarian, and Colin McGinnis, the new half-time Adult Services Librarian.

Consent Business
Motion made by Golz, seconded by Franzoi to approve the Library Board meeting minutes from February 24, 2016, and accept the Fundraising Committee meeting minutes of March 8, 2016. Motion carried unanimously.

Authorization of Bills
Motion made by Franzoi, seconded by VanderHeyden to authorize payment of the March 2016 bills as presented from the 2016 budget. Motion carried unanimously.

Director's Report/Information Items

1. February Statistics. The February sheet of statistics was distributed to the trustees. Franzoi suggested purchasing more kits since kids who are taught using hands-on teaching methods score higher on tests. The Blue Jay Computers are owned by the school and connected to their network. Lenz will talk to Peter Pfundter about those computers.

2. Budget Status. Trustees reviewed the status the 2016 budget.

3. Endowment Report. The February endowment report was distributed to trustees. Golz and VanderHeyden will be attending the program at the Community Foundation for the Fox Valley Region, Inc. as members of the library's Finance and Investment Committees.

4. Staff Reports.
   a. Ana Maria Acosta and Colin McGinnis have started their new positions. Sara Page, who is a library page, reduced her weekly hours.
   b. The March Friends book sale netted more than any previous book sale. Some of the Smith Collection was sold which contributed to the overall success of the sale.
   c. This year's Fox Cities Reads book is *Beautiful Boy: A Father's Journey Through his Son's Addiction*. Wisconsin United We CAN is partnering with Fox Cities Reads and the library to offer a workshop: Steps of Change: Addition & Recovery Education on Saturday, April 9 from 9:00 – 4:00pm.
   d. The Fox Cities Book Festival will be held April 18-24. The Festival includes 75 authors/speakers at venues around the Fox Cities; 16 presentations will be held here.
   e. The Wisconsin Association of Public Libraries conference will be held at the Best Western in Oshkosh from May 11-13, 2016. There are often programs for trustees.
   f. National Library Week will be held April 10-16. We will be having prizes for patrons, a Food for Fines drive and some form of staff appreciation.

5. Fundraising Committee Report. The Second Great Library Chili Cook-Off was successful. The goal of the committee is to have one major fundraising event per year. The committee will meet tomorrow to discuss fundraising options, the Smith Collection, and the sculpture idea.

Discussion /Action Items

DRAFT

1. Self-Check Machine Upgrade. Motion made by Franzoi, seconded by Wicihowski to proceed with the self-check upgrade. Motion carried unanimously.

2. Library Volunteer of the Year. Motion made by Englebert, seconded by Franzoi to name Gary Coopman as the library's 2016 Volunteer of the Year and to purchase a plaque. Motion carried unanimously.

Adjournment
Motion to adjourn made at 4:40pm by Englebert, seconded by Wicihowski . Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording Secretary

Draft

Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
March 23, 2016 – 12:00 p.m.
3rd Floor Conference Room – City of Neenah

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

Excused: Commissioner John

Also Present: Chief Auxier, Director Steeno and MA Theisen

Members of the Public: No members of the public were present.

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

Meeting Minutes: The Commission reviewed the February 24, 2016 meeting minutes. **MSC Liebhauser/Keating to approve the February 24, 2016 meeting minutes and place on file, all voting aye.**

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

February 2016 Budget Report: The Commission reviewed the February 2016 budget report. This is informational only and no action is required.

Regional Fire Department Hiring Process Agreement with Fox Valley Technical College: The Commission reviewed the Regional Fire Department Hiring Process Agreement with Fox Valley Technical College. **MSC Keating/Kubiak recommends the City of Neenah and City of Menasha Common Councils approve, and allow Chief Auxier to sign, the Regional Fire Department Hiring Process Agreement with Fox Valley Technical College effective March 11, 2016 through March 10, 2017, all voting aye.**

Chief's Hiring Process: Director Steeno updated the group on the current hiring process for the Fire Chief's position.

MSC McCann/Keating to adjourn at 12:30 p.m., all voting aye.

Respectfully Submitted,

Tara Theisen

Tara Theisen
Management Assistant

Draft

NMFR Joint Finance & Personnel Committee Meeting
March 22, 2016 – 5:30 p.m.
2nd Floor Conference Room – City of Neenah

Present: Ald. Benner, Keehan, Kunz and Ramos

Excused: Ald. Taylor and Ald. Stevenson

Also Present: Chief Auxier, Deputy Director Handevidt and MA Theisen

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

Public: No Members of the public were present.

Minutes: The Committee reviewed the meeting minutes from February 23, 2016. **MSC Keenah/Ramos to approve the February 23, 2016 meeting minutes and place on file, all voting aye.**

2015 Year End Budget Report: The Committee reviewed the preliminary 2015 year end budget report. Chief Auxier said the preliminary return to both Cities is around $133,000. This is primarily attributed to savings in salaries, due to vacated positions being held open, and reduced utilities costs. This helped offset the overtime costs incurred associated with vacated positions and different leaves.

Discussion was held regarding the overage in the 2015 Dive Team budget. Chief Auxier explained a majority of this is contributed to sending a NMFR staff member to become certified as an instructor. Having a certified instructor allows us to conduct training internally versus hiring an outside vendor. In 2016, the training will be primarily conducted on shift with minimal overtime costs. There is also monies in the dive team trust fund that can be used to offset future costs. Chief Auxier will be discussing boat launch fees with both Cities Parks & Recreation Directors to ask them to move forward with requesting their Commission to increase their boat launch fees. The increased fees would be put into the Dive Team budget. He further noted, we are using 1/10th of, one percent, of our operating budget to fund the Dive Team. The rest of the money would be funded through other revenue sources. **MSC Ramos/Keehan to approve the 2015 preliminary budget report and place on file, all voting aye.**

February 2016 Budget Report: The Committee reviewed the February 2016 budget. Ald. Kunz asked if 2016's Dive Team budget was increased to cover training costs. Chief Auxier confirmed it was increased.

Ald. Kunz discussed the maintenance of motor vehicles account. He expressed concern with the future scheduled of vehicle replacements in future CIP budget. He doesn't feel the department has a good replacement plan at this time. Chief Auxier said some vehicle repairs were deferred to 2016 to help return monies to both Cities to fund the unbudgeted fire truck purchase in 2015. He feels the maintenance of motor vehicles line item should come in at budget this year. He did review the current future CIP budget with Mayor Kaufert today. He is confident with the CIP budget. **MSC Keehan/Kunz to approve the February 2016 budget report and place on file, all voting aye.**

Monthly Activity and Automatic Aid Reports: The Committee reviewed the February 2016 activity and automatic aid reports. **MSC Ramos/Keehan to approve the February 2016 activity and automatic aid reports and place on file, all voting aye.**

Purchase of Forcible Entry Simulator: The Committee reviewed the request to purchase the Forcible Entry Simulator. Discussion was held on the three different quotes. Ald. Kunz questioned the different bids and asked why we want to go with the higher bid. Chief Auxier explained there are limited companies that make this training tool and the one we would like to purchase is the most realistic of what we experience. He noted there are only a few companies who make this type of training tool. The simulator we want to purchase is more expensive. However, it simulates a full door entry versus a ¾ or ½ door entry, which is more realistic of what we do. The old training tool was taken with FVTC when they vacated the premise at Station 31. Ald. Keehan said the three bids help him to differentiate the different options that

are available and supports the purchase of the more expensive one as it's important to make sure we have proper training equipment for staff members. Ald. Ramos concurred and said the information provided helped him understand the differences between the three different qutoes. **MSC Keehan/Ramos recommends the City of Neenah and City of Menasha Common Council's approve the purchase of the Inforcer forcible entry simulator from The Inforcer, LLC for a cost not to exceed $8,670.00, all voting aye.**

MSC Keehan/Ramos to adjourn at 6:02 p.m., all voting aye.

Respectfully Submitted,

Tara Theisen

Tara Theisen
Management Assistant

DRAFT

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 21, 2016
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Keehan at 7:26 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Nichols, Krautkramer, Olszewski, Keehan, Zelinski, Benner, Mayor Merkes.
EXCUSED: Aldermen Spencer, Taylor
ALSO PRESENT: CA Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PHD McKenney, CEO Joe Polzien, Clerk Galeazzi.

C. MINUTES TO APPROVE
1. Personnel Committee, 11/16/15.
Moved by Ald. Nichols seconded by Ald. Benner to approve minutes.
Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS
1. Administrative Assistant – Public Works Position – Adjust Pay Grade.
ASD Steeno explained the recent review of the position of Administrative Assistant-Public Works. Staff is recommending a change to the wage structure for the position. The position is currently under the professional, supervisory and department head wage schedule. Staff is recommending the position be moved to the wage schedule of the other administrative positions.

Moved by Ald. Benner seconded by Mayor Merkes to recommend to Common Council the recommended wage schedule including step increase for the position of Administrative Assistant-Public Works.
Motion carried on roll call 7-0.

2. Community Development Department Reorganization.
ASD Steeno explained the reorganization of the Community Development Department by moving to an in-house residential building inspector and transitioning the Code Enforcement Office to Community Development Department from the Police Department

General discussion ensued on the revamping of the Code Enforcement Officer position and the advantage of having an in-house residential building inspector.

Unanimous consent from members to hear from CEO Polzien.

CEO Polzien explained his job responsibilities and working with different City departments.

Moved by Mayor Merkes seconded by Ald. Benner to recommend to Common Council the Community Development Reorganization of: 1) Establish the Building Inspector/Housing Specialist position in the City's Table of Organization, and authorize the hiring of the position at Grade 20, with a pay range of $47,801-$58,412; 2) Authorize changing the title of the existing position of Code Enforcement Officer to Code Enforcement Specialist, and authorize changing the pay grade from $17.53-$21.91 per hour to $18.98-$23.77 per hour, and 3) Authorize the transition the Code Enforcement Officer/Specialist from the Police Department to the Community Development Department.
Motion carried on roll call 7-0.

DRAFT

E. ADJOURNMENT
Moved by Ald. Benner seconded by Ald. Krautkramer to adjourn at 8:05 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
March 22, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:32 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, DPW Radtke, Ald. Benner, Commissioners DeCoster, Cruickshank and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt.

OTHERS PRESENT: CDD Keil, AP Englebert, Brian Adesso (Menasha Joint School District).

C. MINUTES TO APPROVE

1. **Minutes of the March 8, 2016 Plan Commission Meeting**
Motion by Ald. Benner, seconded by Comm. Sturm to approve the March 8, 2016 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. CORRESPONDENCE

1. None.

F. DISCUSSION

1. None.

G. ACTION ITEMS

1. **Consideration of Calder Stadium Government Use Zoning and Signage Concepts**
AP Englebert and Brian Adesso introduced the preliminary proposal for the Calder Stadium renovation. The current zoning classification for the property, R-1 Single Family Residential, does not anticipate the signage needs for an athletic complex. Staff proposed that the zoning classification be change to GU – Government Use at some point in the future. Commissioners discussed the following:

- Ramifications of a rezoning to Government Use for the property
- Criteria for signage at the stadium
- Design of the proposed signage and the design of features for the DOT Racine Road reconstruction project
- The status of the Calder Stadium renovation project and fundraising
- Private covenants governing the site and its uses

Motion by Comm. Sturm, seconded by Ald. Benner, to direct staff to work with the Menasha Joint School District to develop standards for review in regards to the Government Use District with the following findings:

- That the design of the renovated stadium be harmonious throughout
- That the Menasha Blue Jay logo be the predominant theme

The motion carried.

H. ADJOURNMENT

Motion by DPW Radtke, seconded by Comm. DeCoster to adjourn at 4:43 PM. The motion carried.

Minutes respectfully submitted by AP Englebert.

Police Safety Meeting
December 17, 2016
Minutes

Meeting called to order at 2:40 PM.

Present: Todd Drew, Mark Mauthe, Aaron Zemlock, Brett Halderson, Joe Polzien,
Excused: Pamela Captain, Sara Swenson
Guest: Nancy McKenney

A. Motion to approve minutes from April 16, 2015 meeting made by A. Zemlock second M. Mauthe – motion approved

B. **Old Business**

1. **CPR/AED Certification status**- all staff completed
2. **Office Indoor Air Quality Issue** – Drew stated that the information / recommendation was made to have ACC install inline filters up-stream from this office. Update at the March meeting.
3. **Sally Port Safety Issue** – Drew reported that the installation of the obstruction sensor was in the budget to be done after the first of the year.

B. New Business

1. **Monthly Safety Topics –** Provided for posting
2. **Injury Review – 4 injuries reported**

Dept.	Injury narrative	Lost time	Medical attention	Safety Comments / recommendations
Police Department	Officer noted pain while walking down the south stairs. Went for medical attention and was diagnosed with an injury. No apparent environmental cause.	☐	☒	Unknown cause - recommend officer stretching and conditioning in general. No safety issue cited.
Police Department	Officer slammed thumb in squad car door while on a traffic stop.	☐	☐	Make sure officers are aware of their surroundings and ensure they are clear of hazards.
Police Department	Officer exposed to scabies. Reported to Menasha Health Department. Appropriate decontamination procedures	☐	☐	Unavoidable issue. Proper response and decontamination procedures followed.

	followed. Squad also cleaned per recommendations.			
Police Department	Officer noticed cuts on righ hand index finger and right hand palm. Unsure as to the cause, possibly while at FVTC rifle training on a weapon magazine. Simple first aid administered	☐	☐	Officer given remedial training on changing magazine in the weapon and identification of sharp edges. Recommendation to also wear gloves to avoid cuts from edges related to the weapon.

3. **Safety Violation Forms –** Drew stated that safety violation forms would be distributed as previously discussed. The intent is for all employees to use the forms to cite safety issues and near misses.
4. **Other issues –** Drew discussed that meetings will be held in March, June, September and December. Notice and date options will be sent to choose the day which is best for members.

C. Training

1. **MPD Specific Refresher Training Needs** – Drew to review refresher training requirements. Law Enforcement BBP will be one of the requirements. Drew is working to obtain user ID and passwords to access trainings on the CVMIC web site for future trainings. Additional discussion in March following the annual CVMIC work plan meeting.
2. **Other training items** – no additional items

D. **Training**

E. Motion to adjourn at 3:15 PM, made by A. Zemlock second M. Mauthe

Members: Mark Mauthe, Aaron Zemlock, Todd Drew, Pamela Captain, Sara Swenson, Joe Polzien, Brett Halderson

Public Works / Parks Safety Committee
February 22, 2016
Minutes

Meeting called to order at 8:05 AM.

Present: Todd Drew, Vince Maas, Adam Alix, Jeff Nieland, Alex Hartzheim, Corey Gordon, Kevin Schmahl, Eric Whitman, Pamela Captain, Brian Haessly
Absent: Mark Radtke, Brian Tungate, Adam Alix
Guest: Nancy McKenney

A. Approval of February 2, 2016 meeting minutes – motion C. Gordon second B. Haessly – Motion approved

B. **Old Business**
   1. **CVMIC re-inspection – Remaining items –** exposed mercury switch was removed and disposed of with ACC (HVAC Contractor).
   2. **Work Zone Safety – MPD / Camera options** – Drew followed up with CA Captain regarding any potential issues in using a camera within a work zone. No concerns were cited by Captain. Drew stated that no citations could be issued based on photos obtained from the camera, however warning letters could be generated. Drew will request a demonstration of the unit by the supplier.
   3. **Injury Report / Incident reviews** – An incident was cited by Members of the committee in which a potential safety issue was mitigated. A protruding pipe on the ice rink truck was identified as a potential trip / laceration risk where it was parked – PWF staff identified the risk and mitigated by re-arranging the equipment so that risk was minimized. Drew stated that issues like that should definitely be cited on the forms if an immediate corrective action is not taken or possible.
   4. **Air Quality / Portable HEPA Unit**- Drew discussed the potential benefits of these portable units to supplement ventilation system and provide ground level high volume filtration. Drew will arrange for a demo of a unit with a project requiring significant torch work. Torch work results in the most significant heavy airborne particulate which tend to remain low and not rapidly removed by existing ventilation system.

4. **Front End Load / Air Filters-** Drew requested that cab air filters be changed on a 6 month cycle in conjunction with grinding operations. Air filter changes to maximize air quality within the cabs when moving compost materials which potentially renders biologicals airborne.

C. **New Business**

1. **Monthly Safety Topic –** Monthly Safety Topic distributed and discuss. Drew requested topic be posted.
2. **Injury Review**. 0 injuries

Dept.	Injury narrative	Lost time	Medical attention	Safety Comments / recommendations
--		☐	☐	
--		☐	☐	

7 **New items for discussion**- An incident was cited where the wing on one of the snow plows fell when bracing holding the wing up broke. Maintenance will look into options to safely support the plow wing to avoid a potentially serious injury. Further discussion in March.

D. **Training**

1. **Annual Refresher Trainings** – User IDs for the CVMIC web site training have been received. Peggy Steeno will assign passwords and provide to each employee to do future safety training modules.
3. **Confined Space Training** – Confined space training to be conducted by CVMIC on April 19, 2016 including classroom and hands on at pool.
3. **Respiratory Fit Tests** – Drew stated that the remaining employees who were not fit tested in December will require fit testing within 12 months of their last fit test (April 2015).
4. **Additional Training Issues** – Hearing Screening April 19 sign in distributed to PWF then to MU and MPD.
   Initiate discussion on Summer Help training.

E. Motion to adjourn at 9:10AM

CITY OF MENASHA
Redevelopment Authority
Council Chambers, 3rd Floor City Hall – 140 Main Street
March 22, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 5:30 PM by Chairman Kim Vanderhyden.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Kim Vanderhyden Bob Stevens, Tim Caudill and Kip Golden.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Ald. Becky Nichols, Linda Kennedy and Gail Popp.

OTHERS PRESENT: CA Captain, ASD Steeno, CDD Keil and AP Englebert.

C. MINTUES TO APPROVE

1. **Minutes of the February 24, 2016 Redevelopment Authority Meeting**
Motion by Tim Caudill, seconded by Bob Stevens to approve the February 24, 2016 Redevelopment Authority meeting minutes. The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
(five (5) minute time limit for each person)

No one spoke.

E. DISCUSSION ITEMS

1. None.

G. ACTION ITEMS

1. **RR Donnelley Purchase Agreement**
CDD Keil explained that Real Estate Purchase and Sale Agreement included with the agenda is the version of the agreement that was approved by the RDA at its last meeting with redline comments from RR Donnelly. CA Captain described four remaining provisions that she felt were problematic and proceeded to describe the basis for her concerns.

Motion by Bob Stevens, seconded by Tim Caudill to approve the Real Estate Purchase and Sale Agreement with the exception of Sections 19(a), 10(d)(1), 24, and 28 and to authorize the RDA Chairman and City Attorney to negotiate the provisions of those sections prior to execution of the agreement. The motion carried.

2. **Lake Park Villas Lot Pricing**
AP Englebert presented the changes to the lot pricing as recommended by staff. The changes reflect an effort to create consistent lot pricing among similar lots and eliminated the "Best Value" lot pricing that had been applied to several lots. ASD Steeno inquired as to whether the changes would result in an overall decrease in lot pricing as this would negatively affect the ability of the RDA to meet its debt obligations to the city. AP Englebert determined that there would be an aggregate $44,600 increase in lot pricing.

Motion by Tim Caudill, seconded by Kim Vanderhyden to approve the changes in lot pricing as proposed by staff. The motion carried.

G. ADJOURNMENT

Motion by Kip Golden, seconded by Kim Vanderhyden to adjourn at 5:50 p.m. The motion carried.

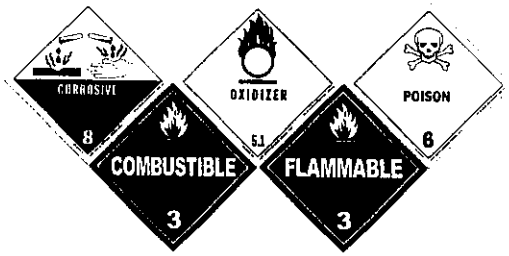
Minutes respectfully submitted by CDD Keil.

Hazardous Materials

Household Hazardous Materials are found in sheds, garages, basements, craft rooms, workshops or under kitchen sinks in many homes. Often these products are labeled with words such as: Caution, Warning, Danger, Poison, Flammable, Combustible or Corrosive.

Agricultural Hazardous Materials such as pesticides, herbicides and chemicals are found on both active and abandoned farms. Banned substances such as DDT, Chlordane, and Silvex, 2, 4-D will be accepted.

Business Hazardous Materials will be accepted from businesses identified as Very Small Quantity Generators (VSQG) and located within the participating Counties. Businesses must pay for their disposal costs, but may avoid on-site pick up fees. Eligible businesses may receive a 50 percent subsidy for disposal of pesticide wastes.



Farmers and residents of Calumet, Outagamie and Winnebago Counties may dispose of hazardous materials ***free of charge***. Donations will be accepted.

Why Participate in this Event?

When disposed of improperly, household and agricultural hazardous materials can threaten the quality of our drinking water, increase the threat of algae bloom and threaten the safety of sanitation workers.

In addition, hazardous materials left around the house and garage pose an accidental poison risk to children and pets.

This program is sponsored in partnership by:

UW Extension

Calumet County UW Extension
http://calumet.uwex.edu/

Outagamie County Recycling & Solid Waste
www.RecycleMoreOutagamie.org

Winnebago County Recycling
www.WinnebagoCountySolidWaste.com

This program is funded by the sponsoring counties and by grant funds provided by the Wisconsin Department of Agriculture, Trade and Consumer Protection.

2016 Agriculture & Household Hazardous Material Clean Sweep

Bring Your Old and Unwanted:

Pesticides	Spray Paint	Toxic Cleaners
Herbicides	Solvents	Degreasers
Poisons	Gasoline	Mercury
Lead & Oil Based Paint	Automotive Fluids	Pool Chemicals

Friday, April 22nd

9-11 AM, Omro Fire Department

9-11 AM, Outagamie County Shiocton Highway Garage

3-6 PM, City of Menasha Public Works Garage

Saturday, April 23rd

9 AM—Noon, Harrison Town Hall

For farmers, residents and qualified businesses of Calumet, Outagamie and Winnebago Counties.

Important Information for Clean Sweep Participants

- **DO NOT MIX** materials together.
- Tighten caps/lids and transport materials upright in a cardboard box. Your containers must be left at the collection site.
- **Appointments are required.**
- Household containers are typically 5 gallons or less in size. Household or agricultural **containers larger than 5 gallons** should be identified when scheduling your appointment.
- Please identify the material source (i.e. your home, an active or abandoned farm).
- This service is free of charge for household and agricultural material. **Donations will be accepted** to help offset program costs.

ACCEPTABLE MATERIALS

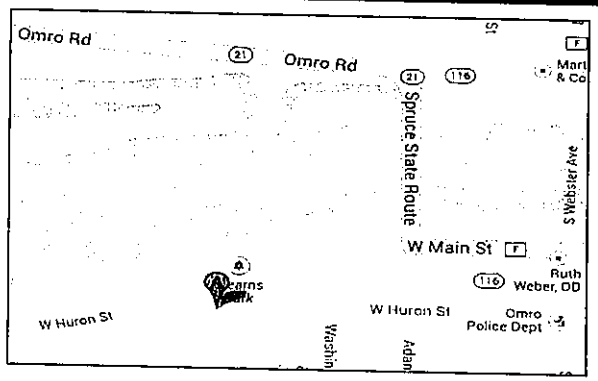
Pesticides	Spray Paint	Toxic Cleaners
Herbicides	Varnish/Stain	Degreasers
Poisons	Solvents	Waxes/Polishes
Dioxins	Gasoline	Mercury
Lead & Oil Based Paint	Automotive Fluids	Unknown Chemicals

The following materials **WILL NOT** be accepted at the Clean Sweep Events.

For proper disposal, please contact your county.

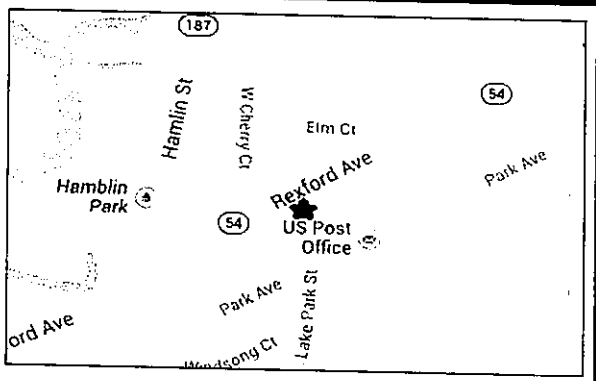
- **Latex paint**
- **CFL and fluorescent light bulbs**
- **Electronic devices** (TVs, computers, printers, etc.)
- **Propane cylinders and gas tanks**
- **Vehicle and household batteries**
- **Explosives and ammunition**
- **Radioactive material** (smoke detectors)
- **Appliances** (Microwaves, stoves, dehumidifiers, etc.)

2016 Clean Sweep Event Locations



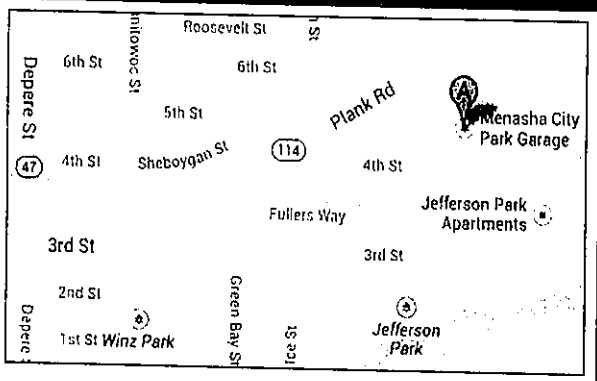
April 22—9:00-11:00 AM

Omro Fire Department
520 W. Huron Street, Omro



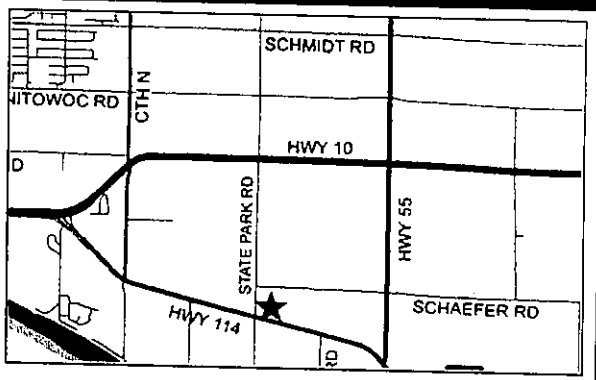
April 22—9:00-11:00 AM

Outagamie County Shiocton Hwy Garage
W7517 Highway 54, Shiocton



April 22—3:00-6:00 PM

City of Menasha Public Works Garage
455 Baldwin St, Menasha



April 23— 9:00 AM-Noon

Town of Harrison Town Hall
W5298 Hwy 114, Menasha

Now accepting online appointments!

Fast & Easy • Available 24/7 • Book your appointment today!

www.tricountycleansweep.com

All appointments must be made by 3 p.m. on the day prior to the event.
No internet access? Call your county office listed below. Hours will vary.
Calumet Co. 920-849-1450 Ext. 3 • Outagamie Co. 920-832-5277 • Winnebago Co. 920-232-1850

City of Menasha • Police Department
Police Chief Timothy J. Styka
tstyka@ci.menasha.wi.us

Menasha

To: Members of the Common Council

From: Chief Tim Styka

Date: March 30, 2016

RE: Police Elementary School K-9 (Facility Dog) UPDATE

In September 2015, and again during the budget hearing, we presented the Common Council information on using a "Facility Dog" in conjunction with the duties and responsibilities of Officer Jorgenson, who is assigned to the Elementary Schools. I am pleased to announce we have received the final approval from Canine Companions, the organization providing the K-9. Officer Jorgenson is scheduled for training in May and we anticipate he and his new partner will be up and running by the middle of May.

There is considerable research that animals can transcend normal methods of communication which will allow us to provide an exceptional level of service. We anticipate this will decrease the number of incidents at the schools where a student may act out, providing a better learning environment for all of the students.

This is an exciting and groundbreaking concept developed by Officer Jorgenson and we look forward to this one of a kind program coming to Menasha!

430 First Street • Menasha, Wisconsin 54952-3143 • Phone (920) 967-3500 • Fax (920) 967-5145
www.menashapolice.org

DEPARTMENT OF THE ARMY
DETROIT DISTRICT, CORPS OF ENGINEERS
477 MICHIGAN AVENUE
DETROIT, MICHIGAN 48226

March 14, 2016

Engineering and Technical Services Division
Great Lakes Hydraulics and Hydrology Office

To Our Lake Winnebago Partners:

The purpose of this letter is to inform you of our upcoming interagency conference call regarding the Lake Winnebago refill strategy scheduled for Tuesday April 5, 2016 at 2:30 PM (C.D.T.). During the conference call, the timing and extent of the 2016 refill on Lake Winnebago will be discussed. The agenda for the conference call is as follows:

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

This conference call is open to the public. To join the conference call, please dial (877) 873-8017 and enter 5016219 when prompted for the access code. After entering the access code, you will be asked to enter the security code which is 1234. Once you have joined the conference call, please press *6 to mute your phone. You may press *6 again during the call when you wish to speak.

For your added convenience, we would like to continue sending out our meeting notices and information using email whenever possible. We will continue to mail out hard copies to those people who do not use email. Please send an email to Keith.W.Kompoltowicz@usace.army.mil and list the email address that you would like these notices sent to if you haven't already.

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

Sincerely,

Michael K. O'Bryan

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

DAVIS & KUELTHAU
38th Annual Public Officials Program
April 27, 2016

Davis & Kuelthau, s.c. is pleased to invite you to its 38th Annual Public Officials Program for veteran and newly-elected public officials and administrators.

Our public sector team will update attendees on several topics:

- Review of selected decisions or cases around the state dealing with a variety of issues arising out of the post-Act 10 era;
- Open meetings/public records update;
- Impact of *Flambeau* federal court decision on wellness plans;
- FLSA changes on the horizon which could require reclassifying some employees and incurring additional overtime costs; and
- Benefits and Affordable Care Act (ACA) update of interest to public sector employees.

The evening will conclude with a question and answer panel of Davis & Kuelthau attorneys who will collaborate on responses to questions regarding the topics presented as well as address any other issues of interest to public officials.

When and Where

Wednesday, April 27, 2016
5:30 p.m. – 8:30 p.m.

Liberty Hall Banquet and Conference Center
(Located minutes off Hwy 41 -- Hwy 441 and County Road CE)
800 Eisenhower Drive | Kimberly, WI

Agenda

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

Who Should Attend

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

DAVIS & KUELTHAU
38th Annual Public Officials Program
April 27, 2016

REGISTRATION FORM – DUE DATE APRIL 20, 2016

ORGANIZATION NAME: _____

Mailing Address:

_____

_____

Attendee Name ($30.00 per attendee)	Title	E-mail Address

Ms. Brandy J. Riley, Marketing Coordinator
Davis & Kuelthau, s.c. | 111 E. Kilbourn Avenue, Suite 1400 | Milwaukee, WI 53202

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Annual Report under MS4 General Permit No. WI-S050075-2

Form 3400-195 (R 12/15)

Due by March 31, 2016

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

This form is for reporting on activities undertaken in calendar year 2015.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2016, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information

Name of Municipality		Facility ID No. (FIN)	
City of Menasha		31110	
Mailing Address	**City**	**State**	**ZIP Code**
140 Main Street	Menasha	WI	54952
County(s) in which Municipality is located	**Municipality Type: (select one)**		
Calumet, Winnebago	◯ County ◉ City ◯ Village ◯ Town ◯ Other (specify)		

SECTION II. Municipal Contact Information

Name of Municipal Contact Person		Title	
Mark Radtke		Public Works Director	
Mailing Address (if different from above)	**City**	**State**	**ZIP Code**
		WI	
Email	**Phone Number (include area code)**	**Fax Number (include area code)**	
mradtke@ci.menasha.wi.us	(920) 967-3610	(920) 967-5272	

SECTION III. Certification

I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Printed Name	Authorized Representative Title	
Donald Merkes	Mayor	
Signature of Authorized Representative	**Date**	
	03/30/2016	
Email	**Phone Number (include area code)**	**Fax Number (include area code)**
dmerkes@ci.menasha.wi.us	(920) 967-3600	(920) 967-5273

SECTION IV. General Information

a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.

The City published a notice in the official newspaper inviting commentary on the final draft annual report. The draft annual report is submitted to the Common Council as an official communication. The annual report is also available on the City's website and at City Hall.

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

Elected and municipal officials and staff were provided the annual report. Staff involved with the implementation of the storm water permit meet as needed to discuss programs and assure compliance with permit requirements. Staff also attended seminars and permit related training sessions.

c. Has the municipality prepared its own municipal-wide storm water management plan? ◉ Yes ◯ No

If yes, title and date of storm water management plan:

City of Menasha City-Wide Stormwater Quality Management Plan (Draft), December 1, 2015, DNR approval pending.

SECTION IV. General Information (continued)

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

If yes, describe these cooperative efforts:

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

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

If yes, provide web address:
www.cityofmenasha-wi.gov

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

If yes, provide web address:
www.cityofmenasha-wi.gov

SECTION V. Permit Conditions

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach

  Please see attached.

- Public Involvement and Participation

  Please see attached.

- Illicit Discharge Detection and Elimination

  Please see attached.

- Construction Site Pollutant Control

  Please see attached.

- Post-Construction Storm Water Management

  Please see attached.

- Pollution Prevention

  Please see attached.

b. Winter Road Management Activities:

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

Mark Radtke, Public Works Director, (920) 967-3610

Describe the types of products used for winter road management (e.g., deicing, pre-wetting, salting, etc.).

Salt brine for anti-icing and pre-wetting; road salt for deicing; road salt/chip mix for deicing under certain conditions.

SECTION V. Permit Conditions (continued)

Describe the type of equipment used to apply the products.

Automated salt spreaders on the back of patrol dump trucks, equipped with on board pre-wetting tanks. Rear spray bar for application of salt brine for anti-icing operations.

Report the amount of product used per month.

January 262.53 tons, February 246.79 tons, March 112.00 tons, November 21.45 tons, December 116.35 tons

Report the snow disposal locations, if snow is hauled away.

Snow disposal site is located at the Public Works Facility, 455 Baldwin Street, Menasha, WI.

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

Anti-icing is only done when appropriate on bridges and major traffic streets. Our equipment is calibrated annually and we continue to experiment with reduced salt application rates, especially on our secondary streets. We noticed a significant decrease in salt used compared to past years.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

c. Municipal facility(s):

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

Please see attached.

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination.

Please see attached SWPPP.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

Please see attached SWPPP.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

Hazardous Material Communications and Storage at Municipal Facilities

Describe the spill prevention and response procedures in place at the municipal facility(s).

Please see attached SWPPP.

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

If yes, provide the following: Model used WinSLAM Version _____ Reduction (%) 24

If no, include a description of any actions the municipality has undertaken during 2015 to help achieve the 20% standard.

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

If yes, describe:

Included in 2015 Storm Water Management Plan

SECTION V. Permit Conditions (continued)

e. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices? ◉ Yes ◯ No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2015. If available, attach any additional information on the maintenance program.
The City's maintenance program includes regular interval cleaning of proprietary filtering devices, maintenance of storm water management ponds and bio-filter devices, and cleaning of catch basin sumps.

f. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.
Added newly installed storm sewer sections. Added TMDL drainage basin limits and areas excluded from the TMDL pollutant analysis.

SECTION VI. Fiscal Analysis

a. Provide a fiscal analysis that includes the annual expenditures for 2015, and the budget for 2015 and 2016. A table to document fiscal information is provided on page 6.

See table.

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

☒ Storm water utility ☐ General fund ☒ Other Permit fees

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

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

Our storm water utility was created in 2009 and we continue to monitor the adequacy of utility charges in meeting the cost demands for implementing our storm water management program. Storm water fees were revised in 2015 to provide sufficient revenue to achieve our storm water management objectives.

SECTION VII. Inspections and Enforcement Actions

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

a. As of the date of this annual report, has the municipality updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit? ◉ Yes ◯ No

If yes, attach copy or provide web link to ordinance:

Previously submitted, but ordinance will be updated in compliance with general permit by the May, 2016 deadline.

b. As of the date of this annual report, has the municipality updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit? ◉ Yes ◯ No

If yes, attach copy or provide web link to ordinance: Previously submitted, but ordinance will be updated by May, 2016.

c. As of the date of this annual report, has the municipality updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit? ◉ Yes ◯ No

If yes, attach copy or provide web link to ordinance:

Previously submitted.

d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? ◯ Yes ◉ No

If yes, attach copy or provide web link to ordinance:

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

One and two family residential erosion control permits, inspections, and enforcement activities were carried out by the Building Inspection Department. Commercial, utility and construction project erosion control permits, inspections and

SECTION VII. Inspections and Enforcement Actions (continued)

enforcement activities were carried out by the Engineering Department. Municipal compost facility site inspections were conducted by the Engineering Department. Please see attached for details.

SECTION VIII. Water Quality Concerns

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: http://dnr.wi.gov/topic/surfacewater/orwerw.html) ◯ Yes ◉ No

If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: http://dnr.wi.gov/water/impairedsearch.aspx?status=303d) ◉ Yes ◯ No

If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:

  Lake Winnebago, Lower Fox River

- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant (s) of concern to an impaired waterbody:

  The City has updated its Storm Water Quality Management Plan to include additional suspended solids and Phosphorus removal requirements contained in the Lower Fox River TMDL. Please see attached for additional actions.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

SECTION IX. Proposed Program Changes

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2016 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The City will be updating its Construction Site Pollutant Control ordinance and its Post Construction Storm Water Management ordinance by the May, 2016 deadline. Additional employee training in line with our SWPPP will occur for municipal facility storm water management practices. Our TMDL initial Action Plan will be drafted following a series of stakeholder meetings to select the optimal array of BMP improvements.

SECTION X. Other

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

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

Program Element	[redacted]	Budget 2015	Budget 2016	[redacted]
Public Education and Outreach	[redacted]	24,700	17,600	[redacted]
Public Involvement and Participation	[redacted]	3,090	2,830	[redacted]
Illicit Discharge Detection and Elimination	[redacted]	33,480	20,635	[redacted]
Construction Site Pollutant Control	[redacted]	54,980	45,305	[redacted]
Post-Construction Storm Water Management	[redacted]	59,310	54,270	[redacted]
Pollution Prevention	[redacted]	1,115,740	1,136,040	[redacted]
Storm Water Quality Management (including pollutant-loading analysis)	[redacted]	132,210	140,970	[redacted]
Storm Sewer System Map	[redacted]	3,700	3,385	[redacted]
Other: bond interest, IT, admin.	[redacted]	357,100	226,750	[redacted]

NORTHERN REGION COUNTIES		
Ashland	Langlade	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522
Florence	Rusk	
Forest	Sawyer	
Iron	Taylor	
	Vilas	
	Washburn	

WEST CENTRAL REGION COUNTIES		
Adams	Marathon	DNR Service Center
Buffalo	Monroe	Attn: Storm Water Program
Chippewa	Pepin	5301 Rib Mountain Rd.
Clark	Pierce	Wausau, WI 54401
Crawford	Portage	Phone: (715) 359-4522
Dunn	St. Croix	
Eau Claire	Trempealeau	
Jackson	Vernon	
Juneau	Wood	
La Crosse		

NORTHEAST REGION COUNTIES		
Brown	Marquette	DNR Northeast Region
Calumet	Menominee	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.
Fond du Lac	Outagamie	Green Bay, WI 54313
Green Lake	Shawano	Phone: (920) 662-5100
Kewaunee	Waupaca	
Manitowoc	Waushara	
Marinette	Winnebago	

SOUTH CENTRAL REGION COUNTIES		
Columbia	Jefferson	DNR South Central Region
Dane	LaFayette	Attn: Storm Water Program
Dodge	Richland	3911 Fish Hatchery Rd.
Grant	Rock	Fitchburg, WI 53711
Green	Sauk	Phone: (608) 275-3266
Iowa		

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

City of Menasha, WI - Citywide Storm Water Management Program

January 01, 2016 To December 31, 2016

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

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

1 Public Education and Outreach

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

Description

To satisfy this minimum control measure, the permittee shall implement a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state to encourage changes in public behavior to reduce such impacts.

The program shall establish measurable goals and, at a minimum, include the following elements:

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

Best Management Practices

1.1 Promote Illicit Discharge Detection

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

Required Yes

Description

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

Justification

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

Goals

1.1.1 Create and distribute IDDE Response brochure

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

Description

Create IDDE Response brochure. Make copies available at the city garage, library, police department, health department and city hall.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

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

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.2 Public Pollution Prevention Education

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

Required Yes

Description

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

Justification

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

Goals

1.2.1 Create and distribute pet waste brochure

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

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

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.2.3 Participate in Annual Urban Clean Sweep Program

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.2.4 Storm Drain Marking Program

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

Description

Identify storm drains in the City of Menasha that are not currently marked with educational sayings. City staff will mark some of the storm drains each summer. Information for other groups to get involved will be on the city's website.

Planned: 2013 2014 2015 2016 2017 2018

Complete: 2013 2014 2015

Activity Date	Name	Description
None		

1.2.5 Distribute educational flyers to City buildings

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

Description

At least annually, staff will distribute a variety of NEWSC flyers to city buildings. Flyers will be targeted to fit the building's purpose (i.e. information on hazardous waste flyer at the city garage).This helps educate city departments on internal operations as well as educates people on good storm water management and pollution prevention.

Planned: 2012 2013 2014 2015 2016 2017 2018

Complete: 2012 2013 2014 2015

Activity Date	Name
01/01/2016	Flyer Locations (2015)

Description

Flyers were brought to the City Garage, Library, Police Department, Pool, Heckrodt Nature Reserve, Health Department and City Hall.

File Attachment *Car (1).pdf*

File Attachment	*Carpet Cleaning (1).pdf*
File Attachment	*Household Hazardous Waste (1).pdf*
File Attachment	*Ice and Snow Control (1).pdf*
File Attachment	*Kids Can Help Too! (1).pdf*
File Attachment	*Leaf Collection (1).pdf*
File Attachment	*Pet Waste (1).pdf*
File Attachment	*Pool & Spa Discharge (1).pdf*
File Attachment	*Power Washing at home (1).pdf*
File Attachment	*Rain Barrel (2).pdf*
File Attachment	*The Pefect Landscape (1).pdf*
File Attachment	*The Perfect Lawn (1).pdf*

1.3 Leaf Management and Lawn Care

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

Required Yes

Description

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

Goals

1.3.1 Publish articles in city newsletter and/or city website

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.3.2 Create and distribute a Leaf Management and Lawn Care brochure

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

Description

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

Planned: 2010 2011 2012 2014 2015 2016 2017 2018

Complete: 2010 2011 2014 2015

Activity Date	Name	Description
None		

1.3.3 Participate in NEWSC Phosphorus Education Campaign

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

Description

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

Planned: 2008 2009 2010

Complete: 2008 2009 2010

Activity Date	Name	Description
None		

1.4 Streambank and Shoreline Management

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

Required Yes

Description

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

Goals

1.4.1 Promote the Winnebago County Shoreline Expo

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

Description

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

Planned: 2008 2009

Complete: 2008

Activity Date	Name	Description
None		

1.4.2 Distribute educational materials to riparian properties

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

Description

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

Planned: 2010 2011 2012 2013 2014

Complete: 2010 2011 2013 2014

Activity Date	Name	Description
None		

1.5 Residential Property Infiltration

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

Required Yes

Description

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

Goals

1.5.1 Create and distribute Residential Property Infiltration informational brochure

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.5.2 Publish article in city newsletter and/or city website

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.5.3 Promote rain gardens and rain barrels at community events

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.5.4 Develop and implement rain barrel program in coordination with NEWSC

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

Description

Planned: 2011 2012

Complete: 2011 2012

Activity Date	Name	Description
None		

1.6 Construction Site Erosion Control Education

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

Required Yes

Description

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

Goals

1.6.1 Hold educational meetings with contractors

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

Description

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

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

1.6.2 Create and distribute a Construction Site Erosion Control brochure

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

Description

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

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.6.3 Publish articles in city newsletter and/or website

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.7 Non-Residential Property Pollution Prevention

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

Required Yes

Description

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

Goals

1.7.1 Create and distribute Property Pollution Prevention educational brochure for businesses

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

Description

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

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.7.2 Develop Rain Garden Demonstration Projects

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

Description

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

Planned: 2009 2010 2011 2012 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2015

Activity Date	Name	Description
None		

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

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

Description

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

Planned: 2009 2010 2011 2012 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2015

Activity Date	Name	Description
None		

1.8 Promote Environmentally Sensitive Land Development

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

Required Yes

Description

Promote environmentally sensitive land development designs by developers and designers.

Goals

1.8.1 Identify and evaluate environmentally sensitive land development principals

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

2 Public Involvement and Participation

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

Description

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

Best Management Practices

2.1 Public Notification

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

Required Yes

Description

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

Goals

2.1.1 Annually report to community on MS4 Permit activities

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

2.1.2 Publish requirements of MS4 Permit on city website

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

2.2 Public Participation

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

Required Yes

Description

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

Goals

2.2.1 Publish Class One (1) notice requesting public input

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

2.2.2 Publish requests for public input on city's website

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3 Illicit Discharge Detection and Elimination

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

Description

Recognizing the adverse effects illicit discharges can have on receiving waters, the permittee shall develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4.

The program shall include measurable goals and include all of the following:

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

Best Management Practices

3.1 IDDE Ordinance

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

Required Yes

Description

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

1. Prohibit the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4.

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

3. Establish inspection and enforcement authority.

Annual Reporting Items

Ordinance development and adoption; implementation.

Goals

3.1.1 IDDE Ordinance review and updates

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

Description

The City of Menasha Illicit Discharge and Connection Ordinance was adopted by the Council on August 17, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 8 of the City of Menasha Municipal Code. This can be found on the City's website:
http://www.cityofmenasha-wi.gov/
The ordinance will be reviewed at least once every five years and updated as needed.

Planned: 2009 2012 2014

Complete: 2009 2012 2014

Activity Date	Name	Description
None		

3.1.2 Enforcement of IDDE Ordinance

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.2 Initial Field Screening

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

Required Yes

Description

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

1. Visual Observation - A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping.

2. Field Analysis - If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol and detergents, unless the permittee elects instead to use detergent, ammonia, potassium and fluoride as the indicator parameters. Other alternative indicator parameters may be authorized by the Department in writing.

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

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

Goals

3.2.1 Identification of major outfalls

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.2.2 Field Screening

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

Description

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

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3 On-going Dry Weather Field Screening

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

Required Yes

Description

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

Goals

3.3.1 Develop on-going field screening program

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.2 Outfall AY

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

Description

The inspection of outfall on annual basis.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.3 Outfall BX

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

Description
The inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.4 Outfall X

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

Description
The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.5 Outfall T and U

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

Description
The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.6 Outfall U (Inspected with "T")
Responsible Staff / Position: Corey Gordon
Engineering Aide II
(920) 967-3610

Description
STARTING IN 2014 OUTFALL WAS INSPECTED WITH OUTFALL "T".

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014
Complete: 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

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

Description
The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018
Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

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

Description
The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018
Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.9 Outfall D

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

Description
The inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.10 Outfall A

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

Description
The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.11 Outfall Y

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

Description
Inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.12 Outfall AP & AQ

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

Description
The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.14 Outfall BU

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

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.15 Outfall BI

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

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.16 Outfall DI

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

Description
Outfall Inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.17 Outfall DS & DT

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

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.19 Outfall DU & DV

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

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.21 Outfall H

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

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.22 Outfall AZ

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

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.22 Outfall DZ

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

Description
Outfall Inspection

Planned: 2012 2013 2014 2015 2016 2017 2018

Complete: 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.23 Outfall N

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

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.24 Outfall BP

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

Description
Outfall Inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.4 Illicit Discharge Response

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

Required Yes

Description

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

1. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.

2. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.

3. Preventing and containing spills that may discharge into or are already within the MS4.

4. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.

5. To the maximum extent practicable, eliminating leakage from sanitary conveyance systems into the MS4.

6. Providing the Department with advance notice of the time and location of dye testing within a MS4. (Because the dye may get reported to the Department as an illicit discharge or spill, the Department requires prior notification of dye testing.)

Annual Reporting Items

A copy of the spill and illicit discharge response procedure manual is on file at City Hall.

Goals

3.4.1 Illicit Discharge Response Procedure Manual

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.5 Illicit Discharge Removal Action

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

Required Yes

Description

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

Goals

3.5.1 Illicit discharge removal

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

Description

Create a letter of notification to Illicit discharge violators.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

3.5.2 Illicit discharge complaints

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

Description

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

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.6 Neighboring Jurisdiction Notification

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

Required Yes

Description

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

Goals

3.6.1 Identify neighboring jurisdictions

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.7 Responsible Party List

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

Required Yes

Description

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

Goals

3.7.1 Illicit discharge reponse

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

Description

Establish contact list and chain of command.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

4 Construction Site Pollutant Control

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

Description

Each permittee shall develop, implement and enforce a program to reduce the discharge of sediment and construction materials from construction sites.

The program shall establish measurable goals and include the following elements:

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

Best Management Practices

4.1 Construction Site Erosion & Sediment Control Ordinance

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

Required Yes

Description

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

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

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

Goals

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

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

Description

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

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

Planned: 2009 2010

Complete: 2009 2010

Activity Date	Name	Description
None		

4.1.2 Track enforcement actions

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

Description

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

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

4.1.3 Review and update ordinance

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

Description

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

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

Planned: 2012 2013

Complete: 2012 2013

Activity Date	Name	Description
None		

4.1.4 Annual Ordinance Review

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

Description

Annually review the City's ESC Ordinance for conformance to State requirements and City needs.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

4.2 Construction Site Inspections and Enforcement

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

Required Yes

Description

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

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

Education Program / Public Outreach

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

Annual Reporting Items

Number of construction sites within given year.

Goals

4.2.1 Track construction site inspections

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

4.2.2 Non permit required erosion inspections

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

Description

Tracking of non permit required erosion inspections.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

4.3 Public Information Response Procedures

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

Required Yes

Description

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

Goals

4.3.1 Maintain public complaint log

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

5 Post-Construction Storm Water Management

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

Description

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

The program shall establish measurable goals and include:

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

Best Management Practices

5.1 Post-Construction Storm Water Management Ordinance

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

Required Yes

Description

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

1. Applicability and jurisdiction that shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee.

2. Design criteria, standards and specifications equivalent to technical standards or the Wisconsin Storm Water Manual approved by the Department. The Department-approved technical standards shall take precedence over the Wisconsin Storm Water Manual. The Department-approved technical standards and the Wisconsin Storm Water Manual are available at http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm.

3. Post-construction performance standards equivalent to or more restrictive than those in ss. NR 151.12 and 151.24, Wis. Adm. Code.

4. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.

5. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures.

6. Inspection and enforcement authority.

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

Goals

5.1.1 Review and update ordinance

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

Description

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

Planned: 2012 2013 2015 2016 2017 2018

Complete: 2012 2013 2015

Activity Date	Name	Description
None		

5.1.2 Storm water management plan review

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

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2013 2014 2015

Activity Date	Name	Description
None		

5.2 Long-Term Maintenance Procedures

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

Required Yes

Description

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

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

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

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

Goals

5.2.1 Audit private facilities for long term maintenance

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

Description

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

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6 Pollution Prevention

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

Description

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

The program shall include:

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

Best Management Practices

6.1 Routine Facility Inspection and Maintenance

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

Required Yes

Description

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

Goals

6.1.1 Menasha Marina Proprietary Device

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.2 Lake Park Villas Phase I, Pond 1

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

Description

Pond 1 Inspections and Maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.3 Lake Park Villas Phase I, Pond 2

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

Description
Pond 2 inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.4 Lake Park Villas Phase I, Pond 3

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

Description
Pond 3 inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.5 Lake Park Villas Phase I, Pond 4

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

Description
Pond 4 inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.6 Lake Park Villas Phase II Pond

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

Description
LPV Phase II pond inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.7 Midway Business Park Pond

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

Description
Midway Business Park wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.8 Province Terrace Pond

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

Description
Province Terrace wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.9 Lake Park Villas Phase I, Pond 5

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

Description
Pond 5 Inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.10 Natures Way Housing Pond

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

Description
Pond inspections and maintance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.11 Nature's Way/Province Terrace Pond

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

Description
Pond Inspection and Maintance

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.12 Catch Basin Replacement

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

Description

During the year record number of catch basins that are replaced to include a sump rather than having a self cleaning bench. Also new catch basins will be added to storm sewer map.

Planned: 2013 2014 2015 2016 2017 2018

Complete: 2013 2014 2015

Activity Date	Name	Description
None		

6.2 Street Sweeping / Catch Basin Cleaning & Storm Main Cleaned

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

Required Yes

Description

Routine street sweeping and cleaning of catch basins with sumps where appropriate. The lineal footage of storm sewer main cleaned through out the year.

Goals

6.2.1 Street Sweeping

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.2.2 Catch Basin Cleaning

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

Description

Record the number and location of catch basins that are cleaned from year to year.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.2.3 Storm Sewer Main Cleaned

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

Description

The lineal footage of storm sewer main cleaned through out the year.

Planned: 2015 2016 2017 2018

Complete: 2015

Activity Date	Name	Description
None		

6.3 Sweeping and Basin Waste Disposal

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

Required Yes

Description

Proper disposal of street sweeping and catch basin cleaning waste.

Goals

6.3.1 Sweeping and Basin Disposal

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

Description

proper disposal sweepings and basin debris.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.4 Deicer Application Management

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

Required Yes

Description

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

Justification

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

Annual Reporting Items

WisDOT requires an annual Salt Inventory report.

Goals

6.4.1 Maximize Use of Geomelt

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.4.2 Salt Storage Facility Inspection

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

Description

Conduct the annual salt storage facility inspection by WisDOT.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.4.3 Fleet Maintenance

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

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.4.4 Yearly Salt Usage

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

Description
Report of the yearly salt used during snow plowing operations.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.5 Leaf and Grass Clipping Management

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

Required Yes

Description

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

Annual Reporting Items

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

Goals

6.5.1 Proper Management of Leaf and Grass Clipping Yard Waste

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.5.2 Proper Management of Leaf and Grass Clippings in City Parks

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.6 Municipal Facility SWPPPs

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

Required Yes

Description

torm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities. We have reviewed SWPPPs from other communities but have not yet prepared our own SWPPP. While we intended to complete our SWPPP in 2015 we did not accomplish that goal due to time constraints. At the time of submitting this report, a final draft SWPPP has been prepared by McMahon Engineers, awaiting final staff approval. Our SWPPP will be in force as of March 31, 2016.

Goals

6.6.1 Prepare SWPPP

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

Description
Complete and annually review/revise written SWPPP.

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete:

Activity Date	Name	Description
None		

6.6.2 Compost Site Storm Water Inspections

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

Description
Semi-Annual non-storm event and quarterly storm event run off inspection will be conducted throughout the year.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015

Activity Date	Name	Description
None		

6.7 Nutrient Application Management

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

Required Yes

Description

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

Goals

6.7.1 Nutrient Application Management

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.8 Staff Training and Education

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

Required Yes

Description

Education of appropriate municipal and other personnel involved in implementing this program. Although basic training of employees has been done, comprehensive formal training for City employees has not yet occurred. It is expected this will occur in 2014.

Goals

6.8.1 Provide staff training on pollution prevention

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

Description

Education of appropriate municipal and other personnel involved in implementing this program. Staff has been made aware of intentions to complete formal written SWPPP, including formal training. During the interim, staff has been informed of objective to meet standards for storm water management principles as they pertain to municipal operations and facilities.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2014 2015

Activity Date	Name	Description
None		

6.9 Source Water Protection Measures

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

Required Yes

Description

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

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

Goals

6.9.1 Execute pollution prevention operations per Storm Water Management Plan

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

7 Storm Water Quality Management

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

Description

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

The program shall include:

1. To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.
2. Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.
3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.
4. WPDES General Permit WI-SO50075-2 became effective May 1, 2014 and includes language for MS4s that discharge to receiving waters with an approved TMDL. The TMDL report for the Lower Fox River Basin identifies waste load allocations for Menasha's MS4 area. Specific total phosphorus (TP) and total suspended solids (TSS) reductions that vary by sub-watershed are required by the TMDL. The initial Action Plan to meet the TMDL waste load allocations needs to be developed by March, 2018. The City updated its Storm Water Quality Management Plan in 2015 to include the TMDL analysis and various recommended alternatives.

Best Management Practices

7.1 20% TSS Reduction Practices

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

Required Yes

Description

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

Note: Pursuant to s. NR 151.13(2), Wis. Adm. Code, the TSS reduction requirement increases to 40% by March 10, 2013. The 20% and 40% total suspended solids reduction requirements are applied to runoff from areas of urban land use and are not applicable to agricultural or rural land uses and associated roads. Additional MS4 modeling guidance for modeling the total suspended solids control is given on the Department's Internet site at: http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm.Wis Act 32 modified the compliance schedule for the NR 151.13 performance standards. The 20% TSS reduction may be enforced, but the WDNR is currently prohibited from enforcing the 40% TSS reduction by a certain date. The City has met its 20% TSS reduction requirement and will be developing an initial action plan by March, 2018 to meet the waste load allocations contained in the Lower Fox River Basin TMDL standards.

Education Program / Public Outreach

In order to develop an action plan with recommended BMP improvements, the City anticipates establishing a stakeholders group to prioritize and select the various recommended alternatives.

Goals

7.1.1 Adopt and implement Storm Water Management Plan

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

7.1.2 Complete TMDL Storm Waer Management Plan

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

Description

Urban Nonpoint Source and Storm Water Management Program Planning Grant No. USP-LF06-70251-13 provides funds for updating the City's Storm Water Quality Management Plan based on the Lower Fox River Basin TMDL. Included are ordinance updates, mapping updates, revenue source identification, public education sources, and necessary BMP project options, among other components. Ensure progress is

occurring to maintain proposed project schedule.

Planned: 2014 2015

Complete: 2014 2015

Activity Date	Name	Description
None		

7.2 Evaluation of Existing Facility for Retrofit

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

Required Yes

Description

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

Goals

7.2.1 Inspect and evaluate existing facilities for retrofit.

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

Description

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

Planned: 2009 2011

Complete: 2009 2011

Activity Date	Name	Description
None		

7.3 Pollutant Loading Anaylsis Model (SLAMM/ P8)

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

Required Yes

Description

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

Goals

7.3.1 Conduct Pollutant Load Analysis

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

Description

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

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		

8 Storm Sewer System Map

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

Description

The permittee shall develop and maintain a MS4 map.

Best Management Practices

8.1 Storm Sewer System Map Requirements

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

Required Yes

Description

The municipal storm sewer system map shall include:

1. Identification of waters of the state, name and classification of receiving water(s), identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS4 outfall and municipal separate storm sewer conveyance systems.

2. Identification of any known threatened or endangered resources, historical property and wetlands, as defined in sections 1.6 through 1.8 of this permit, which might be affected.

3. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s. Major outfalls shall be uniquely identified.

4. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the permittee?s area may be obtained from the Department.

5. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified.

6. Identification of publicly owned parks, recreational areas and other open lands.

7. Location of municipal garages, storage areas and other public works facilities.

8. Identification of streets.

Goals

8.1.1 Storm Sewer Map

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

9 Annual Report and Storm Water Management Program Funding

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

Description

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

Best Management Practices

9.1 Annual Reporting Requirements

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

Required Yes

Description

The annual report shall include:

1. The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules.

2. A fiscal analysis which includes the annual expenditures and budget for the reporting year, and the budget for the next year.

2. A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances.

4. Identification of any known water quality improvements or degradation in the receiving water to which the permittee?s MS4 discharges. Where degradation is identified, identify why and what actions are being taken to improve the water quality of the receiving water.

5. A duly authorized representative of the permittee shall sign and certify the annual report and include a statement or resolution that the permittee?s governing body or delegated representatives have reviewed or been apprised of the content of the annual report. A signed copy of the annual report and other required reports shall be submitted to the appropriate Department regional storm water contact or to the Wisconsin DNR, Storm Water Program ?WT/2, PO Box 7921, Madison, WI 53707-7921.

Goals

9.1.1 Utilize PermiTrack Software for Annual Reporting

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

9.1.2 Prepare Annual Report

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	**Name**
03/31/2016	2015 Annual Report

Description

The 2015 Annual Report was finish during the first quarter of 2016.

9.2 Annual Funding Information

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

Required Yes

Description

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

Goals

9.2.1 Adopt budget

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

9.3 Annual Program Costs

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

Required Yes

Description

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

Goals

9.3.1 Complete fiscal analysis table for annual report

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

DRAFT

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, March 21, 2016
MINUTES

A. CALL TO ORDER
Meeting called to order by Mayor Merkes at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE
Pledge of Allegiance recited.

C. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Nichols, Krautkramer, Olszewski, Keehan, Zelinski, Benner.
EXCUSED: Aldermen Spencer, Taylor.
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil. ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi.

D. PUBLIC HEARING
None

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
Alex Zelinski, 647 Paris Street, Menasha. Housing code violation at 625 First Street.

Dawn Gates, 621 First Street, Menasha. Concerns about condition of property at 625 First Street.

Mike Harris, 612 First Street, Menasha. Issues with 625 First Street.

Dennis VanElzen, 628 First Street, Menasha. Issues with 625 First Street.

Julie Meinke, 629 First Street, Menasha. Issues with 625 First Street.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. FC Auxier - Presentation to NMFR Personnel for ice/water rescue on Lake Winnebago.
FC Auxier introduced the NMFR Firefighters that were instrumental in the rescue of a snowmobiler on Lake Winnebago off Jefferson Park in February.

DFC Sipin explained the procedure and training firefighters receive to aid in ice/water rescue.

2. CA Captain – Parliamentary Procedure: Motion to Reconsider
CA Captain gave a brief explanation of Parliamentary Procedure. She explained the Councils ability to make parliamentary inquires and/or point of orders.

3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
a. Administration Committee 3/7/16
b. Board of Health 2/10/16
c. Board of Public Works 3/7/16
d. Committee on Aging 2/11/16
e. Landmarks Commission 2/10/16 & 2/16/16
f. Parks and Recreation Board 3/8/16
g. Plan Commission 3/8/16
h. Sustainability Board 3/17/16
i. Water & Light Commission 2/24/16
Communications:
j. Clerk Galeazzi,3/17/16; Voters List
Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications a-j.
Motion carried on voice vote.

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G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council 3/7/16

Administration Committee, 3/7/16—Recommends the Approval of:

2. Authorization to Accept and Spend Donation from Festival Foods for July 4 Fireworks for the years 2016, 2017, 2018.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1&2.
Motion carried on roll call 6-0.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

None

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 3/10/16-3/17/16 in the amount of $4,197,104.02

Moved by Ald. Nichols seconded by Ald. Keehan to approve accounts payable and payroll.
Motion carried on roll call 6-0.

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 dated 3/16/16.
Motion carried on roll call 6-0.

3. Approval to Apply for, Accept, and Spend $2,385.00 in Immunization Grant Funding

Moved by Ald. Nichols seconded by Ald. Keehan to approve to apply for, accept and spend $2,385.00 in Immunization Grant Funding.
PHD McKenney explained funding is available through Wis. Department of Health Services to help fund immunizations.
Motion carried on roll call 6-0.

4. "Class B" Liquor License Application for Rebecca Mader, d/b/a Your Daily Grind, 204 Main Street, Menasha for the 2015-2016 licensing year

Moved by Ald. Nichols seconded by Ald. Keehan to approve "Class B" liquor license application for Rebecca Mader, d/b/a Your Daily Grind, 204 Main Street, Menasha for the 2015-2016 licensing year.
Motion carried on roll call 6-0.

5. Plan Commission Recommendation concerning the Basis of Denial of Special Use Permit for 2035 Manitowoc Road

Plan Commission recommends that the Common Council adopt the following as the basis of denial of the Special Use Permit for automotive sales at 2035 Manitowoc Road is based on the following 5 findings:

1. That expanding the commercial use of the property conflicts with the predominant residential property use in the vicinity of the site.
2. That the site plan that accompanied the Special Use Permit Application did not comprehensively address conditions on the site that are deemed to have a detrimental effect on the property including: the deteriorating condition of the building and paving, the continuance of outdoor storage on the premises, the presence of dead trees and otherwise unkempt vegetation on the south side of the property.
3. That granting the Special Use Permit would perpetuate a use deemed to be deleterious to the neighborhood.

DRAFT

4. That the City of Menasha changed a zoning ordinance to enable the expansion of certain existing self-storage units in order to enable the substitution of indoor storage for outdoor storage.
5. That issuing a second Special Use Permit intensifies the commercial use of the property which is deemed detrimental to the neighborhood.

Moved by Ald. Benner seconded by Ald. Keehan to approve Plan Commission recommendation to adopt the basis of denial of the Special Use Permit for for automotive sales at 2035 Manitowoc Road based on the five findings as stated.
Motion carried on roll call 6-0.

J. HELD OVER BUSINESS

1. R-7-16 Resolution on Weight of the Fox Valley (WOTFV) (Introduced by Ald. Krautkramer)

Moved by Ald. Krautkramer seconded by Ald. Nichols to adopt R-7-16 Resolution on Weight of the Fox Valley (WOTFV).
PHD McKenney explained Weight of the Fox Valley is a local group of people working together to promote healthy living in the Fox Valley. The United Way is working with the group.
Motion carried on roll call 6-0.

K. ORDINANCES AND RESOLUTIONS

1. R-8-16 Resolution Relating to Highway Access in the Vicinity of Province Link (Introduced by Mayor Merkes)

Moved by Ald. Benner seconded by Ald. Keehan to approve R-8-16 Resolution Relating to Highway Access in the Vicinity of Province Link.
CDD Keil explained a the resolution is a request to DOT for the City to maintain an access at the intersection of Province Link and Oneida Street.
Motion carried on roll call 6-0.

2. R-9-16 Resolution Approving a 2016 Capital Improvement Budget Adjustment for the Purpose of Installing Infrastructure in the Second Addition to Woodland Hills Subdivision and the Accompanying Borrowing to Be Included with the 2016 Capital Improvement Borrowing (Introduced by Alderman Nichols)

Moved by Ald. Nichols seconded by Ald. Keehan to postpone to April 4, 2016 meeting R-9-16 Resolution Approving a 2016 Capital Improvement Budget Adjustment for the Purpose of Installing Infrastructure in the Second Addition to Woodland Hills Subdivision and the Accompanying Borrowing to Be Included with the 2016 Capital Improvement Borrowing
Motion carried on roll call 6-0.

L. APPOINTMENTS

1. Reappointment of Paul Brunette, 1334 Mayer Street, Menasha, to the Landmarks Commission for the term of 3/22/16-3/1/19

Moved by Ald. Keehan seconded by Ald. Zelinski to approve reappointment of Paul Brunette to Landmarks Commission for the term 3/22/16-3/1/19.
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.

DRAFT

O. RECESS TO COMMITTEES
Moved by Ald. Benner seconded by Ald. Olszewski to recess at 6:45 p.m.
Motion carried on voice vote.

Reconvene at 8:10 p.m.

P. CLOSED SESSION
1. Moved by Ald. Benner seconded by Ald. Keehan to Adjourn into Closed Session pursuant to Wis. Statute §19.85(1)(g): conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become Involved. (City of Menasha v. Village of Harrison, Wisconsin Case No.15-CV-17)
Motion carried on roll call 6-0.

2. May reconvene into Open Session to act on what was discussed in Closed Session.
No action.

Q. ADJOURNMENT
Moved by Ald. Benner seconded by Ald. Keehan to adjourn at 8:25 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

Memorandum

DATE: March 17, 2016

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works MR

RE: Change Order No. 2 Downtown Improvements Contract No. 2016-01

Attached is proposed Change Order No. 2 for the Downtown Street, Walkway and Electrical Improvements Contract Unit No. 2016-01. This change order represents revisions to the contract resulting from substituting colored concrete for MMA pavement marking at various crosswalks and for extending new concrete pavement farther down Mill Street to replace existing marginal condition asphalt pavement.

Project Description

Contract Unit No. 2016-01 involves improvements in the vicinity of the new office tower including site improvements in the walkway between Main Street and the Broad Street Parking Lot/Ramp, geometric revisions at the intersection of Main and Mill streets, and adding mid-block crosswalks in Main Street east of Mill Street, and in Mill Street south of Main Street. Additionally there are landscape improvements throughout this project area, including the south side of Main Street west of Mill Street.

Change Order No. 2 Description

Items I and IV of C. O. #2 involve the deletion of asphalt pavement from the contract and the extension of new concrete pavement farther south in Mill Street. The existing Mill Street pavement in the vicinity of the proposed mid-block crosswalk is in poor to marginal condition. We recommend extending the new concrete pavement to the south limit of the proposed crosswalk bump out area. This action would defer the inevitable disruption of this area in the not too distant future to resurface the asphalt pavement section. DPW crews would then be able to replace the remaining southern asphalt pavement section of Mill Street with concrete when that becomes necessary in the future.

Items II, VI and VII involve substituting full depth colored concrete for the planned plain concrete with MMA pavement marking at the table top crossing in the Broad Street Alley as well as the completion of the ramped ends of the table top crossing. The reasoning

for this recommended change is based on our belief that full depth colored concrete is more durable than an epoxy colored pavement marking (in this case MMA). In addition, the contractor, Vinton Construction, is able to install the colored concrete cheaper than the contract cost for application of the MMA. We also think future maintenance costs will be less with the colored concrete as the MMA maintenance can be very costly.

Items III and V involve the substituting of colored concrete for the MMA sections for the crosswalks in Main Street east of Mill Street and in Mill Street south of Main Street. Again our recommendation is based on the relative lower cost and the expected longer duration of the colored concrete versus the MMA product.

Attached are drawings depicting the project areas affected by this proposed change order. This work will necessitate some traffic restrictions in the involved areas (temporary one way traffic, e.g.), but access will be maintained throughout the duration of the project. The net change to the contract total is a deduct of $3,645.58 resulting in a new contract amount of $240,316.75.

Recommendation

Based on the expected increase in pavement service life at a net decrease in the contract price, I recommend the approval of Change Order No. 2 for Contract Unit 2016-01 with an associated deduct of $3,645.58.

Attachment

CHANGE ORDER

Date: 3/16/2016 Change Order No. Two (2)

Contractor: Vinton Construction, Inc.
Contract No.: Unit No. 2016-01
Project: City of Menasha Downtown Street, Walkway and Electrical Improvements

You are directed to make the changes noted below in the subject Contract Unit Number:

I.	DELETE Item 90103 Bituminous Asphalt Pavement	1534 ft² x $5.56 =	-$8,529.04
II.	DELETE Item 90109 Concrete Table Top Crossing	1 ea x $6,200 =	-$6,200.00
III.	DELETE Item 90114 Pavement Marking, MMA	870 ft² x $13.00 =	-$11,310.00
IV.	ADD Item 90102 8" Concrete Sidewalk	1075 ft² x $8.00 =	$8,600.00
V.	ADD 8" Color Concrete Cross Walk	742 ft² x $11.33 =	$8,406.86
VI.	ADD 13" Color Concrete Cross Walk	128 ft² x $13.70 =	$1,753.60
VII.	ADD Table Top Ramp	2 ea x $1,816.50 =	$3,633.00

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME	
Prior to this Change Order	$243,962.33	N.A.	Days
Adjustments per this Change Order	($3,645.58)	N.A.	Days
Current Contract Status	$240,316.75	N.A.	Days

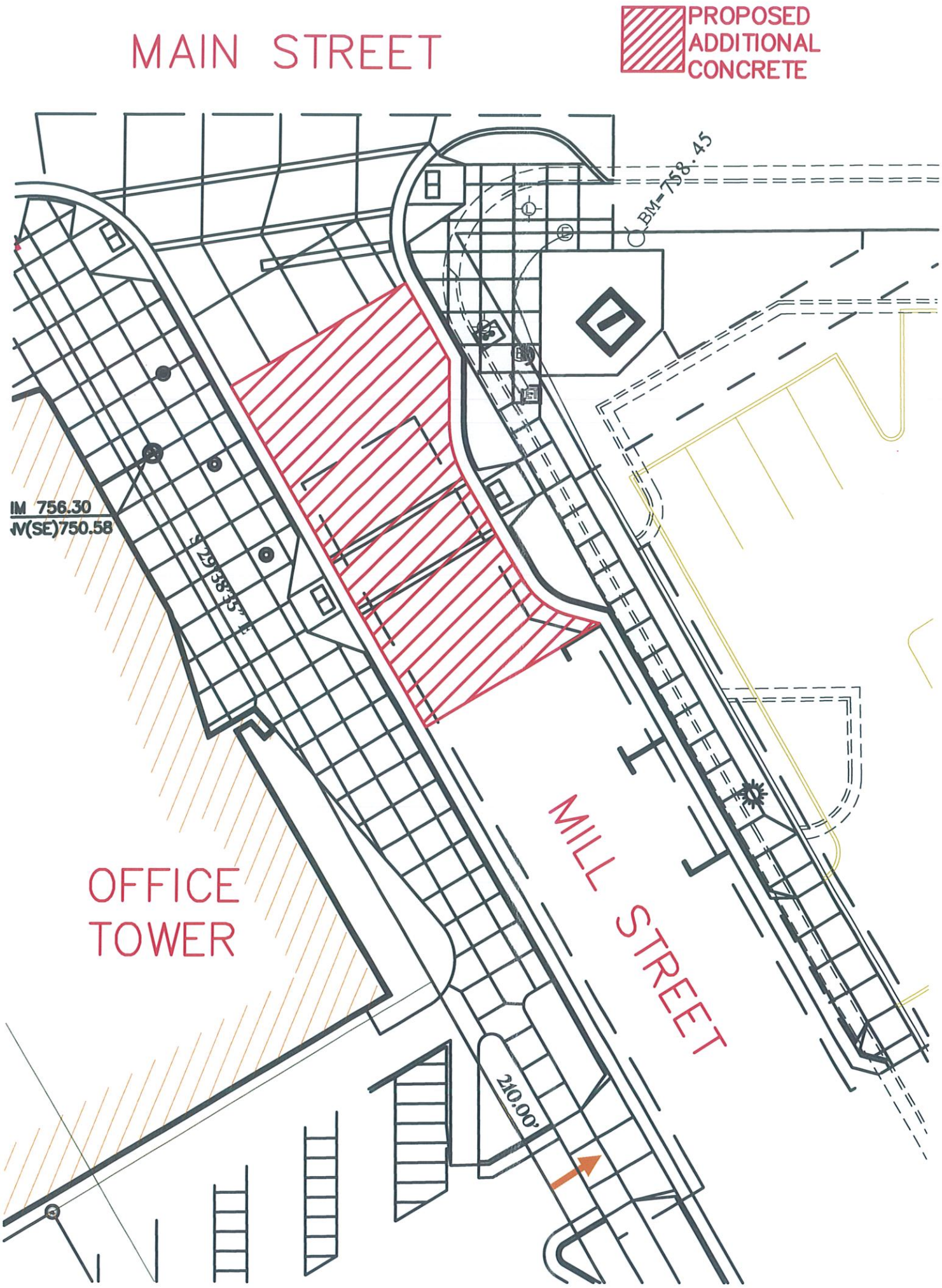
Directed/Authorized
City of Menasha Dept. of Public Works
By: _____

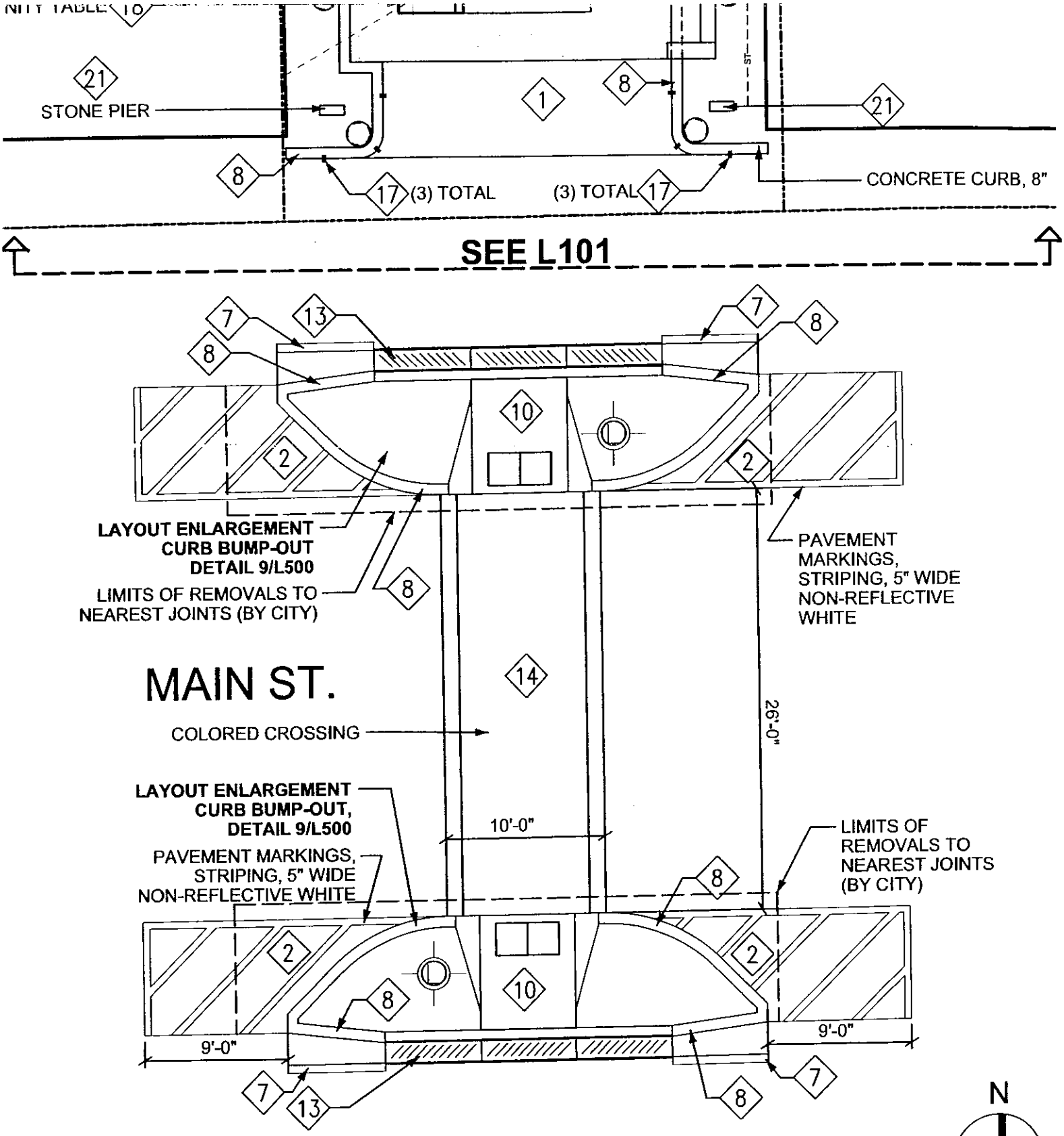
Date: _____

Accepted

By: _____

Date: _____


MAIN STREET
PROPOSED ADDITIONAL CONCRETE
BM=758.45
IM 756.30
IV(SE)750.58
S29°38'35"E
OFFICE TOWER
MILL STREET
240.00'

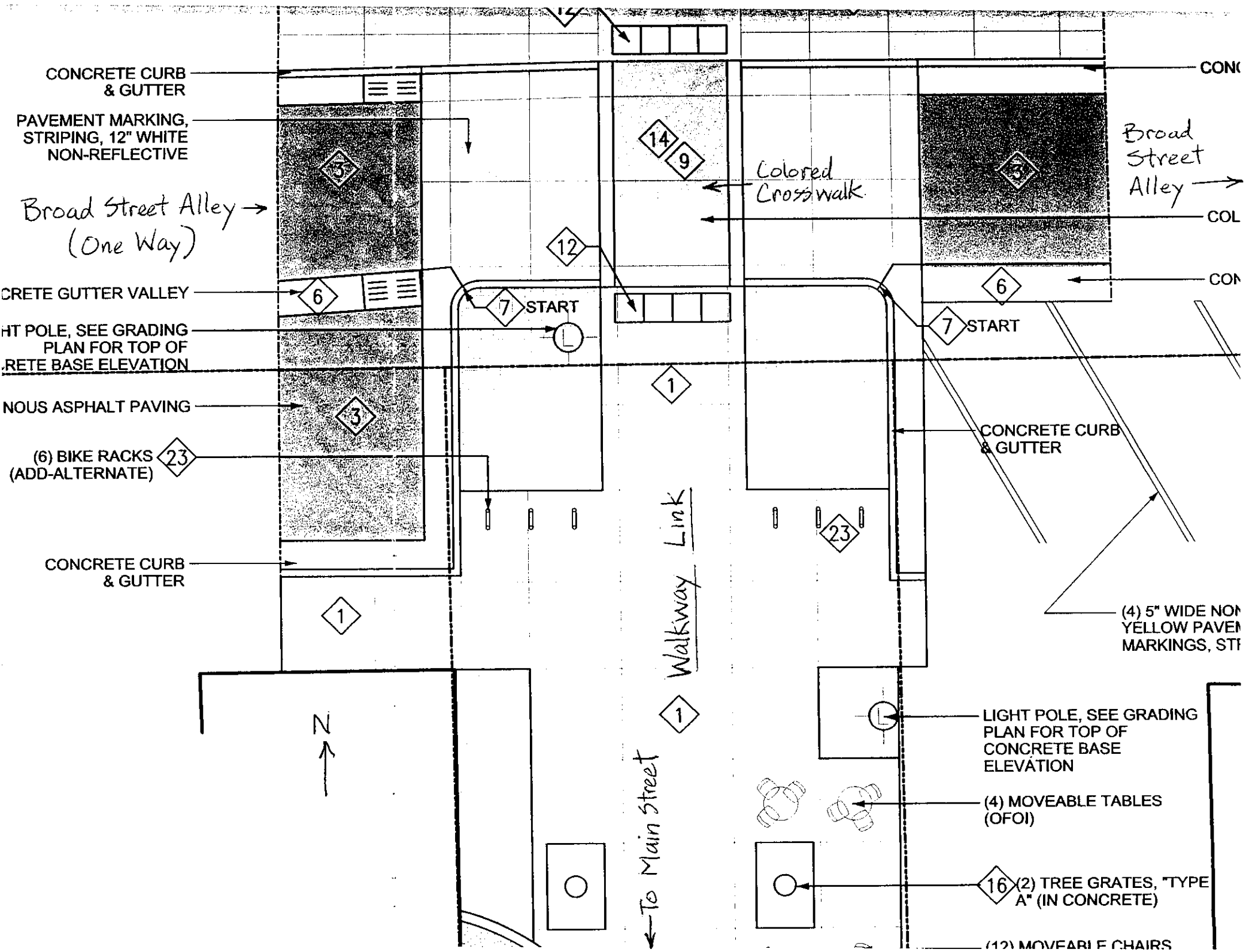


2
L100

MAIN ST. MIDBLOCK CROSSING SITE PLAN

1/8"=1'-0" @ 22"X34"FULL SIZE SHEET

0' 5' 10'


CONCRETE CURB & GUTTER
PAVEMENT MARKING, STRIPING, 12" WHITE NON-REFLECTIVE
Broad Street Alley → (One Way)
CRETE GUTTER VALLEY
HT POLE, SEE GRADING PLAN FOR TOP OF RETE BASE ELEVATION
NOUS ASPHALT PAVING
(6) BIKE RACKS (ADD-ALTERNATE)
CONCRETE CURB & GUTTER
START
START
Colored Crosswalk
Broad Street Alley →
CONCRETE CURB & GUTTER
(4) 5" WIDE NON YELLOW PAVEM MARKINGS, STI
Walkway Link
To Main Street
N
LIGHT POLE, SEE GRADING PLAN FOR TOP OF CONCRETE BASE ELEVATION
(4) MOVEABLE TABLES (OFOI)
(2) TREE GRATES, "TYPE A" (IN CONCRETE)
(12) MOVEABLE CHAIRS

Division of Transportation
System Development
Northeast Regional Office
944 Vanderperren Way
Green Bay, WI 54304

RECEIVED
MAR 10 2016

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet web site: www.dot.wisconsin.gov

Telephone: (920)492-5643
Facsimile (FAX): (920)492-5640
E-mail: greenbay.dtsd@dot.wi.gov

March 8, 2016

CITY OF MENASHA
CITY HALL
140 MAIN STREET
MENASHA, WI 54952

SUBJECT: Bridge Operation Agreement for Fiscal 2017
0070-01-52

Enclosed are two (2) copies of the subject agreements for your review. If they meet with your approval, sign both copies and return them to us. Upon final execution, a completed agreement will be returned to you. Your date of signature is required on the first page.

Please note the various documents we will also need from you. A certified copy of salaries, fringe benefits to be paid as well as the names, addresses, and telephone numbers of all employees affected.

We appreciate the time and effort you have extended to us in the past as relates to the bridge operations and look forward to working with you in the next year.

Sincerely,

Dale S. Weber, P.E.
Northeast Region Structure Maintenance and Inspection Engineer

Enclosure

BRIDGE OPERATION AGREEMENT
TAYCO STREET BRIDGE, (B-70-97)
RACINE STREET BRIDGE, (B-70-01)
WINNEBAGO COUNTY – WISCONSIN
0070-01-52
FISCAL 2017

MEMORANDUM OF AGREEMENT, made this _____ day of _____, 20_____, by and between the State of Wisconsin, Department of Transportation, party of the first part, hereinafter called the State, and the City of Menasha, Winnebago County, Wisconsin represented by the Mayor and City Clerk, party of the second part, hereinafter called the City.

WITNESSETH: That for and in consideration of payments covering the operating costs of the Tayco Street Bridge and the Racine Street Bridge to be made by the State to the City as permitted under the provisions of Section 84.10 Statutes, said City agrees as follows:

(1) To operate the bridges during the period of July 1, 2016, thru June 30, 2017, in accordance with the pertinent laws, rules and regulations governing navigation, pedestrian and vehicular traffic.

(2) To provide operating personnel as described in subparagraphs (2a) through (2g) and as may be otherwise affected herein, all in accordance with existing City policies, procedures and the provisions of applicable labor agreements.

(2a) To employ the services of sufficient regular and substitute operators during the navigation season. The State will notify the City each year of the start and ending days of the navigation season. The hours and dates of navigation will be defined by the Commander, Ninth Coast Guard District.

(2b) To employ the services of a substitute operators if needed, as determined by the City, who shall serve on both bridges during vacation periods, periods of illness, and for other periods as may be deemed appropriate, and to minimize the need for premium overtime pay.

(2c) To establish the monthly or hourly salaries and bonus payment, if any, to be paid to the operators subject to the review and approval of the State. A certified copy of the action by the governing body establishing such salaries and bonus payments, if any, shall be filed with the State at the time the agreement is returned for execution by the State. The City may alter the salaries and provide for or alter bonus payments during the life of this agreement in the event it is necessary to make adjustments on account of changing economic conditions. A certified copy of the action to alter salaries or to provide for or alter bonus payments shall be filed with the State and will be subject to the approval of the State.

(2d) To notify the State, as to the name, address and telephone number, if any, of each of the operators. The Public Works Superintendent shall be in charge of all operators and he shall receive and carry out such orders or instructions as received pertaining to the proper operation and care of

the bridge. The State shall reimburse the City for that portion of time that the Public Works Superintendent spends checking the operators and the bridges.

(2e) The Public Works Superintendent shall review each bridge operator's building weekly after the navigation season is closed to check for appropriate heat.

(2f) To grant such vacation and sick leave with pay to each operator as may be due in accordance with applicable rules and regulations governing the matter of vacation and sick leave for other employees of the City.

(2g) To terminate the service of any operator when it can be shown that the operator is negligent in his/her duty or is otherwise conducting himself in a manner detrimental to the best interest of the State and/or the City.

(3) To assume the cost of roadway lighting system and snow and ice removal and control.

(4) To make such reports and records as may be required by the City and/or the State.

(5) To furnish the necessary supplies subject to reimbursement by the State except for such items as may be furnished directly by the State.

(6) To immediately notify the State in case of any emergency.

(7) To submit a monthly signed statement, in duplicate, on official invoice or letterhead form for reimbursement of operation costs to the Transportation Region Office, State of Wisconsin, at Green Bay, Wisconsin. Statements are to be submitted no later than fifteenth (15) of the following month and are to include all the costs for the preceding calendar month, together with a copy of electric bills on utility company forms. Each bridge should be listed separately but may be submitted on one (1) sheet. Statements will include the cost of premiums on worker's compensation insurance, liability insurance, and contributions made by the City to its unemployment reserve account in the event that the City is operating under the provisions of Chapter108, Wisconsin Statutes. Statements may include contributions made to employee retirement or made to employee retirement under the provisions of Chapter 66, Wisconsin Statutes.

(8) The amount of this agreement is estimated at $136,000.

In connection with the performance of work under this contract the City agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, developmental disability as defined in Statute 51.01 (5), sexual orientation as defined in Statute 111.32 (13m) or national origin. Employees must meet qualifications and requirements as specified by the Wisconsin Department of Transportation. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of

compensation; and selection for training including apprenticeship. Except with respect to sexual orientation, the City further agrees to take affirmative action to ensure equal employment opportunities. The City agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

And the said State, in consideration of the faithful performance by the City of the conditions as outlined, agrees to reimburse the said City upon submission of invoice covering said operating costs. The State reserves the right, if necessary, to make inquiries to verify the items in the invoice.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures, the City on the day and year above written and the State on the _____ day of _____, 20_____.

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

By_____
Northeast Region Transportation Director

By_____
DIV. Of Transportation Systems Development
Director, Bureau Highway Operations

CITY OF MENASHA
WINNEBAGO COUNTY
WISCONSIN

By_____
Mayor

By_____
City Clerk

Memorandum

DATE: March 17, 2016

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works MR

RE: WisDOT 441/Racine Street Landscaping & Aesthetics Ballot

WisDOT is finalizing the STH 441/Racine Street interchange area landscaping and aesthetic feature concepts that have been previously discussed with the involved communities. At this stage, they are requesting action on a ballot of available options for landscaping and site features at the interchange (see attached). The chosen items in the ballot will be incorporated into the Racine Street landscaping construction project which is currently scheduled to be completed in the spring of 2017, with a February or March, 2017 bid letting.

The first item involves the planting in the roundabout splitter islands. The City had previously elected to include the highest level landscape design for the roundabout itself, and now WisDOT is asking whether we prefer to have planting, or no planting, in the three splitter islands outlining the roundabout. The splitter islands will have a decorative concrete finish throughout all non-planted areas. **It is staff's recommendation to continue with the softening of the hardscape by including the planting beds (Option 1), but to be able to select the type of planting that best suits our needs and is within the allowable parameters established by WisDOT.**

The second item involves selecting the level of development of the proposed pocket park east of the roundabout. This area is presently in the Winnebago County road right of way but Winnebago County has indicated they have no interest in retaining this property upon completion of the 441/Racine Street roundabout interchange. Because the property abuts Menasha Joint School District (MJSD) property, Winnebago County has preliminarily indicated a willingness to transfer the property to MJSD.

Option 1 for the pocket park would provide a picnic area and sidewalk connection to the adjacent Calder Stadium parking lot while Option 2 does not include the picnic area or the connecting walk. In a recent meeting with MJSD, Option 2 (no picnic area or connecting walk) was selected by them as the preferred option. **Therefore, we also recommend Option 2 for the pocket park since MJSD would likely be responsible for this area following its transfer from Winnebago County.**

The third item on the ballot involves the entrance feature wall to be located within the pocket park area southeast of the roundabout. There are options for constructing the wall a stained formliner or a natural stone veneer on concrete. There would be a local cost share estimate of $12,000 with the natural stone veneer option. The stained formliner option would require no local cost share. A local benefactor has offered to cover the local cost share if the natural stone veneer option is selected. **On that basis, staff recommends selecting the natural stone veneer option for the entrance feature wall.**

The last item for consideration is whether or not to incorporate a flag display in the entrance feature wall. We think the flag display would be appropriate and impressive as an entrance feature in this location. **Therefore, staff recommends including the flag display in the entrance feature wall.**

Attachment

Racine Rd Landscape Treatment

Page 1

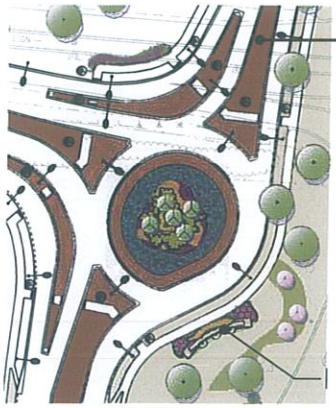
TRI-COUNTY EXPANSION

February 2016

Planting in Splitter islands

Option 1: Planting in splitter islands

Please check preferred option (one only) ☐



Option 2: No Planting in splitter islands

☐

Pocket Park

Option 1: Pocket Park with picnic area & sidewalk connection

Please check preferred option (one only) ☐

Option 2: Pocket park without picnic area & sidewalk connection

☐

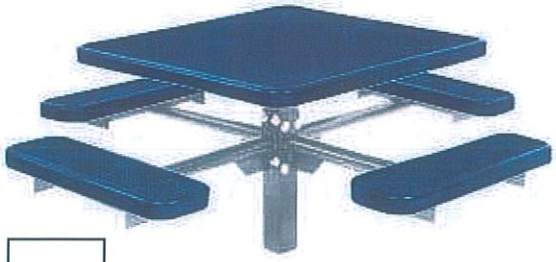
Racine Rd Landscape Treatment

TRI-COUNTY EXPANSION
February 2016

If you selected Option 1: Pocket Park with picnic area, please select your preferred picnic table, bike rack and trash receptacle.

Picnic Table

Please check preferred option (one only)



☐ Direct Burial pedestal
(Powder Coated Steel)

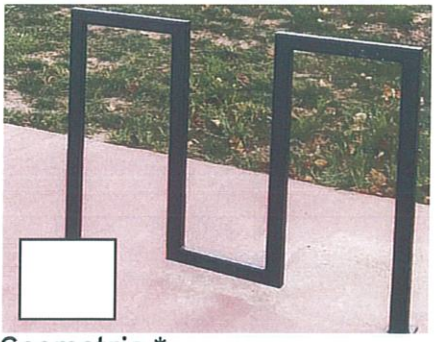
☐ Traditional
(Composite Material)

Bike Rack (Accommodates 6 bikes)

Color: Black

Please check preferred option (one only)

☐ Traditional



☐ Geometric *

Trash Receptacle

Color: Black

Please check preferred option (one only)

☐ Stylized*

☐ Traditional

* These styles were used on Appleton Road.

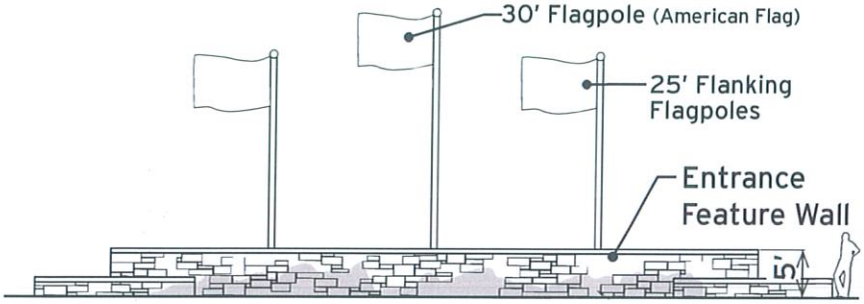
Note: All items will be anchored to concrete slab.

Racine Rd Landscape Treatment

TRI-COUNTY EXPANSION
February 2016

Entrance Feature Wall

Please check preferred option (one only)



Wall can be constructed using a formliner or natural stone veneer on concrete. Natural stone veneer ranges from 1- 1.5" thick. Estimated costs are included based upon 75' long x 5' high (with a 4' deep footing)

Pro
Less maintenance
More durable and salt resistant
Matches Appleton Rd Bus shelters
More cost effective

Con
Not natural material

Estimated cost: $30,000 - $33,000 +/-
Local cost share would be $0.

Pro
Natural material
Capstone can have a natural edge

Con
More sensitive to salt
Maintenance
More expensive

Estimated cost: $41,000 - $45,000 +/-
Local cost share would be $12,000.

Flag Display

Please check preferred option

Yes

No

MEMORANDUM

TO: City of Menasha Personnel Committee

From: Peggy Steeno, Administrative Services Director

Date: March 14, 2016

RE: Administrative Assistant–Public Works Position – Adjust Pay Grade

BACKGROUND

Due to an upcoming position vacancy in the Public Works department, staff reviewed the Administrative Assistant-Public Works position, including its wage range. As a result of this review, a change to the wage structure for this position is being recommended.

The current wage structure for the position, with an annual wage range of $43,371 - $53,055, with step increases that spans a period of 25 years, is included on the schedule for professional, supervisory, and department head positions. However, the majority of the other administrative positions in the City are included on a separate wage schedule that spans a period of 42 months.

ANALYSIS

In completing both an internal and external review of the position, it was noted that the current pay schedule, as detailed below, for the position is out of range in regard to both wage amount and length of time to move from step to step.

Current Wage Schedule

2016 Range – Bottom - $43,371 ($22.24 Per Hour) – Top - $53,055 ($27.21 Per Hour)
Includes 25 Steps Over 25 Years

Due to this, staff is recommending that the position be moved to the schedule that the majority of the other administrative positions are included on, and the wage range be adjusted, as noted below:

Recommended Wage Schedule

2016

	Hiring Rate	Begin 7th Month	Begin 19th Month	Begin 31st Month	Begin 43rd Month
Administrative Assistant-PW	$16.96	$17.99	$18.99	$20.01	$21.04

The above noted wage schedule was confirmed with both internal and external comparables.

FISCAL IMPACT

The fiscal impact of the recommended change is positive to the City Budget.

RECOMMENDATION

Staff is recommending approval of the 'Recommended Wage Schedule', including step increases, as noted above, for the position of Administrative Assistant–Public Works.

Please let me know if you have questions or would like additional information on this item. Otherwise, I look forward to discussing this item with you at the Meeting next Monday.

MEMORANDUM

To: City of Menasha Personnel Committee

From: Peggy Steeno, Director of Administrative Services

Date: March 14, 2016

RE: Community Development Department Reorganization – (1) Authorization of a Building Inspector/Housing Specialist Position (2) Change in Title and Pay Grade for Code Enforcement Officer, and (3) Transition of Code Enforcement Officer/Specialist to the Community Development Department

BACKGROUND

The City of Menasha has contemplated reorganizing the Community Development Department, moving to an in-house residential building inspector and transitioning the Code Enforcement Officer to the Community Development Department, from the Police Department, for quite some time. After careful consideration of these possibilities, including a review of the entire department due to the impending retirement of the Community Development Director, and a substantial amount of research, staff is recommending that the City proceed with the above noted changes.

ANALYSIS

Hiring of an In-House Building Inspector/Housing Specialist

This position combines two existing functions, residential building inspection and housing program work. The residential building inspection work has been contracted for many years, as well as the housing program function.

Please refer to the attached memo, from Community Development Director, Greg Keil, regarding the advantages that go along with hiring an in-house Building Inspector / Housing Specialist.

The essential functions of the position are recommended to be:

- Receive and process building permit applications.
- Review plans for conformance with code requirements.
- Review plans for driveways, accessory buildings, and new dwellings for conformance with zoning requirements.
- Conduct inspections for code compliance.
- Receive building and housing code complaints and process or refer to other departments/staff as needed.

- Prepare documentation and issue Notice of Violation for building and housing code violations.
- Recruit housing program participants including clients and contractors.
- Assist applicants with the preparation of housing program application materials.
- Qualify applicants and process loan applications and contracts.
- Prepare scope of work and bid specifications for housing rehabilitation projects.
- Solicit project bids and prepare project quotes for review by the Housing Authority.
- Maintain permit and project files.
- Prepare reports.

The position requirements and qualifications are recommended to be:

- High School diploma, or equivalent, a minimum of three years' experience working in the construction trades or related fields, and two years of building inspection experience, or an equivalent combination, is required. Additional training in building design/construction and/or inspection experience is desired.
- Ability to read and comprehend plans and review such plans for conformance with code requirements.
- Knowledge of the methods, materials and techniques involved in building construction, repair and alteration.
- Knowledge of methods and practices involved in installing, repairing and maintaining electrical and allied installations, equipment and appliances.
- Knowledge of methods and practices involved in installing, repairing and maintaining plumbing and allied installations.
- Knowledge of national, state and local codes and regulations relating to building construction, electrical and allied installations and plumbing and allied installations.
- Ability to detect defects in building construction, electrical and plumbing installations and to identify corrective measures to accomplish code compliance
- Ability to read and comprehend housing program regulations and guidelines and communicate same to housing program participants, contractors and the general public.
- Ability to assist prospective housing participants with applications.
- Ability to process housing program applications and maintain records in accordance with program guidelines.
- Ability to write housing rehabilitation project specifications and obtain and tabulate bids from qualified contractors.
- Ability to communicate effectively with contractors and the general public.
- Functional capacity to utilize word processing, spreadsheets, internet and other common software applications.
- Ability to carry out assigned tasks with minimal supervision.
- Valid Wisconsin Driver's License.

And, the required certifications are recommended to be:

- Certification by State of Wisconsin in Uniform Dwelling Code for inspection of: Construction, Electrical, Plumbing, Heating, and Ventilation and Air Conditioning.

In analyzing the proposed position, and the appropriate wage range, for this non-exempt, non-represented position, consideration was given to external equity, how the position relates to similar positions in comparable Wisconsin communities, taking into account both size and geographic comparables, and internal equity, examining where the position fits within the organization. As a result of the analysis, the position and paygrade are being recommended as detailed below:

	Grade	Minimum	Midpoint	Maximum (25 Yrs.)
Building Inspector/Housing Specialist	***20***	***$47,801***	***$53,055***	***$58,412***

Change in Title and Pay Grade for Code Enforcement Officer /Transition of Position to the Community Development Department

Approximately seven years ago, the City of Menasha created the position of a Code Enforcement Officer. The initial vision was for this person to handle basic nuisance complaints (graffiti, junk in the yard, signs on poles, etc.), perform the duties of a Community Service Officer (CSO) when one is not on duty, and assist in the training of new CSOs. Over the years, this position has changed in that the types and depth of the complaints the position deals with has become more complex. In addition time spent in the role of Code Enforcement is substantially more than the time spent in the duties of a CSO. As a result, Joe Polzien, the current Code Enforcement Officer, has requested a review of the salary associated with his position.

The duties that have been added since the current employee was hired are as follows:

- Issuing notices of non-compliance or work without a permit for the Building Inspector.
- Moved from basic nuisance code issues such as trash in yards and abandoned vehicles to structural housing code issues.
- Evaluating interior code issues, where originally limited to exterior housing code violations.
- Allowed to placard housing structures as being uninhabitable.
- Identify and worked with owners of abandoned/foreclosed properties to achieve code compliance.

In analyzing the current position, and the appropriate wage range, for this non-exempt, non-represented position, consideration was given to external equity, how the position relates to similar positions in comparable Wisconsin communities, taking into account both size and geographic comparables, and internal equity, examining where the position fits within the organization. As a result of the analysis, the existing and recommended position and paygrade are detailed below:

Existing Wage Schedule
2016

	Hiring Rate	Begin 7th Month	Begin 19th Month	Begin 31st Month	Begin 43rd Month
Code Enforcement Officer	$17.53	$18.63	$19.73	$20.82	$21.91

Recommended Wage Schedule
2016

	Hiring Rate	Begin 7th Month	Begin 19th Month	Begin 31st Month	Begin 43rd Month
Code Enforcement Specialist	$18.98	$20.17	$21.38	$22.54	$23.77

Staff believes it is important that the Code Enforcement Officer be transitioned to a Code Enforcement Specialist and be located in the Community Development Department. Therefore, the request is being made to transition this position from the Police Department to the Community Development Department for day to day direction. The Code Enforcement Specialist would continue to maintain a relationship with the Police Department and continue to assist with CSO responsibilities on a limited basis. However, please note that, if approved, this transition will not take place until the new Community Development Director is on board.

FISCAL IMPACT

The fiscal impact of all of the requested actions, once fully implemented, is a net savings of approximately $22,500. In regard to addition of the Building Inspector/Housing Specialist position, instead of contracting out this work, it is anticipated that the savings would be approximately $26,500 on an annual basis, for a mid-range employee. In regard to the change in pay range for the Code Enforcement Officer, once fully implemented, the increase is approximately $4,000 on an annual basis. And, as Chief Styka discussed at his budget workshop session, the increase for the Code Enforcement Officer was included in the 2016 Budget.

RECOMMENDATION

Staff recommends approval of the Community Development Department Reorganization, including the following:

1. Establish the Building Inspector/Housing Specialist Position in the City's table of organization, and Authorize the hiring of the position at Grade 20, with a pay range of $47,801 - $58,412,

2. Authorize changing the title of the existing position of Code enforcement Officer to Code Enforcement Specialist, and authorize changing the pay grade from $17.53-$21.91 per hour to $18.98-$23.77 per hour, and

3. Authorize the transition the Code Enforcement Officer/Specialist from the Police Department to the Community Development Department.

City of Menasha • Office of the Mayor
Donald Merkes, Mayor
dmerkes@ci.menasha.wi.us

Memorandum

To: Peggy Steeno, ASD
From: Greg Keil, CDD
Date: March 11, 2016
RE: In-house Building Inspector Position

The City of Menasha has had contract building inspection for the past 22 years, which shortly preceded my tenure as Community Development Director. Here are some general observations regarding the contract building inspection service.

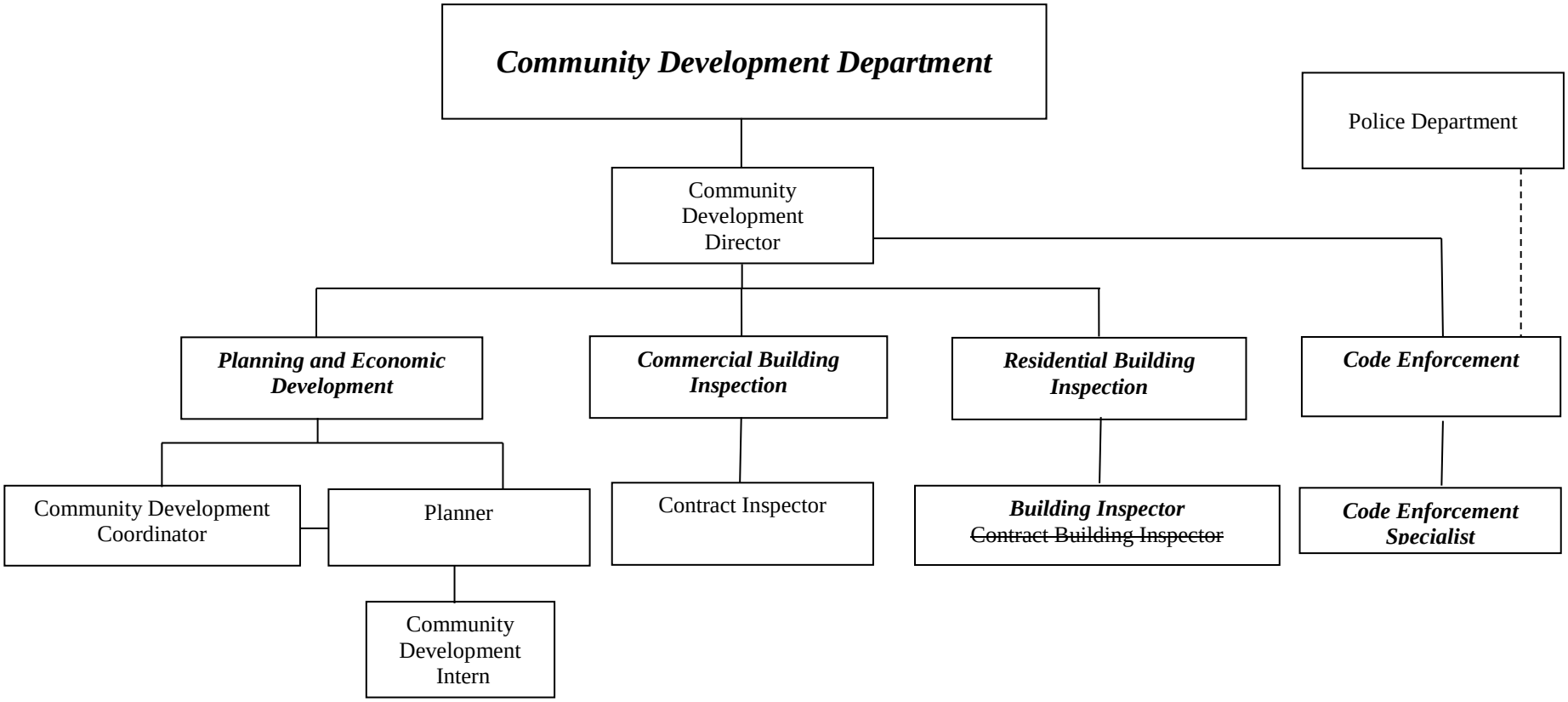
- The inspection service is paid from fees generated by permit issuance. There is no obligation or incentive to go beyond what is the minimum required to issue permits and conduct inspections.
- There has been a long succession of building inspectors who have been assigned to the city. Although all of them possessed the necessary certifications, their competence and abilities to deal effectively with contractors and the general public has been highly variable.
- With rare exception have the assigned inspectors demonstrated commitment to provide a high level of service to Menasha residents or businesses.

I believe there are many advantages with having an in-house building inspector including the following:

- The person selected for the building inspector would be vetted through the city's hiring process. We would have the ability to gauge the person's credentials, professional demeanor and commitment to the community.
- There would be greater consistency in customer service.
- We could be more responsive to housing code and tenant complaints without exposing the city to additional charges for inspections where no permits have been issued. The current charge is $38.00/hour with a one hour minimum.
- There would be more ability to coordinate inspections and pursue violations with other departments including health, police, fire and public works.
- The building inspection office hours could be expanded at no additional cost to better serve the public. Office hours are currently limited to three hours per day.
- There would be the ability to shift some zoning review functions from the Associate Planner and Community Development Coordinator to the building inspector.
- There would be the ability to have the building inspector research and recommend improvements to the housing code and code compliance procedures.
- Driveway permitting could be handled by the building inspector as part of the building permit process rather than separate permitting by other community development staff.
- There would be the ability to shift much of the implementation of the city's housing rehabilitation program management from the current contracted service to the building inspector.

140 Main Street • Menasha, Wisconsin 54952-3151 • (920) 967-3600 • Fax (920) 967-5273
www.cityofmenasha-wi.gov

- Community Development staff could obtain assistance from the building inspector in fulfilling certain administrative, reporting, record keeping and data management functions.
- There would be the ability to assign other tasks as may be needed to fulfill the functions of the Community Development Department.


Community Development Department
Police Department
Community Development Director
Planning and Economic Development
Commercial Building Inspection
Residential Building Inspection
Code Enforcement
Community Development Coordinator
Planner
Contract Inspector
Building Inspector
~~Contract Building Inspector~~
Code Enforcement Specialist
Community Development Intern

Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Al Auxier, Chief

DATE: March 15, 2016

RE: Purchase of Forcible Entry Simulator

I am requesting to purchase a forcible entry simulator for our Department. We previously had access to use this training tool when FVTC was located at Station 31. However, they took this training tool with them when they vacated the premises last year.

AC Mike Sipin has obtained three quotes and put together information regarding this equipment. I have enclosed this for your review. There are no additional costs for the installation of this equipment as we are able to put this together ourselves. Money was budgeted within the operating budget, in the All Other Equipment line item (2301-712-8133), for this purchase.

I am asking for NMFR Joint Finance & Personnel Committee members to recommend the City of Neenah and City of Menasha Common Council's approve the purchase of the Inforcer forcible entry simulator from The Inforcer, LLC for a cost not to exceed $8,670.00.

If you have any questions, feel free to call me at 886-6203. Thank you for your consideration.

AA/tt
Enclosure

Neenah-Menasha Fire Rescue

Memorandum

TO: **Chief Al Auxier, D/C Victor Voss**

FROM: **A/C Mike Sipin**

DATE: **March 1, 2016**

RE: **"Inforcer" Forcible Entry Simulator Recommendation**

"Forcible entry is a lost art. I believe members of the fire service need to get back to basics to rediscover it." (LaFemina, 2007). This statement truly illuminates a dire need in today's Fire Service. That of the need for forcible entry simulators and training for our front line personnel. Fred LaFemina, a Battalion Chief assigned to the City of New York Fire Department's Rescue Operations Battalion No. 1, raises this concern in his article.

Forcible entry, as defined by IFSTA (2008) defines forcible entry as "techniques used by fire personnel to gain entry into buildings, vehicles, aircraft, or other areas of confinement when normal means of entry are locked or blocked."

Neenah-Menasha Fire Rescue (NMFR) currently does not have the means to practice this basic, yet vital skill, on a regular basis. Forcible entry training can be conducted when vacant or buildings slated for demolition are acquired, but these are few and far between. In addition, there is a significant lack of doors available for all personnel to gain valuable experience from. It is because of the lapse in available resources that the following recommendation is submitted.

Recommendation:

Purchase the "Inforcer" forcible entry simulator through The Inforcer LLC, Austin, TX.

Three quotes were requested from various manufacturers of forcible entry simulators.

- "The Inforcer" is quoted at $8,670, including shipping.
- "The Power Jamb" was quoted at $7,600, including shipping.
- "The Forcible Entry Simulator" was quoted at $6550, including freight.

There are significant differences among the three simulators in both capability and options. "The Inforcer" provides a greater number of options that better meets the forcible entry training needs of NMFR. I have personally used both simulators through my work as a fire instructor at Fox Valley Technical College. "The Inforcer" is a much more rigid system, and provides a greater degree of realism. NMFR crews used this simulator in 2014. Personnel had to use a high amount of force in order to "open" the door using proper techniques. "The Power Jamb" lacks this degree of realism, and can very easily be "forced" open with minimal effort. This creates a false perception in the minds of firefighters on the difficulty associated with forcing locked doors during emergency periods.

125 E. Columbian Avenue, Neenah, WI – Phone 920-886-6200, Fax 920-886-6208

The manufacturer of FVTC's training tower provides an option of built-in forcible entry doors. They exclusively use "the Power Jamb". A conversation with Jeremy Hansen, Public Safety Training Center Director, indicated the school would have preferred the Inforcer simulator over the "Power Jamb", because of the higher degree of realism and challenge. I also have used these simulators, and at best, they were disappointing in the level of realism and challenge they offered.

There are several attachments with this recommendation. They provide an illustration and better explanation of each of the simulators. Please feel free to contact me with any questions. Thank you for your consideration.

The simulator would be delivered to and stored at Fire Station 31.

THE INFORCER LLC

PO BOX 160907

AUSTIN, TX. 78716

Phone: 512-415-9073
Fax: 512-450-1737

www.theinforcer.com
info@theinforcer.com

The Inforcer Specification Sheet

The Inforcer Firefighter Forcible Entry Simulator allows up to 9 forcible entry evolutions.

1. Inward Swinging Door using a set of irons
2. Outward Swinging Door using a set of irons
3. Padlock Break using a set of irons
4. Hinge Cut using a cut-off saw
5. Drop Bar Bolt Cut using a cut-off saw
6. Dead Bolt Cut suing a cut-off saw
7. Hydraulic Tools (when using wooden dowell)
8. Baseball Bat using a halligan
9. Hockey-Puck Lock Cut using a cut-off saw

The door is shipped on a pallet weighing approximately 1,500 lbs. A forklift will be required at the time of delivery for off-loading. Each door ships with a set of casters which when mounted to lower 4" C-channel sleds, allows the door to be readily moved. If you have any questions please do not hesitate to call or e-mail The Inforcer LLC.

Why Choose the INFORCER?

The question of why choose the INFORCER is best answered by sharing a recent email we received....

"I recently had the opportunity to use "The Inforcer" forcible entry prop in an extensive manner. I am not usually one for writing a review or airing my opinions, however, I was so impressed with this simulator, I wanted to share my thoughts.

Living in Indianapolis and being intimately involved with FDIC I have had the ability to use or witness just about every forcible entry prop on the market today. Two concerns that always seem to surface are realistic issues and authentic feel. The Fire Service market today is being flooded with gimic tools and training props that teach poor technique and incorrect muscle memory. Additionally, we now live in a time when Fire Dept budgets are tight and fiscal responsibility is the norm and not the exception, and purchases are carefully scrutinized to assure bang for your buck.

On all accounts, "The Inforcer" nails it. I have never used a forcible entry simulator that actually has that real door feel while using a set of Irons. The issues encountered on the street is what you will encounter while using this prop. The difficulties of gapping a door, or complications that result from improperly gapping a door. That "feel" that is so important while setting the tool is so realistic that if done is zero visibility conditions, you cannot tell that you are using a simulator. If improper technique is used, just like a real door, you will lose the set and have to start over.

Not only does this prop require accurate and honed technique with the haligan, it demands strong work with the 8lb flathead axe or whatever your striking tool is. In short, this door teaches exactly what is needed for successful forcible entry with a set of Irons, good technique combined with brute strength. Without those two skills working in sync there is a high probability of being defeated by a door. A Lt. of a very active rescue company once stated, "If you cannot force every door in your district with a set of Irons, you should never use anything but the Irons." It is my firm conviction that "The Inforcer" can teach you to force any door in your district with nothing more than a set of Irons. If you are looking for an investment that is worth every penny, you have found it."

Ron Evans
Ladder82A

Specifications

Height – 84”

Overall width – 60”

Door width – 46”

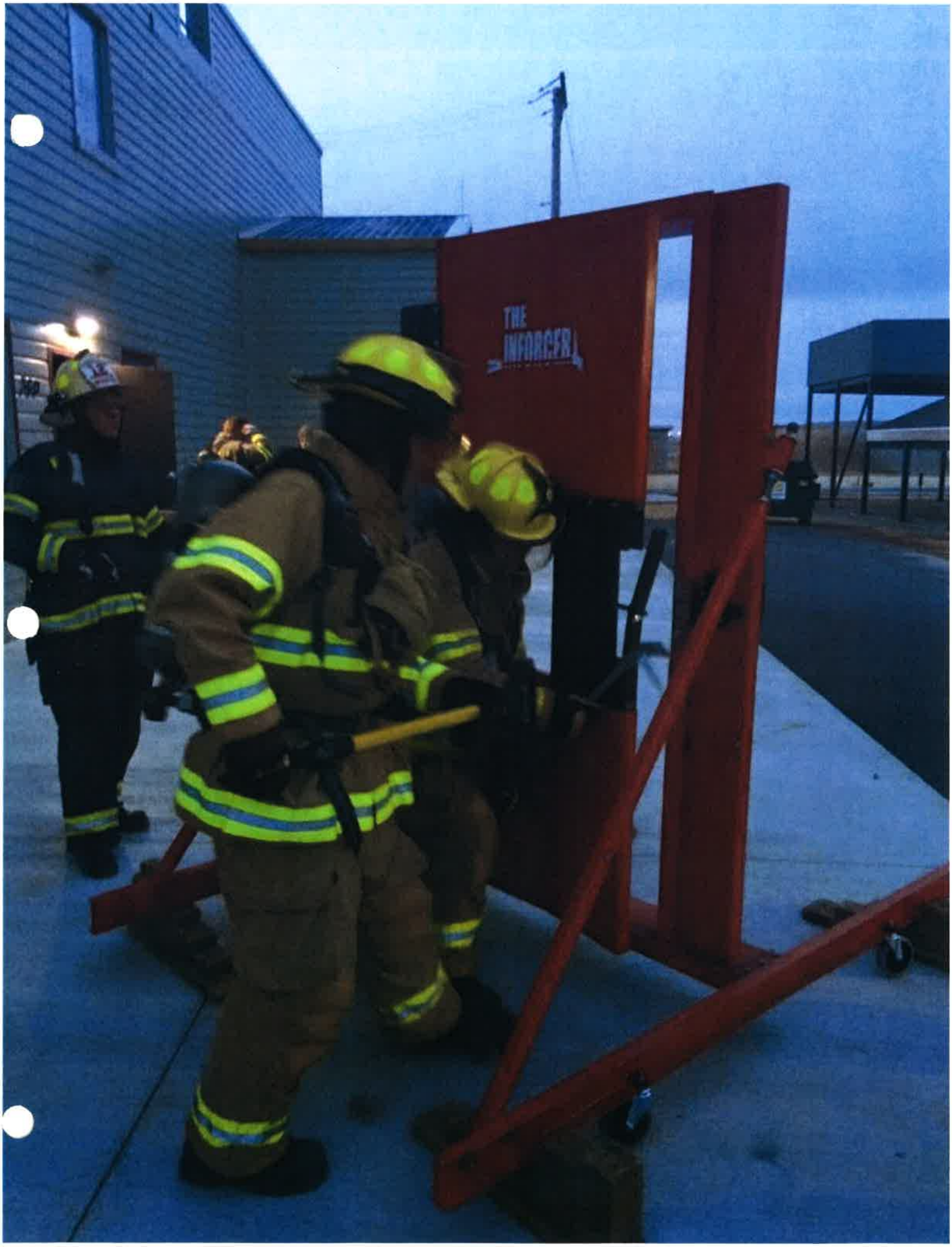
Length – 92”

Shipping weight – 1500 lbs.

Simulator weight when being used – 850 lbs

Sincerely,

Dan Self
512-415-9073
dan@theinforcer.com


THE
INFORCER

#7,600.00 QUOTE

POWER JAMB

S
'

{

Forcible Entry Training Equipment

3 in 1 Training Module

This portable F.E. trainer is our latest training tool. We have combined the BEST of our training devices for the most comprehensive, durable and cost efficient training simulator on the market today.

Our free standing training module combines the training capabilities of the:
(1) Virtual door
(2) Thru the Lock trainer and
(3) Adz end trainer/hydra ram/Ram Jamb devices
in one portable unit.

The full steel door contains a Power Jamb device for inward/outward haligan F.E. training which converts to an Adz end/hydra ram/hinge swing and ram training prop.

The lock board accessory can be attached to the door frame in secs to allow Thru the Lock "k" tool training

The inner box of the Power Jamb simply slides out and allows insertion of the solid steel Adz end/Hinge swing/hydra ram/battering ram training accessory.

The reusable "k" tool cylinder pull trainer also attaches to the main frame.

The 3 in 1 training module is a must for all "hands-on" training professionals.

Our Training module uses No CONSUMABLES and comes with a 1 year Warranty

3-in-1 Video

3-in-1 Photo

© 2012 Power Jamb LLC Contact Me

BROCHURE

$6,550.00 QUOTE

Content copyright 2012 Staub's Welding All rights reserved

All unique technologies of the Forcible Entry Simulator and Forcible Entry Simulator II are covered under U S Patent No 7 972 139 B2

Staub's Welding (717) 465-6408 ~

AP Check Register
Check Date: 3/24/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCENT BUSINESS SOLUTIONS INC	53285	3/24/2016	77682	743-0403-513.29-01	368.36	Copier Agreement
			Total for check: 53285		**368.36**	
ACCURATE	53286	3/24/2016	1602453	100-1008-541.30-18	895.50	Clamp
		3/24/2016	1602715	731-1022-541.30-18	65.06	Tape/Drill/Disc Holder Wheel
		3/24/2016	1602849	731-1022-541.30-18	197.15	Insert/Cable Tie/Primer Gloss
			Total for check: 53286		**1,157.71**	
AIRGAS USA LLC	53287	3/24/2016	9048764771	731-1022-541.30-18	23.26	Elect Stck Eni
		3/24/2016	9934246444	731-1022-541.21-06	20.24	Acetylene/Argon/Oxygen
		3/24/2016	9934246445	100-0703-553.30-18	18.21	Acetylene/Oxygen
		3/24/2016	9934246463	731-1022-541.21-06	178.76	Acetylene/Argon/Oxygen
			Total for check: 53287		**240.47**	
AMERICAN ALUMINUM ACCESSORIES INC	53288	3/24/2016	76999	100-0801-521.80-03	775.14	Collapsible Crate CSO Vehicle
			Total for check: 53288		**775.14**	
APPLETON ELECTRONICS SUPPLY LLC	53289	3/24/2016	17149	731-1022-541.38-03	26.25	Adapter
			Total for check: 53289		**26.25**	
CITY OF APPLETON	53290	3/24/2016	229943	100-0918-531.21-06	500.00	Preparedness Agreement
			Total for check: 53290		**500.00**	
BATTERIES PLUS LLC	53291	3/24/2016	502-400266	743-0403-513.30-15	33.95	UPS Battery
			Total for check: 53291		**33.95**	
CONTRX INDUSTRIES INC	53292	3/24/2016	12502	731-1022-541.24-04	928.26	Wire Rope & Latch
			Total for check: 53292		**928.26**	

AP Check Register
Check Date: 3/24/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CRESCENT ELECTRIC SUPPLY COMPANY	53293	3/24/2016	S501577400.001	100-1013-541.30-18	79.98	Post Tops
		3/24/2016	S501599750.001	731-1022-541.24-03	217.95	Conduit
		3/24/2016	S501599951.001	731-1022-541.24-03	119.97	Light Bulbs
				100-0903-531.30-13	119.97	Light Bulbs
				100-0801-521.24-03	120.02	Light Bulbs
		3/24/2016	S501617796.001	100-1012-541.30-18	101.31	Street Lighting
		3/24/2016	S501617796.002	100-1012-541.30-18	222.66	Fuseholder
		3/24/2016	S501617841.001	100-0801-521.24-03	89.83	Supplies
				100-0501-522.24-03	89.83	Supplies
		3/24/2016	S501643913.001	731-1022-541.24-03	115.59	Supplies
		3/24/2016	S501693185.002	100-0801-521.24-03	8.11	Quiktron 3M HDMI
		3/24/2016	S501702427.001	100-0801-521.24-03	116.40	Supplies
		3/24/2016	S501704744.002	100-0601-551.24-03	23.04	Retrofit LED
		3/24/2016	S501708004.001	731-1022-541.24-03	276.39	Straight Sec/Plate
		3/24/2016	S501713967.001	731-1022-541.24-03	153.63	Box/Wire/Rcpt/Conduit
			Total for check: 53293		**1,854.68**	
DECLEENE TRUCK REFRIGERATION	53294	3/24/2016	198203	731-1022-541.30-18	255.30	Greenlube Epo
			Total for check: 53294		**255.30**	
FORCE AMERICA DISTRIBUTING LLC	53295	3/24/2016	IN001-1031034	731-1022-541.38-03	52.96	Switch
			Total for check: 53295		**52.96**	
FOX CITIES CRANE & FAB INC	53296	3/24/2016	23705	731-1022-541.24-04	103.45	Labor/Transportation
			Total for check: 53296		**103.45**	
GRAINGER INC	53297	3/24/2016	9036299536	731-1022-541.30-15	2,820.00	Hydraulic Maint Set
		3/24/2016	9036299544	731-1022-541.30-15	2,413.00	Floor Brake
			Total for check: 53297		**5,233.00**	

AP Check Register
Check Date: 3/24/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KJ WASTE SYSTEMS INC	53298	3/24/2016	KJWASTE	266-1027-543.21-06	780.00	February 2016
			Total for check: 53298		**780.00**	
L&S TRUCK CENTER	53299	3/24/2016	264229	731-1022-541.29-04	942.80	2006 Ford F250 Repair
			Total for check: 53299		**942.80**	
MARCO INC	53300	3/24/2016	49387896	743-0403-513.29-01	140.40	1st Floor Copier Agmt
			Total for check: 53300		**140.40**	
MENASHA NEENAH MUNICIPAL COURT	53301	3/24/2016	MNMC	100-0000-201.03-00	322.80	Bond Report #MP16-50 & 51
				100-0000-201.03-00	174.00	Bond Report #16-0004
			Total for check: 53301		**496.80**	
POSTMASTER	53302	3/24/2016	MENASHAPOST	100-0405-513.29-01	1,317.73	Horizon Newsletter
			Total for check: 53302		**1,317.73**	
MENASHA ROTARY	53303	3/24/2016	215	100-0801-521.32-01	37.00	Dues/Fees
				100-0801-521.34-03	90.00	Lunches
			Total for check: 53303		**127.00**	
MENASHA TREASURER	53304	3/24/2016	PD	100-0801-521.30-18	31.98	Supplies
				100-0801-521.34-03	36.28	Training
			Total for check: 53304		**68.26**	
MENASHA UTILITIES	53305	3/24/2016	4414	601-0401-513.25-02	19,454.32	Sewer Charge February
				625-0401-513.25-01	1,777.02	Stormwater February
			Total for check: 53305		**21,231.34**	

AP Check Register
Check Date: 3/24/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount		Description
MBM	53306	3/24/2016	IN72571	743-0403-513.29-01	62.00	Toner Cartridge	
			Total for check: 53306		**62.00**		
NEENAH MAIN AUTO BODY INC	53307	3/24/2016	18820	100-0801-521.29-04	1,211.33	2013 Ford Taurus	Parts
			Total for check: 53307		**1,211.33**		
NEENAH-MENASHA SEWERAGE COMMISSION	53308	3/24/2016	2016-043	601-1021-543.21-01	796.25	Legal Reimbursement	
			Total for check: 53308		**796.25**		
NETWORK HEALTH SYSTEM INC	53309	3/24/2016	343256	100-0202-512.21-05	475.00	Drug Screens	Pre Employ Physicals
		3/24/2016	343433	100-0202-512.21-05	200.85	Medical Tests	
		3/24/2016	343537	100-0202-512.21-05	261.00	Drug Screens	Pre Employ Physicals
			Total for check: 53309		**936.85**		
NEWMAN TRAFFIC SIGNS	53310	3/24/2016	TI-0295398	100-1008-541.30-18	806.73	Supplies	
			Total for check: 53310		**806.73**		
NOVER ENGELSTEIN & ASSOCIATES INC	53311	3/24/2016	M2016	743-0403-513.24-04	600.00	Inspection Software	Annual Maintenance
			Total for check: 53311		**600.00**		
OFFICE DEPOT	53312	3/24/2016	6422503	100-0903-531.30-18	44.52	Office Supplies	
				100-0905-531.30-18	25.48	Office Supplies	
			Total for check: 53312		**70.00**		
OSI ENVIRONMENTAL INC	53313	3/24/2016	4010911	266-1027-543.21-06	100.00	Used Oil Collection	
			Total for check: 53313		**100.00**		
PERSONNEL EVALUATION INC	53314	3/24/2016	17667	100-0801-521.21-06	80.00	Pep Billing	

AP Check Register
Check Date: 3/24/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PERSONNEL EVALUATION INC...	53314...	3/24/2016	17844	100-0801-521.34-02	199.00	Webinar
			Total for check: 53314		**279.00**	
SAFEBUILT LLC	53315	3/24/2016	0023876-IN	100-0301-523.21-06	6,467.66	Building Permits
			Total for check: 53315		**6,467.66**	
SAFEGUARD BUSINESS SYTEMS	53316	3/24/2016	031328913	100-0401-513.30-10	101.86	Deposit Tickets
			Total for check: 53316		**101.86**	
SPEEDY METALS LLC	53317	3/24/2016	4289557-NB	601-1020-543.24-04	536.20	Steel Tubes
			Total for check: 53317		**536.20**	
STAPLES ADVANTAGE	53318	3/24/2016	3294738328	100-0304-562.30-10	14.15	Office Supplies
				100-1001-514.30-10	37.02	Office Supplies
		3/24/2016	3294738329	100-1002-541.30-10	31.78	Folders
				625-1002-541.30-10	10.60	Folders
		3/24/2016	3294738330	100-0401-513.30-10	52.66	Office Supplies
				100-0202-512.30-10	64.92	Office Supplies
			Total for check: 53318		**211.13**	
STREICHER'S INC	53319	3/24/2016	I1198932	100-0801-521.30-15	440.00	Ammo
			Total for check: 53319		**440.00**	
SUNGARD PUBLIC SECTOR INC	53320	3/24/2016	116597	743-0403-513.24-04	2,806.00	April Acctg System Maint
			Total for check: 53320		**2,806.00**	
SUPERIOR VISION INSURANCE PLAN	53321	3/24/2016	IA496379	100-0000-204.10-00	1,093.05	Vision Insurance
			Total for check: 53321		**1,093.05**	

AP Check Register
Check Date: 3/24/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SUPPLYWORKS	53322	3/24/2016	359830874	100-0703-553.24-03	94.52	Deadlatch
			Total for check: 53322		**94.52**	
SYN-TECH SYSTEMS	53323	3/24/2016	123910	731-1022-541.24-06	265.00	Tank Kit/Module/Cable
			Total for check: 53323		**265.00**	
TOTAL FLOOR COVERING INC	53324	3/24/2016	601868	100-0801-521.24-03	1,672.00	Flooring
			Total for check: 53324		**1,672.00**	
ULTRADENT PRODUCTS INC	53325	3/24/2016	12173696	100-0916-531.30-18	232.77	Supplies
			Total for check: 53325		**232.77**	
UNIFIRST CORPORATION	53326	3/24/2016	097 0207163	731-1022-541.20-01	263.63	Coveralls/Shirts/Mop Towels
			Total for check: 53326		**263.63**	
UNITED RENTALS INC	53327	3/24/2016	135838691-001	601-1020-543.30-15	936.88	Tripod Rescue Kit Brackets/Winch
				625-1010-541.30-15	936.87	Tripod Rescue Kit Brackets/Winch
			Total for check: 53327		**1,873.75**	
US PETROLEUM EQUIPMENT	53328	3/24/2016	223314	731-1022-541.30-15	4,851.00	Install Lift
			Total for check: 53328		**4,851.00**	
US VENTURE	53329	3/24/2016	L54321	731-1022-541.21-06	36.00	Fuel
			Total for check: 53329		**36.00**	
VARITECH INDUSTRIES INC	53330	3/24/2016	IN060-1007390	731-1022-541.38-03	31.39	Pressure Gauge
			Total for check: 53330		**31.39**	

AP Check Register
Check Date: 3/24/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
VERIZON WIRELESS	53331	3/24/2016	9761470866	100-0703-553.22-01	38.29	Telephone	
				100-0601-551.22-01	18.68	Telephone	
				100-0801-521.22-01	11.13	Telephone	
				100-1001-514.22-01	11.13	Telephone	
		3/24/2016	9761470867	100-1002-541.22-01	89.98	Phone	
				625-1002-541.22-01	29.99	Phone	
				601-1020-543.22-01	22.44	Phone	
		3/24/2016	9761470868	100-0703-553.22-01	38.53	Phone	
				731-1022-541.22-01	94.78	Phone	
		3/24/2016	9761470869	100-0919-531.22-01	153.22	Cellphone	
		3/24/2016	9761470871	100-0801-521.22-01	632.21	Phone Service	
		3/24/2016	9761470872	100-0304-562.22-01	84.71	Phone	
			Total for check: 53331		**1,225.09**		
VERMEER WISCONSIN INC	53332	3/24/2016	30049376	731-1022-541.38-03	715.06	Remote	
			Total for check: 53332		**715.06**		
VIEVU	53333	3/24/2016	16884	100-0801-521.30-18	200.00	Body Video Camera	
			Total for check: 53333		**200.00**		
WCA GROUP HEALTH TRUST	53334	3/24/2016	WCA	100-0000-204.08-00	128,430.57	April Health Insurance	Employees
				100-0000-204.11-00	3,196.98	April Health Insurance	Bank Sick Retirees
			Total for check: 53334		**131,627.55**		
WE ENERGIES	53335	3/24/2016	WEENERGIES	100-0703-553.22-04	9.57	2170 Plank Road	Gas Service
			Total for check: 53335		**9.57**		
WICHMANN FUNERAL HOME LAEMMRICH	53336	3/24/2016	WICHMANN	100-0000-441.17-00	100.00	Overpay Inv #11631	Robbins
			Total for check: 53336		**100.00**		

AP Check Register
Check Date: 3/24/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WINNEBAGO COUNTY CLERK OF COURTS	53337	3/24/2016	WINNEBAGO	100-0000-201.03-00	150.00	Bond Report #16-0744
				100-0000-201.03-00	150.00	Bond Report #16-0749
				100-0000-201.03-00	185.00	Bond Report #16-0822
			Total for check: 53337		**485.00**	
WINNEBAGO COUNTY TREASURER	53338	3/24/2016	LF123155	100-1016-543.25-01	13,540.54	Direct Haul
				100-1017-543.25-01	2,342.70	Direct Haul
				266-1027-543.25-01	475.85	Direct Haul
			Total for check: 53338		**16,359.09**	
WISCONSIN DEPT OF JUSTICE	53339	3/24/2016	WDOJ	100-0202-512.21-06	14.00	Background Checks
				100-0601-551.21-06	35.00	Background Checks
			Total for check: 53339		**49.00**	
					213,242.34	

AP Check Register
Check Date: 3/25/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FREDERICK SCHROEDER	53340	3/25/2016	SCHROEDER	733-0206-512.73-01	1,161.00	Settlement of Claim
			Total for check: 53340		**1,161.00**	
					1,161.00	

AP Check Register
Check Date: 3/29/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BADGER ELEVATOR	53341	3/29/2016	655655	470-0601-551.82-01	7,320.80	Piston Repair
			Total for check: 53341		**7,320.80**	
BAKER & TAYLOR INC	53342	3/29/2016	2031679898	100-0601-551.30-14	157.24	Library Materials
		3/29/2016	2031684374	100-0601-551.30-14	549.64	Library Materials
		3/29/2016	2031689268	100-0601-551.30-14	1,164.55	Library Materials
		3/29/2016	2031696138	100-0601-551.30-14	406.36	Library Materials
		3/29/2016	2031701653	100-0601-551.30-14	159.27	Library Materials
		3/29/2016	2031708457	100-0601-551.30-14	893.51	Library Materials
		3/29/2016	2031725707	100-0601-551.30-14	1,108.54	Library Materials
		3/29/2016	2031740903	100-0601-551.30-14	326.46	Library Materials
		3/29/2016	2031741862	100-0601-551.30-14	212.43	Library Materials
		3/29/2016	2031745155	100-0601-551.30-14	279.22	Library Materials
			Total for check: 53342		**5,257.22**	
JOE BONGERS	53343	3/29/2016	BONGERS	100-0601-551.33-01	18.30	Mileage
			Total for check: 53343		**18.30**	
CAPSTONE PRESS INC	53344	3/29/2016	CI10496440	100-0601-551.30-14	35.98	Library Materials
			Total for check: 53344		**35.98**	
CDW GOVERNMENT INC	53345	3/29/2016	CDS3426	100-0601-551.30-10	355.13	Cartridge
			Total for check: 53345		**355.13**	
CENTER POINT LARGE PRINT	53346	3/29/2016	1358428	100-0601-551.30-14	176.16	Library Materials
			Total for check: 53346		**176.16**	
CRESCENT ELECTRIC SUPPLY COMPANY	53347	3/29/2016	S501704744.001	100-0601-551.24-03	161.25	Retrofit LED
			Total for check: 53347		**161.25**	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FIRST BOOK NATIONAL OFFICE	53348	3/29/2016	680-86708	100-0601-551.30-14	338.80	Library Materials
			Total for check: 53348		**338.80**	
FOX STAMP SIGN & SPECIALTY	53349	3/29/2016	OE-57641	100-0601-551.30-10	29.60	Magnets
			Total for check: 53349		**29.60**	
GALE	53350	3/29/2016	57598183	100-0601-551.30-14	38.92	Library Materials
		3/29/2016	57633779	100-0601-551.30-14	593.45	Library Materials
			Total for check: 53350		**632.37**	
GANNETT WISCONSIN MEDIA	53351	3/29/2016	PG2007207	100-0601-551.30-14	375.69	Subscription
			Total for check: 53351		**375.69**	
KITZ & PFEIL INC	53352	3/29/2016	02-15-090033	100-0601-551.30-13	38.97	Library Materials
		3/29/2016	02-16-140062	100-0601-551.24-03	13.98	Library Materials
		3/29/2016	02-17-140069	100-0601-551.24-03	23.01	Library Materials
			Total for check: 53352		**75.96**	
LERNER PUBLISHING GROUP	53353	3/29/2016	1207105	100-0601-551.30-14	19.99	Library Materials
			Total for check: 53353		**19.99**	
MANDERFIELD BAKERY	53354	3/29/2016	479647	100-0601-551.30-16	31.00	Cookies
			Total for check: 53354		**31.00**	
MIDWEST TAPE	53355	3/29/2016	0093664841	100-0601-551.30-14	19.99	Library Materials
		3/29/2016	0093664843	100-0601-551.30-14	6.99	Library Materials
		3/29/2016	0093702190	100-0601-551.30-14	62.99	Library Materials

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MIDWEST TAPE...	53355...	3/29/2016	0093729434	100-0601-551.30-14	62.98	Library Materials
			Total for check: 53355		**152.95**	
OFFICE DEPOT BUSINESS ACCOUNT	53356	3/29/2016	2008916	100-0601-551.30-10	227.99	Library Materials
		3/29/2016	2031847	100-0601-551.30-10	16.29	Library Materials
		3/29/2016	2089920	100-0601-551.30-10	71.96	Library Materials
			Total for check: 53356		**316.24**	
PENGUIN RANDOM HOUSE INC	53357	3/29/2016	1086455120	100-0601-551.30-14	22.50	Library Materials
		3/29/2016	1086556555	100-0601-551.30-14	30.00	Library Materials
			Total for check: 53357		**52.50**	
QUALITY BOOKS INC	53358	3/29/2016	192058	100-0601-551.30-14	89.89	Library Materials
		3/29/2016	192391	100-0601-551.30-14	15.80	Library Materials
		3/29/2016	192392	100-0601-551.30-14	21.99	Library Materials
		3/29/2016	192393	100-0601-551.30-14	26.35	Library Materials
			Total for check: 53358		**154.03**	
SERVICEMASTER BUILDING MAINTENANCE	53359	3/29/2016	19162	100-0601-551.20-01	1,496.00	Janitorial Service
			Total for check: 53359		**1,496.00**	
SHOWCASES	53360	3/29/2016	291081	100-0601-551.30-18	78.52	Department Supplies
			Total for check: 53360		**78.52**	
SPORT VIDEOS	53361	3/29/2016	6734	100-0601-551.30-14	18.00	Library Materials
		3/29/2016	6759	100-0601-551.30-14	18.00	Library Materials
		3/29/2016	6806	100-0601-551.30-14	51.00	Library Materials
			Total for check: 53361		**87.00**	
SYNCB/AMAZON	53365	3/29/2016	012200861137	100-0601-551.30-14	18.55	Library Materials

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SYNCB/AMAZON...	53365...	3/29/2016	012201856030	100-0601-551.30-14	(1.31)	Library Materials
		3/29/2016	012201980367	100-0601-551.30-14	(3.00)	Library Materials
		3/29/2016	012202401555	100-0601-551.30-14	61.97	Library Materials
		3/29/2016	012202402008	100-0601-551.30-14	33.97	Library Materials
		3/29/2016	012202755297	100-0601-551.30-14	54.98	Library Materials
		3/29/2016	012203485797	100-0601-551.30-14	280.84	Library Materials
		3/29/2016	012203793304	100-0601-551.30-14	(8.00)	Library Materials
		3/29/2016	012204571613	100-0601-551.30-14	9.99	Library Materials
		3/29/2016	012206049266	100-0601-551.30-14	249.27	Library Materials
		3/29/2016	012207354036	100-0601-551.30-14	(3.00)	Library Materials
		3/29/2016	012208312437	100-0601-551.30-14	(3.00)	Library Materials
		3/29/2016	012208388185	100-0601-551.30-14	19.99	Library Materials
		3/29/2016	012208720451	100-0601-551.30-14	56.47	Library Materials
		3/29/2016	021852118226	100-0601-551.30-14	11.53	Library Materials
		3/29/2016	033078277161	100-0601-551.30-14	13.64	Library Materials
		3/29/2016	063778579078	100-0601-551.30-14	9.96	Library Materials
		3/29/2016	072283378141	100-0601-551.30-14	12.58	Library Materials
		3/29/2016	086944224202	100-0601-551.30-14	10.49	Library Materials
		3/29/2016	098925268756	100-0601-551.30-14	14.69	Library Materials
		3/29/2016	112681882250	100-0601-551.30-14	13.64	Library Materials
		3/29/2016	117970270910	100-0601-551.30-14	127.17	Library Materials
				100-0601-551.30-10	2.48	Library Materials
		3/29/2016	117973086335	100-0601-551.30-14	73.64	Library Materials
		3/29/2016	117973406168	100-0601-551.30-14	7.99	Library Materials
		3/29/2016	117977251072	100-0601-551.30-14	53.93	Library Materials
		3/29/2016	117977451044	100-0601-551.30-14	185.91	Library Materials
		3/29/2016	117978200155	100-0601-551.30-14	46.20	Library Materials
		3/29/2016	117979588775	100-0601-551.30-14	96.95	Library Materials
		3/29/2016	139432211796	100-0601-551.30-14	8.39	Library Materials
		3/29/2016	154647810734	100-0601-551.30-14	13.63	Library Materials
		3/29/2016	175569089883	100-0601-551.30-14	10.49	Library Materials
		3/29/2016	180019244235	100-0601-551.30-14	11.54	Library Materials
		3/29/2016	197302745429	100-0601-551.30-14	11.53	Library Materials
		3/29/2016	226813220811	100-0601-551.30-14	105.94	Library Materials

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SYNCB/AMAZON...	53365...	3/29/2016	226813312466	100-0601-551.30-14	(2.00)	Library Materials
		3/29/2016	226816641912	100-0601-551.30-14	112.94	Library Materials
		3/29/2016	234297956425	100-0601-551.30-14	9.44	Library Materials
		3/29/2016	237610126187	100-0601-551.30-14	92.29	Library Materials
		3/29/2016	237616886483	100-0601-551.30-14	17.35	Library Materials
		3/29/2016	237618182545	100-0601-551.30-14	54.97	Library Materials
		3/29/2016	237618594855	100-0601-551.30-14	10.50	Library Materials
		3/29/2016	237618653558	100-0601-551.30-14	440.18	Library Materials
		3/29/2016	237618795098	100-0601-551.30-14	24.60	Library Materials
		3/29/2016	237619088336	100-0601-551.30-14	40.32	Library Materials
		3/29/2016	248870860334	100-0601-551.30-14	13.64	Library Materials
		3/29/2016	263368405880	100-0601-551.30-14	8.39	Library Materials
		3/29/2016	264741771160	100-0601-551.30-14	14.69	Library Materials
		3/29/2016	273405633925	100-0601-551.30-14	15.74	Library Materials
			Total for check: 53365		**2,463.09**	
THIRD STREET MARKET	53366	3/29/2016	03101441	100-0601-551.30-16	5.58	Supplies
		3/29/2016	03105813	100-0601-551.30-16	2.29	Supplies
		3/29/2016	03105830	100-0601-551.30-16	18.54	Supplies
		3/29/2016	04037726	100-0601-551.30-16	10.02	Supplies
		3/29/2016	04039926	100-0601-551.30-16	4.58	Supplies
		3/29/2016	05069491	100-0601-551.30-16	6.98	Supplies
			Total for check: 53366		**47.99**	
UNIQUE MANAGEMENT SERVICES INC	53367	3/29/2016	422347	100-0000-441.19-00	179.00	Placements
			Total for check: 53367		**179.00**	
US BANK EQUIPMENT FINANCE	53368	3/29/2016	299780338	100-0601-551.24-04	142.03	Copier Contract
			Total for check: 53368		**142.03**	

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USA FIRE PROTECTION INC	53369	3/29/2016	245530	100-0601-551.24-03	64.80	Inspection
			Total for check: 53369		**64.80**	
WESTERHOUSE, ANGELA	53370	3/29/2016	WESTERHOUSE	100-0601-551.30-14	15.00	DVD
			Total for check: 53370		**15.00**	
WILMOT, CAROLYN	53371	3/29/2016	WILMOT	100-0601-551.30-14	26.00	Refund - Book
			Total for check: 53371		**26.00**	
WINNEFOX AUTOMATED LIBRARY SYSTEM	53372	3/29/2016	2949	100-0601-551.30-11	107.96	Postage
			Total for check: 53372		**107.96**	
					20,211.36	

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ACCURATE	53373	3/31/2016	1601854	731-1022-541.30-18	11.83	Cord	
		3/31/2016	1602921	731-1022-541.30-15	24.95	Micro Torch	
			Total for check: 53373		**36.78**		
AIRGAS USA LLC	53374	3/31/2016	9048964792	731-1022-541.30-18	114.10	Wire Mig	
		3/31/2016	9049105219	731-1022-541.30-18	66.07	Oxygen	
			Total for check: 53374		**180.17**		
CITY OF APPLETON	53375	3/31/2016	229970	100-0302-542.25-01	14,225.00	January 2016	Transit Services
		3/31/2016	229971	100-0302-542.25-01	14,225.00	February 2016	Transit Services
				100-0302-542.25-01	14,225.00	March 2016	Transit Services
			Total for check: 53375		**42,675.00**		
BADGER LAB & ENGINEERING INC	53376	3/31/2016	INV000064848	601-1020-543.21-02	1,062.00	Intertape Polymer	Wastewater Feb 2016
		3/31/2016	INV000064849	601-1020-543.21-02	453.00	Whiting Paper	Wastewater Feb 2016
		3/31/2016	INV000064850	601-1020-543.21-02	655.00	Gunderson	Wastewater Feb 2016
		3/31/2016	INV000064851	601-1020-543.21-02	832.00	Coveris	Wastewater Feb 2016
			Total for check: 53376		**3,002.00**		
BAY LAKES COUNCIL	53377	3/31/2016	BAYLAKESCOUNCIL	824-0810-521.21-06	170.00	Explorer Competition	
			Total for check: 53377		**170.00**		
BAYCOM INC	53378	3/31/2016	SRVCE0000001642	100-0801-521.29-04	120.00	Remove Data/Camera	
			Total for check: 53378		**120.00**		
BERGSTROM	53379	3/31/2016	278111C	100-0801-521.29-04	81.00	Ford Explorer Service	
			Total for check: 53379		**81.00**		

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BORSCHE ROOFING PROFESSIONALS	53380	3/31/2016	20206	731-1022-541.24-03	387.50	Roof Leak Repair	
			Total for check: 53380		**387.50**		
BROCK WHITE COMPANY	53381	3/31/2016	12641419-00	100-1012-541.30-18	58.24	Main Street Link	Street Lights
			Total for check: 53381		**58.24**		
CARDMEMBER SERVICE	53385	3/31/2016	1155	100-0903-531.34-02	25.00	Mayo Roch	
		3/31/2016	121	731-0000-463.01-00	125.00	Selling Fee Ebay	
				100-0000-466.00-00	5.10	Selling Fee Ebay	
		3/31/2016	1330	100-0601-551.32-01	192.00	Wisconsin Library	
		3/31/2016	1411	100-0601-551.24-03	37.79	Lib Light	
				100-0501-522.24-03	62.99	St 35	
				100-1001-514.24-03	146.99	CH	
		3/31/2016	1488	100-0801-521.34-02	75.25	City of Madison Website	
		3/31/2016	167	100-0801-521.29-04	40.26	Amazon	
		3/31/2016	170	100-0801-521.38-01	20.70	BP	
		3/31/2016	1822	100-0703-553.30-18	149.90	Tree Stuff	
		3/31/2016	1939	100-0903-531.24-03	82.76	Health TV	
		3/31/2016	23	100-0703-553.30-15	390.88	Beacon Athletics	
		3/31/2016	24	100-0801-521.30-15	119.85	MidwayUSA	
		3/31/2016	2526	100-0902-524.24-04	9.55	Monoprice	
		3/31/2016	2710	100-0801-521.30-15	39.80	Office Supply	
		3/31/2016	2857	731-1022-541.30-15	899.98	Northern Tool	
		3/31/2016	2865	731-1022-541.30-15	723.10	Hose Reels	
		3/31/2016	2992	100-0801-521.29-04	14.98	Amazon	
		3/31/2016	3229	100-0801-521.30-15	74.67	Qualification Targets	
		3/31/2016	3305	100-0801-521.34-03	22.76	Culver's	
		3/31/2016	3345	100-0801-521.32-01	25.00	TLO Transunion	
		3/31/2016	4061	731-1022-541.30-18	409.46	Fuel Additive	
		3/31/2016	4422	601-1020-543.30-15	33.92	Menards	
		3/31/2016	4486	100-0801-521.32-01	65.00	Paypal	
		3/31/2016	4540	100-0202-512.30-11	8.30	Mail HR Info	
		3/31/2016	4547	100-0801-521.24-05	24.86	Amazon	

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CARDMEMBER SERVICE...	53385...	3/31/2016	4565	743-0403-513.30-15	69.99	Solid State Hard Drive
		3/31/2016	4658	100-0703-553.30-15	46.18	Harbor Freight Tools
		3/31/2016	4835	100-0801-521.34-03	93.89	Comfort In
		3/31/2016	5092	100-0801-521.34-03	(11.89)	Credit
		3/31/2016	5314	100-0801-521.30-18	122.75	Peavey Corp
		3/31/2016	5327	100-0801-521.30-18	172.00	Peavey Corp
		3/31/2016	566	100-0801-521.30-10	47.98	Amazon
		3/31/2016	5771	100-0601-551.30-16	59.40	Chocolate Bars
		3/31/2016	5785	100-0601-551.30-16	44.95	Flickr
		3/31/2016	5848	100-0801-521.30-15	209.84	In Laser Labs
		3/31/2016	6409	100-0702-552.30-18	15.78	Event Supplies
		3/31/2016	6482	601-1020-543.30-18	(143.18)	Credit/Return
		3/31/2016	6864	100-0801-521.30-11	22.70	UPS
		3/31/2016	6974	100-0304-562.32-01	235.00	American Planning Assoc
		3/31/2016	7042	100-0401-513.29-01	435.33	A/P Check Stock
		3/31/2016	7091	743-0403-513.30-12	22.49	Phone Supplies
		3/31/2016	7149	100-0702-552.32-01	75.00	Certification
		3/31/2016	7449	100-0801-521.30-15	756.00	In Range Systems
		3/31/2016	7548	100-0801-521.30-11	11.53	UPS
		3/31/2016	775	100-0801-521.30-10	9.25	Amazon
		3/31/2016	8337	601-1020-543.30-18	10.43	McMaster Carr Return
		3/31/2016	8694	100-0801-521.30-11	90.64	UPS
		3/31/2016	8717	100-0801-521.34-03	(29.01)	Credit
		3/31/2016	8726	100-0801-521.30-10	46.50	Amazon
		3/31/2016	8925	100-0903-531.24-03	52.36	Health TV
		3/31/2016	896	100-0801-521.34-02	340.00	Paypal
		3/31/2016	90	100-0703-553.24-03	50.50	SI Metals & Supply
		3/31/2016	9026	100-0801-521.30-18	6.24	Home Depot
		3/31/2016	9057	100-0801-521.30-18	443.25	Safariland
		3/31/2016	9105	824-0807-521.30-15	32.06	Pet Supplies
		3/31/2016	9263	100-0903-531.30-18	188.00	Nat Soc to Prevent Blind
		3/31/2016	9306	100-0903-531.34-02	25.00	Mayo Roch
		3/31/2016	9410	100-0703-553.30-18	82.89	Fleet Farm
		3/31/2016	9785	100-0801-521.30-10	65.26	Amazon

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CARDMEMBER SERVICE...	53385...	3/31/2016	9849	100-1001-514.24-03	33.68	CH Bird Tape
		3/31/2016	9884	100-0801-521.34-03	328.96	Southwest
			Total for check: 53385		**7,887.60**	
CENTER FOR INNOVATIVE CHANGE LLC	53386	3/31/2016	0017	100-0801-521.34-02	95.00	Transition to Management
			Total for check: 53386		**95.00**	
COMMUNITY HOUSING COORDINATOR	53387	3/31/2016	209	100-0304-562.21-06	1,800.00	February 2016 Housing Plan
		3/31/2016	210	263-0306-562.70-01	1,766.22	CDBG RLF Program 2016
		3/31/2016	211	100-0304-562.21-06	1,800.00	March 2016 Housing Plan
			Total for check: 53387		**5,366.22**	
CORRE INC	53388	3/31/2016	2688	485-0304-562.21-02	3,152.13	Menasha Province Trail Services
			Total for check: 53388		**3,152.13**	
CRESCENT ELECTRIC SUPPLY COMPANY	53389	3/31/2016	S501693185.001	100-0801-521.24-03	123.00	Keystone/Blank Mod/Blst
			Total for check: 53389		**123.00**	
CUTLER, JENNIFER	53390	3/31/2016	CUTLER/OVERPAY	100-0000-441.24-00	7.00	Overpayment for Class
			Total for check: 53390		**7.00**	
DUMKE & ASSOCIATES &	53391	3/31/2016	2015 CAM CREDIT	100-0903-531.29-06	(235.14)	2015 Common Area Credit
		3/31/2016	DUMKE	100-0903-531.29-06	2,077.50	316 Racine Street
			Total for check: 53391		**1,842.36**	
FASTENAL COMPANY	53392	3/31/2016	WINEE114835	731-1022-541.30-18	52.53	Parts
			Total for check: 53392		**52.53**	

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FLEETSOFT LLC	53393	3/31/2016	102901	743-0403-513.24-04	1,704.60	Software Maint/Support	
			Total for check: 53393		**1,704.60**		
FOND DU LAC COUNTY CLERK OF COURTS	53394	3/31/2016	FONDDULAC	100-0000-201.03-00	106.00	Bond	Report #16-0875
			Total for check: 53394		**106.00**		
GUNDERSON CLEANERS	53395	3/31/2016	353446	100-0801-521.30-13	34.66	Mats/Towels	
			Total for check: 53395		**34.66**		
GUSTMAN CHEVROLET SALES INC	53396	3/31/2016	196343	731-1022-541.29-04	402.70	Chev Colorado Repair	
		3/31/2016	CM38751	731-1022-541.38-03	(99.58)	Credit	
			Total for check: 53396		**303.12**		
INFINITY TECHNOLOGY INC	53397	3/31/2016	519427	743-0403-513.80-01	24,801.30	Storage Hardware	
				743-0403-513.30-15	1,219.29	Storage Hardware	
			Total for check: 53397		**26,020.59**		
JOHN DEERE FINANCIAL	53398	3/31/2016	74620024	100-0703-553.30-18	112.41	Landscape Supplies	
			Total for check: 53398		**112.41**		
JOHN'S REPAIR & TOWING	53399	3/31/2016	P-48094	100-0801-521.29-04	175.00	Accident Tow	
			Total for check: 53399		**175.00**		
KUNDINGER FLUID POWER INC	53400	3/31/2016	50371766	731-1022-541.38-03	146.47	Hose Assembly	
			Total for check: 53400		**146.47**		

AP Check Register
Check Date: 3/31/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MEDICAL PRODUCTS LABORATORIES INC	53401	3/31/2016	572162	100-0909-531.30-18	311.32	Varnish
			Total for check: 53401		**311.32**	
MENARDS-APPLETON EAST	53402	3/31/2016	92003	731-1022-541.24-02	18.69	Strut
		3/31/2016	92061	100-0704-552.24-03	76.22	Supplies
		3/31/2016	92222	100-1001-514.24-03	117.75	City Hall Supplies
				731-1022-541.24-03	20.91	PWF Supplies
			Total for check: 53402		**233.57**	
MENASHA JOINT SCHOOL DISTRICT	53403	3/31/2016	MARCHMOBILEHOME	100-0000-412.00-00	6,084.95	March Mobile Home
			Total for check: 53403		**6,084.95**	
MENASHA TREASURER	53404	3/31/2016	PWF	100-0000-103.08-00	50.00	Yard Attendant
			Total for check: 53404		**50.00**	
MENASHA UTILITIES	53405	3/31/2016	MENASHAUTILITY	100-1008-541.22-03	274.75	Electric
				501-0304-562.22-06	46.40	Storm
				100-0000-123.00-00	16.28	Electric
				100-1012-541.22-03	94.49	Electric
				100-0304-562.22-03	27.42	Electric
				625-0304-562.22-03	8.24	Electric
				100-1013-541.22-03	17.08	Electric
				100-1013-541.22-06	284.21	Storm
				207-0707-552.22-03	229.91	Electric
				207-0707-552.22-05	34.42	Water
				207-0707-552.22-06	56.56	Storm
				100-0703-553.22-03	437.51	Electric
				100-0703-553.22-05	171.60	Water
				100-0703-553.22-06	398.77	Storm
				100-1001-514.22-03	1,251.54	Electric
				100-1001-514.22-05	451.60	Water

AP Check Register
Check Date: 3/31/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	53405...	3/31/2016...	MENASHAUTILITY...	743-0403-513.21-04	167.75	Internet Charge
				743-0403-513.21-04	2,310.40	Dark Fiber Charge
				100-0305-562.22-06	2.90	Storm
				100-1014-543.22-06	61.63	Storm
				100-1019-552.22-03	339.61	Electric
				100-1019-552.22-05	11.04	Water
				601-1020-543.22-03	93.49	Electric
			Total for check: 53405		**6,787.60**	
MBM	53406	3/31/2016	IN82695	743-0403-513.29-01	122.53	Copier Usage
		3/31/2016	IN83535	743-0403-513.29-01	243.10	Monthly Print Care Agmt
			Total for check: 53406		**365.63**	
MORTON SAFETY	53407	3/31/2016	165602-00	731-1022-541.30-18	33.00	Eyewash
			Total for check: 53407		**33.00**	
CITY OF NEENAH	53408	3/31/2016	NM FIRE SVCS	100-0501-522.25-01	267,593.00	Fire/Rescue Services
			Total for check: 53408		**267,593.00**	
OFFICE DEPOT	53409	3/31/2016	820534317001	100-0909-531.30-18	76.96	Supplies
			Total for check: 53409		**76.96**	
PELION BENEFITS INC	53410	3/31/2016	20160331	100-0000-202.08-00	15,148.80	PAYROLL SUMMARY
			Total for check: 53410		**15,148.80**	
REDI-WELDING CO	53411	3/31/2016	14962	100-1017-543.30-18	50.00	Plate
				731-1022-541.38-03	50.00	Gussets for Dumpsters
			Total for check: 53411		**100.00**	

AP Check Register
Check Date: 3/31/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ROAD EQUIPMENT	53412	3/31/2016	WA608656	731-1022-541.38-03	348.36	Brake Kit/Lining
			Total for check: 53412		**348.36**	
LIZ ROSIN	53413	3/31/2016	ROSIN	100-0903-531.33-01	16.48	March 2016 Mileage
			Total for check: 53413		**16.48**	
DR TERESA RUDOLPH	53414	3/31/2016	RUDOLPH	100-0903-531.21-05	150.00	City Physician
			Total for check: 53414		**150.00**	
SANOFI PASTEUR INC	53415	3/31/2016	905985080	100-0903-531.30-18	111.65	Tubersol
			Total for check: 53415		**111.65**	
HENRY SCHEIN INC	53416	3/31/2016	28397640	100-0916-531.30-18	291.94	Supplies
			Total for check: 53416		**291.94**	
SNAP-ON TOOLS	53417	3/31/2016	03071633886	731-1022-541.30-15	249.00	Board
			Total for check: 53417		**249.00**	
STONE TOAD BAR-GRILL	53418	3/31/2016	STONE TOAD	100-0000-201.03-00	25.00	Overpayment
			Total for check: 53418		**25.00**	
UNIFIRST CORPORATION	53419	3/31/2016	097 0207632	731-1022-541.20-01	119.39	Coverall/Shirt/Pants
			Total for check: 53419		**119.39**	
UNITED WAY FOX CITIES	53420	3/31/2016	20160331	100-0000-202.09-00	31.00	PAYROLL SUMMARY
			Total for check: 53420		**31.00**	

AP Check Register
Check Date: 3/31/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
UNITEL INC	53421	3/31/2016	41098	743-0403-513.24-04	89.00	Phone System Support	
			Total for check: 53421		**89.00**		
CHRISTOPHER VAUBEL	53422	3/31/2016	VAUBEL	100-0000-201.03-00	11.78	Replace Payroll	Check #15238
			Total for check: 53422		**11.78**		
WE ENERGIES	53423	3/31/2016	WE ENERGIES	100-1012-541.22-03	1,094.40	Street Lights	
			Total for check: 53423		**1,094.40**		
WINNEGAMIE DOG CLUB	53424	3/31/2016	WINNEGAMIEDOG	100-0204-512.30-18	300.00	April 5, 2016 Rental	Election
			Total for check: 53424		**300.00**		
WISCONSIN SUPPORT COLLECTIONS	53425	3/31/2016	20160331	100-0000-202.03-00	632.88	PAYROLL SUMMARY	
			Total for check: 53425		**632.88**		
					394,095.09		

To: Menasha Common Council

From: Jenny Groeschel and Ginger Tralongo, Police Records

RE: Beverage Operator License (Bartender) Applicants

Date: March 30, 2016

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:

Jacquelyn Viehman
Christina Biechler

CC: Chief Styka

REGIONAL FIRE DEPARTMENT HIRING PROCESS AGREEMENT

THIS AGREEMENT ("Agreement") is made as of the 11 day of March, 2016, by and between the NEENAH MENASHA FIRE RESCUE (hereinafter "NMFR") and FOX VALLEY TECHNICAL COLLEGE (hereinafter FVTC).

WHEREAS, NMFR wishes to contract with FVTC for the purpose of acquiring a list of qualified candidates for the position of firefighter; and

WHEREAS, FVTC wishes to provide the NMFR with testing results obtained from the Fox Valley Regional Hiring Process; and

NOW, THEREFORE, in consideration of the mutual promises and other goods and valuable consideration exchanged herein, IT IS AGREED AS FOLLOWS:

A. NMFR agrees to fulfill the following obligations:

1. Will certify that it has a valid Candidate Physical Ability Test (CPAT) license, and that it agrees to recognize and accept proof of completion of the CPAT from the limited licensee;
2. Will certify that it will utilize the CPAT only in the context of an overall implementation of the CPAT program that complies with its CPAT license;
3. Will understand the result of the hiring process will be valid for six (6) months from the date the candidate takes the CPAT and written exam;
4. Will only use the CPAT for the purpose of candidate preparation and physical ability testing of career firefighters.

B. NMFR agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:

1. Will be responsible for advertising the open position(s) and direct potential candidates to the FVTC website for additional information;
2. Will establish the minimum hiring requirements for NMFR;
3. Will accept the Fox Valley Regional Hiring Process Application;
4. Will reimburse FVTC for services provided at the rate of $1,000.00 user fee plus $5.00 per applicant who meets the NMFR's minimum hiring requirements, successfully passes the CPAT and take the written exam.

C. FVTC agrees to fulfill the following obligations:

1. Will obtain and maintain a limited license and cover the cost of any licensing fees.
2. Will have the capability, and agree to assist, the fire department in meeting the terms of such compliance, including the pre-test orientation and mentoring requirements;
3. Will have the capability and staff to validate the CPAT for jurisdictions through a transportability study, assist the fire department in obtaining CPAT licensure, provide consistent CPAT testing administration and legally defend validation and CPAT administration;

4. Will have the capability and agree to provide candidates practice tests and orientations in accordance with The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2nd Edition;
5. Will provide candidates with mentoring programs (i.e. Firefighter Fitness 10-503-135 and Health and Wellness for Firefighter 10-503-134, classes which are offered through FVTC);
6. Will secure CPAT equipment and verify that such equipment and props conform to all specifications in the CPAT manual and that it has the ability to administer the CPAT in conformity with the specifications of CPAT;
7. Will have a mechanism in place to assure that any individual who demonstrates a financial hardship will be provided the CPAT at reduced or no charge;
8. Will provide CPAT certificates for candidate's applying for employment with multiple fire departments;
9. Will notify the IAFF of the CPAT licensed fire departments for which such certification is provided;
10. Will provide CPAT licensed fire departments results from the hiring process and a method for verifying the candidate's results;
11. Will administer the CPAT in compliance with the IAFF's licensing agreement, which include full compliance with the EEOC conciliation agreement and utilization of the CPAT administration.

D. FVTC agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:

1. Establish and maintain an Fox Valley Regional Hiring Process website;
2. Collect candidate applications and certifications and determine if the candidate meets the minimum requirements set forth by the NMFR;
3. Maintain a data collection system for all pertinent information relating to the hiring process;
4. Only allow candidates who meet the NMFR minimum hiring requirements to participate in the hiring process;
5. Schedule CPAT orientation, practice session and administer the actual physical ability test in accordance with the guidelines set by Chapter 6, Appendix A and Appendix B of The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2nd Edition;
6. Administer the written exam only to the candidates who meet the NMFR minimum hiring requirements and successfully complete the CPAT;
7. Compile hiring process testing data from the candidates application, CPAT and written exam;
8. Provide the NMFR with a hard copy (paper copy) of the application packet for each candidate who has applied to the NMFR, results of hiring process data for each candidate, whether or not the candidate meets the minimum hiring requirements, or passes CPAT (i.e. as much information as possible for each candidate depending on how far the candidate has progressed though the hiring process);
9. Provide a summary of the entire Fox Valley Regional Hiring Process to the NMFR, this will be statistical data and will not include specific names of candidates;

10. Will receive compensation from the NMFR for services provided at the rate of $1,000.00 user fee plus $5.00 per applicant who meets the NMFR's minimum hiring requirements, successfully passes the CPAT and takes the written exam.

E. TERMS OF THIS AGREEMENT, shall expire one year from the date first above written.

IN WITNESS WHERE OF, the parties hereto have caused this Agreement to be executed the date first above written.

NEENAH MENASHA FIRE RESCUE

_____

Al Auxier, Fire Chief

FOX VALLEY TECHNICAL COLLEGE

_____

Christopher Fischer, Fire Protection Department Chair

March 25, 2016

Mr. Greg Keil
Director of Community Development
140 Main Street
Menasha, WI 54952

Mr. Keil,

In the agreement between the City of Menasha and the owners of Germania Hall for the city's purchase of a portion of the parking lot at 320 Chute Street, the City of Menasha asked for and was granted "the first right of refusal for the purchase of the remainder of the 320 Chute parcel for a period of three years ...."

The purpose of this letter is to inform you and the City of Menasha, that the owners of Germania Hall have received a Letter of Intent to Purchase for $325,000 the remainder of the parcel at 320 Chute Street.

We understand that the decision to exercise or not exercise this first right of refusal will be on the agenda of Menasha's City Council meeting on Monday, April 4th and we would anticipate and expect an answer by 5PM CDT Tuesday, April 5, 2016. We may be reached by telephone at (920) 720-8000, or by mail at 1000 Cameron Way, Neenah, WI 54956.

Sincerely,

Robert Y. Dove, Jr.
Richard J, Batley
Members – BDD&G Holdings of Appleton, LLC

LETTER OF INTENT TO PURCHASE

Property: 320 Chute Street
Menasha, WI 54952

Building Size: Approximately 9,000 (plus/minus) square feet
Lot Size: 0.6343 acres (27,629 square feet)
Parcel #: 2-00109-00

Landlord: BDD & G Holdings of Appleton

Purchase Price: $325,000.00

Terms: Sellers agree to work with Buyer by offering a bank approved Land Contract for three years on agreed upon payment terms.

Projected Possession Date: May 1, 2016

Other Terms: Land Contract and other necessary terms shall be drafted by Sellers' attorney immediately after receipt of City's denial of their first right of refusal to purchase the above property.

Chiaxah Vang — March 25th, 2016
Date

Kor Xiong — 3/25/16
Date

Memorandum

To: Common Council
From: Greg Keil, CDD
Date: March 29, 2016
RE: Notice of Termination of Valley Marine Mart Lease

City staff has been evaluating parking needs in conjunction with the trestle trail and pending Loop the Little Lake project. Consideration is being given to creating parking for trail users on a portion of city property currently leased by Valley Marine Mart.

Section 5 of the attached Valley Marine Mart Lease provides for automatic renewal of the lease for a one year term commencing on July 1 except upon notice of termination given not less than 60 days prior to the date of automatic renewal.

I am hereby requesting authorization to send notice to Valley Marine Mart terminating the lease. If authorization is granted, staff will finalize parking plans for the site. The plans will be reviewed by the Plan Commission and Park Board and advanced to the Common Council for approval. Pending such approval it is my expectation that we would negotiate new lease terms with Valley Marine Mart for consideration by the Common Council

VALLEY MARINE MART LEASE

This lease is entered into between Valley Marine Mart, Inc., (hereafter referred to as "Valley Marine") as lessee, and the City of Menasha, a municipal corporation, (hereafter referred to as "City") as lessor. The terms of conditions of this lease are as follows:

1. Valley Marine shall lease premises including the property described as follows: Commencing at the southeast corner of Lot 9, Block 11, of the Original Plat of Menasha, City of Menasha, Winnebago County, Wisconsin, thence southerly along a line parallel to the east line of said Lot 9, 50 feet to the south ROW line of the vacated section of Water Street described in Doc. #743218, Winnebago County R.O.D., the point of beginning, thence continuing southerly 68 feet, more or less, to the north bank of the US Government Canal, thence westerly along the north bank of the said canal to a point intersecting with the west ROW line of Barlow Street extended from and parallel to said ROW line, thence northerly 65 feet, more or less, to a point intersecting with the south ROW line of the said vacated segment of Water Street, thence easterly 230 feet more or less to the P.O.B. Said area containing 19,590 sq. ft., more or less.
2. Valley Marine shall maintain and keep the premises in reasonable condition, including but not limited to the shore wall and structures and cutting the grass.
3. Any boats parked on premises must be parked in a neat and orderly fashion and appearance.
4. No vehicles other than boats or boat trailers may be stored or parked on leased premises.
5. The initial lease term will be from March 1, 2012 to July 1, 2013. After the initial lease term, this lease will automatically renew for successive one year terms from July 1 to June 30 unless written notice is given by either party to the other party not less than 60 days prior to the annual renewal date.
6. Upon default of any provision of this lease by Valley Marine, such as the failure of Valley Marine to insure, to make any payments due, the filing of a petition, voluntarily or involuntarily in bankruptcy, or the failure of Valley Marine to comply with any terms of this lease or its installment payment agreement with the City, the City shall have the right to terminate the lease and to remove Valley Marine from the premises in addition to any other remedy available at law or in equity.
7. Annual rent from Valley Marine to the City will be $1,000.00 with payment to be made on or before July 1 of each year.
8. Valley Marine shall indemnify and hold harmless the City of Menasha for all claims filed as a result of the use of leased premises by Valley Marine and shall file with the City of Menasha a Certificate of Insurance showing that Valley Marine has liability insurance in at least an amount of a $1,000,000 umbrella.

It is understood that the leased premises are part of City-owned land that is currently being considered for a number of potential uses. The existence of this lease shall not be construed such that Valley Marine receives a prescriptive right nor any other right to the use of this property for the future other than by the terms of this lease.

Dated at Menasha, Wisconsin this 2nd day of May, 2012

City of Menasha, by:

Donald Merkes, Mayor

Deborah A. Galeazzi

Deborah A. Galeazzi, City Clerk

VALLEY MARINE MART, INC., by:

Doug Bodway

Doug Bodway, President

This document drafted by
City Attorney Pamela A. Captain

Resolution R-9-16

A RESOLUTION APPROVING A 2016 CAPITAL IMPROVEMENT BUDGET ADJUSTMENT FOR THE PURPOSE OF INSTALLING INFRASTRUCTURE IN THE SECOND ADDITION TO WOODLAND HILLS SUBDIVISION AND THE ACCOMPANYING BORROWING TO BE INCLUDED WITH THE 2016 CAPITAL IMPROVEMENT BORROWING

Introduced by Ald. Nichols

WHEREAS: The City of Menasha did not include the installation of infrastructure in the Second Addition to Woodland Hills subdivision in the 2016 Capital Improvement Program Budget; and

WHEREAS, The City of Menasha entered into a Second Development Agreement between Woodland Developments, LLC and the city; and

WHEREAS, Said agreement contemplates the use of city funds in an amount not to exceed $408,000 for the purpose of installing infrastructure; and

WHEREAS, Such funds will need to be included in the 2016 Capital Improvement Program borrowing.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Common Council that staff is hereby authorized and directed to complete the following: (1) to amend the 2016 Capital Improvement Program Budget to include funds in an amount not to exceed $408,000 for the purpose of installing infrastructure in the Second Addition to Woodland Hills Subdivision, and (2) to execute a borrowing with the State Trust Fund Loan Program , as part of the 2016 Capital Improvement Plan borrowing, to fund the infrastructure installation.

Passed and approved this __ day of March, 2016.

_____
Donald Merkes, Mayor

ATTEST:

_____
Deborah A. Galeazzi, Clerk

ORDINANCE O-1-16

AN ORDINANCE AMENDING TITLE 11, CHAPTER 2
OF THE CODE OF ORDINANCES
(Disorderly Conduct)

Introduced by Alderman Benner.

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

SECTION 1: Amend Title 11, Chapter 2, SEC. 11-2-9(a)(3) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 11 – Offense and Nuisances

CHAPTER 2

Offenses Against Public Safety and Peace

SEC. 11-2-9 DISORDERLY CONDUCT.

(a) **DISORDERLY CONDUCT PROHIBITED**. No person within the City of Menasha shall:

(1) In any public or private place engage in violent, noisy, riotous, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to cause or provoke an immediate disturbance of public order or tends to annoy or disturb any other person.

(2) Intentionally cause, provoke or engage in any fight, brawl, riot or noisy altercation other than a bona fide athletic contest.

(3) Unless other facts and circumstances that indicate a criminal or malicious intent on the part of a person apply, no person may be in violation of disorderly conduct under this section for loading~~,~~ a firearm, or for carrying~~,~~ or going armed with a firearm or a knife, without regard to whether the firearm is loaded or the firearm or the knife is concealed or openly carried.

…

SECTION2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of April, 2016.

_____
Donald Merkes, Mayor

ATTEST:

_____
Deborah A. Galeazzi, City Clerk

To: Menasha Common Council
Re: Utility Commission Vacancy

Dear Council Members,

I would like to be considered for the vacant position on the Menasha Utility Commission.

I am a Lawrence University Alumni, Class of 1993 – B.A. Government - who has lived in Menasha for over a decade. I am married with 4 children. Our 3 school age children attend St. Mary's in Menasha and we are very active members of St. Patrick's Church.

I have a very strong background in business and banking. I held the position of Vice President of Retail Sales and Operations for a Mid Size company with 10+MM in annual sales. Currently, I am Vice President, Treasury Management Banking Officer for Wisconsin Bank and Trust. I work closely with our corporate clients to help them better move, manage and protect their money.

I feel I could provide valuable input and ideas to the Commission and would welcome the opportunity to be of service to our community.

Feel free to reach out with any questions,

Respectfully,

Antoine M Tines

AMT
VP
Treasury Management Banking Officer