

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, May 16, 2016
Workshop
5:00 pm
Council Orientation
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
1. [Special Use Permit Application for Greg Muller, 222 Washington Street \(Parcel #3-00571-00\) to provide indoor, climate controlled, non-occupant storage on a property with zoning non-conformities in the I-2 General Industrial District.](#)
 2. [Winnebago County Natural Hazards Mitigation Plan for 2015-2019.](#)
- 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. [Police Week Recognition Awards](#)
 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Board of Public Works, 5/2/16](#)
 - b. [Committee on Aging, 4/14/16](#)
 - c. [Library Board, 4/27/16](#)
 - d. [Parks and Recreation, 4/12/16](#)
 - e. [Plan Commission, 5/3/16](#)Communications:
 - f. [National Public Works Week Proclamation](#)
 - g. [National Police Week Proclamation](#)
 - h. [Partnership Community Health Center Award Press Release](#)
 - i. [CA Captain to Mayor, 5/5/16, \(Sec. 2-3-2 Hiring Process\)](#)
 - j. [Mass Clinic Walk Through and Review Invitation](#)
 - k. [Sixth Street Sidewalk and Street Construction Permit Letter](#)
 - l. [Manitowoc Road/Plank Road Asphalt trail Permit Letter](#)
- 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 5/2/16.](#)
Board of Public Works, 5/2/16, Recommends the approval of:
 2. [Payment – Vinton Construction, 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; \\$146,120.70 \(Payment No. 1\)](#)

3. [Recommendation to Award, Contract Unit 2016-02, including Alternate Bid A, to Northeast Asphalt, Inc. for new street construction and reconstruction, concrete curb and gutter, concrete sidewalk, asphalt pavement within parking area, 8' wide asphalt trail and storm sewer for Sixth Street, Ninth Street, Grandview Avenue, Manitowoc/Plank Road \(8' Wide Asphalt Trail\), Menasha Utilities Office \(Parking Area Paving\) and Community Way in the amount of \\$893,042.04.](#)
4. [Recommendation to Award – Washington Street Elevated Water Tank Repainting Project M0002-9-16-00218.02; V & T Painting, LLC; \\$260,000 \(Menasha Utilities\)](#)

Plan Commission, 5/3/16, Recommends the approval of:

5. [The Certified Survey Map at Community Way](#)

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 5/3/16-5/12/16 in the amount of \\$2,082,023.06](#)
2. [Beverage Operators License Applications for the 2015-2017 licensing period.](#)
3. ["Class A" Liquor License Application for Menashafest Inc, d/b/a Festival Foods, 1355 Oneida Street, Menasha, Jason Stingl, agent for the 2015-2016 licensing year.](#)
4. [Acquisition of property at 305 Chute Street \(Recommended by Plan Commission\)](#)

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. [R-16-16 A Resolution Adopting the Winnebago County Natural Hazards Mitigation Plan: 2015-2019 \(5-Year Update\)](#) (Introduced by Mayor Merkes)

L. APPOINTMENTS

1. [Appointment of Jeff Englebert, 1497 Rue Reynard Street, to NMFR Fire Commission for the term of 6-1-16—5-1-19](#)

M. CLAIMS AGAINST THE CITY

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

O. RECESS TO COMMITTEES

P. ACTION ITEMS

1. Village of Fox Crossing Boundary Issues
2. Intermunicipal Agreement between the City of Menasha and Town of Menasha, dated April 13, 1998
3. May adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e) and (g): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Regarding Action Items 1 & 2).
4. May reconvene into Open Session to act on what was discussed in Closed Session.

O. ADJOURNMENT

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by Greg Muller, Owner, to provide indoor, climate controlled, non-occupant storage on a property with zoning non-conformities in the I-2 General Industrial District, as required by Sec. 13-1-44(b)(2) of the City of Menasha Municipal Code. The proposed use is to take place at 222 Washington Street (Parcel Number 3-00571-00), City of Menasha, Winnebago County, Wisconsin. The Plan Commission will hold its informal public hearing on Tuesday, May 3, 2016 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, May 16, 2016 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

Run: April 29 and May 9, 2016

**City of Menasha
Public Hearing**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Menasha Common Council on adopting the Winnebago County Natural Hazards Mitigation Plan for 2015-2019 (5-year update). The Common Council will hold the public hearing on Monday, May 16, 2016 at 6:00 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI. All persons interested in commenting on the proposed changes are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

Run: May 9, 2016



To: Members of the Common Council

From: Chief Tim Styka 

Date: May 11, 2016

RE: Police Week Recognition Awards

During National Police Week we take the time to reflect upon the past year. As part of the events during the week we recognize officers and community members for their actions. The Citizen Awards will be presented at the Council Meeting on May 16th and the Officer Awards will be presented at the Awards Dinner during Police Week.

On behalf of the Police Department I would like to thank you and the community as whole for your support over the past year. Our ability to effectively provide police services is dependent upon community involvement and maintaining the trust you have placed with us. We appreciate the opportunity to serve the citizens of Menasha.

CITIZEN LIFE SAVING AWARD

During the Trestle Trail Incident countless people ran to get out of harm's way. However, upon noticing that Erin Stoffel had run off of the bridge and was critically injured Sera Buck and Jeff Wolfram ran back to Erin to tend to her injuries. Thomas Bean was also at the park and heard the shots, thinking they were firecrackers. He spoke with Erin when she was running off of the bridge and she told him she had been shot. Thomas and Jeff both called 911 for help. Based upon the quick actions of Sera, Jeff and Thomas, Erin's injuries were tended to and she survived her injuries.

TEAMWORK AWARD NOMINEES

Lt. Thorn, Inv. Gruss and Officers Oleszak, Groeschel and Edwards for their response and investigation on a smash and grab theft at a gas station.

Lt. Bonneville, PSLO Jorgenson and Officers Heidemann, Edwards and Groeschel for their ability to deescalate a suicidal subject armed with a knife who was threatening to harm himself on Christmas.

Investigators Mauthe and Gruss and Officers Oleszak, Hoernke, Miller and Abrahamson for their work investigating a stabbing complaint at an apartment complex on 3rd Street.

Lt. Bonneville, Inv. Gruss, PSLO Gollner and Officer Picard for their response and investigation of a substantial battery complaint on 1st Street.

SERVICE AWARDS

Nick Oleszak – 20 Years

Tim Styka – 20 Years

Matt Lenss – 10 Years

NEW OFFICERS

Joel Nelson

CHIEF'S AWARD

2 Chief's Awards will be handed out at the annual dinner this week.

OFFICER OF THE YEAR NOMINEES

Inv. Stephanie Gruss: Inv. Gruss was recognized by the FBI for her dedication on a complex child pornography investigation. In addition to her caseload, Inv. Gruss is always willing to help on patrol calls. She also comes in on her when she is off to help with complex or specialized cases. Officer Gruss has also helped out with a number of community events such as the bike rodeo and licensing bikes at the Downtown Farmers Market.

Inv. Pete Sawyer: In Inv. Sawyer's position he has done an outstanding job keeping the lines of communication open between the MEG unit and the Department. He has been willing to work with officers and be a resource finding and identifying suspects in numerous incidents. He was also involved or led the investigation of a number of high profile drug cases in Menasha.

Officer Sara Swenson: Officer Swenson has helped the Department in a number of capacities over the past year. She filled in at Maplewood Middle School for a short term school liaison officer vacancy and has now taken on the CSO program. She is the first officer who has taken on the CSO supervisor (or coordinator) responsibilities. In addition to the extra duties Officer Swenson was involved in a variety of critical incidents over the past year, one of which was talking a suicidal teenager off of the Racine St Bridge.

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
May 2, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called order by Chairman Krautkramer at 6:56 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krautkramer, Collier, Keehan, Zelinski, Spencer, Benner, Nichols.

EXCUSED: Alderman Taylor

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Auxier, DPW Radtke, ASD Steeno, PHD McKenney, AP Englebert, Tim Gosz (Water Utilities), Clerk Galeazzi

C. MINUTES TO APPROVE

1. [April 19, 2016](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Payment – Vinton Construction, 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; \\$146,120.70 \(Payment No. 1\)](#)

DPW Radtke explained the payment is for general construction and electrical work to pedestrian walkway, Mill and Main Streets. This payment does not include landscaping, lighting or community table. Those items will be included in a future payment.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Payment to Vinton Construction, Inc., Contract Unit 2016-01 for Downtown Streets, Walkway and Electrical Improvement to Mill Street, Main Street, Pedestrian Link from Broad Street Parking Ramp to Main Street in the amount of \$146,120.70 (Payment No. 1). Motion carried on roll call 7-0.

2. [Recommendation to Award – Contract Unit 2016-02; New Street Construction and Reconstruction, Concrete Curb and Gutter, Concrete Sidewalk, Asphalt Pavement within Parking Area, 8' Wide Asphalt Trail and Storm Sewer; Sixth Street, Ninth Street, Grandview Avenue, Manitowoc / Plank Road \(8' Wide Asphalt Trail\), Menasha Utilities Office \(Parking Area Paving\) and Keil Way; \\$893,042.04](#)

DPW Radtke explained the different areas the contract covers. Very competitive bids were received. Keil Way was set as a placeholder street name and will be renamed Community Way when that CSM is approved. Staff recommends accepting Alternate Bid A for the provision of pulverized topsoil for lawn restoration, which was bid at no additional cost.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Recommendation to Award, Contract Unit 2016-02, including Alternate Bid A, to Northeast Asphalt, Inc. for new street construction and reconstruction, concrete curb and gutter, concrete sidewalk, asphalt pavement within parking area, 8' wide asphalt trail and storm sewer for Sixth Street, Ninth Street, Grandview Avenue, Manitowoc/Plank Road (8' Wide Asphalt Trail), Menasha Utilities Office (Parking Area Paving) and Community Way in the amount of \$893,042.04.

Motion carried on roll call 7-0.

3. [Recommendation to Award – Washington Street Elevated Water Tank Repainting Project M0002-9-16-00218.02; V & T Painting, LLC; \\$260,000 \(Menasha Utilities\)](#)

Water Utilities Manager Gosz explained the contract is for complete removal of the existing exterior coating system of the water tank. The new coating would be a new three-coat system. The lettering and logo to match the existing is included.

Moved by Ald. Nichols seconded by Ald. Keehan to recommend to Common Council Recommendation to Award Washington Street Elevated Water Tank Repainting Project M000-9-16-00218.02 to V&T Painting, LLC in the amount of \$260,000 (Menasha Utilities). Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Nichols seconded by Ald. Keehan to adjourn at 7:06 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

**CITY OF MENASHA
COMMITTEE ON AGING
Menasha Senior Center
116 Main Street, Menasha
April 14, 2016
Minutes**

A. Meeting called to order at 7:50 am.

B. Roll Call - Present: Pat Irwin, Joyce Klundt, Brenda Marks, Nancy McKenney, Jean Wollerman, John Ruck
Tom Stoffel Guest: Janell Dresang

C. MINUTES TO APPROVE

John Ruck moved to approve the March 10, 2016 minutes as corrected (correct Tim Styka spelling), seconded by Joyce Klundt. Motion passed.

D. CORRESPONDANCE

E. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

Senior Center: Jean Wollerman that through fundraising activities blinds for the Senior Center can be purchased. Planning is underway for Community Fest. The Senior Center will sponsor a family bingo and strawberry shortcake fundraiser.

Public Health: Nancy McKenney provided a Community Health Assessment presentation that shared findings of the Fox Cities Behavioral Risk Factor Surveillance Survey; Fox Valley Region Health Needs Assessment; and Vulnerable Population Survey. The City of Menasha Health Department participates in the Fox Valley Community Health Improvement Coalition which includes: Affinity Health System; Children's Hospital of Wisconsin- Fox Valley; ThedaCare; Aurora Health Care; City of Appleton Health Department; City of Menasha Health Department; Calumet County Health Department; Outagamie County Health Department; and Winnebago County Health Department. The surveys help assess and plan to build healthier communities. The Committee provided valuable feedback and perspectives on the following questions.

Do you agree with the top five focus areas?

- Mental Health
- Alcohol and Other Drug Use
- Physical Activity
- Nutrition
- Healthy Growth and Development

Is physical activity the best focus area?

Can you see yourself/organization in support?

There was agreement that the Senior Center mission is in alignment with physical activity focus area and interest in continued engagement in the Community Health planning process, especially breaking down barriers and stumbling blocks that prevent older adults from achieving optimal health.

F. HELD OVER BUSINESS

Mission Vision and Goals: Jean Wollerman will revise the mission, vision, and goals to bring to the next meeting.

Safety Manual: Held over to the next meeting

Cost Study: Held over to the next meeting.

G. ADJOURNMENT:

Tom Stoffel moved to adjourn the meeting, seconded by Brenda Marks. Motion passed.

The next meeting will be held on May 12, 2016 at 7:45 a.m. at the Senior Center, 116 Main Street, Menasha.

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
April 27, 2016

Call to order at 4:00pm by Crawmer.

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

Absent: Franzoi, Rollins-Jump, and Wicichowski

Also Present: Director Lenz, Beson (Children's Services Supervisor), Bongers (Adult Services Supervisor), Brandt (Support Services Supervisor) and Dreyer (Administrative Assistant)

Public Comment/Communication

A letter was sent from the trustees to Curtis Smith, thanking him for his donation of stock to the library's endowment fund.

Consent Business

Motion made by Golz, seconded by Englebert to approve the Library Board meeting minutes from March 23, 2016, and accept the Fundraising Committee meeting minutes of March 24, 2016. Motion carried unanimously.

Authorization of Bills

The invoice from Badger Elevator was to repair the cable on the freight elevator and the invoice from Kone is the annual maintenance fee for the public elevator. The current upgrade to the public elevator is part of the capital improvement budget. Motion made by Englebert, seconded by VanderHeyden to authorize payment of the April 2016 bills as presented from the 2016 budget. Motion carried unanimously.

Director's Report/Information Items

1. March Statistics. We are now counting wireless Internet connections only when the Internet is used; prior to installing new technology the wireless number included every hit by every phone and device that entered or came close to the building.
2. Budget Status. The common council recently approved carryover funds from 2015 to be used for the upgrade to the self check machines and a new computer that connects the library to the city.
3. Endowment Report. The March endowment report was distributed to trustees.
4. Staff Reports.
 - Golz and VanderHeyden, both members of the library's Investments Committee, attended an investment review by the Community Foundation for the Fox Valley Region, Inc.
 - The Wisconsin Association of Public Libraries is holding a conference at the Best Western in Oshkosh from May 11-13. Trustees are invited to attend.
 - The Fox Cities Book Festival that took place April 18-24 was very successful. Our library had over 1,000 people attend author presentations. In conjunction with the Fox Cities Reads author David Sheff, the library hosted a well-attended workshop for families dealing with addiction on April 9.
 - A strategic plan update was distributed.
 - Staff are working with library system staff on updating our website to make it easier to use on mobile devices and appeal to millennials.
 - Gretchen Raab, Neenah Library Director, brought to her library board the trustees' request for a joint meeting regarding the annual report and they declined. They feel it is an individual library decision.
 - We have an entry in the Memorial Day Parade. Trustees are invited to walk along.
 - Thank you! to President Mary Crawmer and Secretary Wicichowski for providing food and fun puzzles/prizes for staff members during National Library Week. Their efforts are very much appreciated.
 - We assessed library board appointments and noted which terms end this June.
 - The public elevator is currently under repair.

5. Fundraising Committee Report.

At their last meeting, the Fundraising Committee brainstormed ideas for future fundraisers. They also made recommendations to the trustees to consider:

- the costs and benefits of incorporating the Friends into a 501(c)3 nonprofit organization,
- making fundraising the responsibility of the entire board. They suggest facilitating this effort by preparing quick messages that advocate for the library and business cards with contact information for trustees.
- making fundraising for library programs and materials the only priority. (The sculptor and benefactor associated with artwork under consideration for the front of the library will be notified.)
- possibly inviting a fundraising expert to talk to the committee or all of the trustees.

Discussion /Action Items

1. Winnefox Library System Board Representation. Menasha is allowed one representative on the Winnefox Library System Board. Our representative for the past few years, Christine Kaup, has resigned. A job description was distributed. Volunteers and recommendations are welcome.
2. County Appropriations for 2017. Based on 2015 circulation figures, the library is eligible to receive reimbursement for serving patrons living outside of the city Menasha in areas that do not support a public library. While reimbursement from Outagamie and Waupaca Counties are not pursued based on an informal agreement that service is reciprocated between libraries in those counties and libraries in Winnebago County, trustees agreed that requests should be made for reimbursement for service to residents of Winnebago County and Calumet County, as well as the facilities reimbursement from Winnebago County.

Adjourn into Closed Session: Motion made by Englebert, seconded by Golz to adjourn and reconvene in closed session pursuant to WI Statue §19.85(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: Crawmer-yes, Englebert-yes, Golz-yes, and VanderHeyden-yes. The trustees considered a written request from a library employee for unpaid leave.

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

Discussion / Action Items

3. Motion made by Crawmer, seconded by VanderHeyden, acknowledging that past practice has been to have employees exhaust all of their paid leave prior to granting unpaid leave and granting the employee unpaid leave beginning May 9 and then, based on her doctor's direction, extending that unpaid leave as is or intermittently until May 25, when the board will consider another request, if necessary. Motion carried unanimously.

Adjournment

Motion to adjourn made at 4:53pm by Englebert, seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording Secretary

CITY OF MENASHA
Parks and Recreation Board
City Hall – 1st Floor Conference Room
April 12, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:06 pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Lisa Hopwood, Tom Marshall, Sue Pawlowski, Chr. Dick Sturm

MEMBERS EXCUSED: Brian Adesso, Nancy Barker, Ald. Dan Zielinski

OTHERS PRESENT: PRD Tungate, Ald-elect Alex Zielinski, Fire Chief Al Auxier.

C. MINUTES TO APPROVE

1. **Minutes of the March 8, 2016 Regular Park Board Meeting:** Moved by S. Pawlowski, seconded by L. Hopwood to approve the minutes of the March 8, 2016 Park Board meeting. Motion carried.

D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate reported that an extensive amount of interviewing has been occurring for summer positions at the pool and with summer recreation programs. There seems to be a shortage of lifeguard applicants. Staff has also been working on plans to purchase new play equipment for Hart Park. This equipment is expected to be installed by this fall.
2. **Park, Pool and Vandalism Report:** PS Maas was at a training session and was not present. His written report included: turf damage on Jefferson Park, restrooms being opened for the season, spring trees will be planted soon, eastside park area for new play equipment is being prepped, several trees removed. Marina Harborhouse and Smith Park caboose will have new roofs installed this spring.

F. DISCUSSION

1. **2017 Daily Boat Launch Fee Proposal:** Chief Auxier explained the proposal to ask both Menasha and Neenah to change their boat launch fees in some manner to generate approximately \$1,200 from each community to help offset water and dive rescue services provided by his department. The Board supported the idea of raising the daily launch fee from \$5 to \$6 in 2017, with .50 from each launch fee going to the Neenah/Menasha Fire Rescue budget. The Board reviewed figures from 2014 and 2015 and were confident the .50 from each daily launch would generate the dollar amount Chief Auxier was seeking. This request will be placed as an Action Item on the May Park Board agenda.
2. **Arbor Day Ceremony – April 19; 10:00am near St. Timothy’s Church:** the ceremony is being held about a week earlier than usual to accommodate two year UW campus staff that are in town for the day. MHS high school students will be helping to plant trees along School Court.
3. **New Eastside Park Community Playground Build, Saturday, June 4:** Registration forms have been sent to several “team leaders”. Board members L. Hopwood and B. Adesso have and will continue to be active in recruiting people from the neighborhood. At this point, staff is in need of another 15-20 people to help. Forms are available on the city website and have been posted on

the department's Facebook page.

4. **Loop the Lake Update – Mathewson Street Area:** PRD Tungate briefed Board members on the city's desire to pursue acquiring a vacant lot at 100 Fox St. Staff has been in contact with the individuals who wish to sell the lot. The benefits of having the lot for the Loop trail project were discussed. The Board voiced their support of pursuing the acquisition of the lot with Parkland Dedication funds. The Plan Commission will take up the matter at their next meeting and it's expected that a recommendation will be sent to the Common Council for their action.

G. ACTION ITEMS

1. **Approval of Diablo Cycling Club Bike Race – May 14, 2016 in Jefferson Park:** Motion by L. Hopwood, seconded by T. Marshall. Event plans were discussed. They have also been reviewed by the Special Events Committee. The group also has received a Street Use Permit and will set up along Broad St. adjacent to Jefferson Park. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

I. ADJOURNMENT

Moved by L. Hopwood , seconded by T. Marshall to adjourn at 7:44 pm. Motion carried.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
May 3, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:30 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Kevin Benner, DPW Radtke and Commissioners Sturm, DeCoster, Schmidt and Cruickshank (arrived at 3:34 PM).

PLAN COMMISSION MEMBERS EXCUSED:

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: AP Englebert, CDC Heim, CDI Ramsey, Greg Muller (Owner, 222 Washington St), Doug Schmidt (Contracting Specialists, Inc.) and Dan Guse (Contracting Specialists, Inc.).

3:30 PM – Public Hearing Regarding Proposed Special Use Permit, 222 Washington Street, Parcel Number 3-00571-00.

Mayor Merkes opened the public hearing at 3:30 PM.

No one spoke.

The hearing was closed at 3:31 PM.

C. MINUTES TO APPROVE

1. **Minutes of the April 26, 2016 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. Sturm to approve the April 26, 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.

F. DISCUSSION

1.

G. ACTION ITEMS

1. **Proposed Special Use Permit – 222 Washington Street**

AP Englebert explained that the site is undergoing a conversion of office space to indoor storage. The site is zoned I-2 and storage is an allowable use in the district. The special use permit is required to due non-conforming site conditions to bring the site up to code or as close as possible. The Plan Commission may consider landscaping, parking, driveway access, lighting, etc., as it relates to the non-conforming site conditions.

Commissioners discussed the following:

- Driveway cross access easements with surrounding properties
- Number of parking stalls required

- Landscape enhancements
- Type of storage
- Site drainage
- Site lighting
- Dumpster enclosure

Commissioners requested that this item be held and brought back for Plan Commission review with the following:

- Landscape plan showing improved landscaping on the east facade
- Lighting plan/photometrics plan
- Driveway cross easement verification

2. **Certified Survey Map – Community Way**

AP Englebert provided an overview of the proposed CSM. The parcel is owned by Community First Credit Union and would provide a second ingress/egress connection to the private street by Lake Park Fitness and, at a future time, a road into the Lake Park Villas development. The County has no objections to adding a point of ingress at this location.

Motion by Comm. Sturm, seconded by DPW Radtke to recommend approval of the Certified Survey Map at Community Way. The motion carried.

3. **Property Acquisition – 305 Chute Street, Parcel #2-00084-00**

AP Englebert explained that Winnebago County had taken ownership of this parcel on back taxes. The Plan Commission is tasked with recommending purchase of land to the Common Council. The end use of the parcel is currently undecided; however it could be used to assist future development in the long run. The parcel is zoned C-2 (Central Business District) which is consistent with the Comprehensive Plan and would allow residential or commercial use.

Motion by Ald. Benner, seconded by Comm. Sturm, to recommend acquisition of property at 305 Chute Street. The motion carried.

H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by DPW Radtke, to adjourn at 4:32 PM. The motion carried.

Minutes respectfully submitted by CDC Heim.



PROCLAMATION

National Public Works Week

May 15th - 21st 2016

WHEREAS, the effectiveness of the employees who staff public works departments, and provide quality products and services, is materially influenced by the citizens' attitude and understanding of the importance of the work they perform; and,

WHEREAS, Public Works infrastructure, facilities, and services are of vital importance to the health, safety, and well being of the people of this community; and the support of an informed citizenry is vital to the efficient operation of public works systems and programs; and,

WHEREAS, the quality and effectiveness of these facilities and services, as well as their planning, design, and construction, are vitally dependent upon the efforts and skills of public works employees; and,

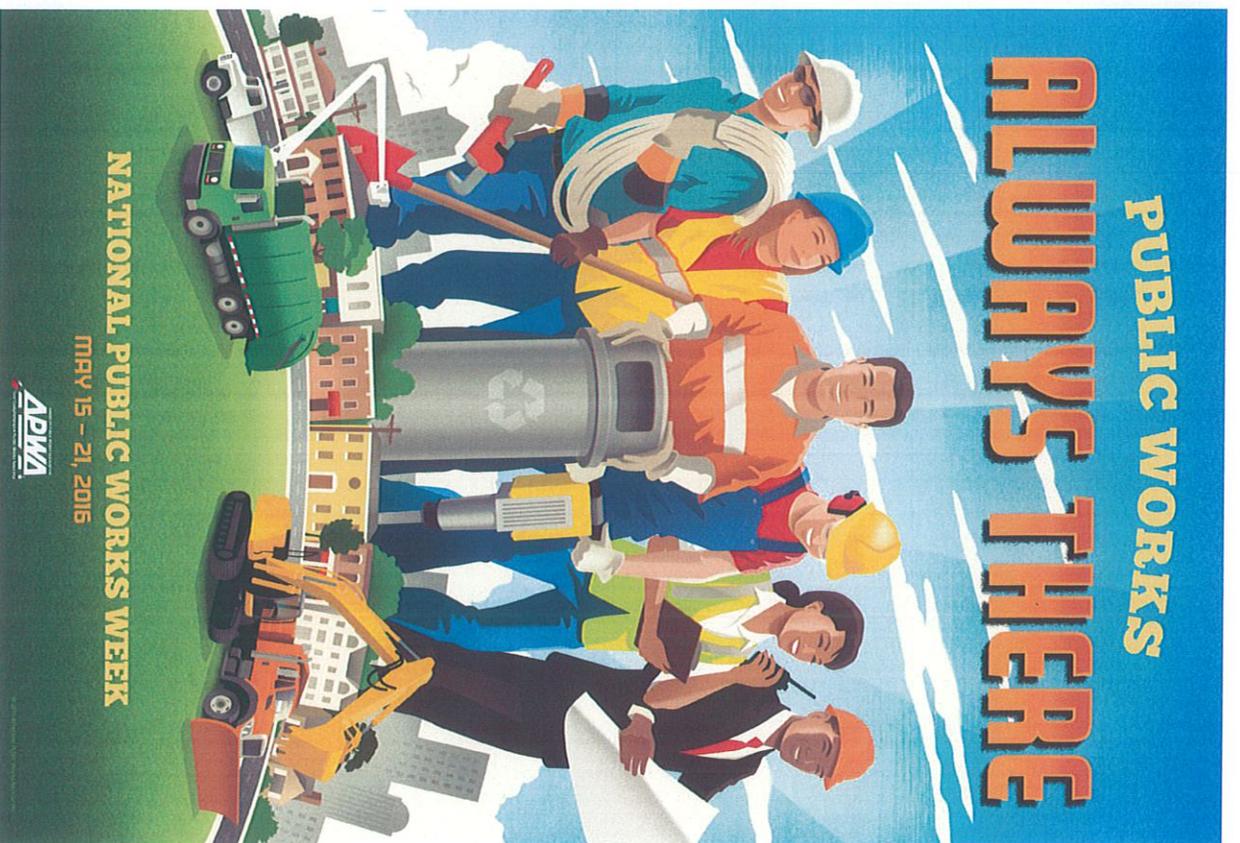
WHEREAS, it is important that our young people know that public works has rewarding careers; from people who envision future communities, to engineers who design them, to those who operate and maintain the facilities, infrastructure, and systems that protect and enhance our quality of life every day; and,

WHEREAS, this year's theme "*Public Works Always There*" showcases the pervasiveness of public works. Communities depend on public works, and the men and women of the profession are always there and always ready.

NOW, THEREFORE, BE IT PROCLAIMED, that I Donald Merkes, Mayor of the City of Menasha, do hereby proclaim the week of May 15th - 21st, 2016 to be:

National Public Works Week

in the City of Menasha, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public services and to recognize the contributions which public works employees make every day to our health, safety, comfort, and quality of life.



Dated this 12th day of May, 2016


Donald Merkes, Mayor

PROCLAMATION

National Police Week
May 15th - 21st 2016

WHEREAS, National Police Week was initiated by President Kennedy in 1962 in recognition of those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and,

WHEREAS, police officers serve our community by safeguarding life and property, by protecting citizens against violence, disorder, and deception and by protecting the weak against oppression; and,

WHEREAS, the Menasha Police Department continuously provides a vital public service, protecting our community; and,

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the City of Menasha Police Department; and,

WHEREAS, the Congress and President of the United States have designated the week May 15 - May 21, 2016 as National Police week.

NOW, THEREFORE, BE IT PROCLAIMED, that I Donald Merkes, Mayor of the City of Menasha, do hereby proclaim the week of May 15th - 21st, 2016 to be:

NATIONAL POLICE WEEK

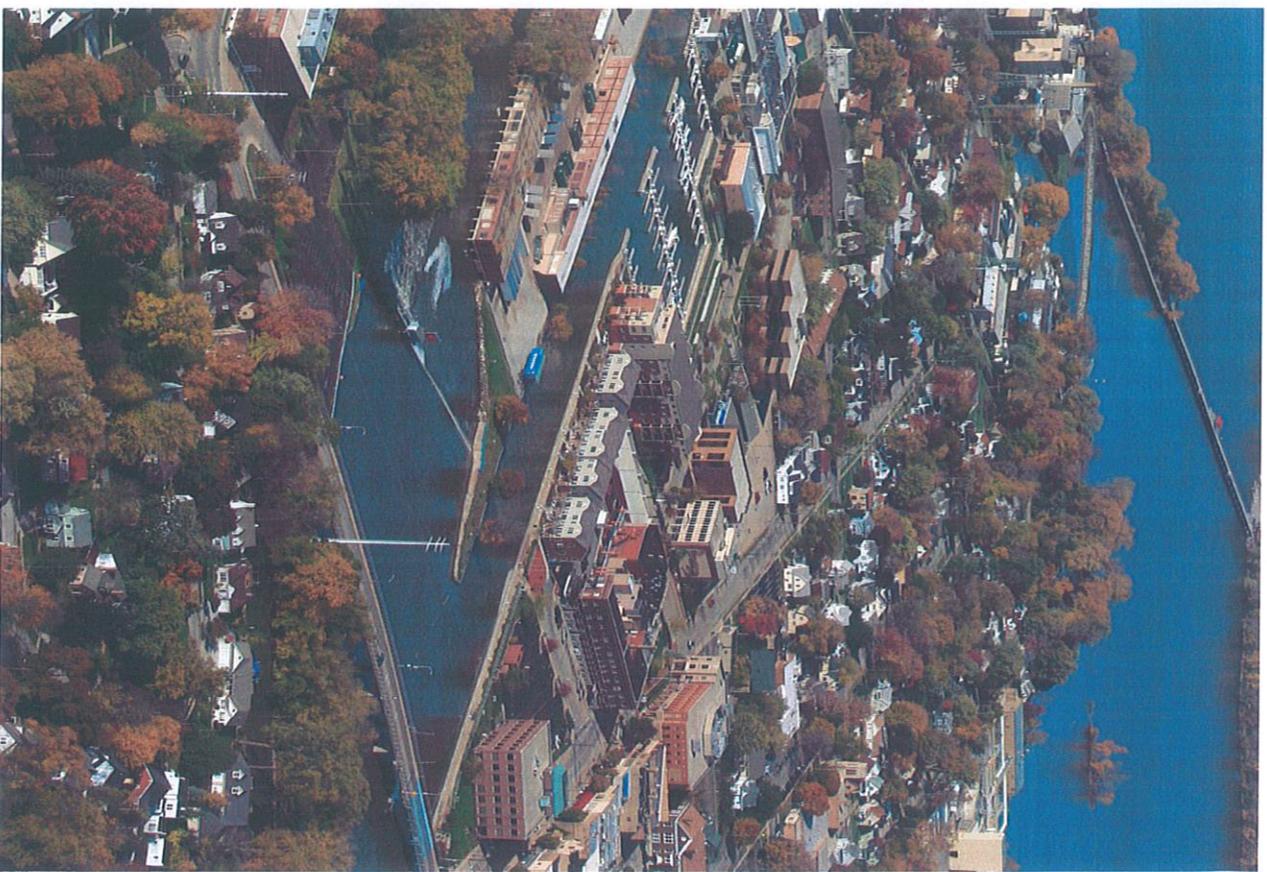
in the City of Menasha

BE IT FURTHER PROCLAIMED that May 15th, 2016 is observed as:

PEACE OFFICERS MEMORIAL DAY

in the City of Menasha

in honor of those law enforcement officers throughout our nation, who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of those fallen heroes.



Dated this 12th day of May, 2016

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

Donald Merkes, Mayor



FOR IMMEDIATE RELEASE

Contact:

Donald Merkes
Mayor, City of Menasha
140 Main Street
Menasha, WI 54952
Phone: 920-967-3600

<http://www.cityofmenasha-wi.gov>
dmerkes@ci.menasha.wi.us

Partnership Community Health Center awarded \$1 million Capital Facilities Grant

MENASHA, WI – May 11, 2016. Mayor Don Merkes congratulates Partnership Community Health Center on its most recent award from the Health Resources Services Administration for 1 million dollars. Funds will be used to renovate its Menasha medical and behavioral health clinic.

“Serving 14,000 people annually, Partnership Community Health Center is an invaluable resource for residents of Menasha and surrounding communities,” said Mayor Don Merkes.

Partnership sees all people, regardless of their ability to pay, and has earned the Patient-Centered Medical Home recognition from the National Committee for Quality Assurance (NCQA).

“Partnership goes above and beyond the role of a medical home. They provide patient-centered medical, behavioral, and dental health services as well as community outreach. They are really a “health home.” They also contribute to our local economy through jobs and community development,” added Mayor Merkes.

“Partnership is a key public health partner in preventing disease and promoting health. Partnership serves as a medical, behavioral, and dental referral site for the City of Menasha Health Department and other health departments in the tri-county region,” said Nancy McKenney, City of Menasha, Public Health Director. “Their multidisciplinary team is dedicated to supporting people achieve and maintain optimal health. This renovation will expand their capacity to serve our community,” she added.

“This is a milestone for Partnership Community Health Center and we applaud their continued efforts to serve our community with high quality health care services,” said Mayor Merkes.

Renovation of the Partnership Community Health Center Medical and Behavioral Health Clinic will begin as soon as the plans have been approved by the Partnership Board of Directors and federal government.

The grant project is for three years and is only for capital improvements and equipment. Funding is from the Affordable Care Act’s Community Health Center (CHC) Fund, which was extended with bipartisan support in the Medicare Access and CHIP Reauthorization Act (MACRA) of 2015.

###



MEMORANDUM

Date: May 5, 2016

To: Mayor Merkes

From: Pamela A. Captain, City Attorney

PAC

You inquired about SEC. 2-3-2 of the Code of Ordinances as it applies to the hiring process. SEC. 2-3-2 is self-conflicting. We have interpreted that section as applying to city officers. In 2013, the Personnel Committee/Common Council applied SEC. 2-3-2 (b) with the retirement of the Comptroller/Treasurer, a listed city officer position.

With respect to the retirement of the Health Director, which is not a position listed as a city officer, we followed general human resources hiring practices and provided the Common Council with updates.



May 16, 2016

Dear City Council Members:

The City of Menasha Health Department invites you to attend a “Mass Clinic Walk Through and Review.” This event is designed to familiarize you and our volunteers with the City of Menasha Mass Clinic in the event of a health related catastrophe. We will be taking a tour of the facility and explaining the roles and responsibilities in the Mass Clinic process.

Date: June 6th Monday, 2016

Place: UW-Fox Valley

Address: 1478 Midway Road, Menasha

Sign-In time: 8:45 a.m.

Walk through and review: 9:00 to 10:30 a.m.

Please park near the south entrance near “The Performers” (3 aluminum structures).



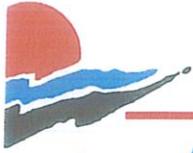
Please respond whether or not you will be able to attend by calling Mary Fritz, Public Health Aide at: 967-3520.

If you have questions about this event, please contact Vicki Schultz RN or Loretta Kjemhus RDH at 967-3520.

We hope you can join us for this emergency preparedness review.

Sincerely,

Nancy McKenney, MS, RDH
Public Health Director



Menasha

May 12, 2016

«Owner»
«Owner_address»
«Owner_city», «Owner_state» «Owner_zip»

RE: Unit 2016-02 – Sixth Street Sidewalk and Street Reconstruction

Dear Sir/Madam:

The City of Menasha has opened the bids for the above referenced Project and the recommendation to award was forwarded to the Board of Public Works. The Board of Public Works made their recommendation to award to the Common Council on May 2, 2016. It is anticipated that the Common Council will award the Project on May 16, 2016. After the Project has been awarded and contracts are signed, the City will have a Pre-Construction meeting with the Contractor. At this meeting the Contractor will supply the City with a tentative schedule for the Project.

Please find enclosed a Construction Permit that you need to sign and return to the City of Menasha. The Construction Permit allows the Project Contractor onto your property to ensure a proper grade transition occurs from your property to the limits of the street right of way. This work will include grading, lawn restoration, sidewalk and driveway paving. Also enclosed, for your use and/or reference, is that portion of the construction plans showing the proposed street and sidewalk construction in the vicinity of your property.

It is extremely important that you sign and return this permit in order to provide a good transition from the back of the new sidewalk and street to the match point on your property. **The deadline for returning the signed Construction Permit is May 23, 2016.**

When you return the signed Construction Permit, please include an email contact, if you have one available. That will be the City's way to contact you regarding Project scheduling and how the Project is progressing.

If you have any questions regarding the Construction Permit or the Street Project in general, please call me at (920) 967-3612 or tmontour@ci.menasha.wi.us.

Sincerely,

Tim J. Montour
Engineering Supervisor

Enclosures

C: Mayor Merkes

Common Council

S:\PUBLICWORKS PUBLICWORKS\Contracts\Contracts 2016\2016-02 Street Reconstruction\Sixth Street Construction Permit(5_6_2016).docx

Construction Permit – Sixth Street

City of Menasha

Owner Name «Owner»
Settlement Amount None – Mutual Benefit
Purpose Grading/sloping to match into adjacent property to include sidewalk, driveway and/or existing lawn area

For the above stated amount, the undersigned owner(s) grant to the City of Menasha, a temporary right to occupy and use the owner’s land for the above stated purpose, as long as required for such purpose, and to operate necessary equipment thereon.

This permit shall terminate upon completion of the construction project for which this instrument is given.

(Owner Signature) (Date)

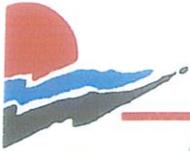
(Owner Signature) (Date)

Project ID: Unit 2016-02

Parcel Number: «parcel_number»

Parcel Address: «complete_parcel_address»

parcel number	complete parcel address	Owner	Owner address	Owner city	Owner state	Owner zip
710046300	600 Appleton St	Kenny Fuller	600 Appleton St	Menasha	WI	54952
710046400	540 Sixth St	Clarence Lotzer	132 Old Orchard Ln	Neenah	WI	54956
710046500	538 Sixth St	Norman Bouck	538 Sixth St	Menasha	WI	54952
710046600	532 Sixth St	Hollis Hoefl	834 W Frances St	Appleton	WI	54914
710046700	528 Sixth St	Tiffany Mikkelsen	4578 N Star Ridge Ln	Appleton	WI	54915
710029300	514 Racine St	Joseph Franzoi	514 Racine St	Menasha	WI	54952
710047600	524 Sixth St	Thomas McHugh	217 W Seymour St	Appleton	WI	54915
710029500	525 Sixth St	Joan Jones	6704 State Rd 76	Neenah	WI	54956
710029700	523 Sixth St	Mark Hoheisel	1020 Purple Sage Ct	Menasha	WI	54952
710029800	513 Sixth St	Wendy Reiland	N1680 Schroeder Farm Dr	Greenville	WI	54942
710029900	509 Sixth St	Brenda Buchman	486 Apache Path	Marion	NC	28752
710030000	515 Racine St	Lucinda Beilfuss	515 Racine St	Menasha	WI	54952
710033900	512 Appleton St	New Visions R/E & Investments	PO Box 147	Sherwood	WI	54169
710034000	543 Sixth St	Marcia Vandenberg	543 Sixth St	Menasha	WI	54952
710034100	539 Sixth St	Randy Rowe	539 Sixth St	Menasha	WI	54952
710034200	535 Sixth St	Ronald Buskirk	535 Sixth St	Menasha	WI	54952
710034300	527 Sixth St	Michael Haapapuro	527 Sixth St	Menasha	WI	54952
710047700	520 Sixth St	Dennis Wisnefske	6634 Lasley Shore Dr	Winneconne	WI	54986
710047800	516 Sixth St	Kyle Hipp	629 S Story St	Appleton	WI	54914
710047900	512 Sixth St	Christie VanAsten	512 Sixth St	Menasha	WI	54952
710048000	601 Racine St	Kenneth Thompson	601 Racine St	Menasha	WI	54952
710056500	408 Sixth St	Monica Orozco	708 State St	Menasha	WI	54952
710056700	400 Sixth St	Jeffery St Clair	2599 Cty Rd G	Neenah	WI	54956
720030100	352 Sixth St	Dura Fibre LLC	352 Sixth St	Menasha	WI	54952
720043800	600 Milwaukee St	Arnold Eygabroad	600 Milwaukee St	Menasha	WI	54952
740007700	605 Sixth St	Donald Rouse	605 Sixth St	Menasha	WI	54952
740007800	513 Appleton St	Debra Bunno	513 Appleton St	Menasha	WI	54952



Menasha

May 12, 2016

«Owner»
«Owner_address»
«Owner_city», «Owner_state» «Owner_zip»

RE: Unit 2016-02 – Manitowoc Road/Plank Road Asphalt Trail

Dear Sir/Madam:

The City of Menasha has opened the bids for the above referenced Project and the recommendation to award was forwarded to the Board of Public Works. The Board of Public Works made their recommendation to award to the Common Council on May 2, 2016. It is anticipated that the Common Council will award the Project on May 16, 2016. After the Project has been awarded and contracts are signed, the City will have a Pre-Construction meeting with the Contractor. At this meeting the Contractor will supply the City with a tentative schedule for the Project.

Please find enclosed a Construction Permit that you need to sign and return to the City of Menasha. The Construction Permit allows the Project Contractor onto your property to ensure a proper grade transition occurs from your property to the limits of the street right of way. This work will include grading, lawn restoration and driveway paving. Also enclosed, for your use and/or reference, is that portion of the construction plans showing the proposed asphalt trail construction in the vicinity of your property.

It is extremely important that you sign and return this permit in order to provide a good transition from the back of the new asphalt trail to match point on your property. **The deadline for returning the signed Construction Permit is May 23, 2016.**

When you return the signed Construction Permit, please include an email contact, if you have one available. That will be the City's way to contact you regarding Project scheduling and how the Project is progressing.

If you have any questions regarding the Construction Permit or the Asphalt Trail Project in general, please call me at (920) 967-3612 or tmontour@ci.menasha.wi.us.

Sincerely,

Tim J. Montour
Engineering Supervisor

Enclosures

C: Mayor Merkes

Common Council ✓

S:\PUBLICWORKS\PUBLICWORKS\Contracts\Contracts 2016\2016-02 Street Reconstruction\Manitowoc_Plank Road Construction Permit(5_6_2016).docx

Construction Permit – Manitowoc Road/Plank Road

City of Menasha

Owner Name «Owner»
Settlement Amount None – Mutual Benefit
Purpose Grading/sloping to match into adjacent property to include driveway and/or existing lawn area

For the above stated amount, the undersigned owner(s) grant to the City of Menasha, a temporary right to occupy and use the owner’s land for the above stated purpose, as long as required for such purpose, and to operate necessary equipment thereon.

This permit shall terminate upon completion of the construction project for which this instrument is given.

(Owner Signature) (Date)

(Owner Signature) (Date)

Project ID: Unit 2016-02

Parcel Number: «parcel_number»

Parcel Address: «complete_parcel_address»

parcel number	complete parcel address	Owner	Owner address	Owner city	Owner state	Owner zip
770000119	Province Terrace	City of Menasha	140 Main St	Menasha	WI	54952
770000400	2092 Manitowoc Rd	James Paalman	2092 Manitowoc Rd	Menasha	WI	54952
770001102	1109 Oneida St	Weinandt Properties LLC	PO Box 322	Menasha	WI	54952
770002700	2146 Plank Rd	Todd Smith	2152 Plank Rd	Menasha	WI	54952
770002900	2152 Plank Rd	Todd Smith	2152 Plank Rd	Menasha	WI	54952
770020300	1165 Southfield Dr	Victoria Van Dinter	1165 Southfield Dr	Menasha	WI	54952
770020400	1156 Southfield Dr	Kalifa Bah	1156 Southfield Dr	Menasha	WI	54952
770020800	1153 Northfield Ct	Price Clough	1153 Northfield Ct	Menasha	WI	54952
770020900	1146 Northfield Ct	Paul Everson	1146 Northfield Ct	Menasha	WI	54952
770021000	1133 Northfield Ct	James Alferi	1133 Northfield Ct	Menasha	WI	54952
770022300	1121 Fieldview Dr	Nathan Lewis	1121 Fieldview Dr	Menasha	WI	54952
770024100	1118 Fieldview Dr	Amy Geiger	1118 Fieldview Dr	Menasha	WI	54952
770039700	1201 Chelsea Ct	Mario Fernandez Ballesteros	1201 Chelsea Ct	Menasha	WI	54952
770040600	2173 Deer Haven Dr	Craig Quick	2173 Deer Haven Dr	Menasha	WI	54952
770020200	1175 Southfield Dr	Kelly McCarthy	1175 Southfield Dr	Menasha	WI	54952

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, May 2, 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 Krautkramer, Collier, Keehan, Zelinski, Spencer, Benner, Nichols.

EXCUSED: Alderman Taylor

ALSO PRESENT: Mayor Merkes, CA Captain, FC Auxier, DPW Radtke, ASD Steeno, PRD Tungate, PHD McKenney, AP Englebert, 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)

Tim Gosz, 98 Fox Street, Menasha. Encourage Council to support purchase of 100 Fox Street. Beneficial to move Loop the Lake trail for safety of pedestrians.

Vince Knuth, 46 Lawson Street, Menasha. 1. Opposed to Loop the Lake trail where currently located; 2. Issue with parking ticket he received.

Sandra Dabill-Taylor, 545 Broad Street, Menasha. 1. Item G-4 on agenda should be \$8,430; 2. Ad-Hoc Protocol Committee is not necessary, Council workshops and orientation available to discuss Council proceedings; 3. Consent Agenda not being used properly; 4. Correct protocol for hiring Community Development Director; 5. Redevelopment Authority annual meeting required to be held in May according to by-laws.

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, 4/19/16](#)
- b. [Board of Public Works 4/19/16](#)
- c. [Landmarks Commission 4/13/16](#)
- d. NMFR Fire Commission [4/19/16](#), [4/20/16](#)
- e. [NMFR Joint Finance and Personnel 4/26/16](#)
- f. [Neenah-Menasha Sewerage Commission 3/22/16](#)
- g. [Personnel Committee 4/19/16](#)
- h. [Plan Commission 4/26/16](#)
- i. [Public Works/Parks Safety Committee 3/22/16](#)
- j. [Water and Light Commission 4/20/16](#)

Communications:

- k. [City of Menasha 2016 Open Book of Assessment and Board of Review Meeting Notice](#)
- l. [Common Council Orientation Workshop Memorandum](#)

Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications a-l.
Motion carried on voice vote.

G. CONSENT AGENDA

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

Minutes to approve:

1. [Common Council 4/19/16.](#)
2. [New Common Council 4/19/16.](#)

Plan Commission, 4/26/16, recommends approval of:

3. [The easement for the trail extension from Oneida Street to Province Terrace based on the following findings:](#)
 - a. The easement provides sufficient terrace width without interfering with the existing utility poles;
 - b. The easement provides sufficient trail width to accommodate trail users and the trail will connect the east and west sides of the city

NMFR Joint Finance and Personnel, 4/26/16, Recommends the approval of

4. [Burn Building Upgrades, Fischer-Ulman Construction for the concrete repairs for \\$2,888.00, Tri-City Glass & Door to replace and install the doors for \\$2,855.00, to purchase new burn panels, and related equipment, from WHP Training Towers for \\$8,430.00 for a total cost of \\$14,173.00.](#)

Ald. Benner requested to remove item 3 from Consent Agenda.

Ald. Collier requested to remove item 4 from Consent Agenda.

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1&2.

Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda item 3, the easement for the trail extension from Oneida Street to Province Terrace based on followings findings as listed above. AP Englebert and DPW Radtke explained the need for a 6 foot easement on the trail from Oneida Street to Province Terrace. Staff will discuss with owners of 1109 Oneida Street (Stone Toad) to acquire easement.

Motion carried on roll call 7-0.

Moved by Ald. Benner seconded by Ald. Krautkramer to approve Consent Agenda item 4, burn building upgrades, Fischer-Ulman Construction for the concrete repairs for \$2,888.00, Tri-City Glass & Door to repoeace and install doors for \$2,855.00, to purchase new burn panels and related equipment from WHP Training Towers for \$8,430 for a total cost of \$14,173.00.

FC Auxier explained benefits to have own training facility verses using FVTC facilities.

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

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 4/11/16-4/28/16 in the amount of \\$1,116,838.33](#)

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

Motion carried on roll call 7-0.

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

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator's license applications as listed in memo dated 4/27/16.

Motion carried on roll call 7-0.

3. [Class "B" Liquor License Application for Menasha Athletic Association to sell fermented malt beverages at Koslo Park Concession Stand, May 3 to October 31, 2016 Carol J. Wierschle, agent.](#)

Moved by Ald. Krautkramer seconded by Ald. Keehan to approve Class "B" Liquor License Application for Menasha Athletic Association to sell fermented malt beverages at Koslo Park Concession Stand, May 3-Oct 31, 2016, Carol J. Wierschle, agent.

Motion carried on roll call 7-0.

J. HELD OVER BUSINESS

1. [Remove from Table--Ad-Hoc Protocol Committee \(4 Aldermen and Mayor\) \(Alderman Benner\)](#)
Moved by Ald. Benner seconded by Ald. Keehan to remove from the table appointments of Ad-Hoc Protocol Committee.

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

Moved by Ald. Benner seconded by Ald. Keehan to appoint 4 Aldermen and Mayor to Ad-Hoc Protocol Committee.

General discussion on the Council President to be appointed, the remaining three aldermen to be drawn at random, and City Attorney to be a non-voting member of committee.

Moved by Ald. Collier seconded by Ald. Zelinski to amend, to appoint Council President, Mayor, three random Aldermen to Ad-Hoc Protocol Committee and City Attorney be a non-voting member of the committee.

Amendment carried on roll call 7-0.

Original motion as amended carried on roll call 6-1. Ald. Zelinski voted no.

A random drawing of the three Aldermen was held.

Ald. Spencer, Zelinski, and Keehan were appointed to Ad-Hoc Protocol Committee with Council President Benner and Mayor Merkes.

K. ORDINANCES AND RESOLUTIONS

1. [R-14-16 Resolution Continuing Appropriations](#) (Introduced by Mayor Merkes)

Moved by Ald. Nichols seconded by Ald. Keehan to approve R-14-16 Resolution Continuing Appropriations.

AP Englebert explained funds for land purchase in conjunction with a development agreement with Woodland Development LLC were budgeted 2015. The land purchase is now ready to be completed. Motion carried on roll call 7-0.

2. [R-15-16 A Resolution Approving a 2016 Debt Service Budget Adjustment for the Purpose of Repaying the 2016 Portion of the Outstanding WPPI Promissory Notes](#) (Introduced by Mayor Merkes)

Moved by Ald. Nichols seconded by Ald. Keehan to approve R-15-16 A Resolution Approving a 2016 Debt Service Budget Adjustment for the Purpose of Repaying the 2016 Portion of the Outstanding WPPI Promissory Notes.

Mayor Merkes explained payments for outstanding WPPI Promissory Notes are due in 2016. The amounts were inadvertently left out of the City's 2016 Debt Service Budget.

Motion carried on roll call 7-0.

L. APPOINTMENTS

1. Appointment of [Janell Dresang](#), 1302 Wittmann Park Lane, to Committee on Aging for the term of 5/1/16-2/1/18

Moved by Ald. Keehan seconded by Ald. Benner to approve appointment of Janell Dresang to Committee on Aging.

Motion carried on voice vote.

2. Reappointment of Jason Dionne, 394 Walnut Street, to Police Commission for the term of 5/1/16-5/1/21

Moved by Ald. Keehan seconded by Ald. Nichols to approve reappointment of Jason Dionne to Police Commission.

Motion carried on voice vote.

3. Reappointment of Dave Schmidt, 709 Parkview Street, to Plan Commission for the term of 5/1/16-5/1/19

Moved by Ald. Keehan seconded by Ald. Benner to approve reappointment of Dave Schmidt to Plan Commission.

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)

Sandra Dabill-Taylor, 545 Broad Street, Menasha. Have everything in order before considering acquisition of 100 Fox Street.

Vince Knuth, 46 Lawson Street, Menasha. Opposed to Loop the Lake trail.

O. RECESS TO COMMITTEES

Moved by Ald. Benner seconded by Ald. Keehan to recess at 6:55 p.m.
Motion carried on voice vote.

Reconvene at 7:07 p.m.

P. ACTION ITEMS

1. [Property Acquisition - 100 Fox Street, Menasha \(Loop the Little Lake Trail project\)](#)

PRD Tungate and AP Englebert explained the bridge on Menasha's side of Loop the Lake Trail project will need to be rerouted to either the east or west side of the Mathewson Street right-of-way. Property will need to be acquired to accomplish the rerouting. The vacant lot on the east side (100 Fox Street) is for sale and staff has had discussions with the owners. Part of the lot could be used for additional parking in the area. Staff believes the location of the bridge on the east side is less invasive to the neighborhood and provides a safer, more esthetically pleasing area for the bridge landing. Funding for the lot purchase could come from Parkland Dedication Fund.

General discussion ensued on the trail project relating to if the City has received a response from the Railroad regarding the north bridge landing, assessed value/purchase price of the lot.

2. Moved by Ald. Benner seconded by Ald. Keehan to adjourn into Closed Session at 7:34 p.m. pursuant to Wis. Stats. §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Property Acquisition - 100 Fox Street, Menasha)
Motion carried on roll call 7-0.

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

Q. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Krautkramer to adjourn at 7:56 p.m.
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



Memorandum

DATE: April 28, 2016

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Recommendation to Award – Contract Unit No. 2016-02; New Street Construction and Reconstruction, Asphalt Parking Lot Resurfacing, Asphalt Trail Construction; Sixth Street, Ninth Street, Grandview Avenue, Menasha Utilities Parking Lot, Manitowoc/Plank Road Trail; Northeast Asphalt, Inc.; \$893,042.04

The City of Menasha publicly opened bids on Tuesday, April 26th for Contract Unit No. 2016-02, New Street Construction and Reconstruction, Asphalt Parking Lot, Asphalt Trail. Two bids were received as indicated on the enclosed itemized bid tabulation.

The following streets/areas are scheduled for improvement:

- Proposed new street linking Lake Park Villas southern commercial area to CTH LP
- Sixth Street (Tayco Street to DePere Street)
- Ninth Street (Melissa Street to Meadowview Drive)
- Grandview Avenue
- Menasha Utilities Milwaukee Street Office parking area
- Manitowoc/Plank Road asphalt trail

The project consists of the following items: constructing new street subgrade and base, pulverizing or removing the existing asphalt pavement and base material, fine grading, concrete curb and gutter construction, asphalt pavement construction, storm sewer and pavement under drain installation, miscellaneous utility adjustments, and lawn restoration. Two alternate bids were included in the bid proposal. We are recommending the acceptance of Alternate Bid A for the provision of pulverized topsoil for the lawn restoration because the bid was identical to the base bid and the City would benefit from the higher quality material. Alternate B for the contractor furnished base material is not being recommended due to the higher cost versus the realized value.

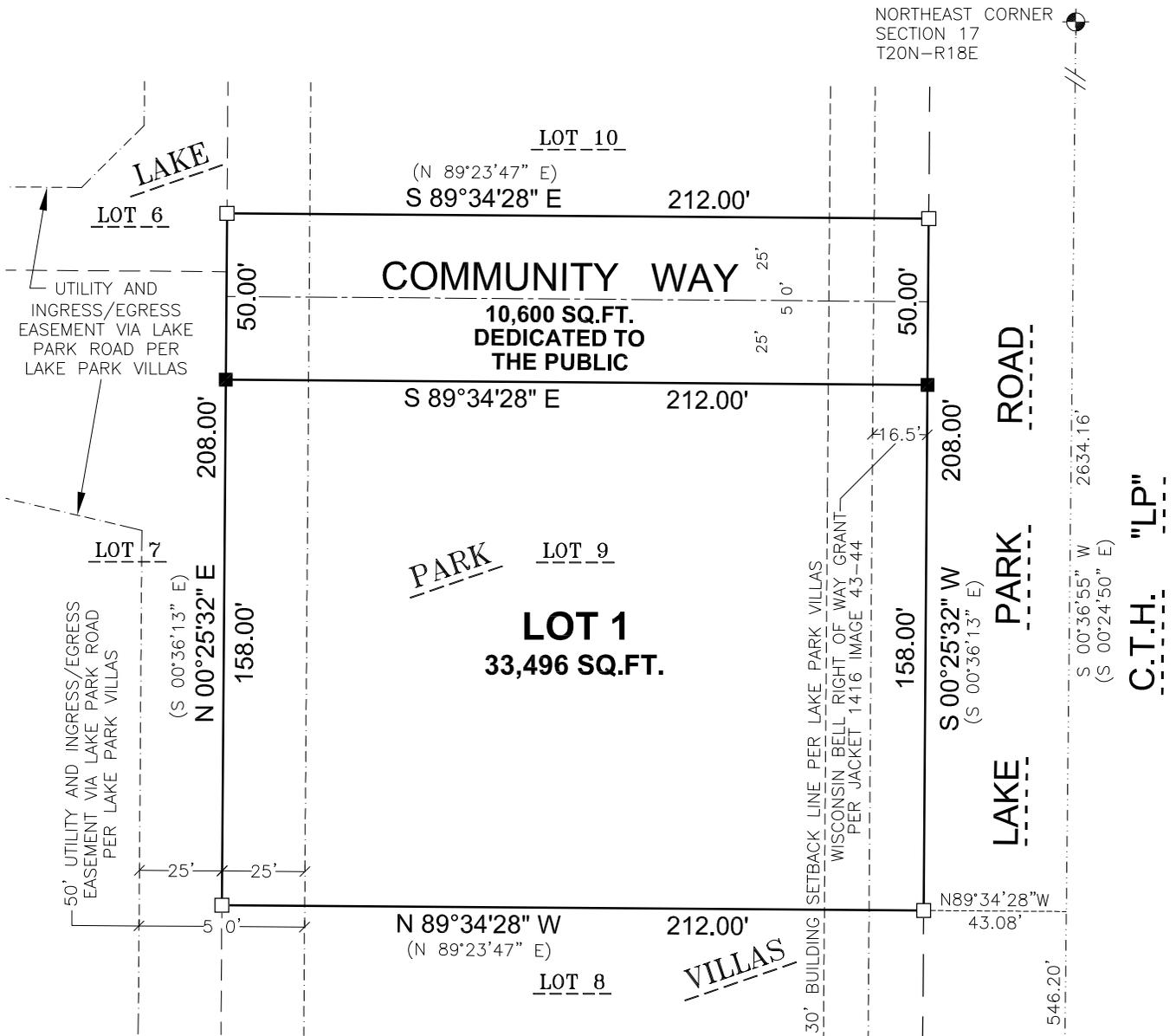
It should be noted that the plans for the resurfacing of Ninth Street include the removal of a portion of the center median between Elmwood Drive and Maria Lane. This was done in response to several property owners' concerns with limited one way ingress/egress from their driveways. We are recommending retaining the eastern portion of the median that protects a large mature oak tree that was cherished by a previous property owner along the south side of Ninth Street. This person conveyed property to the City for use as street right of way on condition the tree was protected with the median. I feel this commitment should be honored.

After reviewing the bids and finding them to be extremely competitive, accurate and compliant, we recommend Contract Unit No. 2016-02, including Alternate Bid A, be awarded to Northeast Asphalt, Inc. of Greenville, Wisconsin in the amount of \$893,042.04. Because we included the resurfacing of the Menasha Utilities parking area in this contract, the City portion of the contract price is \$787,301.29 which compares favorably with the \$974,350 budgeted amount for the City of Menasha portion. The \$105,740.75 amount for the Menasha Utilities parking area is well within their budgeted amount as well.

Enclosure

CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 9, LAKE PARK VILLAS, BEING PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 17, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN.

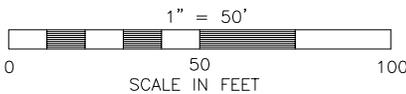


LEGEND

- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 1" O.D. IRON PIPE FOUND
- ⊕ GOVERNMENT CORNER
- () RECORDED AS

EAST 1/4 CORNER SECTION 17 T20N-R18E

BEARINGS ARE REFERENCED TO THE CALUMET COUNTY COORDINATE SYSTEM, IN WHICH THE EAST LINE OF SECTION 17, BEARS S 00°36'55" W



Martenson & Eisele, Inc.



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

Planning
Environmental
Surveying
Engineering
Architecture

SURVEY FOR
CITY OF MENASHA
C/O KEVIN ENGLEBERT
140 MAIN STREET
MENASHA, WI 54952

PROJECT NO. 1-0146-003
FILE 1-0146-003csm SHEET 1 OF 3
THIS INSTRUMENT WAS DRAFTED BY: A.Sedlar

CERTIFIED SURVEY MAP NO. _____

SURVEYOR'S CERTIFICATE:

I, GARY A. ZHRINGER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED, DIVIDED AND DEDICATED AT THE DIRECTION OF THE CITY OF MENASHA, ALL OF LOT 9, LAKE PARK VILLAS, FILED IN THE OFFICE OF THE REGISTER OF DEEDS FOR CALUMET COUNTY, WISCONSIN, ON JANUARY 17, 2003, IN CABINET C ON SLIDE 146, AS DOCUMENT NO. 347976, BEING PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 17, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN. CONTAINING 44,096 SQUARE FEET. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE CITY OF MENASHA SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING, MAPPING AND DEDICATING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS 25TH DAY OF APRIL, 2016.

GARY A. ZHRINGER, PROFESSIONAL WI LAND SURVEYOR S-2098

THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS

OWNERS OF RECORD:
COMMUNITY FIRST CREDIT UNION

RECORDING INFORMATION:
DOCUMENT NO.

PARCEL NUMBER:
7-01700-09

CERTIFIED SURVEY MAP NO. _____

COMMON COUNCIL RESOLUTION:

RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED.

DATED THIS _____ DAY OF _____, 2016.

MAYOR

CITY CLERK

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS SHOWN HEREON.

CITY TREASURER

DATE

CORPORATE OWNER'S CERTIFICATE:

COMMUNITY FIRST CREDIT UNION, DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, HEREBY CERTIFY THAT WE CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DEDICATED AND MAPPED AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS _____ DAY OF _____, 2016.

SIGNATURE

SIGNATURE

PRINT NAME & TITLE

PRINT NAME & TITLE

STATE OF WISCONSIN)

) SS

COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY
OF _____, 2016, THE ABOVE NAMED TO
ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING
INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC,

STATE OF _____

MY COMMISSION (IS PERMANENT)

(EXPIRES: _____)

City of Menasha Disbursements

Weekly Accounts Payable	5/3/16-5/12/16	\$	431,952.27
	Checks # 53714-53886		
	Void check #53682	\$	(87.27)
Bi-Weekly Payroll	5/12/16	\$	180,256.29
Additional Regular Cycle Accounts Payables -Paid Electronically			
	Employee Trust Funds	4/29/16	\$ 146,474.28
	Nationwide Retirement	4/29/16	\$ 11,182.50
	State Tax Withholding	4/29/16	\$ 12,832.63
	Banking Fee	4/30/16	\$ 75.00
Wisconsin Environmental Improvement Fund-Loan Payment		5/2/16	\$ 1,213,703.79
	Payroll Garnishment	5/2/16	\$ 25.00
	State Sales Tax	5/2/16	\$ 302.77
	TID Fees	5/2/16	\$ 1,650.00
	TASC-Flex Spending	5/2/16	\$ 3,804.27
	Delta Dental	5/4/16	\$ 1,871.90
	Federal Tax Withholding	5/4/16	\$ 69,723.73
	World Pay-FFM Charges	5/5/16	\$ 2.00
	Delta Dental	5/11/16	\$ 3,570.40
Community First Credit Union-Payroll Deductions		5/12/16	\$ 4,683.50
			<u>\$ 1,469,901.77</u>
Total			<u>\$ 2,082,023.06</u>

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



 Peggy Steeno
 Administrative Services Director

5/12/16

 Date

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

AP Check Register

Check Date: 5/3/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BADGER ELEVATOR	53714	5/3/2016	656038	100-0601-551.24-03	576.00	Freight Elevator
			Total for check: 53714		576.00	
BAKER & TAYLOR INC	53716	5/3/2016	2031762986	100-0601-551.30-14	967.40	Library Materials
		5/3/2016	2031771609	100-0601-551.30-14	594.12	Library Materials
		5/3/2016	2031775692	100-0601-551.30-14	387.83	Library Materials
		5/3/2016	2031776307	100-0601-551.30-14	208.61	Library Materials
		5/3/2016	2031780029	100-0601-551.30-14	254.33	Library Materials
		5/3/2016	2031795457	100-0601-551.30-14	1,435.00	Library Materials
		5/3/2016	2031812168	100-0601-551.30-14	66.24	Library Materials
		5/3/2016	2031814419	100-0601-551.30-14	563.49	Library Materials
		5/3/2016	2031826787	100-0601-551.30-14	830.01	Library Materials
		5/3/2016	2031833126	100-0601-551.30-14	528.84	Library Materials
		5/3/2016	2031841433	100-0601-551.30-14	385.00	Library Materials
		5/3/2016	2031843247	100-0601-551.30-14	291.38	Library Materials
		5/3/2016	2031860748	100-0601-551.30-14	287.08	Library Materials
		5/3/2016	5014023831	100-0601-551.30-14	33.65	Library Materials
		5/3/2016	5014055164	100-0601-551.30-14	28.86	Library Materials
		5/3/2016	B10918760	100-0601-551.30-14	4.50	Library Materials
		5/3/2016	B11603670	100-0601-551.30-14	14.36	Library Materials
			Total for check: 53716		6,880.70	
JOE BONGERS	53717	5/3/2016	BONGERS	100-0601-551.33-01	37.86	Mileage
			Total for check: 53717		37.86	
CDW GOVERNMENT INC	53718	5/3/2016	CMQ3286	100-0601-551.30-10	145.17	Toner
			Total for check: 53718		145.17	
CENTER POINT LARGE PRINT	53719	5/3/2016	1364793	100-0601-551.30-14	176.16	Library Materials
			Total for check: 53719		176.16	

AP Check Register
Check Date: 5/3/2016

Date: 5/3/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
DEMCO INC	53720	5/3/2016	5848406	100-0601-551.30-18	546.24	Library Materials
			Total for check: 53720		546.24	
DUMS, MARIE	53721	5/3/2016	DUMS	100-0601-551.30-14	17.00	Refund
			Total for check: 53721		17.00	
ELITE SUPPLIES	53722	5/3/2016	20925	100-0601-551.30-10	433.00	Toner
			Total for check: 53722		433.00	
FINDAWAY WORLD LLC	53723	5/3/2016	182518	100-0601-551.30-14	1,019.92	Library Materials
			Total for check: 53723		1,019.92	
GALE	53724	5/3/2016	57695628	100-0601-551.30-14	30.39	Library Materials
		5/3/2016	57706329	100-0601-551.30-14	27.19	Library Materials
		5/3/2016	57720700	100-0601-551.30-14	25.59	Library Materials
		5/3/2016	57766718	100-0601-551.30-14	38.92	Library Materials
		5/3/2016	57807375	100-0601-551.30-14	202.35	Library Materials
		5/3/2016	57827240	100-0601-551.30-14	30.39	Library Materials
		5/3/2016	57827880	100-0601-551.30-14	30.39	Library Materials
		5/3/2016	57868564	100-0601-551.30-14	88.77	Library Materials
		5/3/2016	57869218	100-0601-551.30-14	27.19	Library Materials
		5/3/2016	57869393	100-0601-551.30-14	222.34	Library Materials
			Total for check: 53724		723.52	
GRAINGER INC	53725	5/3/2016	9070613170	100-0601-551.30-13	34.00	Filter
			Total for check: 53725		34.00	
KITZ & PFEIL INC	53726	5/3/2016	04-11-090026	100-0601-551.30-13	50.39	Supplies
		5/3/2016	04-14-090063	100-0601-551.30-13	18.96	Supplies

AP Check Register
Check Date: 5/3/2016

Date: 5/3/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
KITZ & PFEIL INC...	53726...	5/3/2016	04-14-140076	100-0601-551.24-03	18.67	Supplies
			Total for check: 53726		88.02	
KONE INC	53727	5/3/2016	949265531	100-0601-551.24-03	924.00	Service
			Total for check: 53727		924.00	
VICKI LENZ	53728	5/3/2016	LENZ	100-0601-551.30-10	49.98	Cables
			Total for check: 53728		49.98	
LIBRARY SUPPLY SOLUTIONS	53729	5/3/2016	20180-6	100-0601-551.30-18	645.00	CD/DVD Overlays
			Total for check: 53729		645.00	
MANDERFIELD BAKERY	53730	5/3/2016	480720	100-0601-551.30-16	12.90	Donut Holes
		5/3/2016	480764	100-0601-551.30-16	12.90	Donut Holes
		5/3/2016	480835	100-0601-551.30-16	12.90	Donut Holes
		5/3/2016	480883	100-0601-551.30-16	12.90	Donut Holes
		5/3/2016	480950	100-0601-551.30-16	12.90	Donut Holes
			Total for check: 53730		64.50	
MIDWEST TAPE	53731	5/3/2016	0093745072	100-0601-551.30-14	56.98	Library Materials
		5/3/2016	0093774287	100-0601-551.30-14	361.82	Library Materials
		5/3/2016	0093793713	100-0601-551.30-14	122.91	Library Materials
		5/3/2016	0093793772	100-0601-551.30-14	46.18	Library Materials
		5/3/2016	0093797681	100-0601-551.30-14	41.99	Library Materials
		5/3/2016	0093813928	100-0601-551.30-14	125.97	Library Materials
		5/3/2016	0093817095	100-0601-551.30-14	301.25	Library Materials
		5/3/2016	0093817144	100-0601-551.30-14	149.90	Library Materials
			Total for check: 53731		1,207.00	

AP Check Register
Check Date: 5/3/2016

Date: 5/3/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MINITEX	53732	5/3/2016	90028	100-0601-551.30-18	560.00	DVD Case
			Total for check: 53732		560.00	
MBM	53733	5/3/2016	IN89384	100-0601-551.24-04	1,276.21	Copier Contract
			Total for check: 53733		1,276.21	
PENGUIN RANDOM HOUSE INC	53734	5/3/2016	1086636953	100-0601-551.30-14	33.75	Library Materials
		5/3/2016	1086711096	100-0601-551.30-14	26.25	Library Materials
			Total for check: 53734		60.00	
PENWORTHY COMPANY	53735	5/3/2016	0514895-IN	100-0601-551.30-14	284.91	Library Materials
			Total for check: 53735		284.91	
PIGGLY WIGGLY MIDWEST LLC	53736	5/3/2016	PWM-150497	100-0601-551.30-16	23.71	Supplies
			Total for check: 53736		23.71	
PRECISIONCHEM LLC	53737	5/3/2016	9874	100-0601-551.30-13	538.05	Cooling Tower
			Total for check: 53737		538.05	
PROQUEST LLC	53738	5/3/2016	US10010840	100-0601-551.30-14	1,220.00	Library Materials
			Total for check: 53738		1,220.00	
QUALITY BOOKS INC	53739	5/3/2016	192507	100-0601-551.30-14	21.99	Library Materials
			Total for check: 53739		21.99	
SERVICEMASTER BUILDING MAINTENANCE	53740	5/3/2016	19451	100-0601-551.20-01	1,496.00	Janitorial Service
			Total for check: 53740		1,496.00	

AP Check Register

Check Date: 5/3/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
SHOWCASES	53741	5/3/2016	291657	100-0601-551.30-18	24.54	Dept Supplies
			Total for check: 53741		24.54	
SYNCB/AMAZON	53747	5/3/2016	004232202368	100-0601-551.30-14	20.00	Library Materials
		5/3/2016	004234597180	100-0601-551.30-14	32.00	Library Materials
		5/3/2016	004236632534	100-0601-551.30-14	19.95	Library Materials
		5/3/2016	008840620781	100-0601-551.30-14	42.95	Library Materials
		5/3/2016	012202398755	100-0601-551.30-14	17.99	Library Materials
		5/3/2016	012203718951	100-0601-551.30-14	22.99	Library Materials
		5/3/2016	012204611118	100-0601-551.30-14	94.96	Library Materials
		5/3/2016	014930917053	100-0601-551.30-14	14.69	Library Materials
		5/3/2016	026610993473	100-0601-551.30-14	14.69	Library Materials
		5/3/2016	043125120926	100-0601-551.30-14	7.75	Library Materials
		5/3/2016	043125473265	100-0601-551.30-14	89.00	Library Materials
		5/3/2016	043125961203	100-0601-551.30-14	184.90	Library Materials
		5/3/2016	043127725250	100-0601-551.30-14	99.19	Library Materials
		5/3/2016	057760383003	100-0601-551.30-14	13.64	Library Materials
		5/3/2016	064551413054	100-0601-551.30-14	13.64	Library Materials
		5/3/2016	065014999821	100-0601-551.30-14	10.49	Library Materials
		5/3/2016	079592346297	100-0601-551.30-14	13.07	Library Materials
		5/3/2016	085410494959	100-0601-551.30-14	53.95	Library Materials
		5/3/2016	085410619775	100-0601-551.30-14	33.01	Library Materials
		5/3/2016	085413326153	100-0601-551.30-14	24.99	Library Materials
		5/3/2016	085414489804	100-0601-551.30-14	32.28	Library Materials
		5/3/2016	085414867268	100-0601-551.30-14	19.99	Library Materials
		5/3/2016	085415657215	100-0601-551.30-14	280.06	Library Materials
		5/3/2016	085415691845	100-0601-551.30-14	11.89	Library Materials
		5/3/2016	085416924349	100-0601-551.30-14	25.78	Library Materials
		5/3/2016	095814768218	100-0601-551.30-14	12.59	Library Materials
		5/3/2016	116244843082	100-0601-551.30-14	28.59	Library Materials
		5/3/2016	117971875991	100-0601-551.30-14	59.97	Library Materials
		5/3/2016	117972872633	100-0601-551.30-14	119.94	Library Materials
		5/3/2016	117975883143	100-0601-551.30-14	33.98	Library Materials

AP Check Register

Check Date: 5/3/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
SYNCB/AMAZON...	53747...	5/3/2016	118466448048	100-0601-551.30-14	14.69	Library Materials
		5/3/2016	120353691245	100-0601-551.30-14	189.92	Library Materials
		5/3/2016	120355074288	100-0601-551.30-14	34.61	Library Materials
		5/3/2016	120355633421	100-0601-551.30-14	178.11	Library Materials
		5/3/2016	120358212029	100-0601-551.30-14	211.36	Library Materials
		5/3/2016	120359773509	100-0601-551.30-14	29.98	Library Materials
		5/3/2016	120359903248	100-0601-551.30-14	137.86	Library Materials
		5/3/2016	133981716396	100-0601-551.30-14	10.49	Library Materials
		5/3/2016	143161469796	100-0601-551.30-14	39.16	Library Materials
		5/3/2016	143165086358	100-0601-551.30-14	44.82	Library Materials
		5/3/2016	143166879586	100-0601-551.30-14	27.59	Library Materials
		5/3/2016	143167087636	100-0601-551.30-14	(6.35)	Library Materials
		5/3/2016	143167338690	100-0601-551.30-14	114.19	Library Materials
		5/3/2016	143169255753	100-0601-551.30-14	238.56	Library Materials
		5/3/2016	143169342886	100-0601-551.30-14	38.69	Library Materials
		5/3/2016	150470972225	100-0601-551.30-14	22.99	Library Materials
		5/3/2016	150472096327	100-0601-551.30-14	39.98	Library Materials
		5/3/2016	150472354857	100-0601-551.30-14	83.95	Library Materials
		5/3/2016	150474611161	100-0601-551.30-14	14.37	Library Materials
		5/3/2016	150476277568	100-0601-551.30-14	10.99	Library Materials
		5/3/2016	152606110707	100-0601-551.30-14	11.54	Library Materials
		5/3/2016	154324050427	100-0601-551.30-14	13.64	Library Materials
		5/3/2016	175752386840	100-0601-551.30-14	39.00	Library Materials
		5/3/2016	226813255562	100-0601-551.30-14	29.98	Library Materials
		5/3/2016	242975582752	100-0601-551.30-14	13.64	Library Materials
		5/3/2016	264440961676	100-0601-551.30-14	135.93	Library Materials
		5/3/2016	264442388545	100-0601-551.30-14	116.60	Library Materials
		5/3/2016	264442986969	100-0601-551.30-14	10.00	Library Materials
		5/3/2016	264444242501	100-0601-551.30-14	160.90	Library Materials
		5/3/2016	264445303310	100-0601-551.30-14	395.92	Library Materials
		5/3/2016	264445631585	100-0601-551.30-14	39.98	Library Materials
		5/3/2016	264446361494	100-0601-551.30-14	(0.40)	Library Materials
		5/3/2016	264446683545	100-0601-551.30-14	13.57	Library Materials
		5/3/2016	264447881559	100-0601-551.30-14	24.48	Library Materials

AP Check Register

Check Date: 5/3/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
SYNCB/AMAZON...	53747...	5/3/2016	264448174133	100-0601-551.30-14	23.20	Library Materials
		5/3/2016	264449319765	100-0601-551.30-14	44.97	Library Materials
		5/3/2016	264449449929	100-0601-551.30-14	19.99	Library Materials
		5/3/2016	264933673674	100-0601-551.30-14	11.99	Library Materials
		5/3/2016	264934454044	100-0601-551.30-14	15.74	Library Materials
		5/3/2016	264934574023	100-0601-551.30-14	297.00	Library Materials
		5/3/2016	264936207836	100-0601-551.30-14	11.39	Library Materials
		5/3/2016	264936662259	100-0601-551.30-14	16.99	Library Materials
		5/3/2016	264937096887	100-0601-551.30-14	44.32	Library Materials
		5/3/2016	264937343943	100-0601-551.30-14	159.29	Library Materials
		5/3/2016	292174870981	100-0601-551.30-14	166.81	Library Materials
		5/3/2016	292175092230	100-0601-551.30-14	268.79	Library Materials
				Total for check: 53747		5,010.14
THAO, SAHEE	53748	5/3/2016	THAO	100-0601-551.30-14	18.00	Refund
			Total for check: 53748		18.00	
UNIQUE MANAGEMENT SERVICES INC	53749	5/3/2016	426327	100-0000-441.19-00	134.25	Collection Agency Fee
			Total for check: 53749		134.25	
US BANK EQUIPMENT FINANCE	53750	5/3/2016	301998266	100-0601-551.24-04	142.03	Copier Contract
			Total for check: 53750		142.03	
US POSTAL SERVICE	53751	5/3/2016	NEOPOST	100-0601-551.30-11	500.00	Postage
			Total for check: 53751		500.00	
ELIZABETH VORPAHL	53752	5/3/2016	VORPAHL	100-0601-551.20-05	100.00	Program
			Total for check: 53752		100.00	

AP Check Register
Check Date: 5/3/2016

Date: 5/3/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WATSON LABEL PRODUCTS	53753	5/3/2016	92788	100-0601-551.30-18	1,189.54	Labels
			Total for check: 53753		1,189.54	
JULIE WING	53754	5/3/2016	WING	100-0601-551.30-16	14.00	Reimburse
			Total for check: 53754		14.00	
WINNEFOX AUTOMATED LIBRARY SYSTEM	53755	5/3/2016	2972	100-0601-551.30-11	221.71	Postage
			Total for check: 53755		221.71	
WINNEFOX LIBRARY SYSTEM	53756	5/3/2016	6042	100-0601-551.30-11	138.65	Postage
		5/3/2016	6064	100-0601-551.29-02	196.00	Printing
			Total for check: 53756		334.65	
					26,737.80	

AP Check Register
Check Date: 5/5/2016

Date: 5/5/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
AB CUSTOM AUDIO	53757	5/5/2016	672	207-0707-552.24-03	581.49	Hardware Installation
			Total for check: 53757		581.49	
ACCURATE	53758	5/5/2016	1603393	731-1022-541.30-18	26.51	2 Wire Quick Lock Cord For Grinder
		5/5/2016	1604535	731-1022-541.30-18	47.15	Dark Machinery Gray Pain
		5/5/2016	1604581	731-1022-541.30-18	189.48	Coupling Nuts & Supplies
		5/5/2016	1604722	731-1022-541.30-18	136.75	Wheel Weights & Supplies
		5/5/2016	1604872	731-1022-541.30-18	87.54	Primer & Supplies
			Total for check: 53758		487.43	
ALL-SPORT TROPHY	53759	5/5/2016	50637	100-0405-513.30-18	118.00	Plaques for Outgoing Aldermen
			Total for check: 53759		118.00	
AQUECS INC	53760	5/5/2016	24298	207-0707-552.30-18	324.00	Stickers
			Total for check: 53760		324.00	
BOBCAT PLUS	53761	5/5/2016	IA09145	731-1022-541.38-03	14.23	Belt
			Total for check: 53761		14.23	
BRAZEE'S ACE HARDWARE	53762	5/5/2016	034344	100-1008-541.30-18	1.88	Bracket Fasteners Stop/Go Lights Tayco Brid
			Total for check: 53762		1.88	
CAREW CONCRETE & SUPPLY CO INC	53763	5/5/2016	1028752	100-1012-541.30-18	19.52	Sonotube - Rainguard
		5/5/2016	1028923	625-1010-541.30-18	120.00	Concrete Supplies
			Total for check: 53763		139.52	
CEC	53764	5/5/2016	BILL203405	100-0501-522.24-03	250.00	Annual COPS Monitoring Alarm System
			Total for check: 53764		250.00	

AP Check Register
Check Date: 5/5/2016

Date: 5/5/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
CONTRX INDUSTRIES INC	53765	5/5/2016	12502-1	731-1022-541.24-02	1,111.31	Replace Shims
			Total for check: 53765		1,111.31	
CORELOGIC	53766	5/5/2016	CORELOGIC	100-0000-441.03-00	275.00	Refund
			Total for check: 53766		275.00	
CORRE INC	53767	5/5/2016	2771	485-0304-562.21-02	4,534.37	Province Trail Services #C0271-D-01
			Total for check: 53767		4,534.37	
KORTNEY DAHM	53768	5/5/2016	DAHM	100-0903-531.33-01	29.02	April 2016
				100-0914-531.34-01	21.73	April 2016
			Total for check: 53768		50.75	
EJ ARENA SPORTS	53769	5/5/2016	167593	100-0702-552.30-18	71.00	Skates
			Total for check: 53769		71.00	
JFTCO INC	53770	5/5/2016	C 101219	731-1022-541.38-03	278.37	Seal Rings & Retainer
		5/5/2016	C 101962	731-1022-541.38-03	92.26	Seal Rings
			Total for check: 53770		370.63	
FACTORY MOTOR PARTS CO	53771	5/5/2016	18-1486737	731-1022-541.30-18	95.52	Brake Cleaner
		5/5/2016	18-Z06915	731-1022-541.38-03	87.00	Parts
		5/5/2016	18-Z07065	731-1022-541.38-03	174.00	Batteries
			Total for check: 53771		356.52	
FASTENAL COMPANY	53772	5/5/2016	WINEE115833	100-0704-552.24-03	122.03	Blades & Supplies
			Total for check: 53772		122.03	
FERGUSON ENTERPRISES #1550	53773	5/5/2016	3301291-1	100-0703-553.24-03	459.36	Supplies

AP Check Register

Check Date: 5/5/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
FERGUSON ENTERPRISES #1550...	53773...	5/5/2016	3311686-1	100-0703-553.24-03	71.04	Rings & Gaskets
		5/5/2016	3311686-2	100-0704-552.20-04	844.03	Rings & PVC ELLs
		5/5/2016	3311686-3	100-0703-553.24-03	13.44	Plumb Parts
		5/5/2016	3320082	100-0703-553.24-03	7.42	Coup Assy & Tube
		5/5/2016	3320082-1	100-0703-553.24-03	89.58	OS Out Tube
		5/5/2016	3333467	100-0703-553.30-18	123.04	Rt Total Rub Part K
		5/5/2016	3339216	100-0703-553.24-03	17.21	Plumb Parts
		5/5/2016	3340431	207-0707-552.24-03	449.53	Supplies
		5/5/2016	3340476	100-0703-553.24-03	102.00	PE Pipes/Struts & Clamps
		5/5/2016	3350529	100-0703-553.30-18	5.07	Plug
			Total for check: 53773		2,181.72	
FERGUSON WATERWORKS #1476	53774	5/5/2016	0192580	100-1009-541.30-18	580.93	WARNING DET PLT
			Total for check: 53774		580.93	
FOX STAMP SIGN & SPECIALTY	53775	5/5/2016	OE-59456	100-0801-521.30-10	57.40	Stamp
		5/5/2016	OE-59672	100-0405-513.30-18	77.90	Nameplates
			Total for check: 53775		135.30	
GOPHER SPORT	53776	5/5/2016	9120073	100-0702-552.30-18	62.95	Rec Supplies
			Total for check: 53776		62.95	
GUSTMAN CHEVROLET SALES INC	53777	5/5/2016	198908	731-1022-541.29-04	459.71	Vehicle Repair
		5/5/2016	CM39457	731-1022-541.38-03	(45.00)	Credit
			Total for check: 53777		414.71	
HOLMES AUTOMOTIVE RECYCLING INC	53778	5/5/2016	157364	731-1022-541.38-03	225.00	Parts
			Total for check: 53778		225.00	

AP Check Register
Check Date: 5/5/2016

Date: 5/5/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
CANDI HUBER	53779	5/5/2016	HUBER	100-0202-512.33-01	6.04	April 2016 Mileage
			Total for check: 53779		6.04	
LEE, MICHELLE	53780	5/5/2016	LEE REFUND	100-0000-441.23-00	85.24	Refund/Event Cancelled
				100-0000-201.08-00	4.76	Refund/Event Cancelled
			Total for check: 53780		90.00	
LEVENHAGEN CORPORATION	53781	5/5/2016	059045A-IN	731-1022-541.30-18	117.90	Supplies
			Total for check: 53781		117.90	
LINCOLN CONTRACTORS SUPPLY INC	53782	5/5/2016	K40790	731-1022-541.38-03	69.29	Seal Mechanical
			Total for check: 53782		69.29	
MCC INC	53783	5/5/2016	79341	470-1009-541.82-02	1,076.25	Main & Mill Crosswalks
				100-1003-541.30-18	508.75	Pond
			Total for check: 53783		1,585.00	
MCCLONE INSURANCE GROUP	53784	5/5/2016	249628	100-0801-521.32-01	30.00	Notary Bond
			Total for check: 53784		30.00	
MENARDS-APPLETON EAST	53785	5/5/2016	94102	100-1009-541.30-18	44.98	Poly Clear
				100-1003-541.30-18	44.98	Poly Clear
			Total for check: 53785		89.96	
TOWN OF MENASHA FINANCE DEPARTMENT	53786	5/5/2016	9160	625-0000-264.00-00	28,472.96	Tayco Pond Princ Debt
				625-0410-571.61-02	7,749.64	Tayco Pond Interest
			Total for check: 53786		36,222.60	

AP Check Register
Check Date: 5/5/2016

Date: 5/5/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA JOINT SCHOOL DISTRICT	53787	5/5/2016	APR MOBILE HOME	100-0000-412.00-00	6,084.95	April Mobile Home Fees
			Total for check: 53787		6,084.95	
MENASHA NEENAH MUNICIPAL COURT	53788	5/5/2016	MNMC	100-0000-201.03-00	237.00	Bond Report #MP16-107
				100-0000-201.03-00	174.00	Bond Report #16-0104
			Total for check: 53788		411.00	
MENASHA TREASURER	53789	5/5/2016	FINANCE	100-1002-541.30-11	6.45	Petty Cash Mailing
				100-1002-541.30-11	13.60	Petty Cash Postage
				625-1010-541.30-11	6.80	Petty Cash Postage
			Total for check: 53789		26.85	
MICHELS MATERIALS	53790	5/5/2016	313848	100-0703-553.30-18	108.15	Peastone
			Total for check: 53790		108.15	
MORTON SAFETY	53791	5/5/2016	166530-00	100-0704-552.30-18	125.00	Resp Supplies
			Total for check: 53791		125.00	
N&M AUTO SUPPLY	53793	5/5/2016	559009	731-1022-541.38-03	128.58	Filters/Solenoid/Plugs
		5/5/2016	559142	731-1022-541.38-03	22.82	Fuel Filters
		5/5/2016	559239	731-1022-541.38-03	18.24	Oil Filter
		5/5/2016	559387	731-1022-541.38-03	(8.85)	CREDIT
		5/5/2016	559409	731-1022-541.30-18	21.99	Lacquer Thinner
		5/5/2016	559945	731-1022-541.38-03	18.09	Hitch Pin
		5/5/2016	560063	731-1022-541.38-03	15.54	Fuel Filters
		5/5/2016	560088	731-1022-541.30-18	31.36	Floor Dry
		5/5/2016	560443	731-1022-541.38-03	5.65	Oil Filter
		5/5/2016	561008	731-1022-541.30-18	41.79	Battery Charger
		5/5/2016	561782	731-1022-541.38-03	17.59	Brake Kits
		5/5/2016	561879	731-1022-541.38-03	7.92	Halogen Capsule
		5/5/2016	561933	731-1022-541.38-03	111.19	Sway Bar Link/Bushing

AP Check Register

Check Date: 5/5/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
N&M AUTO SUPPLY...	53793...	5/5/2016	562060	731-1022-541.38-03	14.41	U-Joint
		5/5/2016	562138	731-1022-541.38-03	(7.02)	Credit
		5/5/2016	562210	731-1022-541.30-18	6.25	Tape
	Total for check: 53793				445.55	
NEENAH FOUNDRY	53794	5/5/2016	161469	493-0304-562.30-18	1,120.00	Plate/Frame/Grate
				625-1010-541.30-18	1,702.00	Plate/Frame/Grate
		5/5/2016	162430	493-0304-562.30-18	1,702.00	Frames/Trench Grates Downtown Walk
	Total for check: 53794				4,524.00	
NEENAH-MENASHA SEWERAGE COMMISSION	53795	5/5/2016	2016-065	601-1021-543.25-01	77,605.48	May Wastewater Treatment
				601-0000-201.21-00	43,416.88	May Wastewater Treatment
		5/5/2016	2016-071	601-1021-543.25-01	21,958.00	May Interest & Debt
	Total for check: 53795				142,980.36	
CITY OF NEENAH	53796	5/5/2016	35585	470-0703-553.82-02	26,319.60	Loop Trail Project
Total for check: 53796				26,319.60		
PACKER CITY INTL TRUCKS INC	53797	5/5/2016	X103027164:01	731-1022-541.38-03	220.54	Filters & Oil
		5/5/2016	X103027164:02	731-1022-541.38-03	28.88	Filters & Oil
		5/5/2016	X103027164:03	731-1022-541.38-03	50.45	Filters
		5/5/2016	X103027817:01	731-1022-541.38-03	123.86	Filters & Plugs
		5/5/2016	X103027817:02	731-1022-541.38-03	1.30	Filter & Plug
		5/5/2016	X103028042:01	731-1022-541.38-03	139.43	Def Fluid
		Total for check: 53797				564.46
LINDA PALMBACH	53798	5/5/2016	PALMBACH	100-0903-531.33-01	38.69	April 2016
				100-0914-531.34-01	17.16	April 2016
				Total for check: 53798		

AP Check Register
Check Date: 5/5/2016

Date: 5/5/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
PERKINS, DANIEL	53799	5/5/2016	PERKINS REFUND	100-0000-441.23-00	72.49	Refund/Event Cancelled
				100-0000-201.08-00	4.01	Refund/Event Cancelled
			Total for check: 53799			
POMP'S TIRE SERVICE INC	53800	5/5/2016	320040508	731-1022-541.38-02	40.05	Repair
		5/5/2016	320041084	731-1022-541.38-02	32.96	Turf Tire
		Total for check: 53800				73.01
REDI-WELDING CO	53801	5/5/2016	14979	731-1022-541.38-03	495.76	Trailer Parts
			Total for check: 53801			
SAM'S CLUB/SYNCHRONY BANK	53802	5/5/2016	3410590673786	100-0704-552.30-17	90.00	Membership Chad/Michelle
				100-0702-552.30-18	90.00	Membership Brian/Don
			Total for check: 53802			
SCHICHTEL'S NURSERY INC	53803	5/5/2016	001828201	493-0304-562.30-18	810.00	Plants
				493-0304-562.30-18	965.00	Plants
				625-0706-561.30-18	1,955.00	Plants
				492-0304-562.30-18	3,375.00	Plants
			Total for check: 53803			
VICKI SCHULTZ	53804	5/5/2016	SCHULTZ	100-0914-531.34-01	20.43	April 2016
			Total for check: 53804			
SOUTHWEST PUBLIC SAFETY	53805	5/5/2016	758735	100-0801-521.80-03	2,261.45	Ford Partitions/Panel Console
			Total for check: 53805			
STAPLES BUSINESS ADVANTAGE	53806	5/5/2016	3296716655	100-0405-513.30-10	34.44	Supplies
				100-0204-512.30-10	54.51	Supplies
			5/5/2016	3299127582	100-1001-514.30-10	617.50

AP Check Register

Check Date: 5/5/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
STAPLES BUSINESS ADVANTAGE...	53806...	5/5/2016...	3299127582...	100-0202-512.30-10	87.25	Supplies
			3299127588	100-1019-552.30-13	32.97	Supplies
				100-0703-553.30-10	6.64	Supplies
				731-1022-541.30-10	28.74	Supplies
			Total for check: 53806			
UNIFIRST CORPORATION	53807	5/5/2016	097 0209931	731-1022-541.20-01	119.39	Mops/Towels/Shirts
			Total for check: 53807			
UNITED PAPER CORPORATION	53808	5/5/2016	102424	100-0000-132.00-00	550.06	Poly Bags & Sweeper
			Total for check: 53808			
VERIZON WIRELESS	53809	5/5/2016	9763116982	100-0703-553.22-01	35.27	Phone
				100-0601-551.22-01	19.83	Phone
				100-0801-521.22-01	11.99	Phone
				100-1001-514.22-01	11.99	Phone
				Total for check: 53809		
VIEVU	53810	5/5/2016	17680	100-0801-521.30-18	200.00	Body Video Camera
				Total for check: 53810		
WE ENERGIES	53811	5/5/2016	WE ENERGIES	100-0000-123.00-00	426.87	Bill N-M Fire
				100-1001-514.22-04	562.48	City Hall
				100-0801-521.22-04	589.48	Police
				100-0920-531.22-04	144.79	Senior Center
				100-0601-551.22-04	1,504.35	Library
				100-0703-553.22-04	418.80	Parks
				100-0704-552.22-04	189.53	Pool
				207-0707-552.22-04	38.61	Marina
				731-1022-541.22-04	2,602.85	Garage
				100-0701-533.22-03	16.25	North Street Electric

AP Check Register
Check Date: 5/5/2016

Date: 5/5/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WE ENERGIES...	53811...	5/5/2016...	WE ENERGIES...	100-0701-533.22-03	16.25	North Street Electric
				100-0703-553.22-04	9.90	2170 Plank Road Gas
				100-0703-553.22-03	38.67	US Hwy 10 & STH 114
			Total for check: 53811			
WERNER ELECTRIC SUPPLY CO	53812	5/5/2016	S4775628.001	100-0920-531.24-03	68.24	Supplies
			Total for check: 53812			
WINNEBAGO COUNTY CLERK OF COURTS	53813	5/5/2016	WINNEBAGO	100-0000-201.03-00	150.00	Bond Report #16-1315
				100-0000-201.03-00	285.00	Bond Report #16-1336
			Total for check: 53813			
WMCA	53814	5/5/2016	WMCA	100-0203-512.32-01	50.00	Membership Dues
			Total for check: 53814			
WPPI ENERGY	53815	5/5/2016	INV05681	310-0409-571.61-01	8,454.33	WPPI Debt Service Pmt
				310-0410-571.61-02	1,366.36	WPPI Debt Service Pmt
			Total for check: 53815			
YMCA OF THE FOX CITIES	53816	5/5/2016	CM2Q16	100-0920-531.21-06	22,166.00	Senior Ctr-2nd Qtr Instal
			Total for check: 53816			
					283,386.82	

AP Check Register

Check Date: 5/12/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
ACC PLANNED SERVICE INC	53817	5/12/2016	16547	100-0920-531.24-03	1,003.00	Senior Center Furnace
			Total for check: 53817		1,003.00	
ACCURATE	53818	5/12/2016	1604962	731-1022-541.30-18	28.15	Nitro 135 Drill/Lite Bulb
		5/12/2016	1604973	731-1022-541.38-03	32.22	Poly Rib Belt
		5/12/2016	1605057	731-1022-541.30-18	35.60	Stud Wire
		5/12/2016	1605059	731-1022-541.30-18	62.45	Flat Washers & Grease Fit
		5/12/2016	1605225	731-1022-541.38-03	243.90	Brake Pads & Rotor
			Total for check: 53818		402.32	
AIRGAS USA LLC	53819	5/12/2016	9050518654	731-1022-541.30-18	66.07	Oxygen 125
			Total for check: 53819		66.07	
APPLETON AWNING SHOP	53820	5/12/2016	38118	100-0703-553.24-05	360.00	Umbrella Repair
			Total for check: 53820		360.00	
ASSOCIATED APPRAISAL CONSULTANTS	53821	5/12/2016	121232	100-0402-513.21-09	5,000.00	Professional Services
				100-0402-513.30-11	48.49	Postage
				100-0402-513.21-09	59.76	Internet Posting
			Total for check: 53821		5,108.25	
BERGSTROM	53822	5/12/2016	42001	731-1022-541.38-03	22.48	Seal Asy - Oil
			Total for check: 53822		22.48	
BLUE PRINT SERVICE CO INC	53823	5/12/2016	90806	100-1002-541.30-18	80.54	Paper
				625-1002-541.30-18	26.84	Paper
			Total for check: 53823		107.38	

AP Check Register

Check Date: 5/12/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BMO HARRIS BANK NA	53824	5/12/2016	4056575	100-0202-512.21-06	260.00	Flex Spending Mgmt Fee
			Total for check: 53824		260.00	
BORSCHÉ ROOFING PROFESSIONALS	53825	5/12/2016	20258	470-1001-514.82-01	678.17	Sign Shop Roof Materials
			Total for check: 53825		678.17	
BRAZEE'S ACE HARDWARE	53826	5/12/2016	034379	100-0703-553.24-03	11.50	Fasteners & Plumbing
			Total for check: 53826		11.50	
CALUMET COUNTY REGISTER OF DEEDS	53827	5/12/2016	4030499	100-0203-512.21-08	50.00	Plat Woodland Developments
		5/12/2016	4030899	100-0203-512.21-08	30.00	MI Corpl
		5/12/2016	4031047	100-0304-562.21-06	5.00	SOP
			Total for check: 53827		85.00	
CASPERS TRUCK EQUIPMENT INC	53828	5/12/2016	0015527-IN	731-1022-541.38-03	30.46	Back-Up Alarm
		5/12/2016	0015528-IN	731-1022-541.38-03	19.40	Springs
			Total for check: 53828		49.86	
CLEAR WATER CAR WASH	53829	5/12/2016	1095	100-0801-521.29-04	19.99	April Vehicle Wash
			Total for check: 53829		19.99	
UNEMPLOYMENT INSURANCE	53830	5/12/2016	000007639292	100-1019-552.15-09	951.00	Unemployment Comp
				100-0703-553.15-09	626.00	Unemployment Comp
			Total for check: 53830		1,577.00	
FASTENAL COMPANY	53831	5/12/2016	WIAPP270543	470-1001-514.82-01	116.36	Supplies
		5/12/2016	WINEE116008	100-0704-552.24-03	70.15	Hardware

AP Check Register
Check Date: 5/12/2016

Date: 5/12/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
FASTENAL COMPANY...	53831...	5/12/2016	WINEE116009	100-0704-552.24-03	3.48	Hardware
			Total for check: 53831		189.99	
FASTSIGNS OF APPLETON	53832	5/12/2016	A93289	100-0703-553.30-18	193.20	Signs
			Total for check: 53832		193.20	
FOX VALLEY EMERGENCY MEDICINE	53833	5/12/2016	FVEM	100-0202-512.21-05	664.00	Bodily Fluid Exposure Testing Fees
			Total for check: 53833		664.00	
FOX VALLEY HUMANE ASSOCIATION	53834	5/12/2016	FVHA	100-0806-532.25-01	1,079.30	March 2016
			Total for check: 53834		1,079.30	
GODFREY KAHN SC	53835	5/12/2016	660634	501-0304-562.21-10	2,558.50	Donnelley Printing Facility
			Total for check: 53835		2,558.50	
GOPHER SPORT	53836	5/12/2016	9145686	100-0702-552.30-18	214.75	Soccer Balls
			Total for check: 53836		214.75	
GRAINGER INC	53837	5/12/2016	9087099462	731-1022-541.24-02	74.06	Piston Drum Pump
			Total for check: 53837		74.06	
GUNDERSON CLEANERS	53838	5/12/2016	365842	100-0801-521.30-13	34.66	Towel/Mat Service
			Total for check: 53838		34.66	
GUSTMAN CHEVROLET SALES INC	53839	5/12/2016	199235	731-1022-541.29-04	69.00	Vehicle Maintenance
		5/12/2016	39546	731-1022-541.38-03	46.67	Lever & Bolt
			Total for check: 53839		115.67	

AP Check Register

Check Date: 5/12/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
KITZ & PFEIL INC	53843	5/12/2016	032114-0007	100-0703-553.30-18	34.18	Gar Ext Spring
		5/12/2016	032214-0057	731-1022-541.30-18	14.35	Connectors/Adapters/Tape
		5/12/2016	032314-0038	100-0703-553.24-03	34.49	Trap/Ext Tube/Misc Hardwa
		5/12/2016	032414-0054	100-0703-553.24-03	7.31	Spray Enamel/Misc Hardwar
		5/12/2016	032503-0002	731-1022-541.38-03	53.45	Cable/Belt/Wheel Goods
		5/12/2016	032503-0011	731-1022-541.38-03	2.83	Wheel Goods Parts
		5/12/2016	032514-0018	266-1028-543.30-18	4.02	2 Hole Steel Strap
		5/12/2016	032803-0009	731-1022-541.38-03	6.16	Wheel Goods Parts
		5/12/2016	032814-0002	625-1010-541.30-18	17.98	Hi Vis Tape Rule
		5/12/2016	032814-0013	731-1022-541.24-03	13.42	Bushings & Misc Hardware
		5/12/2016	032814-0018	100-0703-553.24-03	15.98	Drain Opener/Ins Tee/Plug
		5/12/2016	032814-0036	100-0703-553.30-18	23.48	Saw Blade/Drill Bit Sets
		5/12/2016	032814-0051	100-0703-553.24-03	8.80	Adapter & Ang Valve
		5/12/2016	032903-0001	100-0703-553.30-18	24.95	Bio-Plus Bar Oil
		5/12/2016	032903-0011	731-1022-541.38-03	43.90	Scratcher Blade
		5/12/2016	032909-0004	100-0703-553.24-03	27.86	Couplings & Pipe Plugs
		5/12/2016	032914-0006	100-0703-553.30-18	4.10	Connectors/Draw Handy Box
		5/12/2016	032914-0181	100-0801-521.29-04	7.45	Keys & Misc Hardware
		5/12/2016	033009-0001	100-0703-553.30-18	2.96	Blk Ox Bit
		5/12/2016	033014-0007	100-1008-541.30-18	3.18	Misc Hardware
		5/12/2016	033014-0033	100-0703-553.30-18	55.31	Anchors & Screws
		5/12/2016	033014-0047	100-0703-553.30-18	4.94	Drill Bit
		5/12/2016	033014-0058	100-0703-553.30-18	21.59	Carb Drill Bit Set
		5/12/2016	033114-0008	100-0703-553.30-18	8.80	Titan Drill/Ox Bits
		5/12/2016	033114-0010	100-0703-553.24-03	36.57	Fan Heater/Drain Arm/Hard
		5/12/2016	033114-0014	731-1022-541.24-03	9.31	Conduit/Connectors/Parts
		5/12/2016	040109-0015	100-0703-553.24-03	1.61	Hose Washer
		5/12/2016	040414-0014	100-0903-531.30-13	14.89	Switch Box/Outlet/Soap
		5/12/2016	040414-0015	100-0703-553.30-18	11.49	Countersink/Misc Hardware
		5/12/2016	040503-0007	100-0703-553.30-18	7.23	Fuel Filler Cap
		5/12/2016	040514-0095	731-1022-541.30-18	6.82	NC Taps
		5/12/2016	040609-0006	731-1022-541.38-03	27.68	Clevis S Hooks/Latches
		5/12/2016	040614-0012	100-1013-541.30-18	8.31	Conduit Couplings/Elbows
		5/12/2016	040614-0052	100-0703-553.30-18	13.46	WDG Bit/Misc Hardware

AP Check Register
Check Date: 5/12/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>	
KITZ & PFEIL INC...	53843...	5/12/2016	040614-0053	100-1012-541.30-18	2.89	PVC Conduit	
		5/12/2016	040714-0016	100-1012-541.30-18	0.71	Conduit Coupling	
		5/12/2016	040714-0037	100-0703-553.30-18	43.16	Tool Caddies/Bulb/Cleaner	
		5/12/2016	040714-0116	100-0801-521.29-04	24.87	Corner Iron/Misc Hardware	
		5/12/2016	041114-0007	100-0903-531.24-03	10.57	Stl Sheet/Outlets/Plates	
		5/12/2016	041114-0022	100-0703-553.24-03	35.98	Personal Fan Heaters	
		5/12/2016	041114-0042	100-0703-553.30-18	4.46	Bushing/Cable Strap/Cover	
		5/12/2016	041114-0087	100-0703-553.30-18	2.51	Perc MAS Bit	
		5/12/2016	041209-0013	100-1002-541.30-18	9.74	Batteries	
					625-1002-541.30-18	3.25	Batteries
		5/12/2016	041209-0038	731-1022-541.24-03	7.16	Conduit Bushings	
		5/12/2016	041214-0004	100-0703-553.24-03	13.02	Sand Wheel/Spon Blocks	
		5/12/2016	041214-0007	100-1013-541.30-18	12.67	Hammered Paint/Clips Misc Hardware	
		5/12/2016	041214-0026	100-1013-541.30-18	2.80	Misc Hardware	
		5/12/2016	041314-0007	100-0703-553.24-03	12.61	Pipe Plug/Adapter/Supplie	
		5/12/2016	041409-0052	100-1008-541.30-18	47.22	Hex Lag Bolt/Misc Hardwar	
		5/12/2016	041414-0103	100-1008-541.24-03	10.78	Gar DR Rollers	
		5/12/2016	041509-0004	100-1008-541.24-03	(5.39)	CREDIT - Gar DR Rollers	
		5/12/2016	041514-0054	100-0703-553.30-18	12.84	Batteries/Misc Hardware	
		5/12/2016	041803-0022	731-1022-541.38-03	14.38	Choke Shaft	
5/12/2016	041909-0039	100-0703-553.30-18	14.39	Halo Bulb			
5/12/2016	042009-0011	100-0703-553.24-03	9.69	BRS Tee, Plug, and Nipple			
			Total for check: 53843		869.17		
LINCOLN CONTRACTORS SUPPLY INC	53844	5/12/2016	K42078	731-1022-541.38-03	41.91	Seal Mechanical & O-Rings	
		5/12/2016	K42097	731-1022-541.38-03	(69.29)	CREDIT Seal Mechanical	
		5/12/2016	R75983	266-1027-543.30-18	36.00	Post Driver & Air Hose	
			Total for check: 53844		8.62		
MCC INC	53845	5/12/2016	79627	625-1003-541.30-18	747.25	Curb & Gutter - Main St	
				100-1003-541.30-18	894.63	Road - Main & Mill	
				100-1009-541.30-18	310.13	Sidewalk - Main Street	

AP Check Register

Check Date: 5/12/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MCC INC...	53845...	5/12/2016...	79627...	470-1009-541.82-02	1,076.25	Cross Walk - Main & Mill
			Total for check: 53845		3,028.26	
MCNEILUS TRUCK & MFG COMPANY	53846	5/12/2016	3198892	731-1022-541.38-03	(39.83)	CREDIT
		5/12/2016	3210619	731-1022-541.38-03	84.86	Element, Filter
			Total for check: 53846		45.03	
MEDICAL EXPENSE REIMBURSEMENT ACCT	53847	5/12/2016	20160512	100-0000-202.08-00	17,663.87	PAYROLL SUMMARY
			Total for check: 53847		17,663.87	
MENARDS-APPLETON EAST	53848	5/12/2016	92291	100-0703-553.30-18	64.95	Supplies
		5/12/2016	94216	100-0706-561.30-18	10.78	Mason Line
		5/12/2016	94398	100-0701-533.30-18	22.58	Lumber & Galv. Straps
			Total for check: 53848		98.31	
MENASHA NEENAH MUNICIPAL COURT	53849	5/12/2016	MNMC	100-0000-201.03-00	202.00	Bond Report #MP11-0233
			Total for check: 53849		202.00	
MENASHA UTILITIES	53850	5/12/2016	004419	625-0401-513.25-01	1,712.76	March Storm Water Charges
				601-0401-513.25-02	20,226.58	March Sewer Charges
		5/12/2016	MENASHAUTILITY	100-1008-541.22-03	192.64	Electric
				100-0703-553.22-03	300.05	Electric
				100-0703-553.22-05	205.24	Water
				100-0703-553.22-06	162.41	Storm
				731-1022-541.22-03	25.71	Electric
				100-0903-531.22-03	168.40	Electric
				100-0903-531.22-05	56.42	Water
				100-0000-123.00-00	8.19	Electric
				100-0305-562.22-06	8.70	Storm
				601-1020-543.22-03	148.23	Electric

AP Check Register
Check Date: 5/12/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA UTILITIES...	53850...	5/12/2016	STREET LIGHTING	100-1012-541.22-03	13,674.63	April Street Lighting
			Total for check: 53850		36,889.96	
TOWN OF MENASHA UTILITY DISTRICT	53851	5/12/2016	3572	100-0701-533.22-06	295.50	Stormwater
		5/12/2016	3573	100-0703-553.22-06	26.25	Stormwater
			Total for check: 53851		321.75	
NEENAH FOUNDRY	53852	5/12/2016	162798	493-0304-562.30-18	6,808.00	Tree Frames/Grates Downtown Walk
		5/12/2016	163630	100-1009-541.30-18	5,050.00	Plate
			Total for check: 53852		11,858.00	
NETWORK HEALTH SYSTEM INC	53853	5/12/2016	345076	100-0202-512.21-05	550.00	Pre-Employ Physicals/Drug Screens
		5/12/2016	345138	100-0202-512.21-05	105.00	Pre-Employ Physical/Drug Screen
			Total for check: 53853		655.00	
RAY O'HERRON CO INC	53854	5/12/2016	1621920-IN	100-0801-521.30-15	2,600.00	45 Auto/9MM Nato
		5/12/2016	1624946	100-0801-521.30-15	(1,300.00)	Credit
			Total for check: 53854		1,300.00	
OSI ENVIRONMENTAL INC	53855	5/12/2016	4011161	731-1022-541.21-06	50.00	Filters - Crushed
			Total for check: 53855		50.00	
OUTAGAMIE COUNTY CLERK OF COURTS	53856	5/12/2016	OUTAGAMIE	100-0000-201.03-00	250.00	Bond Report #MP16-1357
			Total for check: 53856		250.00	
QUICK, JOSEPH	53857	5/12/2016	QUICK REFUND	100-0000-201.03-00	200.00	Bond Refund Report #16-1315
			Total for check: 53857		200.00	

AP Check Register
Check Date: 5/12/2016

Date: 5/12/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
REINDERS INC	53858	5/12/2016	1628156-00	731-1022-541.38-03	66.04	Supplies
			Total for check: 53858		66.04	
RIESTERER & SCHNELL INC	53859	5/12/2016	981773	731-1022-541.38-03	35.28	Oil Filters
			Total for check: 53859		35.28	
ROAD EQUIPMENT	53860	5/12/2016	WA611325	731-1022-541.38-03	71.23	Binder Chain/Clevis Hook
			Total for check: 53860		71.23	
LIZ ROSIN	53861	5/12/2016	ROSIN	100-0903-531.33-01	16.90	April 2016
				100-0914-531.34-01	18.72	April 2016
			Total for check: 53861		35.62	
MINNESOTA LIFE INSURANCE COMPANY	53862	5/12/2016	LIFE INSURANCE	100-0000-204.07-00	2,624.65	June Life Insurance
			Total for check: 53862		2,624.65	
SERVICEMASTER BUILDING MAINTENANCE	53863	5/12/2016	19887	100-0801-521.20-01	1,562.00	Janitorial Service
			Total for check: 53863		1,562.00	
SMITH, KELLY	53864	5/12/2016	SMITH OVERPAY	100-0000-201.03-00	10.00	Overpay Parking Citation #00062052
			Total for check: 53864		10.00	
STAPLES BUSINESS ADVANTAGE	53865	5/12/2016	3298585334	100-0702-552.30-10	39.58	Paper
				100-1001-514.30-10	13.28	Paper
			Total for check: 53865		52.86	
PEGGY STEENO	53866	5/12/2016	STEENO	100-0202-512.33-01	6.24	April 2016

AP Check Register
Check Date: 5/12/2016

Date: 5/12/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
PEGGY STEENO...	53866...	5/12/2016...	STEENO...	100-0401-513.33-01	8.84	April 2016
			Total for check: 53866		15.08	
STREICHER'S INC	53867	5/12/2016	I1206432	100-0801-521.30-15	702.80	Practice Ammo
			Total for check: 53867		702.80	
THEDACARE	53868	5/12/2016	THEDACARE	100-0202-512.21-05	928.96	Bodily Fluid Exposure Testing Fees
			Total for check: 53868		928.96	
UNIFIRST CORPORATION	53869	5/12/2016	097 0210391	731-1022-541.20-01	267.47	Clothing & Towel Service
			Total for check: 53869		267.47	
UNIFORM SHOPPE	53870	5/12/2016	254114	100-0804-521.30-15	147.85	Shirts/Pants
		5/12/2016	254115	100-0804-521.30-15	49.95	Shirts
			Total for check: 53870		197.80	
UNITED WAY FOX CITIES	53871	5/12/2016	20160512	100-0000-202.09-00	31.00	PAYROLL SUMMARY
			Total for check: 53871		31.00	
US CELLULAR	53872	5/12/2016	0132699246	100-0201-512.22-01	29.68	Captain
				100-1019-552.22-01	1.00	Bridges
				601-1020-543.22-01	0.50	Confined Space
				100-0801-521.22-01	81.22	Police
				100-0904-531.22-01	62.60	Drew
				100-1002-541.22-01	0.50	Engineering (Hutter)
				100-0702-552.22-01	46.02	Tungate
				100-0703-553.22-01	68.10	Park Department
				731-1022-541.22-01	66.37	Public Works Facility
				100-1008-541.22-01	4.10	Bursack

AP Check Register

Check Date: 5/12/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
US CELLULAR...	53872...	5/12/2016...	0132699246...	601-1020-543.22-01	0.50 Sewer Truck	
			Total for check: 53872		360.59	
US VENTURE	53873	5/12/2016	L54665	731-1022-541.21-06	30.00 Water AF Fuel	
			Total for check: 53873		30.00	
VINTON CONSTRUCTION COMPANY	53874	5/12/2016	16021.1	100-1003-541.30-18	13,000.00 Crush Asphalt & Concrete	
			Total for check: 53874		13,000.00	
WAVERLY SANITARY DISTRICT	53875	5/12/2016	WAVERLY	100-0703-553.22-05	45.53 2170 Plank Road	
			Total for check: 53875		45.53	
WICPA	53876	5/12/2016	8784	100-0401-513.32-01	290.00 WICPA Dues	
			Total for check: 53876		290.00	
WIL-KIL PEST CONTROL	53877	5/12/2016	2872935	731-1022-541.20-07	68.75 PWF Contract	
		5/12/2016	2875682	100-0703-553.24-03	30.00 Koslo Park Contract	
			Total for check: 53877		98.75	
WINNEBAGO COUNTY TREASURER	53878	5/12/2016	9141	100-0805-521.25-01	154.38 Inmate Housing	
			Total for check: 53878		154.38	
WISCONSIN DEPT OF FINANCIAL	53879	5/12/2016	WDFI	100-0203-512.30-18	20.00 Notary Public Fee	Deputy Clerk
			Total for check: 53879		20.00	
WISCONSIN DEPT OF JUSTICE	53880	5/12/2016	WDOJ	100-0202-512.21-06	98.00 Background Checks	

AP Check Register
Check Date: 5/12/2016

Date: 5/12/2016

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISCONSIN DEPT OF JUSTICE...	53880...	5/12/2016...	WDOJ...	100-0601-551.21-06	7.00	Background Checks
			Total for check: 53880		105.00	
WISCONSIN DEPT OF JUSTICE-TIME	53881	5/12/2016	T21023	100-0801-521.22-01	475.50	TIME Access & Support
			Total for check: 53881		475.50	
WISCONSIN DEPT OF NATURAL RESOURCES	53882	5/12/2016	WDNR	100-0703-553.32-01	20.00	Permit Application
			Total for check: 53882		20.00	
WISCONSIN HISTORICAL FOUNDATION	53883	5/12/2016	030063	100-0304-562.32-01	65.00	Membership
			Total for check: 53883		65.00	
WISCONSIN MEDIA	53884	5/12/2016	0009808151	100-0405-513.29-02	1,338.81	Legals
			Total for check: 53884		1,338.81	
WISCONSIN SUPPORT COLLECTIONS	53885	5/12/2016	20160512	100-0000-202.03-00	632.88	PAYROLL SUMMARY
			Total for check: 53885		632.88	
WOODLAND DEVELOPMENT LLC	53886	5/12/2016	WOODLAND	470-1003-541.82-02	10,275.30	Natural Gas Deferred Assessment
			Total for check: 53886		10,275.30	
					121,827.65	



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: May 12, 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:

Raina Scott
Gary Ruhle
Lynda Sasse
Briana Bacon
Melissa Huempfer

CC: Chief Styka



MEMORANDUM

DATE: May 12, 2016
TO: Common Council
FROM: Debbie Galeazzi, Clerk
SUBJECT: Menashafest Inc, d/b/a Festival Foods,
1355 Oneida Street, Menasha

An application for a “Class A” Intoxicating Liquor and Fermented Malt Beverage for the 2015-2016 liquor licensing year has been submitted by Menashafest Inc, d/b/a Festival Foods for the premises at 1355 Oneida Street, Menasha.

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

Staff recommends approving the “Class A” Intoxicating Liquor and Fermented Malt Beverage Application of Menashafest Inc.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning JUNE 10 20 16 ;
ending JUNE 30 20 16

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

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

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

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): MENASHAFEST INC

Applicant's WI Seller's Permit No.: 456102912442202		FEIN Number: 47-4526190	
LICENSE REQUESTED ▶			
TYPE		FEE	
<input checked="" type="checkbox"/> Class A beer		\$	
<input type="checkbox"/> Class B beer		\$	
<input type="checkbox"/> Class C wine		\$	
<input checked="" type="checkbox"/> Class A liquor		\$	
<input type="checkbox"/> Class A liquor (cider only)		\$	N/A
<input type="checkbox"/> Class B liquor		\$	
<input type="checkbox"/> Reserve Class B liquor		\$	
<input type="checkbox"/> Class B (wine only) winery		\$	
Publication fee		\$	<u>50.00</u>
TOTAL FEE		\$	

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>MARK DAVID SKOGEN</u>	<u>1650 HAWTHORNE HEIGHTS DR DEPERE, WI</u>	<u>54115</u>
Vice President/Member			
Secretary/Member	<u>KIRK ALLAN STOA</u>	<u>N6818 JO JOHNSON RD HOLMEN, WI</u>	<u>54636</u>
Treasurer/Member	<u>KIRK ALLAN STOA</u>	<u>N6818 JO JOHNSON RD HOLMEN, WI</u>	<u>54636</u>
Agent	<u>JASON STINGL</u>	<u>909 EAST KRAMER LANE APPLETON, WI</u>	<u>54915</u>
Directors/Managers	<u>DIRECTOR- MARK SKOGEN</u>	<u>AGENT- JASON STINGL</u>	

3. Trade Name FESTIVAL FOODS Business Phone Number 608-779-2722
4. Address of Premises 1355 ONIEDA STREET Post Office & Zip Code MENASHA, WI 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WISCONSIN and date 6/25/16 of registration. Yes No
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

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

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

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No

13. Does the applicant have a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No

14. Does the applicant intend to purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

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

SUBSCRIBED AND SWORN TO BEFORE ME

this 20 day of April, 20 16

[Signature]
(Clerk/Notary Public)

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

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

My commission expires Aug 3, 2019

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

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/20/16</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)	(middle name)	
SKOGEN		MARK	DAVID	
Home Address (street/route)	Post Office	City	State	Zip Code
1650 HAWTHORNE HEIGHTS DR		DE PERE	WI	54115
Home Phone Number	Age	Date of Birth	Place of Birth	
920-309-2200				

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

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

which is making application for an alcohol beverage license.

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

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

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

Employer's Name	Employer's Address	Employed From	To
Skogen's/Festival Foods	237 2nd Ave S, Onalaska, WI 54650		
Employer's Name	Employer's Address	Employed From	To
	Family Owned Business Since 1946		

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

Subscribed and sworn to before me

this 20 day of April, 20 16

Tanya Miske
(Clerk/Notary Public)

Mark Skogen
(Signature of Named Individual)

My commission expires Aug 3, 2019

**Tanya Miske
Notary Public
State of Wisconsin**



Printed on Recycled Paper

Wisconsin Department of Revenue

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
STOA		KIRK		ALLAN	
Home Address (street/route)		Post Office	City	State	Zip Code
N6818 JO JOHNSON RD			HOLMEN	WI	54636
Home Phone Number		Age	Date of Birth	Place of Birth	
608-526-2838					

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

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Officer** of Muneshfest Inc.

(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

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

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

Employer's Name	Employer's Address	Employed From	To
Select Comfort Corp	6105 Trenton Ln, Plymouth, MN 55442	2000	2008
The Pillsbury Co	1 General Mills Blvd, Minneapolis, MN	1996	2000

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

Subscribed and sworn to before me

this 20 day of April, 2016

Misk
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires Aug 3, 2019

Tanya Miske
Notary Public
State of Wisconsin



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)	(middle name)	
STINGL		JASON	STEVEN	
Home Address (street/route)	Post Office	City	State	Zip Code
909 EAST KRAMER LANE		APPLETON	WI	54915
Home Phone Number	Age	Date of Birth	Place of Birth	
715-797-6882				

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

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Agent of Menashafest Inc

(Officer/Director/Member/Manager/Agent)

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

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 33 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. Agent for Albertfest Inc in Appleton, WI
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

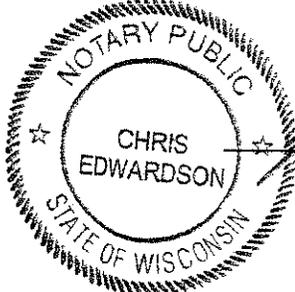
Employer's Name	Employer's Address	Employed From	To
Festival has been the only job			

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

Subscribed and sworn to before me

this 27th day of APRIL, 20 16

[Signature]
(Clerk/Notary Public)



[Signature]
(Signature of Named Individual)

My commission expires 12/18/2016



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

Submit to municipal clerk.

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

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

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

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

located at 1355 Oneida Street, Menasha, WI 54952

appoints Jason Stingl
(name of appointed agent)
909 East Kramer Lane, Appleton, WI 54915
(home address of appointed agent)

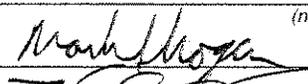
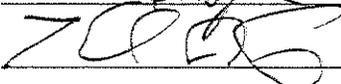
to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 33 years

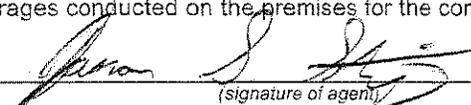
Place of residence last year 909 East Kramer Lane, Appleton, WI 54915

For: Menashafest Inc
(name of corporation/organization/limited liability company)
By: 
(signature of Officer/Member/Manager)
And: 
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Jason Stingl
(print/type agent's name), hereby accept this appointment as agent for the

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

 4/20/16 Agent's age _____
(signature of agent) (date)
909 East Kramer Lane, Appleton, WI 54915 Date of birth _____
(home address of agent)

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

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

Approved on 5/12/16 by Ronald Bouchard Title lt - Police Dept
(date) (signature of proper local official) (town chair, village president, police chief)



Store #	Store Name	Address	City	State	ZIP	Phone	Fax	Store Director	Store Dir. Ext.	VP Store Ops/ Scheduling Operations	Open Date
2715	Copeland	30 Copeland Avenue	La Crosse	WI	54603	608-785-1000	608-785-1021	Keith Buswell	1580	Steve Burkhardt	3/21/2006
2716	Darby	W3195 Van Roy Road	Appleton	WI	54915	920-968-2200	920-968-2203	Steve Chagdes	1697	Steve Burkhardt	11/8/2006
2721	De Pere	1001 Main Avenue	De Pere	WI	54115	920-336-6520	920-336-3855	Rick Tegarden	2180	Frank Abnet	8/9/2001
2722	Eau Claire	3007 Mall Drive	Eau Claire	WI	54701	715-838-1000	715-838-8800	Ryan Jones	2280	Darrin Kuehn	10/1/2003
2717	Fond du Lac	1125 East Johnson Street	Fond du Lac	WI	54935	920-273-0490	920-273-0499	Mary Chy	1780	Darrin Kuehn	10/7/2007
2709	Fort Atkinson	328 Washington Street	Fort Atkinson	WI	53538	920-563-3531	920-563-8791	Jeff Jensen	3530	Mark Gayhart	2/4/2014
2766	Green Bay East	2534 Steffens Court	Green Bay	WI	54311	920-465-3800	920-465-3801	Jason Jacobs	6680	Frank Abnet	3/4/1998
	Green Bay North										Nov. 2016
2740	Green Bay West	2250 West Mason Street	Green Bay	WI	54303	920-496-2966	920-496-2963	Jon Wieser	1130	Frank Abnet	5/15/1995
2718	Holmen	600 North Holmen Drive	Holmen	WI	54636	608-526-3339	608-526-9465	Mark Przywojski	1880	Steve Burkhardt	10/1/1989
2723	Janesville	2233 Humes Road	Janesville	WI	53545	844-425-4198	608-563-5842	Kevin Schnell	3130	Frank Abnet	10/30/2015
2705	Kenosha	3207 80 th Street	Kenosha	WI	53142	262-694-7200	262-694-4466	Greg Gilisch	1330	Mark Gayhart	12/6/2013
2713	Madison	810 East Washington Avenue	Madison	WI	53703	844-511-3887	608-709-1977	Paul Anderson		Mark Gayhart	4/8/2016
2702	Manitowoc	2151 South 42 nd Street	Manitowoc	WI	54220	920-645-6880	920-645-6899	Chad Meyer	2080	Mark Gayhart	10/10/2008
2714	Marshfield	1613 North Central Avenue	Marshfield	WI	54449	715-384-8866	715-387-6970	Josh Versteegen	240	Darrin Kuehn	5/2/1993
2725	Menasha	1355 Oneida Street	Menasha	WI	54952			Jason Stingl			6/10/2016
2710	Mount Pleasant	5740 Washington Avenue	Mt. Pleasant	WI	53406	844-878-6949	262-637-7083	Michael P. Wais	1230	Mark Gayhart	12/4/2014
2707	Neenah	647 S. Green Bay Road	Neenah	WI	54956	920-967-3300	920-967-2020	Rick Vanderloop	3780	Darrin Kuehn	11/9/2012
2732	Northland	1200 W. Northland Avenue	Appleton	WI	54914	920-968-2212	920-968-2213	John Borski	3280	Steve Burkhardt	6/8/2007
2719	Onalaska	1260 Crossing Meadows Drive	Onalaska	WI	54650	608-781-2272	608-781-3354	Sue Helgeson	1980	Steve Burkhardt	6/28/1990
2708	Oshkosh	2415 Westowne Avenue	Oshkosh	WI	54904	920-966-3378	920-966-3398	Jeff Brasel	2880	Darrin Kuehn	2/7/2002
2704	Sheboygan	595 S. Taylor Drive	Sheboygan	WI	53081	920-694-6260	920-694-6261	Kyle Kaehne	2980	Mark Gayhart	9/16/2011
2711	Somers	6000 31st Street	Kenosha	WI	53144						7/22/2016
2726	Suamico	2348 Lineville Road	Green Bay	WI	54313	920-965-0042	920-965-0043	Tim Schmitz	2680	Frank Abnet	10/8/2010
2720	Village	2500 State Road	La Crosse	WI	54601	608-788-8777	608-788-8618	Mike Gates	3080	Steve Burkhardt	11/11/2011

Store #	Store Name	Address	City	State	ZIP	Phone	Fax	Store Director	Store Dir. Ext.	VP Store Ops/ Scheduling Operations	Open Date
4	Maintenance Support Office	3315 French Road	De Pere	WI	54115	920-964-3400	920-964-3459	Construction Mgr: Roger Schlomann			10/4/2010
4	Support Office Green Bay	1702 Lawrence Drive	De Pere	WI	54115						1/4/2010
4	Support Office Onalaska	237 Second Ave South	Onalaska	WI	54650	608-783-5500	608-783-6065				11/13/1998
18	The Marq at French Road	3177 French Road	De Pere	WI	54115	920-532-4811	920-532-5050	General Manager: Terry Therford			5/18/2010
26	The Marq at Lineville Road	2310 Lineville Road	Green Bay	WI	54313						11/1/2013



Memorandum

To: Common Council
From: Kevin Englebert, Associate Planner *KPE*
Date: May 10, 2016
RE: **Property Acquisition – 305 Chute Street (#2-00084-00)**

BACKGROUND

Recently, Winnebago County informed city staff that they had acquired property at 305 Chute Street (#2-00084-00) as a result of non-payment of 2011 real estate taxes. They are now offering the lot to the City of Menasha for the amount of the taxes, interest and costs associated with the acquisition of the property.

The property itself is vacant land (see attached maps) that is currently zoned in the C-2 Central Business District. The parcel is identified in the Mixed Use Commercial Core according to our Comprehensive Plan. City staff feels that it is important to acquire land near the downtown area for the purposes of accommodating future development.

FISCAL IMPACT

The purchase price from Winnebago County is \$2,666.83. Funding for the purchase of the parcel is available in the 'appraisal' subaccount which was funded at \$3,000 in the 2016 budget.

RECOMMENDATION

The Plan Commission has recommended acquisition of the lot to the Common Council and city staff is also recommending approval of the lot purchase of 305 Chute Street.

305 Chute Street - Lot Acquisition



RESOLUTION R-16-16

A RESOLUTION ADOPTING THE WINNEBAGO COUNTY NATURAL HAZARDS MITIGATION PLAN: 2015-2019 (5-YEAR UPDATE)

Introduced by Mayor Merkes

WHEREAS, the United States Congress passed the Disaster Mitigation Act of 2000 (DMA2K), which requires that a local unit of government must have an approved all hazard mitigation plan before it can receive Federal grant monies from the Federal Emergency Management Agency for pre-disaster mitigation projects; and

WHEREAS, the City of Menasha (City) worked with Winnebago County Emergency Management to update the countywide mitigation plan, initially adopted in 2004; and

WHEREAS, the Common Council conducted a public hearing on May 16, 2016, to accept public input concerning the undated plan; and

WHEREAS, the Common Council makes the following findings:

1. Natural disasters do pose a tangible threat to residents and property.
2. Undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to resident and property and save taxpayer dollars.
3. Preparation of this plan is in the public interest.
4. This plan is intended to serve as a general strategy and may be amended from time to time.
5. Nothing in this plan obligates the City to undertake any of the recommended activities and/or projects.

NOW, THEREFORE BE IT RESOLVED, the City of Menasha hereby adopts the Winnebago County Natural Hazards Mitigation Plan: 2015-2019 (5-Year Update); and

BE IT FURTHER RESOLVED, the City Clerk is directed to send a signed copy of this resolution, at her earliest convenience to: Bernie Sorenson, Deputy Director; Winnebago County Emergency Management; 4311 Jackson Street; Oshkosh, WI 54901.

Passed and approved this ___ day of May, 2016.

Donald J. Merkes, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk

Winnebago County Natural Hazards Mitigation Plan: 2015-2019 5-Year Update

Executive Summary (Draft)

1. GENERAL OVERVIEW

In an effort to curb rising costs associated with natural disasters, the federal government adopted the Disaster Mitigation Act of 2000 (DMA 2000). It amended the Robert T. Stafford Disaster Relief and Emergency Act, which is the primary law at the federal level dealing with disaster planning, mitigation, response, and recovery.

DMA 2000 reinforced the importance of hazard mitigation planning to proactively devise strategies intended to avoid and reduce the negative effects of natural disasters. If a community wants to apply for grant funding from the Pre-Disaster Mitigation (PDM) Program or the Hazard Mitigation Grant Program (HMGP), it must have an approved hazard mitigation plan. If a disaster strikes a community that does not have an approved plan, it can only receive funding if it agrees to prepare a plan within one year.

Winnebago County and participating municipalities prepared a plan to meet this new requirement in 2004, and in so doing, helped its citizens mitigate the effects of natural disasters. Consistent with federal law, the county is undertaking a comprehensive five-year update of the plan (2015-2019). Although a plan must meet minimum requirements, this plan is an expression of local needs and priorities.

2. PLAN CONTENTS

The plan consists of six chapters, a map series, and a number of appendices. The first chapter provides an overview of the plan. The second chapter presents background information about Winnebago County including its setting, demographic and economic characteristics, climate, natural resources, land use, and development trends. Chapter 3 presents background information related to special needs populations and groups in the county. Chapter 4 contains a complete inventory of critical facilities in the county. Natural hazards are reviewed in chapter 5 along with estimated losses to buildings, infrastructure, and critical facilities. In chapter 6, goals, objectives, and policies are identified that will help to craft appropriate solutions to the identified problems. A range of activities are also presented to help foster hazard mitigation efforts. Various funding sources are reviewed with an eye towards identifying options for funding identified projects. Most of the maps in the plan are included in the final section of the plan.

The plan focuses on 12 types of natural hazards:

- ◆ dam failure
- ◆ flooding
- ◆ ice shoves
- ◆ dense fog
- ◆ tornadoes and high winds
- ◆ hailstorms
- ◆ thunderstorms
- ◆ winter storms
- ◆ extreme heat
- ◆ extreme cold
- ◆ drought
- ◆ wildland fire

As part of the inventory phase, 855 critical facilities in the county were identified including:

- ◆ bridges
- ◆ dams
- ◆ public-use airports
- ◆ telecommunication towers
- ◆ telephone facilities
- ◆ electric facilities
- ◆ natural gas facilities
- ◆ petroleum pipeline facilities
- ◆ public water facilities
- ◆ wastewater facilities
- ◆ fire and police services
- ◆ National Guard facilities
- ◆ government facilities
- ◆ schools (public and private)
- ◆ special care facilities-residential
- ◆ special care facilities-nonresidential
- ◆ health care facilities
- ◆ vulnerable housing, such as manufactured/mobile home parks and campgrounds

3. GOALS, OBJECTIVES, POLICIES, AND ACTIVITIES

The most important part of the plan is Chapter 6, which presents a unified plan of action to mitigate the effects of hazards on property, people, and assets. It lists goals, objectives, and policies that should guide decision-makers and other officials. Goals are intended to describe an end state, usually in general terms. In contrast, objectives describe an end state in measurable and specific terms. Policies give clear direction on what will be done to help achieve a goal and objective.

Following the listing of goals, objectives, and policies, a chart lists specific action items along with estimated implementation costs. Responsible entities are listed for each so that implementation is well defined. The activity charts are a work in progress. As items are completed they should be deleted and as new opportunities or issues arise items will be added. Further, depending on available resources, including funding and staff time, priorities may change.

Activities are prioritized as low, medium, or high. Cost estimates are provided to help formulate funding priorities. When a project is to be undertaken, a more detailed budget should be prepared to assess a project's cost. At that time a benefit cost analysis should be completed to show how the benefits of the project compare to anticipated costs. Federal funding for mitigation activities can only be obtained when benefits clearly outweigh the costs.

Goal 1. Flooding

Protect the public health, safety, and welfare of county residents and public and private property during flood events.

Objectives

1. Minimize the impact of flooding on structures.
2. Decrease the number of structures currently located in the 100-year floodplain that are not properly flood-proofed.
3. Minimize the amount of impervious surface in future development projects to allow more infiltration of stormwater into the ground.
4. Decrease the number of repetitive loss sites.
5. Increase public awareness of flooding.
6. Improve communication between the county and local units of government when floods occur or are likely to occur.
7. Increase the number of municipalities that pursue becoming part of the Community Rating System (CRS). **(New 2009)**
8. Maintain compliance with the National Flood Insurance Program (NFIP). **(New 2009, NFIP Compliance)**

Policies

1. Continue to enforce floodplain regulations to ensure that future development in the 100-year floodplain is consistent with state minimum objectives. **(NFIP Compliance)**
2. Support the identification and conservation of land with high flood mitigation value (e.g., wetlands, upland storage, and infiltration areas).
3. Support land acquisition and other management strategies to preserve open space for flood mitigation purposes.
4. Ensure that governmental officials and employees, county residents, and real estate agents are aware of floodplain regulations. **(NFIP Compliance)**
5. Ensure that people owning property in the 100-year floodplain, and their agents, notify buyers when selling their property. **(NFIP Compliance)**
6. Adopt standards to control the proportion of a site that can be covered with impervious surfaces.
7. Design all public infrastructure that is located in the 100-year floodplain to be floodproofed or otherwise protected from flood water.
8. Design and properly size all new bridges to accommodate the 100-year flood without creating a significant upstream back-water effect.
9. Continue to enforce stormwater management regulations.
10. Install flood barriers and devise flood proofing measures where necessary.
11. Use data records in on-going assessment of flood problems and effectiveness or response programs.
12. Formalize communications links and establish procedures.
13. Update flood insurance rate maps (FIRMs) when it can be shown that they are substantially inaccurate. **(NFIP Compliance)**
14. Support the continued operation of the National Weather Service monitoring station in the Town of Wolf River. **(Minor edits 2015)**
15. Ensure that all large dams in the county have emergency action plans as required.
16. Implement "no-wake" rules during periods of high water. **(New 2009)**
17. Refer to stormwater plans and analysis to ensure that mitigation projects identified in them are completed. **(New 2009)**
18. Undertake such activities as may be required to remain compliant with the requirements of the National Flood Insurance Program (NFIP). **(New 2009, NFIP Compliance)**

Implementation Actions / Strategies	Cost Estimate (2015)	Potential Funding Source	Priority	Schedule		Responsible Entity
				2015 to 2019	2020 to 2024	
1. Analyze repetitive flood properties and identify feasible mitigation options for each. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	Continuous		City of Oshkosh
2. Apply for funding through the federal Hazard Mitigation Grant program, Flood Mitigation Assistance Program, and the Pre-Disaster Mitigation Program as well as any other resources that may be available to help flood proof repetitive loss sites or remove them through acquisition followed by demolition or relocation. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	X	X	Winnebago County Emergency Management; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
3. Design and budget for stormwater management facilities consistent with adopted stormwater management plans that have been or will be prepared / amended. (2015 Status: Ongoing)	Unknown	Departmental budget	Medium	X	X	Winnebago County Emergency Management; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne; all Towns as appropriate

continued on next page

Implementation Actions / Strategies	Cost Estimate (2015)	Potential Funding Source	Priority	Schedule		Responsible Entity
				2015 to 2019	2020 to 2024	
4. Develop a computerized database containing information on culverts under public roadways in the county. (2015 Status: Ongoing)	Staff time	Departmental budget	Low	X		Winnebago County Planning, Zoning & GIS Department; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
5. Identify those culverts and bridges that are undersized or are otherwise unable to handle expected flood flows. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	X		County Highway Department; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
6. Prepare a strategy to prioritize efforts to ensure that existing culverts and bridges are retrofitted to handle expected flood flows. (2015 Status: Ongoing)	Unknown	Departmental budget	Medium	X		County Highway Department; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
7. Prepare a strategy to prioritize road improvements for public roadways that are susceptible to flooding. (2015 Status: Ongoing)	Unknown	Departmental budget	Medium	X	X	County Highway Department; Winnebago County Planning, Zoning & GIS Department; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
8. Identify specific areas with flood mitigation value and develop appropriate strategies for protection. (2015 Status: County comprehensive plan has been adopted – additional follow-up to continue.)	Staff time	Departmental budget	High	X		County Highway Department; Winnebago County Land and Water Conservation Department
9. Establish a framework to compile and coordinate surface water management plans and data throughout Winnebago County. (2015 Status: To do yet)	Staff time	Departmental budget	High	X	X	Winnebago County Land and Water Conservation Department
10. Post flood recovery plans and programs to help county residents rebuild and implement mitigation measures to protect against future floods. (2015 Status: To do yet)	Staff time	Departmental budget	High	X	X	Winnebago County Land and Water Conservation Department
11. Distribute National Flood Insurance Program Information. (NFIP Compliance) (2015 Status: Ongoing)	\$1,000	Departmental budget	Medium	Continuous		Winnebago County Planning, Zoning & GIS Department
12. Explore options for improving the ability of local units of government to report flooding, receive information, and request assistance. (2015 Status: To do yet)	Staff time	Departmental budget	High	X		Winnebago County Planning, Zoning & GIS Department
13. Maintain the "Ellenbecker" program, a geographic database for natural disaster events that graphically displays damage areas and automatically calculates financial impact. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	Continuous		Winnebago County Emergency Management
14. Evaluate the support for and the feasibility of becoming part of the Community Rating System to lower flood insurance premiums for property owners. (NFIP Compliance) (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	X		Cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
15. Create a brochure containing information about various flood dangers that exist in Winnebago County. (2015 Status: To do yet)	Staff time	Departmental budget	Medium	X		Winnebago County Emergency Management; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
16. Provide information and offer education to make people aware of natural floodplain resources and functions and how they can protect them. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	X		Winnebago County Emergency Management; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
17. Review and update the "Riverview Lane Emergency Action Plan" as adopted by the Board of County Supervisors on July 16, 1991. (2015 Status: Ongoing)	Staff time	Departmental budget	High	X		Winnebago County Emergency Management; Winnebago County Planning, Zoning & GIS Department; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne

continued on next page

Implementation Actions / Strategies	Cost Estimate (2015)	Potential Funding Source	Priority	Schedule		Responsible Entity
				2015 to 2019	2020 to 2024	
18. Work with DNR to prepare Emergency Action Plans for large dams in the County. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	X		Winnebago County Planning, Zoning & GIS Department; owners of dam; City of Oshkosh for Armory Detention dam
19. Further study what the potential hazards are for the critical facilities that are located in the 100-year floodplain. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	X		Winnebago County Planning, & Zoning
20. All projects identified in stormwater management plans that will lessen flooding should be accomplished when funding is available for them. (2015 Status: Ongoing)	Specific to each individual project	Departmental budget	High	X	X	Winnebago County Emergency Management, Local Public Works Departments, applicable local jurisdictions
21. Determine the feasibility and cost effectiveness of various alternatives to deal with recurrent flooding problems that are happening in the Sleepy Hollow subdivision in the City of Omro. (2015 Status: ??)	Unknown	Departmental budget	High	X		City of Omro
22. Analyze and review ways to retain and control water in Honey Creek and its tributaries to ensure that excessive volumes of rain will not flood the SW quarter of the Town of Algoma. The northern end of the town near Horse Shoe Road should also be looked at for ways to reduce flooding. Any mitigation projects resulting from this analysis would also allow safer water flows to Lake Butte des Morts. (2015 Status: ??)	Unknown	Departmental budget	High	X	X	Town of Algoma
23. Create a Storm Water Assessment for the Town of Algoma. (2015 Status: ??)	Unknown	Departmental budget	High	X		Town of Algoma
24. Develop a Manitowoc/Brighton Beach Roads Storm Water Project. (2015 Status: ??)	Unknown	Departmental budget	High	X		Winnebago County Emergency Management, Town of Menasha Public Works Department
25. Implement specified stormwater mitigation projects enumerated in stormwater management plans and studies. (2015 Status: Ongoing)	Cost will vary by project	Departmental budget	High		Continuous	City of Oshkosh
26. Implement the recommendations for a regional detention pond system along Honey Creek (to Lake Butte des Morts) listed in The Stormwater Management Plan (Strand, v. 7/99). (2015 Status: ??)	\$1,965,000	Capital budget	High	X		Town of Algoma
27. River gauge for the Town of Wolf River (Fremont) south of Fremont (2015 Status: ??)	Unknown	Departmental budget	High	X		Town of Wolf River
28. River gauge for the Fox River in Omro (2015 Status: ??)	Unknown	Departmental budget	High	X		City of Omro
29. Libbey / Nicolet Detention Basin (2015 Status: Slated for 2016)	\$3,750,000	Departmental budget	High	X		City of Oshkosh
30. Campbell Creek Westhaven East (2015 Status: Dropped from further consideration, not deemed feasible)	\$11,382,800	Capital budget	High	X		City of Oshkosh
31. Sawyer Creek Westhaven West (2015 Status: Dropped from further consideration, not deemed feasible)	\$7,562,500	Capital budget	High	X		City of Oshkosh
32. Glatz Creek stormwater structures (2015 Status: Ongoing)	\$2,500,000	Capital budget	High	X		City of Oshkosh
33. Stringham Creek South Park Ponds (2015 Status: ??)	\$625,000	Capital budget	Medium	X		City of Oshkosh

continued on next page

Implementation Actions / Strategies	Cost Estimate (2015)	Potential Funding Source	Priority	Schedule		Responsible Entity
				2015 to 2019	2020 to 2024	
34. Fernau Watershed Detention (2015 Status: ??)	\$2,750,000	Capital budget	High	X		City of Oshkosh
35. Gallups Creek Flood Study (2015 Status: ??)	\$60,000	Capital budget	High	X		City of Oshkosh
36. Gallups Creek Detention (2015 Status: ??)	\$2,500,000	Capital budget	High	X		City of Oshkosh
37. Johnson Creek Flood Study (2015 Status: ??)	\$50,000	Capital budget	High	X		City of Oshkosh
38. Johnson Creek Detention (2015 Status: ???)	\$2,500,000	Capital budget	Medium	X		City of Oshkosh
39. Replace the existing four 60-inch culverts with one 20-foot clear span box culvert or a bridge on County Road N, ¼ mile east of James Rd. (2015 Status: Ongoing)	\$103,000	Capital budget	High	X		Winnebago County Highway Department
40. Revise existing floodplain regulations to ensure they comply with the most recent (2013) model floodplain regulations developed by the Wisconsin Department of Natural Resources. (NFIP Compliance, New 2009)	Staff time	Departmental budget	High	X		Cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; and Village of Winneconne
41. West Murdock Avenue Watershed Upgrades (2015 Status: Not done yet)	\$3,250,000	Capital budget	Low	X		City of Oshkosh
42. EB4 Thackery Dr. Detention Basin (2015 Status: ??)	\$315,000	Capital budget	High	X		Town of Algoma
43. WB1 – WB4 Hy 21 & Leonards Point Rd Detention Basin (2015 Status: ??)	\$650,000	Capital budget	High	X		Town of Algoma
44. WB2-WB6 Horseshore Road Detention Basin (2015 Status: ??)	\$475,000	Capital budget	High	X		Town of Algoma
45. Leonards Point Lane Detention Basin (2015 Status: ??)	\$325,000	Capital budget	High	X		Town of Algoma
46. Oakwood Rd Box Culvert (2015 Status: Ongoing - verify)	\$200,000	Capital budget	High	X		Town of Algoma
47. East Reighmoore Rd Flood Prevention (2015 Status: ??)	\$300,000	Capital budget	High	X		Town of Omro
48. West Reighmoore Rd Flood Prevention (2015 Status: ??)	\$90,000	Capital budget	High	X		Town of Omro
49. Sammers Bay Culvert for Flood Prevention (2015 Status: ??)	\$25,000	Capital budget	High	X		Town of Omro
50. Sand Pit Road Culvert Replacement (2015 Status: ??)	\$150,000	Capital budget	High	X		Town of Omro
51. Youngs Channel Road Flood Proofing (2015 Status: ??)	\$225,000	Capital budget	High	X		Town of Omro
52. Valley Road Storm Water project (2015 Status: To be done yet)	Unknown	Capital budget	High	X		Town of Menasha, City of Menasha, Winnebago Co. Highway
53. Stroebe Island causeway reconstruction/stabilization (2015 Status: budgeted with construction in 2016)	Unknown	Capital budget	High	X		Winnebago County Emergency Management, Town of Menasha Public Works
54. Stormwater diversion and Red Oak Ravine reconstruction (New 2015)	Unknown	Capital budget	High	X		Town of Menasha in cooperation with City of Appleton
55. Planning for Green Valley Ditch Flood Control (New 2015)	Unknown	Capital budget	High	X		Town of Menasha in cooperation with Town of Neenah
56. Establish a workgroup to evaluate flooding from Seventh Street to Eighth Street from Grove Street to Melissa Street (New 2015)	Unknown	Departmental budgets	High	X		City of Menasha (public works)

Completed Tasks/Projects

Description	Responsible Entity
Review the cost-effectiveness of working with the Federal Emergency Management Agency (FEMA) to review its community rating. The project should only proceed if it proves to be cost-effective. (#14 in 2009 plan)	Winnebago County
Put up "no-wake" signs for boaters on the lakes during times of high-water (#21 in 2009 plan)	Winnebago County
County Road N road improvements to stop road flooding and shoulder and ditch washouts near the intersection of County Road I south of Oshkosh. (#28 in 2009 plan)	Winnebago County
Campbell Creek Landmark to Tipler Storm Sewer (#31 in 2009 plan)	City of Oshkosh
Campbell Creek Tipler Dry Detention Pond (#33 in 2009 plan)	City of Oshkosh
825 North Westfield Street Acquisition/Demolition (#34 in 2009 plan)	City of Oshkosh
805 - 815 North Westfield Street Acquisition/Demolition (#35 in 2009 plan)	City of Oshkosh
Campbell Creek Armory Wet Detention Pond (#36 in 2009 plan)	City of Oshkosh
1725 Robin Avenue Acquisition/Demolition (#38 in 2009 plan)	City of Oshkosh
Glatz Creek Flood Study (#42 in 2009 plan)	City of Oshkosh
Sawyer Creek Oakwood Road Detention (#45 in 2009 plan)	City of Oshkosh
Femau Watershed Flood Study (#46 in 2009 plan)	City of Oshkosh
Sawyer Creek James Road Area Detention (#52 in 2009 plan)	City of Oshkosh
Stringham Creek 1100 West South Park Avenue Detention Ponds (#53 in 2009 plan)	City of Oshkosh
Stringham Creek USH 41 Detention Ponds (#54 in 2009 plan)	City of Oshkosh
Replace the deteriorating 3 foot x 4 foot concrete box culvert under County Road I, just south of Black Wolf Avenue, with new #54 arch CMP. This would improve the flow of water through the culvert due to the fact that the concrete box culvert is breaking and has pieces blocking the flow line in it. (#55 in 2009 plan)	Winnebago County
Create a Storm Water Assessment for the Town of Menasha. (#69 in 2009 plan)	Town of Menasha
Southwood Drive/Wilson Avenue Storm Water project. (#71 in 2009 plan)	Town of Menasha

Goal 2. Tornadoes

Lessen the impacts to Winnebago County residents from the effects of a tornado to the extent feasible and speed recovery following an event.

Objectives

1. Increase public education and awareness of the potential severity of tornadoes.
2. Minimize the amount of time that businesses damaged by a tornado are not operational.
3. Minimize the amount of time it takes to rebuild or restore dwellings damaged by a tornado.
4. Prevent injuries and death from tornadoes.

Policies

1. Bury overhead power and utility lines where feasible as a way to reduce power outages during all types of storm events.
2. Require that mobile homes and manufactured housing are securely anchored in place.
3. Ensure that adequate tornado shelters are available to county residents especially those living in mobile home parks.
4. Include redevelopment objectives in smart growth comprehensive plans to support post-disaster development activities.
5. Continue to support the efforts of weather spotters.
6. Keep the current siren system functioning and in good repair.
7. Encourage residents to obtain NOAA weather radios especially in those areas of the county that are not covered by a siren.

Implementation Actions / Strategies	Cost Estimate (2015)	Potential Funding Source	Priority	Schedule		Responsible Entity
				2015 to 2019	2020 to 2024	
1. Annually, update the contact telephone number for each of the shelters. (2015 Status: Ongoing)	Staff time	Departmental budget	Low	X	X	Winnebago County Emergency Management; American Red Cross
2. Conduct a facility survey every three years of each shelter in the county and update records accordingly. (2015 Status: Ongoing)	Staff time	Departmental budget	Low	X	X	American Red Cross
3. Apply for mitigation funding to purchase NOAA weather radios for county residents. (2015 Status: Ongoing)	Staff time	Departmental budget	Low	X	X	Winnebago County Emergency Management; local jurisdictions
4. Study the feasibility of and support for adopting a local regulation which would require new mobile home parks and future expansions of existing parks to provide for a tornado shelter. (2015 Status: Ongoing)	Staff time	Departmental budget	High	X		Winnebago County Planning, Zoning & GIS Department; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; and Village of Winneconne
5. Evaluate the need for constructing tornado shelters to serve vulnerable residents and construct facilities where needed (2015 Status: Ongoing)	\$100,000	Capital budget, federal matching grants	High	X		Winnebago County Emergency Management; local jurisdictions and other partners as appropriate
6. Maintain the "Ellenbecker" program, a geographic database for natural disaster events that graphically displays damage areas and automatically calculates financial impact. (2015 Status: Ongoing)	\$1,000	Departmental budget	High		X	Winnebago County Planning, Zoning & GIS Department; Emergency Management

Completed Tasks/Projects

Description	Responsible Entity
Develop and implement strategies for debris management (#5 in 2009 plan)	Winnebago County

Goal 3. Extreme Temperatures (Cold and Heat)

Protect the health of Winnebago County residents from extreme temperature.

Objectives

1. Prevent deaths from extreme temperature.

Policies

1. Encourage volunteers to look after vulnerable individuals, especially the elderly, during times of extreme temperature.
2. Open county and other public facilities with air conditioning as appropriate for public access during periods of extreme heat.
3. Ensure that county residents are aware that there are different forms of assistance to help qualified individuals pay their winter heating costs.

Implementation Actions / Strategies	Cost Estimate (2015)	Potential Funding Source	Priority	Schedule		Responsible Entity
				2015 to 2019	2020 to 2024	
1. Call a meeting of public and nonprofit organizations that may be able to mobilize a volunteer corps of individuals willing to assist vulnerable people during periods of extreme temperature. (2015 Status: To do yet)	Staff time	Departmental budget	High	X	X	Winnebago County Emergency Management; Winnebago County Human Services; ADVOCAP; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne; American Red Cross; County and local health departments
2. Publicise available programs that help residents pay for their utility expenses. (2015 Status: Ongoing)	\$1,000	Departmental budget	Medium	Continuous		Winnebago County Emergency Management; Winnebago County Human Services; ADVOCAP; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne; American Red Cross
3. Maintain the "Ellenbecker" program, a geographic database for natural disaster events that graphically displays damage areas and automatically calculates financial impact. (2015 Status: Ongoing)	Staff time	Departmental budget	High	X	X	Winnebago County Planning, Zoning & GIS Department; Emergency Management
4. Investigate the possibility of establishing a database of individuals who are vulnerable to extreme temperature and who have voluntarily placed their name on the call list (New 2015)	Staff time	Departmental budget	High	X		Winnebago County Emergency Management; Winnebago County Human Services;

Completed Tasks/Projects

Description	Responsible Entity
Develop a directory of public buildings that would be open to the public during heat waves. (# 1 in 2009 Plan)	Winnebago County

Goal 4. Severe Storms, Hail, & High Winds

Protect and prepare Winnebago County residents from the dangers of extreme weather events.

Objectives

1. Increase public education and awareness of the potential dangers of thunderstorms, snow storms, hail, and windstorms.

Policies

1. Bury overhead power and utility lines where feasible as a way to reduce power outages during all types of storm events.
2. Provide citizens with early storm warnings.
3. Encourage the use of surge protectors on critical electronic equipment in governmental and critical facilities.
4. Work with utility companies to assess and to improve, when necessary, electric service reliability.
5. Work with utility companies to ensure that trees are properly trimmed near utility lines.

Implementation Actions / Strategies	Cost Estimate (2015)	Potential Funding Source	Priority	Schedule		Responsible Entity
				2015 to 2019	2020 to 2024	
1. Continue to update and/or monitor the County's public early warning system and network. (2015 Status: Ongoing)	Staff time	Departmental budget	High	Continuous		Winnebago County Emergency Management
2. Produce and distribute emergency preparedness information related to thunderstorms, snow storms, hailstorms, and windstorm hazards. (2015 Status: Ongoing)	\$4,000	Departmental budget	Medium	Continuous		Winnebago County Emergency Management; American Red Cross; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
3. Identify and pursue funding opportunities to develop and implement local and county mitigation activities. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	Continuous		Winnebago County Emergency Management; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
4. Install lightning grade surge protection devices for critical electronic components used by government, public service, and public safety facilities, such as warning systems, control systems, communications, and computers. (2015 Status: Ongoing)	\$2,500	Departmental budget	Medium	X	X	Winnebago County Information Systems; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne;
5. Provide the public with information about proven lightning safety guidelines to reduce the risk of lightning hazards. (2015 Status: Ongoing)	\$2,000	Departmental budget	Medium	Continuous		Winnebago County Emergency Management; American Red Cross; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne; National Weather Service
6. Apply for mitigation funding to purchase NOAA weather radios for county residents. (2015 Status: To do yet)	\$25 to \$50 per radio	Capital budget, federal grants	Low	Continuous		Winnebago County Information Systems; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
7. Maintain the "Ellenbecker" program, a geographic database for natural disaster events that graphically displays damage areas and automatically calculates financial impact. (2015 Status: Ongoing)	\$1,000	Departmental budget	High	X		Winnebago County Planning, Zoning & GIS Department; Emergency Management
8. Install a backup generator or a prewired hook-up at critical facilities related to public safety. (2015 Status: To do yet)	\$3,000 to \$8,000 per site	Capital budget	Medium	X		Winnebago County Emergency Management; Cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne

Completed Tasks/Projects

Description	Responsible Entity
Develop and implement strategies for debris management. (#6 in 2009 Plan)	Winnebago County

Goal 5. Drought

Protect the public health, safety, and welfare of Winnebago County residents during periods of drought.

Objectives

1. Decrease water use during periods of drought.
2. Minimize the economic impacts of drought on the local economy.

Policies

1. Encourage water conservation during periods of drought.
2. Impose watering restrictions during periods of extreme drought.
3. Work with multiple agencies to conserve water, provide drought prediction, and provide stream and groundwater monitoring.
4. Work with agencies that can assist with and promote soil health, preserve soil moisture and help to minimize the loss of the crops and topsoil in the event of a drought.
5. Continue to monitor groundwater levels to identify the status of groundwater resources and trends.
6. Work cooperatively with state agencies and other levels of government in developing appropriate strategies on a regional basis.
7. Provide water for livestock when the needs of humans have been or are being met.

Implementation Actions / Strategies	Cost Estimate (2015)	Potential Funding Source	Priority	Schedule		Responsible Entity
				2015 to 2019	2020 to 2024	
1. Create an ordinance to prioritize or control water use during drought conditions. (2015 Status: To do yet)	Staff time	Departmental budget	High	X		County Board; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
2. Maintain the "Ellenbecker" program, a geographic database for natural disaster events that graphically displays damage areas and automatically calculates financial impact. (2015 Status: Ongoing)	\$1,000	Departmental budget	High	X		Winnebago County Planning, Zoning & GIS Department; Emergency Management

Completed Tasks/Projects

Description	Responsible Entity
Provide public education about the potential severity of drought events (#2 in 2009 plan)	Winnebago County
Develop a set of procedures for water distribution during drought to those in need. (#3 in 2009 plan)	Winnebago County

Goal 6. Wildland Fire

Protect structures and residents in Winnebago County from the hazard of uncontrolled wildfire.

Objectives

1. Decrease the number of wildland fires occurring in the county.
2. Decrease the number of acres burned from wildland fires.
3. Increase public education.

Policies

1. Support the use of controlled burns as a way of reducing the threat of dangerous wildland fires.
2. Enhance emergency services to increase the efficiency of wildfire response and recovery activities.
3. Keep track of wildfire events in the County to better document the extent and location of these events.

Implementation Actions / Strategies	Cost Estimate (2015)	Potential Funding Source	Priority	Schedule		Responsible Entity
				2015 to 2019	2020 to 2024	
1. Apply for federal and state grants to enhance the capability of local fire departments. (2015 Status: To do yet)	Staff time	Departmental budget	High	X	X	Local fire departments
2. Provide education to county and municipality personnel about federal cost-share and grant programs, Fire Protection Agreements, and other related federal programs so the full array of assistance available to local agencies is understood. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	X		Winnebago County Emergency Management; Winnebago County Planning, Zoning & GIS Department
3. Develop a database to keep track of wildfire events in the County. (2015 Status: Ongoing)	\$500	Departmental budget	Medium	X		Winnebago County Emergency Management; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
4. Maintain the "Ellenbecker" program, a geographic database for natural disaster events that graphically displays damage areas and automatically calculates financial impact. (2015 Status: Ongoing)	\$1,000	Departmental budget	High	X		Winnebago County Planning, Zoning & GIS Department; Emergency Management

Completed Tasks/Projects

Description	Responsible Entity
Study the feasibility of and support for adopting a local burning permit program at the Town level. (#3 in 2009 plan)	Winnebago County

Goal 7. Public Education

Provide the public with the education to adequately respond to natural hazards including dam failure, flooding, ice shoves, dense fog, tornadoes, hailstorms, winter storms, extreme temperature, drought, and wildland fire. **(Revision 2009)**

Objectives

1. Provide the necessary facilities and equipment to maintain a high quality of fire and police protection and emergency medical services throughout Winnebago County.
2. Strengthen emergency service preparedness and response by enhancing public education throughout the County.

Policies

1. Work with nongovernmental organizations (youth, service, professional, religious) to promote mitigation education and awareness.
2. Look for multiple and varied opportunities to disseminate educational information to county residents.

Implementation Actions / Strategies	Cost Estimate (2015)	Potential Funding Source	Priority	Schedule		Responsible Entity
				2015 to 2019	2020 to 2024	
1. Continue providing community disaster education presentations to citizens, public agencies, private property owners, businesses, and schools. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	X	X	Winnebago County Emergency Management; American Red Cross
2. Keep the County's website up-to-date and continue to provide hazard related information that is easily accessible. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	Continuous		Winnebago County Emergency Management and Information Systems
3. Work with the schools within the County to promote hazard mitigation education and awareness and discuss ways to better integrate mitigation into the curriculum. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	X	X	Winnebago County Emergency Management; American Red Cross
4. Identify, improve, and sustain collaborative programs focusing on the real estate and insurance industries, public and private sector organizations, and individuals to avoid activity that increases risk to natural hazards. (2015 Status: To do yet)	Staff time	Departmental budget	Medium	X		Winnebago County Emergency Management; American Red Cross; cities of Appleton, Menasha, Neenah, Omro, and Oshkosh; Village of Winneconne
5. Continue to work with the Winnebago County Public-Private Partnership, Inc. to provide educational resources. (2015 Status: To do yet)	Staff time	Departmental budget	Medium	X	X	Winnebago County Emergency Management
6. Maintain the "Ellenbecker" program, a geographic database for natural disaster events that graphically displays damage areas and automatically calculates financial impact. (2015 Status: Ongoing)	Staff time	Departmental budget	Medium	X		Winnebago County Planning, Zoning & GIS Department; Winnebago County Emergency Management

Completed Tasks/Projects

Description	Responsible Entity
Create displays for use at public events (health fair, public awareness day, county fair, school events, and community events). (#2 in 2009 plan)	Winnebago County

Don Merkes

From: Jeffrey Englebert <jrenglebert@gmail.com>
Sent: Friday, May 06, 2016 9:46 AM
To: Don Merkes
Subject: Fire Commission

Hi Don-

Thanks for forwarding information on the opportunity to serve on the Fire Commission. After reviewing the information I would be willing to serve if it is something you and the council are in favor of unless you feel something else is more appropriate.

I feel should provide a little more information about myself.

Jeffrey R. Englebert
1497 RueReynard
Menasha, Wi. 54952

I was born on [redacted] at Theda Clark and have resided in Menasha almost my entire life. I attended St Mary School graduating in 1968 and then attended UW Fox Valley. In 1970 I joined the U.S. Air Force and served for 4 years including a tour in Viet Nam and Southeast Asia. In 1974 upon release from the service I began helping a friend of mine, Dick Bergstrom, with a new project at the Old Post Office in Neenah. That began a 40 year career with Bergstrom Corporation. During that time I held many positions including the General Manager of the Valley Inn, Neenah, The Pioneer Inn Oshkosh, and the Paper Valley Hotel Appleton. In 1985 I was appointed Vice President of Bergstrom Hotels and held that position until joining the Bergstrom Automotive division in 1995. I retired at the end of 2014 as Vice President of Bergstrom Automotive.

I have lived at my current residence in the city since 1982.

Thank you for your time.

--

Jeff Englebert
(H) 920-729-1953
(M) 920-585-5357