

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, April 7, 2014
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. [Mayor Merkes – Electronic and Household Goods Recycling Event, April 26, 2014.](#)
 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 3/17/14](#)
 - b. [Board of Health, 2/12/14](#)
 - c. [Board of Public Works, 3/17/14](#)
 - d. [City Hall Safety Committee, 2/6/14](#)
 - e. [Committee on Aging, 2/13/14](#)
 - f. [Landmarks Commission, 3/27/14](#)
 - g. [Library Board, 3/20/14](#)
 - h. [NMFR Joint Finance & Personnel, 3/25/14](#)
 - i. [NMFR Joint Fire Commission, 3/26/14](#)
 - j. [Neenah-Menasha Sewerage Commission, 2/25/14](#)
 - k. [Park and Recreation Board, 3/18/14](#)
 - l. [Plan Commission, 3/18/14](#)
 - m. [Public Works/Parks Safety Committee, 2/25/14](#)
 - n. [Water and Light Commission, 2/26/14](#)Communications:
 - o. [Mayor Merkes, 3/17/14, APPA Legislative Rally, APTA Legislative Conference.](#)
 - p. [CA/HRD Captain, 3/28/14, City of Kaukauna et al. v. Village of Harrison et al. and City of Menasha v. Waverly Sanitary district et al.](#)
 - q. [Town of Harrison, 3/14/14, Letter referencing their decision regarding the intergovernmental agreement to help pay for a portion of the County Truck LP upgrade.](#)
 - r. [Notice of Lodging of Three Proposed Consent Decrees \(PCB Litigation\), 3/31/14.](#)
 - s. [ASD Steeno, 4/7/14, Public Health Director Recruitment Update.](#)
 - t. [Memorial Day Parade Committee, 3/17/14, Invitation for Participation.](#)
 - u. [Department of the Army, 3/20/14, Letter referencing an upcoming interagency conference call.](#)
 - v. [PWD Radtke; 2013 WDNR Annual Report under MS4.](#)
 - w. [Menasha Historical Society News, January-February-March 2014.](#)
- G. CONSENT AGENDA
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
Minutes to approve:
1. [Common Council, 3/3/14](#)
 2. [Special Common Council, 3/24/14](#)

Board of Public Works, 3/3/14 – Recommends the Approval of:

3. [Reconfiguration of London Street/Plank Road Intersection as presented.](#)

Joint Fire Commission, 3/26/14 – Recommends the Approval of:

4. [Renewal of the Fox Valley Technical College's Regional Fire Department Hiring Process Agreement from March 2014 through March 2015.](#)

Plan Commission, 3/18/14 – Recommends the Approval of:

5. [Certified Survey Map – Eden Court.](#)
6. [Certified Survey map – Seventh Street \(Menasha High School\).](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 3/20/14 to 4/3/14 in the amount of \\$1,407,049.61.](#)
2. [Reserve "Class B" liquor license application for Alchemy-Fox Cities, LLC, 890 Lake Park Road, Menasha to deal in intoxicating liquor and fermented malt beverages, April 8, 2014 to June 30, 2014.](#)
3. [Outdoor Alcohol Beverage Permit for 2013-2014 licensing year for Alchemy-Fox Cities LLC, 890 Lake Park Road, Menasha.](#)
4. [Change of Agent for Margaritaville Lounge, LLC, 6 Tayco Street, Menasha from Marco A. Rodriguez Contreras to Jennifer Almeida-Sandoval.](#)
5. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)
6. [Third Amendment to Development Agreement Among City of Menasha and Cypress Homes and Realty, Inc. Dated June 20, 2011.](#)

J. ORDINANCES AND RESOLUTIONS

1. [O-6-14 An Ordinance Amending Title 8, Chapter 3 of the Code of Ordinances \(Unauthorized Disposal of Refuse and Recyclable Materials\) \(Introduced by Ald. Zelinski\).](#)

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. Beverage Operator License Application Denial (Held 3/17/14).

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 BOARD OF PUBLIC WORKS

P. ACTION ITEMS

1. Purchase and Development Agreement for Sale of 198 River Street Power Plant (Steam Plant).
2. Adjourn into Closed Session Pursuant to Wisconsin Statute § 19.85(1)(e) and (f), 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; Considering financial information of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data. (Purchase and Development Agreement for Sale of 198 River Street Power Plant (Steam Plant)).
3. May reconvene into Open Session to act on what was discussed in Closed Session.

Q. ADJOURNMENT

MEETING NOTICE

Tuesday, April 15, 2014 – 6:00 pm - SINE DIE

New Common Council – 6:30 pm

SVDP Neenah / Menasha who are we?

Last WEEK here at the St. Vincent de Paul Neenah - Menasha store, we helped 103 people from our community with basic essentials for their lives. One family got a warm coat for their little girl, a pair of shoes for her brother and the dad got clothes for his new job. This is just one example of what we do every day at St. Vincent de Paul. We help people at the poverty level in our community with the basics they need for life but can't afford. We help give them a chance.

Over 50 years ago, we started this effort by taking donated clothing and household items that people no longer have a use for and we make these things available to the people here in Neenah-Menasha who have a dire need. We have accomplished so much over the years but the need continues to grow. This year we will have over 5,000 people who need our help - and we don't turn anyone away. We have a crew of over 120 volunteers that run our store. They are not paid for their time. They volunteer because they know there is an extreme need and because they really care.



Helped over 4000 NM people last year
with over \$88,000 in direct aid

Recycling: What we also do!

- ▶ Did you know the average American household discards an estimated 70 pounds of clothing, linen and other textiles each year? Clothing and household textiles, consisting of fabrics such as cotton, polyester, nylon and rayon, make up almost 5 percent of the total garbage in landfills.
- ▶ St. Vincent de Paul Society of Neenah-Menasha is looking to reduce this waste through a clothing-recycling program. Clothing recycling is the re-purposing of used clothing, cardboard, metal and other textiles that has been donated to the organization that cannot be resold. Instead of distributing these items to landfills, the organization will sell bales to textile recyclers. These items can end up as wiping rags, insulation, upholstery stuffing, and ingredients in paper products or used clothing exports to other countries.



E Recycling with Menasha and Neenah

- ▶ April 26: SVDP NM will be at Menasha Utilities at 321 Milwaukee St. from 8 am to noon to accept SPRING CLEANING donations along with the city wide E recycling event going on.
- ▶ May 3: SVDP NM will be at Neenah City Garage on Tullar Rd from 8 am to noon to accept SPRING CLEANING donations along with the city wide E recycling event going on.
- ▶ May 10: SVDP NM will be at Coldwell Banker at 105 Bell St. Neenah from 10 am to 2 pm to accept SPRING CLEANING donations along with Habitat for Humanity.





Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
BOARD OF HEALTH
Minutes
February 12, 2014**

A. Meeting called to order at 8:05 AM by Chairman C. Rusin.

B. Present: Lori Asmus, Dr. Teresa Rudolph, Ruth Neeck, Candyce Rusin, Sue Nett

C. MINUTES TO APPROVE

1. Motion to approve minutes from January 8, 2014 meeting made by R. Neeck and seconded by L. Asmus. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. January Communicable Disease Report distributed. T. Rudolph questioned the age of the influenza associated hospitalization case. S. Nett responded it was an elderly person.
2. United Way Dental Funds for 2014 have been confirmed at \$35,166. The dental program will be expanded to local daycares and 6th and 9th grades in the schools.
3. 2013 Report of Communicable Diseases (Winnebago County) distributed.
4. Pertussis Report - 2013 Year End distributed. Board members briefly discussed while there were less cases in 2013 than 2012, there are still cases being diagnosed.
5. Pertussis Report - Jan. 2013 distributed. The health department is still receiving notice of confirmed cases. And some of the negative test results are being determined to be a probable case.
6. 2013 Year End Report for Fluoride Varnish Program distributed and discussed. Dental screening results for 2013 showed an 11% decay rate for all students screened. In 2008, the rate of decay was 18.5% of all students screened. The percentage of decay has slowly declined to 11% in 2011, 2012, and 2013. The fluoride varnish program appears to positively impact the declining decay rate.

E. ACTION ITEMS

1. Approval of Grant Agreement with Prepayments between the State of Wisconsin Department of Health Services and Grantee (Menasha Health Department) for the Division of Public Health Consolidated Contracts and Authorize Signature. S. Nett explained this agreement is for the grant programs under the consolidated grants with the state: Maternal Child Health, Immunization, Lead Prevention, and Prevention. The agreement is late for this year due to the difficulty in negotiating grant objectives for the maternal child health program. Motion to approve grant agreement with prepayments between the State of Wisconsin Department of Health Services and Grantee (Menasha Health Department) for the Division of Public Health Consolidated Contracts and authorize signature made by L. Asmus and seconded by T. Rudolph. Motion carried.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Health Department at 967-3520 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

Board of Health Members: Ruth Neeck, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Rudolph

2. Approval of the following for dental health program: S. Nett explained that the protocols for the following dental procedures had been reviewed and updated by the dental hygienist and she was requesting BOH approval. BOH members had no questions.
 - a. Dental Screening Protocol. Motion to approve the dental screening protocol made by R. Neeck and seconded by T. Rudolph. Motion carried.
 - b. Infection Control for Dental Procedures. Motion to approve the infection control for dental procedures made by R. Neeck and seconded by L. Asmus. Motion carried.
 - c. Fluoride Varnish Protocol. Motion to approve the fluoride the varnish protocol made by R. Neeck and seconded by T. Rudolph. Motion carried.
 - d. Dental Sealant Protocol. Motion to approve the dental sealant protocol made by L. Asmus and seconded by T. Rudolph. Motion carried.

F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 9:05 AM made by L. Asmus and seconded by T. Rudolph. Motion carried. Next Meeting March 12, 2014

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
March 17, 2014
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:40 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka CDD Keil, ASD Steeno, Engineering Suprv Montour, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [March 3, 2014](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Reconfiguration of London Street/Plank Road Intersection](#)

Engineering Suprv Montour explained the reconfiguration would have two lanes for southbound traffic at the London/Plank Road intersection. One lane would be a "Right Turn Only" lane. An eight foot wide concrete pedestrian/bicycle sidewalk/trail for southbound bicycle traffic was added. This new concept will utilize a bicycle entrance off of London Street. Engineering staff conducted a traffic count and it was determined a "Right Turn Only" lane was warranted.

General discussion ensued on the safety of bicycle traffic at the intersection, traffic backup if only one southbound lane.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council reconfiguration of London Street/Plank Road intersection as presented.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Nichols, seconded by Ald. Zelinski to adjourn at 8:58 p.m.

Motion carried on voice vote.

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



City Hall Safety Committee Meeting

February 6, 2014

Minutes

Meeting called to order at 1:32 PM.

Present: Adam Alix, Kristi Heim, Kate Clausing, Pam Captain, Sue Seffker, Sue Nett

Excused: Todd Drew, Vicki Lenz

A. Motion to approve minutes from January 14, 2014 meeting made by K. Clausing and seconded by K. Heim. Motion carried.

B. Old Business

1. **MSDS Computer Program – update.** Scanning of current use chemicals in process. One database with electronics will be generated as a final product. Until the database is completed employees are to continue to place a copy of new sheets in their Department book and forward a copy to the health department.

C. New Business

1. **Monthly Safety Topic** The safety topic for February is slips, trips and falls. Reminders such as using a ladder instead of a chair to reach high places; cleaning up spills right away; keeping walkways clear of obstructions; and wearing proper footwear for better traction on slippery surfaces.
2. **Injury Review** No reports.
3. **Building Emergency Response Plan Template** A. Zemlock from the police department has been requested to forward the building emergency response plan template to T. Drew. As of today, the template has not been received.
4. **New items for discussion** None

D. Training

1. **Hearing Screening – Spring 2014** Hearing screenings are scheduled for April 8th. A schedule will be sent out soon for employees to sign up.

2. **Annual Refresher Training** - Computer refresher trainings will be updated. Once completed a notice will go out to have employees complete applicable trainings. The target date is the latter part of March.
3. **New Training Issues for discussion** - None

E. Motion to adjourn at 2:05 PM made by S. Seffker and seconded by P. Captain. Motion carried.

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
COMMITTEE ON AGING
Minutes
February 13, 2014**

- A. Meeting called to order at 7:52 AM by Chairman J. Klundt.
- B. Present: Mary Lueke, John Ruck, Sue Steffen, Lee Murphy, Joyce Klundt, Thomas Stoffel, Sue Nett, Jean Wollerman (arrived at 8:15 AM).
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from January 9, 2014 meeting made by M. Lueke and seconded by S. Steffen. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Senior Center Older Adult Director J. Wollerman reported the attendance at the center was very low in comparison to the past 4 years (1010 participants) due to the extremely cold weather. There have been several activities recently with increased participation. The Valentine Party had 67 in attendance; Bingo had 48; and the tax help (individuals are lining up right away at 8 AM to wait for assistance). Cherry Cherries event on the benefits of cherry juice and cherries to be held on Feb. 21st already has 23 registered.
 - 2. Public Health Director S. Nett gave an overview of the 60+ Health program for 2014. A public health nurse will be spending more time during the week at the center for health consultations and working with the center staff to plan more educational and informative health events.
- E. New Business
 - 1. None
- F. HELD OVER BUSINESS
 - 1. Renovation Project Update. S. Nett discussed meeting with the architects from McMahan. The meeting was held to review a preliminary design schedule for the senior center renovation. The target date to begin construction is Aug or Sept of this year with a finish date by the end of the year. McMahan will be putting together an agreement for the architectural design work. To date, the agreement has not been received. J. Wollerman discussed upcoming fundraising activities to include a 2 day rummage, craft, and bake sale; 3 brat fries during the summer months; and a community bingo nite on July 3rd at the senior center. Currently there is approximately \$15,000 in the fundraising account. A banner is being designed which will be mobile and able to be placed in locations such as the library, city hall, senior center etc. The banner will show how much money has been fundraised and how much more is needed to reach the targeted goal of \$87,500.
- G. Motion to adjourn at 9:10 AM made by S. Steffen and seconded by J. Ruck. Motion carried. Next Meeting March 13, 2014.

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CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
March 27, 2014
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 4:30 PM.

B. ROLL CALL/EXCUSED ABSENCES

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

LANDMARKS MEMBERS EXCUSED:

LANDMARKS MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, and Joy Cha from Lemon Loves Lime and Bill Banti via telephone.

C. MINUTES TO APPROVE

1. **Minutes of the February 6, 2014 Landmarks Commission Meeting**

Motion by Comm. Taylor, seconded by Ald. Keehan to approve the February 6, 2014 Landmarks Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. COMMUNICATIONS

1. Stan Sevenich Letter- Commissioner's acknowledged Stan's commitment and financial contribution of \$100 to assist with the reopening of the Bridge Tower Museum.
2. Chris Everson Letter – Letter suggested incorporating the identification of historic structures along marathon routes. Comm. Brunette will refer the proposal to the Historical Society.

F. ACTION ITEMS

1. None

G. DISCUSSION ITEMS

1. **192 Main Street Façade Improvement Concept – Lemon Loves Lime**

Joy Cha presented a preliminary design for the Main Street facade of 192 Main Street. Commissioners discussed:

- Signage type and location
- Architectural details and proposed building materials
- Entryway configuration
- Color scheme

Commissioners expressed enthusiastic support for the proposed façade improvements. Ms. Cha stated she will bring back the final plans upon completion by their architect.

2. **Façade Improvement Program Grant/Loan Balance**

CDD Keil stated that he did not have an updated balance for the program. Information will be presented at the next Landmarks Commission meeting.

3. **2014 Historic Photo Contest**

PP Homan will follow up with Commissioner Docter regarding the press release and other details. Commissioner Lynch will email photos to Community Development staff.

4. **Bridge Tower Museum**

PP Homan has met with Public Works staff to discuss outstanding items. Most remaining items need to wait for warmer weather. A reopening ceremony is planned for 5:30 PM on May 14, and invitations are to be extended to other organizations, committees and the media. The Landmarks Commission is scheduled to meet at 4:30 PM on that same date at the Bridge Tower Museum.

5. **Broad Street Lot/Main Street Pedestrian Link**

PP Homan reported that an initial meeting had occurred with adjoining business owners. Staff will initiate further planning after activities related to the Bridge Tower Museum are complete.

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

1. No one spoke.

I. ADJOURNMENT

Motion by Comm. Lynch, seconded by Comm. Brunette to adjourn at 5:30 PM. The motion carried.

Respectfully submitted by CDD Keil.

**MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library
March 20, 2013**

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

Present: Crawmer, Eisen, Golz, Kiley, Murray, Nichols, VanderHeyden, Wichowski, Aaron Harvey (teen rep)

Absent: None

Also Present: Director Lenz, K. Beson (Head of Children's Services), J. Bongers (Head of Adult Services), C. Brandt (Head of Support Services) and K. Dreyer (Administrative Assistant)

Consent Business

The following Consent Business item was presented for the Board's consideration:

Motion to approve Library Board meeting minutes from February 20, 2014, made by VanderHeyden and seconded by Golz. Motion carried unanimously.

Authorization of Bills

Director Lenz passed out a revised list of bills since there were some added since the list was emailed. There was clarification on the nature backpacks which can be checked out by kids to bring an awareness of nature and Unique Management Service which is a collection agency that works with libraries. Motion to authorize payment of the March list of bills from the 2014 budget made by Eisen and seconded by Wichowski. Motion carried unanimously.

Director's Report/Information Items

1. Introduce Administrative Assistant. Director Lenz introduced the library's new Administrative Assistant, Kathy Dreyer.
2. February Statistics. Director Lenz reported that circulation was down 4% in February compared with last February possibly due to weather. Music CD's were down significantly from last year (-23.4 percent). May consider looking into a service to download music.
3. Endowment Receipts. Director Lenz reported that there was no endowment report since the Community Foundation website was down. There was a good response from the book sale.
4. Budget Updates 2013 & 2014. The 2013 budget still shows \$54,223.06 excess from last year but the City is still working on journal entries for 4 accounts.

The current budget shows that 18% of the year is over and 22% has already been spent. Part of the reason is we received the bill to participate in WALs and our recent retirement payout.
5. Report on Use of Square Reader. The library just started using Square Reader which helped during the book sale. We collected \$104.80 and netted \$101.00 after charges.
6. Food for Fines/National Library Week – April 13-19. The Circulation Desk will be accepting food for fines April 13-19. American Indian music with Dennis Hawk will be held on April 16 from 7:00-8:00 p.m. Treats will be provided for staff appreciation.
7. Fox Cities Book Festival – April 7-13. More than 50 authors and poets will be speaking in libraries, book stores and coffee shops throughout the Fox Valley. Seven authors will be speaking at our library.

8. Staff Reports. Ana Acosta's hours have been expanded. Adam Alix has been promoted and is in the process of restructuring staff and hiring someone with electrical experience. There was a meeting with the Menasha School District to look at efficiencies and ways to collaborate. They will meet again in fall.

Beson reported that the calendar is full for spring and 5 nature backpacks are available to check out.

Bongers reported that there is plenty of time to read *Wonder* before the author R. J. Palacio comes to Appleton West High School on April 9 at 6:30 p.m. The Big Read which is part of Money Smart Week will be held on April 5. There were about 100 people that attended the movie *Frozen* at the library this week.

9. Strategic Plan Update. Director Lenz and the supervisors reviewed the strategic plan. There is a lot in the works and will update next month.
10. Building Report. Petitioners have been soliciting our patrons inside the doors library because of the cold and patrons have been complaining. The City has been painting the walls of the library. The roof over the teen area is leaking and will be looked at. The Affordable Care Act requires employers who have 50 or more employees to have a nursing mother's room with a sink. There have been inquiries from mother's who attend all day programs in our meeting rooms. Director Lenz and Alix are working to resolve.
11. Other Business. There will be a Trustee Workshop entitled "How to Improve Library Visibility in Your Community, Influence, Municipal Funding, and Be an Effective Advocate for Your Library" on Wednesday, April 9 at 5:00 p.m. at the Ripon Public Library. The WAPL Conference will be held May 7-9, 2014 at the Blue Harbor Resort and Spa in Sheboygan. There will be breakout sessions for Trustees.

Discussion/Action Items

12. Review of Trustee Essentials Chapter 16. Wisconsin law prohibits soliciting or accepting anything of value if it could responsibly be expected to influence your vote, official actions or judgment or could reasonably be considered as a reward for any official action or inaction. If there is any appearance of impropriety, walk away. VanderHeyden will talk about Chapter 17 next month.
13. Table of Organization. Director Lenz distributed a revised organization chart.

Adjournment

Motion to adjourn the meeting at 4:38 p.m. was made by Kiley and seconded by Crawmer. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting
March 25, 2014 – 5:30 p.m.
Hauser Room – City of Neenah

Present: Ald. Stevenson, Langdon, Ahles.

Excused: Ald. Englebert, Benner and Ramos.

Also Present: Chief Auxier, City Attorney Godlewski, Director Easker and Office Manager Theisen.

Members of the Public Present: Ald. Pollnow, Al Wroblewski and Nick Mostek.

The meeting was cancelled due to a lack of a quorum.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting
March 26, 2014 – 12:00 p.m.
Hauser Room – City of Neenah

Present: Commissioners Mattes, Kubiak, Keating, Liebhauser, Lewis and John.

Also Present: Chief Auxier, HR Director Barber, HR Coordinator Cahak, and Office Manager Theisen.

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

Minutes: The Committee reviewed the October 23, 2013 meeting minutes. **MSC Liebhauser/Keating to approve the October 23, 2013 meeting minutes and place on file, all voting aye.**

Commissioner Lewis entered the meeting at 12:04 p.m.

Activity Reports: The Committee reviewed the February 2014 activity reports. This is informational only and no action is required.

Budget Report: The Committee reviewed the February 2014 budget report. This is informational only and no action is required.

FVTC Hiring Process Agreement: The Committee reviewed Fox Valley Technical College's Regional Fire Department Hiring Process Agreement. This agreement would renew from March 2014 through March 2015. Chief Auxier noted there are no language changes from last year and both City Attorney's have reviewed and approved the new Agreement. HR Director Barber noted the hiring process would remain the same. We would review the information from Fox Valley Technical College's list of candidates, who meet our requirements for hiring, and then invite candidates to apply through the City of Neenah's online application process. Candidates who complete the online application would then go through our screening process and possible interview(s). Finalists would be invited for a final interview by the Joint Fire Commission for consideration and placement on our eligibility list for hiring. Chief Auxier noted our hiring requirements would remain the same as our previous requirements. **MSC Keating/Kubiak to recommends the City of Neenah and the City of Menasha Common Councils approve Fox Valley Technical College's Regional Hiring Agreement for a time period of March 15, 2014 through March 15, 2015, all voting aye.**

MSC Liebhauser/Kubiak to adjourn at 12:25 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday February 25, 2014

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

Present: Commissioners Mike Sams, Steve Coburn, Raymond Zielinski, Kathy Bauer, Dale Youngquist; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

Also Present: Tom Kispert (McMAHON); Rob Franck, Paul Much (MCO); Bryan Azure (Atlas Copco); Rich Knoelke (Mulcahy, Shaw); Attorney Pam Captain (Menasha); Attorney Jim Godlewski (Neenah).

February 12, 2014 Special Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Sams to approve the minutes from the February 12, 2014 Special Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

February 12, 2014 letter from Robert Hannes, DNR to NMSC President Dale Youngquist.
RE: DNR approval of change orders.

Old Business

Industrial Contract with Sonoco/U.S. Paper Mills. Manager Much reported a meeting was held with City of Menasha staff to discuss. The City will review the Sonoco agreement with the NMSC and the wording in the Ordinance-Contract and will respond to the Commission by mid-year.

Motion by Commissioner Zielinski second by Commissioner Bauer to convene into Closed Session pursuant to Wis. Stats. § 19.85(1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River litigation. By roll call vote taken, motion carried unanimously, by Commissioners Zielinski, Bauer, Coburn, Sams, Youngquist.

Motion by Commissioner Zielinski second by Commissioner Bauer to adjourn the Closed Session and reconvene into Regular Open Session. By roll call vote taken, motion carried unanimously, by Commissioners Zielinski, Bauer, Coburn, Sams, Youngquist.

Meeting reconvened into Regular Open session at 8:35 am.

New Business

High Speed Blower update. Tom Kispert discussed his updated list with 23 items needing attention by HSI – the previous list was 21 items. The two additional items added were for blowers #2 and #6 which stopped running. Bryan Azure reported his technician Jason was onsite Monday and was able to get both blowers running; blower #2 shut down again overnight. Bryan indicated he will be downloading information on blower #2 to send to their engineers to

February 25, 2014

Regular Meeting

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diagnose the problem. Bryan acknowledged the date changes for completing repairs; there are master controller issues – getting the controller to work with the individual units, a device is being sent to allow programming of the unit remotely. Commissioner Bauer questioned how long it will take to get here and installed; Bryan responded it would be this week. Bryan further reported 2 HMI's are being shipped; the insulation is being removed from the panels and they are asking a local vendor to size screen mesh for use to hold the new insulation in place; August Winter & Sons have been contracted for the wiring changes; blower #5 is currently being worked on; work on blower shut downs for low temp and surges is complete. Manager Much questioned if HSI will have someone on site with the remote access unit; Bryan responded they will not need a person on site when the remote unit is installed. Manager Much further questioned the 2 mechanical failures and not responding to our requests for the cause of the failures. Checks have been made with other users of these blowers and they have had the same common failure issues; Bryan indicated he was not aware of the blower failures and he would send the data on our failures. Manager Much further questioned if there is a design failure; Bryan was not aware if there is a design failure. Manager Much reported to Bryan it took two months to return the last unit; we were sold that there is a large warehouse and parts are available for a quick turnaround on repairs. Manager Much further questioned why it took two weeks to get the current failed unit removed; Bryan indicated their service technician Jarrod was on vacation. President Youngquist stated you are now getting panels to repair the insulation issue from a local vendor; we've had this problem for almost a year. We are in a serious situation and we are way behind, this needs to be a high-high priority. President Youngquist questioned how will we recover the extra costs being charged by McMahon. There is a need to be a sense of priority; I don't get the feeling we have the priority. Tom Kispert questioned a bent disconnect rod and the header blow off valve, items #4 and #15 on the list; Bryan indicated the bent rod will be looked at today, the header blow off is an internal issue to be dealt with by the HSI office, Bryan is trying to chase down an answer. Tom responded this issue was noted 6 months ago. Tom questioned why blower #6 is built different from the other 5 blowers. Commissioner Bauer questioned if they keep maintenance records when someone goes out; Commissioner Bauer would like to have the repairs performed tracked so we know what is wrong with the units. Commissioner Bauer would like to see if there are common problems globally with these units and would like an answer by the next meeting; Bryan responded he could not commit to this due to needing responses from other individuals. Attorney Thiel questioned if they are pleased by the work performed by August Winter & Sons; Bryan answered yes they are, he will be checking their work again later today. Attorney Thiel questioned who is Jarrod; he is the most experience technician with HSI. Attorney Thiel questioned the insulation problem; Tom Kispert responded that he normally sees the simple fixes get pushed to the end; Bryan responded HSI tried different approaches – field installation kit with rods; the rods were not the answer. They are now going to a mesh. Attorney Thiel questioned the unit shutting down last night, was it physical or computer issues? This needs to be determined. Bryan responded he will need to check the SD card. Manager Much reported the shutdowns do effect the plant treatment; we have phosphorus spikes and filament increases. We need to hammer chlorine into the system to control the filaments. President Youngquist asked for the best approach to get things working; we want realistic dates for when repairs can be made. Tom Kispert made a request to have Bryan here again next meeting. Bryan requested to have a speaker phone available to include HSI officials in the conversations at the next meeting; Bryan felt this would be the best approach.

Operations, Engineering, Planning

Attorney Thiel addressed the Commission and discussed the changes concerning Ordinance 2014-1 to modify Pretreatment Ordinance 94-1. Manager Much reported we developed the limits and the DNR approved the limits. Manager Much further reported the municipalities will need to enact these changes; we will have additional items to change to be requested later this year. After discussion, motion by Commissioner Coburn, second by Commissioner Bauer to approve NMSC Ordinance 2014-1. By roll call vote taken, motion carried unanimously, by Commissioners Zielinski, Bauer, Coburn, Sambs, Youngquist.

Attorney Thiel was excused from the meeting (9:30 am).

Phosphorus Removal – Manager Much discussed the phosphorus legislation amendment and the impact to the Commission. Estimated costs for phosphorus discharged from the WWTP are fifty dollars (\$50.00) per pound. Based on current discharge, this would equate to an annual charge of \$450,000 per year.

Construction Progress Update. Tom Kispert discussed his memo on the construction progress. The final completion date was December 31, 2013; the project is not done, there is a 7-page punch list of items that are being worked on. Slowly but surely the items are being whittled down; a couple items are past due for completion, but progress is being made. New project numbers have been created to track and bill the extra service; change orders will be issued monthly to deal with the extra time spent on the project. Tom further discussed the change in the percent amount of retainage on the August Winter & Sons pay request. The percentage was increased from 2-1/2% to 3-1/2%. Commissioner Zielinski questioned if others have a say when there is a change in the percentage amount; Tom responded the 3-1/2% was the recommendation from President Youngquist.

Following the discussion, motion by Commissioner Zielinski second by Commissioner Bauer to approve for payment Certificate for Payment #15 with August Winter & Sons, Inc. in the amount of \$256,153.90 and Certificate for Payment #16 in the amount of \$23,973.08 for plant modifications. Motion carried unanimously.

After further discussion on the ongoing work, motion by Commissioner Zielinski, second by Commissioner Bauer to approve change order #38 for a contract decrease of \$(27,519.49) with August Winter & Sons, Inc. for plant modifications. Motion carried unanimously.

Tom Kispert further reported on proposals that are currently pending for change orders; a potential need for updated polymer system and grouting of the gas conditioning skid VFD's.

Tom Kispert reported on the status of equipment contracts. After discussion, motion by Commissioner Sambs, second by Commissioner Bauer to approve for payment Certificate for Payment #4 from Energenecs, Inc. for Contract G – Vortex Grit Removal in the amount of \$7,329.00, and Certificate for Payment #4 from Energenecs, Inc. for Contract K – Digester Mixers in the amount of \$33,330.00. Motion carried unanimously.

Commissioners held additional discussion on the high speed blowers and the contract with HSI.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve for payment McMahon invoices #47100, #47101, #47102, #47103, #47104, and #47105 related to the Construction Project in the amounts of \$3,600.00, \$5,900.00, \$(4,236.93), \$425.00, \$32,100.00, and \$6,212.00. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve for payment McMahon invoices #47106, #47107, #47108, #47109, #47110, #47111, #47112, and #47113 related to additional services for the construction project in the amounts of \$8,521.31, \$4,142.00, \$4,642.00, \$5,246.35, \$3,916.33, \$984.00, \$67.50, and \$500.00. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of January 2014. Manager Much further discussed the operating issues and additional costs that are being incurred when the high speed blowers shut down. Paul Much added in addition to the operating costs, the Commission will have increased NR101 fees at year end due to the additional discharge of solids. Motion by Commissioner Zielinski, second by Commissioner Coburn to accept the Operating Report for the month of January 2014. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements for the month of January 2014. Commissioners questioned various items in the Income Statement and Balance Sheet. After discussion, motion by Commissioner Zielinski, second by Commissioner Bauer to accept the financial statements for the month of January 2014. Motion carried unanimously.

Accountant Voigt discussed the Accountant's Report for the month of January 2014. The decrease in restricted cash balances reflect the payment of the maturing and called 2003B Bonds. MCO generated \$4,600 in additional income to the Commission. After discussion, motion by Commissioner Zielinski second by Commissioner Bauer to accept the Accountant's Report for the month of January 2014. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Bauer to approve for payment MCO invoices #18016 and #18051 in the amounts of \$121,833.17 and \$645.20 with payment to be made after March 1, 2014. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:21 a.m.

President

Secretary

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, City Hall – 140 Main Street
March 18, 2014
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS EXCUSED: Ald. Mark Langdon, Cindy Schaefer-Kemps

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINUTES TO APPROVE

1. **Minutes of the February 10, 2014 Plan Commission Meeting**

Moved by N.Barker , seconded by L. Hopwood to approve the minutes of the February 10, 2014 Park Board meeting. Motion carried.

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

Five (5) minute time limit for each person.

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. Department Report – PRD Tungate reported that the summer program booklet is close to being mailed out. RFPs for the Jefferson Park project are still being received. Staff priority has been to get the Gilbert site project moving ahead, so the RFP review will occur once that project has been further advanced. Gilbert site pond had been received as a donation and will serve as an attractive gateway for the trail along the main river channel. Seasonal hiring is ongoing. Ice rink is closed for the season.
2. Park Project and Vandalism Report – PS Maas reported that tree trimming is occurring. Staff helped to reinforce the warehouse mezzanine in the sign shop. Both partitions have been replaced at Clovis Grove Park. City received a Project Partnership Award from the Urban Forestry Council and it was presented last night at the Council meeting.

F. DISCUSSION

1. Public Works and Park Department Reorganization- PRD Tungate updated the Board on recent changes and new and future hirings relative to the Parks and Public Works Departments. A new Parks and Recreation Clerk has been hired, Vince Maas and Jeff Nieland have some new

duties, Adam Alix is now the Deputy Director of Municipal Operations and will facilitate a more cooperative and effective use of city work crews along with other duties. Staff is excited about the potential of these changes.

2. Filling New/Vacant Positions- PRD Tungate indicated that the hiring process is continuing towards filling an Arborist and a Facilities Technician position. Both positions should be filled by mid to late spring.
3. Options for Tree Planting Along New City Streets in 2014 and Revision to Chapter 4 of City Ordinance Relating to Trees and Shrubs- PRD Tungate stated that CA Captain continues to work on a rewrite of Chapter 4 of the City Ordinance pertaining to trees and shrubs. It appears that the pursuit of including tree planting in the assessment for new streets will not be moving forward. The Mayor and staff are considering ways to fund tree planting for this year for a couple new street projects using the City's existing tree planting policy.

G. ACTION ITEMS

1. Recommend Impact Report on the Gemelli Real Estate Wisconsin, LLC Annexation (if required) Motion by L. Hopwood, seconded by N. Barker to approve the impact report for the Gemelli annexation. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

Moved by S. Pawlowski, seconded by L. Hopwood to adjourn at 7:49 pm. Motion carried.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
March 18, 2014
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. Zelinski (Alternate for Ald. Benner and Commissioners Cruickshank and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Ald. Benner, DPW Radtke and Commissioner Schmidt.

PLAN COMMISSION MEMBERS ABSENT: None.

OTHERS PRESENT: CDD Keil, PP Homan, Brian Moore and Lonnie Pichler of Menasha Utilities.

C. MINUTES TO APPROVE

1. **Minutes of the March 10, 2014 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Ald. Zelinski to approve the March 10, 2014 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. None.

F. ACTION ITEMS

1. **Removed from Table Pending New Information to be received Special Use Permit Amendment – 1284 Midway Road – Hotel/Rooming Type Use**

a. Proposed Permitting of Transient Rental Units

CDD Keil provided an overview of a preliminary short-term rental of dwelling units ordinance, which was modeled after an ordinance used by a coastal community in Washington.

Commissioners discussed what types of zoning districts this would be allowed in and how violations would be incurred and enforced.

Motion by Comm. Sturm, seconded by Ald. Zelinski for staff to pursue formal development of a permitting process for transient rental units. The motion carried.

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

PP Homan stated this CSM realigned parcels due to the pending Georgetown Place street right of way vacation. A utility easement containing the City's sanitary sewer would be extended.

Lonnie Pichler discussed relocation of utility boxes and the need for vacation & relocation of utility easements.

Commissioners took no action.

3. **Certified Survey Map – Eden Court**

CDD Keil explained that this CSM would correct an issue where a home was built partly into the Lake Park Villas "common area." Both property owner and HOA are aware of the proposed CSM and are agreeable to this solution.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to recommend approval of the Eden Court CSM. The motion carried.

4. **Certified Survey Map – Georgetown Place**

PP Homan stated that this CSM was drafted exactly the same as a CSM that had been created by the original developer of Lake Park Villas, and approved by the City, but never recorded.

Lonnie Pichler suggested relocation of utility boxes to locations between the lot lines, of which Menasha Utilities could prepare cost estimates.

Commissioners took no action.

5. **Certified Survey Map – Seventh Street (Menasha High School)**

Commissioners discussed the offset in the eastern property line due to differing widths in the sidewalk, and the location of light fixtures on the south side of the property.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to approve the CSM for Menasha High School. The motion carried.

H. ADJOURNMENT

Motion by Comm. DeCoster, seconded by Comm. Cruickshank to adjourn at 4:45 PM. The motion carried.

Minutes respectfully submitted by PP Homan.



**Public Works / Parks Safety Committee
February 25, 2014
Minutes**

Meeting called to order at 9:05 AM.

Present: Jeff Nieland, Adam Alix, Corey Gordon, Todd Drew, Sue Nett, Kevin Schmahl, Eric Whitman, Mark Radtke, Randy Losselyong, Vince Maas, Sue Nett
Absent: Brian Tungate, Pamela Captain,

Approval of December 3, 2013 meeting minutes - motion V. Maas second R. Losselyong – motion passed

Approval of January 28, 2014 meeting minutes – motion A. Alix second C. Gordon – motion passed

B. Old Business

1. **Work Zone Safety/ MPD Enforcement** – Work zone safety group to meet 3/6/14.
2. **Cold Storage Mezzanine Capacity** – Corrections to the south mezzanine completed. Corrections to north mezzanine to be completed 2/26. Corrections made based on recommendations in McMahon Engineering report.
3. **MSDS Sheets- update** - T. Drew reported that scanning of sheets was ongoing – estimate functional within 30 days. Drew also stated that he had received information on the MSDS Program through CVMIC citing equal up front work along with \$1500./yr cost and other misc. costs.

C. New Business

1. **Monthly Safety Topic** – distributed and discussed. Requested to be posted in appropriate departments.
2. **Injury Review.** – 3 injuries reported from Parks
 - Employee was sprayed in the face, eyes and upper body with diesel fuel after the pump handle auto shut off failed. Issue happened with unit #9110. Employee cleaned off no medical attention or loss time resulted. Recommendation was to not use auto fill with this unit and to check function of the auto shut off on pump #4 with another piece of

equipment. If auto shut off fails handle should be replaced immediately. Operational auto shut off is required on all commercial motor fuel dispensers by Wis. Admin. Code.

- Employee bumped knee on the metal bumper of Street 13 while parked in warehouse. Employee had to squeeze between vehicle and stack of construction barrels in poor lighting. No medical attention or loss time. Recommendation to maintain walk ways clear and wide enough to safely move and also to provide motion sensors to trigger lights to provide adequate lighting.
-

3. **Safety Policy Statement – Review/Approval** –Policy statement which discussed the obligation for employees to ensure safe practices of themselves as well as co-workers was reviewed. Drew called for motion to approve as written to forward to City of Menasha Common Council for approval and addition into the City Safety Manual. Motion made by M. Radtke second P. Captain to approve as written and forward to Common Council. Motion passed unanimous.
4. **Notice of Safety Violation** – Form / Discussion- A form has been presented to report safety violations by employees and document the response to the issue. P. Captain stated that observations of safety violations are to be taken to the immediate supervisor who will complete the form for investigation and submit to HR. Forms will be maintained to document safety issues of individuals and monitor those with chronic issues.
5. **Suggestions received following Lifting Training- Dumpster issues**- Drew was provided with numerous locations throughout the City which have dumpsters which require excessive or unnecessary handling in order to dump contents. Excessive handling poses possible injury risks to employees (push, pull, pinch hazards) List will be provided to DPW for review and discussion with dumpster locations to make improvements per service requirements.
6. **Additional items for discussion** – S. Nett informed committee that hearing screenings will be conducted on April 8 from 6:00am-9:00am and 1:00pm-2:30pm. Additional info and sign up to be provided. Screening will be held behind the Menasha Health Department Building.

D. Training

1. **Lifting Training Review**- Class room portion of lifting training was good; however the practical portion of the training did not work well. Lost control of instruction at stations, demonstrations and rotating through stations. Suggestion for future training is to have a facilitator at each station. Too much focus put onto the magnet man hole removal demo.
2. **Annual Refresher Training** – T. Drew stated that respirator fit tests would be conducted in March. Fit testing will be done on 2 dates beginning at 7:00am. Drew will send an email with a sign-up sheet; specific dates will be coordinated with J. Nieland and D. Dworshok.
3. **Additional Training items or suggestions** - no additional training items were discussed.

E. Motion to adjourn at 10:10 AM made by A. Alix and seconded by C. Gordon.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

February 26, 2014

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Distribution & Utility Services Manager; and John Teale, Technical Services Engineer.

Item II. People from the Gallery to be heard on any topic of public concern to the Utility.

Tricia VanDinter, Field Representative & Clerk asked the Commission to again consider adding a beginning balance to the banked sick time hours that were approved during the February 7th Special Meeting of the Water and Light Commission.

Item III. Motion made by Comm. Roush, seconded by Comm. Zelinski, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of January 29, 2014
- B. Minutes of the Special Meeting of February 7, 2014
- C. Approve and warrant payments summarized by checks dated February 6-26, 2014, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$655,727.80, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- D. Correspondence as listed:
 - Copy of News Release dated February 13 RE: Running water to prevent pipes from freezing.
 - Copy of posting on Menasha Utilities Facebook dated February 11 Re: Thank you from Kim Janken.
 - Copy of email from WPPI Director of Member Relations and Outreach, Lauri Isaacson dated February 19 RE: Award of WPPI Energy Scholarship to attend APPA's E&O Technical Conference for Distribution and Utilities Services Manager, Lonnie Pichler.

Item IV. Claims Against The Utility – After discussion a motion by Comm. Merkes, seconded by Comm. Zelinski was unanimous on roll call to allow the claim of Russell Brantmeier, 845 Harding, in the amount of \$574.02 after a release of claim is received from Mr. Brantmeir.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes

Item VI. Unfinished Business, Changes to Employee Handbook for 2014 – Comm. Allwardt stated the Commission would not add a beginning balance to sick time hours asked for by Ms. VanDinter.

General Manager Krause reviewed the items the Commission requested follow-up on for the Employee Handbook along with the addition of language for deferred compensation; MUEBA benefits; and a slight modification of the grievance procedure.

A motion by Comm. Merkes, seconded by Comm. Roush was unanimous on roll call to update the Employee Handbook as outlined in the memo from General Manager Krause dated February 20, 2014.

Item VII. New Business, Engineering River Crossing Electric – Distribution & Utility Services Manager discussed the four engineering proposals received stating Power System Engineering had the best proposal along with the best cost coming in at \$23,675.

A motion by Comm. Zelinski, seconded by Comm. Kordus was unanimous on roll call to approve the agreement for professional services from Power System Engineering for engineering; material specifications; documents for bidding contractor services for steel structures, foundations, associated material; and procuring all permits of the River Crossing Electric project in the amount of \$23,675.

Bids for London Street Water Main Reconstruction – Mr. Pichler reviewed the bid opening held February 25, 2014. Ten bids were received with Donald Hietpas & Sons, Inc. being the low bidder at \$274,220.

A motion by Comm. Roush, seconded by Comm. Merkes was unanimously approved on roll call to award the bid for the London Street Main Reconstruction contract M0002-940117 to Donald Hietpas & Sons, Inc. in the amount of \$274,220. The Commission also recommended the Board of Public Works approve and award this bid to Donald Hietpas & Sons, Inc. and then forward it to the Common Council for approval.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The January report was discussed.

December & January Financial and Project Status Reports – In the month of December electric consumption decreased 0.07% compared to budget with year-to-date above budget by 0.17%. Revenues for the year were 5.35% less than budget due to a combination of the new rates starting later than anticipated and lower ECA and PCAC rates for all customers. The net cash balance for the year came in slightly higher than budget due to some projects being deferred or transferred to the 2014 budget.

Water usage increased by 21% compared to budget in the month of December. For the year consumption was 12% higher than budget due to a combination of Residential, Municipal and Resale customer's decreased usage and an Industrial customers increased usage. The year-to-date system loss ratio was 8.16% and the net cash balance for the year came in \$1,343,761 over budget. A portion of this amount is carry-over from 2012. The net cash balance will be used to fund a significant capital improvement plan over the next 5 years.

January electric consumption increased 0.51% compared to budget. Net operating income was higher than budget due mainly to lower Power Production costs. Projects not completed in 2013 have been carried forward to the 2014 Project Status Report.

Water usage increased by 1.4% compared to budget in the month of January and distribution expenses are higher than budget due to additional hours spent repairing mains and valves.

Steam Expenses for January are for the GE Equipment Removal; year-to-date figures include 2013 expenses.

After discussion, the Commission accepted the December and January Financial and Project Status Reports as presented.

Project Reports, Water Plant Projects – Staff is continuing to test samples for the Source Water Study.

Metering Practice & Plan – The PSC performed an audit on the Metering and Billing Practices. No discrepancies were noted.

Steam Plant RFP – There is a Special Common Council meeting set for February 27, 2014 to discuss the 6 proposals for the steam plant.

Water Distribution Update – Up to the end of January there have been 33 freeze ups and 7 main breaks; customers who are on the water run list have been notified.

Item IX. No one from the Gallery was heard on any items discussed at this Meeting.

Item X. The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved on roll call to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes 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. RE: Performance Evaluation of General Manager.

By: MARK L. ALLWARDT
President

DAN ZELINSKI
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.



TO: Members of the Common Council
FROM: Donald Merkes, Mayor
DATE: 17 March 2014

RE: APPA Legislative Rally
APTA Legislative Conference



The annual APPA Legislative Rally is an opportunity for municipal utilities nationwide to speak to their elected representatives in Washington DC about the value municipal electric utilities provide to their communities. Participating in the Legislative Rally along with 21 other municipal utilities from Wisconsin and Michigan allows us to be proactive in educating elected officials in Washington on how policy decisions they make affect community-owned public power utilities and the customers we serve.

Key federal policy issues discussed at the APPA Rally included:

- Maintaining tax-exempt financing for state and local governments, including public power utilities, in ongoing federal budget and tax reform negotiations.
- Limiting the cost risk for public power utility customers.
- The impacts of EPA regulations on the ability of public power to maintain a diverse portfolio of fuel options to ensure reliable and affordable energy.
- Increasing transparency and oversight of the wholesale electricity markets, and in particular the mandatory capacity markets in eastern regional transmission organization markets
- Addressing cyber-security and physical security and ensuring that the electric utility industry is a partner in creating standards that are reasonable and protect the interests of customers.

As elected officials of public power communities we are in a unique position to talk to Congress about the direct impact of federal action at the local level. Our outreach efforts ensure that the needs of the 46 million Americans who benefit from being served by public power are being met.

The APTA Legislative Conference was also occurring giving opportunity for transit systems across the county to speak to their elected representatives in Washington DC. I was pleased to be able to participate in a discussion with Representative Petri regarding the value of public transportation in the Fox Valley. Of the 1.2 million rides on Valley Transit 40% are job or job training related; in addition, more and more employers are requesting public transit services to their businesses. Transit is an important part of economic development and job retention in the region with federal policy playing a key role in our ability to provide effective service.

Key federal policy issues discussed included:

- Capital funding for transit systems to maintain equipment and infrastructure
- Reauthorization of the Federal Surface Transportation Programs
- Federal funding and reporting requirements

Having the opportunity to meet with our representatives helps solidify the impact that federal programs and decisions have on local economies. In the case of both public power and public transit there is a tremendous positive economic impact to Menasha and the opportunity for employment in our city by maintaining these programs.



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KEY FEDERAL ISSUES LIST FOR 2014 (TALKING POINTS)

Preserve Tax-Exempt Financing:

- Municipal bonds are a critical tool for public power utilities, and local governments generally, to finance new infrastructure and to maintain and upgrade existing infrastructure.
- Limiting or eliminating the income tax exemption for interest from municipal bonds would reduce investments in vital infrastructure across the country and increase the cost of electricity for public power customers. Ultimately, a disproportionate share of this burden will be shouldered by those who can least afford it.
- We are pleased that throughout the debt limit and budget negotiations this year, Congress has avoided making any changes to or eliminate tax-exempt bonds. Thank You. (For House Members) Please support H.Res. 112, the bi-partisan "Terry-Neal" resolution, in support of municipal bonds. (For Baldwin and Johnson) We are encouraged that the Senate Finance Committee's recent tax reform activities have consistently maintained our tax-exempt status.
- Reducing the availability of tax-exempt financing to municipal governments, either by eliminating TEF or by capping the interest deduction for certain high-income earners, would impose significant new costs on local governments and seriously impair their ability to maintain essential safety and services for their citizens.
- When considering the range of deficit reduction options, we urge Congress to carefully evaluate all of the economic consequences. Any proposal changing the tax treatment of municipal bonds would fail this examination.

EPA Regulation of Carbon Dioxide from Existing Power Plants:

- We are very concerned about the potential impacts of the United States Environmental Protection Agency's (EPA's) regulation of greenhouse gas emissions from new and existing power plants under the Clean Air Act. We are particularly concerned about the new carbon dioxide (CO₂) regulations expected to be released this June for existing power plants under section 111(d) of the Clean Air Act.
- We would prefer that Congress act to regulate CO₂, because the legislative process is best suited to addressing this important issue. Barring that, Congress should continue to provide active oversight of this EPA initiative. We believe the Clean Air Act allows EPA the authority to enact a rule that requires plant improvements that will result in small but meaningful emissions reductions. Congress should work with EPA to ensure that its proposed rules remain within the parameters that the law allows.
- We provided comments to EPA in December through MEUW. We have asked that EPA consider the following as they draft the rule for existing power plants:
 - **Appropriate Emissions Baseline** – It is critical that a reasonable baseline year is selected to credit proactive utilities that have invested in project-based CO₂ emissions reductions; whether that project was part of, or outside of, statutory or regulatory mandates.
 - **Appropriate Compliance Timeline** – It will take time and substantial economic resources to achieve significant emissions reductions. In addition, there is currently no commercially available technology to capture, store and sequester CO₂. The economic impact of proposed GHG regulations can be mitigated by adopting a reasonable and phased in approach to implementation.

- **Systemwide Compliance Basis** – Standards should not apply to individual plants because GHG reduction projects at individual plants are extremely limited. Allow entities to average their emissions over their entire fleet or provide for an even broader base for compliance.
- **Allow for Total System Emission Reducing Actions** – Affected entities should be able to comply with the standards of performance utilizing any activities that reduce emissions. These activities include supply- and demand-side energy efficiency measures, and shifting generation from fossil resources to renewables and other emission-free or lower emitting resources.
- **State DNR Flexibility** – The state’s environmental agency should be provided flexibility to set CO2 standards based on commercially viable emission reduction systems currently in use for large generation units based on fuel type. This allows state agencies to balance carbon reductions with minimal cost impact to consumers.
- **Recognition of Regional and State Differences** – Standards of performance must recognize significant differences in generation mix, potential for emission reductions, utility industry structure and participation in regional transmission organizations.

A Balanced Approach to Cybersecurity:

- The electric utility industry is the only critical infrastructure sector already subject to mandatory cybersecurity standards that, if violated, can result in penalties up to \$1 million per day, per violation.
- Recent administration and congressional proposals could impose additional, duplicative standards on utilities and give ambiguous authority to industry oversight bodies.
- We support cybersecurity legislation that builds on the current NERC-FERC process, enhances information sharing between the government and electric sector, and gives the federal government new – but narrowly crafted and limited – authority in cybersecurity emergencies.
- We also support continued engagement between the government and the industry related to physical security concerns, and believe additional information sharing legislation should incorporate sharing related to both cyber and physical security threats.
- We ask that Congress avoid creating duplicative and overlapping security regimes that will, in fact, reduce the security of the grid.

Limiting Cost Risk for Public Power Utility Customers:

- The ability of public power utilities to hedge power and fuel prices with swaps was inadvertently caught up in regulations intended to prevent another financial meltdown like the one that occurred in 2008.
- Municipal utilities like ours enter into transactions to buy, exchange or transport energy and fuel in order to hedge our commercial operations-related risks. It is a routine part of the way we must do business today.
- The Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010 imposed new requirements on “swap dealers and major market participants” who transact with “certain “special entities,” including public power utilities. In implementing this legislation, the Commodity Futures Trading Commission (CFTC) wrote rules that also limited non-financial entities’ willingness to enter into swap transactions with special entities.
- This has inadvertently hurt public power and natural gas utilities, many of which rely on non-financial entities to hedge against power and fuel price risks. Losing these non-financial counterparties will increase prices and price risks for consumers of affected utilities.
- H.R. 1038, the Public Power Risk Management Act, would correct the unintended consequences of this regulation. The bipartisan bill passed the House in June by a unanimous vote and its Senate companion bill, S. 1803, has garnered 11 cosponsors thus far. We strongly urge the Senate to pass this bill.

VALLEY TRANSIT

FEDERAL LEGISLATIVE AGENDA

The Federal Transit Administration has been a strong partner in providing transportation in the Fox Cities. Valley Transit faces a number of funding challenges in the future and continues to actively seek and implement solutions to these challenges.

ISSUE: Capital Funding

Adequate capital investment is vital to preserving and renewing transit infrastructure and to maintaining safe, dependable, affordable service for our citizens. Prolonging the use of aging vehicles and facilities beyond a reasonable lifespan is costly and inefficient and diverts limited operating funds from service delivery.

After receiving an average of \$12 million in capital funds annually under SAFETEA-LU, federal capital funds for Wisconsin declined by 47%, to just \$6.2 million in 2013 under MAP-21. This level of funding does not provide enough dollars to even maintain current assets.

Valley Transit has five buses that date from the early 1990's and the rest will have reached their useful life by 2019. Based on current capital funding levels, it will take Valley Transit 29 years to replace its current fleet of buses.

Without increased federal capital investment, Valley Transit's existing infrastructure cannot be sustained nor can the demand for increased services be addressed.

ISSUE: Reauthorization of the Federal Surface Transportation Programs

Long-term federal commitment and investment is essential in creating sustainable transit infrastructure in the Fox Cities. While MAP-21 provided a funding solution for systems operating fewer than 75 peak-hour buses in urbanized areas over 200,000 in population, its limited duration and diminished transit funding levels compounded with the looming federal gas tax issue has created an uncertain future for Valley Transit and transit systems across the nation.

The current transportation appropriations bill is scheduled to expire in September, and the Congressional Budget Office has projected that the trust fund that is used to pay for most infrastructure projects will run out of money as early as August.

The next reauthorization bill should provide adequate, sustainable funding to meet operating and capital needs and include a revenue solution to the shortfall in the Highway Trust Fund.

ISSUE: Federal Funding and Reporting Requirements

We also ask that the current federal reporting and procurement requirements be reviewed, simplified and streamlined. The current process requires extensive and overly complicated five weeks of training courses to understand procurement policies and related financial information. That, combined with considerable recording and reporting of outcomes is particularly onerous and expensive for small systems with limited staff.

FOR MORE INFORMATION:

Deborah Wetter, General Manager

920-832-2291

Deborah.Wetter@appleton.org

www.myvalleytransit.com



VALLEY TRANSIT

STATE LEGISLATIVE AGENDA

The Wisconsin Department of Transportation has been a strong partner in providing transportation in the Fox Cities. Valley Transit faces a number of funding challenges in the future and continues to actively seek and implement solutions to these challenges.

ISSUE: State Funding Cut to Continue in 2014

The 2013/2015 biennial budget continues the 10% funding cut to Wisconsin transit systems for 2014. Valley Transit has been successful in identifying one-time funding sources to fill the state funding gap over the last 3 years and a greater share of operating costs has been pushed to local municipalities. State imposed levy limits have left municipalities with few options.

The 2013/2015 State Budget increases funding by 4% in 2015 but is still well under historic levels and not in line with the Wisconsin Transportation Finance and Policy Commission's recommendation which is to restore the full \$9.3 million in funding that was cut in the 2011/2013 biennial budget.

ISSUE: Need for Sustainable Funding

We need to find a sustainable funding mechanism that allows us to create a transit system that truly meets the needs of the people it serves and allows us to operate and plan more efficiently. That can be done if the state gives us the right to form a regional transit authority so we have the option for an additional local funding source other than property tax.

Earlier this year, State Senator Mike Ellis and Representative Penny Bernard Schaber introduced bills (Senate Bill 259 and Assembly Bill 349 respectively) which would authorize the creation of a Fox Cities RTA with the ability to pass a local sales tax to fund public transit in the Fox Cities. On February 11, 2014, Senate Bill 259 was approved 25/7 by the state senate with an amendment.

Highlights of amended Senate Bill 259:

- Authorize creation of Fox Cities Regional Transit Authority.
- Ability to impose a sales tax of up to 0.25% to fund public transit.
- This is a special sales tax and has no effect on the county's ability to levy a sales tax.
- Two or more municipalities in the Fox Cities metropolitan planning area must adopt a resolution authorizing the municipality to become a member.
- Resolution must be ratified by the electors of the municipality in a referendum. The resolution must specify the exact amount of the tax (either 0.1% or 0.2%).
- Any future increase in the tax rate requires another referendum of the citizens of the member municipalities.
- The sales tax is only collected in the municipalities that are members of the RTA.
- The Board of Directors must be made up of elected officials of one or more of the RTA participating municipalities.

FOR MORE INFORMATION:

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VALLEY TRANSIT BY THE NUMBERS 2013

1,274,139 RIDES ON ALL SERVICES

1,093,202 RIDES ON FIXED ROUTE

18

FIXED BUS ROUTES

3

TRIPPER ROUTES

1

CALL-A-RIDE ZONE

216,154 URBANIZED POPULATION

117 SQUARE MILE RADIUS

13 Municipalities as Local Funding Partners

City of Appleton
City of Kaukauna
City of Menasha
City of Neenah
Town of Buchanan
Town of Grand Chute
Town of Harrison
Town of Menasha
Village of Kimberly
Village of Little Chute
Calumet County
Outagamie County
Winnebago County

Other Local Funding Partners

Appleton Area School District
Appleton Downtown Inc.
Community Care
Community Foundation of the Fox Cities
IRIS
Lakeland Care District
Menasha Corp. Thrivent
Financial for Lutherans
United Way Fox Cities



BUSES IN FLEET



PEAK HOUR BUSES

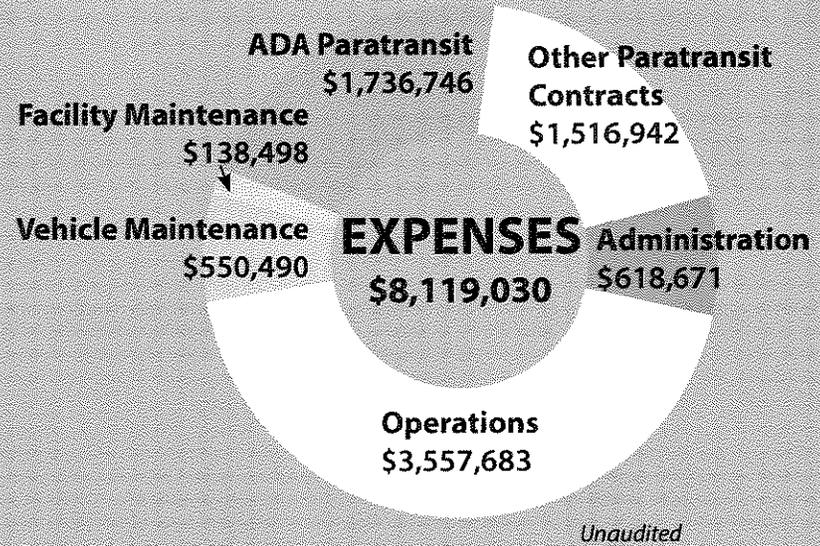
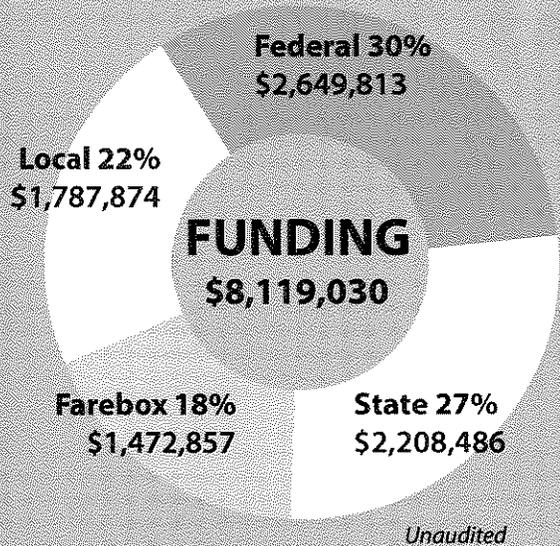
201,770 RIDES TAKEN BY AASD STUDENTS

40% OF TRIPS TO JOBS OR JOB TRAINING



Valley Transit

Connecting the Fox Cities



10 SERVICES PROVIDED

- | | |
|-------------------------------------|---------------------------------------|
| Fixed Route Bus Service | The Connector |
| Valley Transit II ADA Paratransit | New Hope Transportation |
| Appleton Downtown Trolley | Northern Winnebago County Dial-A-Ride |
| Calumet County Rural Transportation | Outagamie County Employment |
| Call-A-Ride | Outagamie County Rural |

KEY ACCOMPLISHMENTS

- Completed ADA remodel of Administrative Office to make main entrance and public restroom ADA accessible.
- Replaced a fully depreciated supervisor vehicle with a Ford Escape.
- Worked with Outagamie County to provide three 1,000# lift capacity vehicles for paratransit services.
- Settled labor contract with 2 two-year contracts which include employees contributing more to pension and health care costs and getting modest pay increases to compensate.
- Awarded grant from WisDOT using federal planning money to develop a strategic plan and conduct a rider survey with local shared coming from the Community Foundation of the Fox Valley Region.
- Implemented SMS/text message program allowing customers to text with their bus stop ID to get real-time bus arrival information.
- Launched myvtbus.com – an e-alert service that allows customers to sign up to receive email alerts on a variety of topics including alerts, detours, promotions and other information.

FOR MORE INFORMATION:
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LEGISLATIVE AGENDA 2014

FEDERAL LEGISLATIVE PRIORITIES

Shifting Demographics

Federal transportation policy and investment should address changing demographics and an increased demand for public transportation.

For the first time in our history, Americans are driving less. Both younger adults and a growing senior population are seeking alternatives to driving. Nearly half of America's 82 million baby boomers are over age 65 today and nearly 90% of them will be over age 65 by 2031. Seniors are retiring to areas that offer amenities like shopping, health care and social activities. They are continuing to work while living a more frugal lifestyle, which may not include car ownership. Their freedom to remain in their home, participate in the economy and stay active in the community will increasingly depend upon the availability of public transportation.

Unlike older generations, our youngest adults, the 71 million born after 1980, are opting for transportation alternatives instead of driving. They like telecommuting, online shopping and real-time transit technology and they are forgoing a driver's license, even after obtaining employment. Whether it is increasing debt after college, stagnant wages, high cost of car ownership or concern for the environment, younger adults are increasingly depending upon public transportation.

Without adequate funding resources, the emerging transit demand from young adults and a growing senior population will be unmet. Communities failing to address this demand will be at risk of losing population, tax base and economic activity. It is for this reason that Federal investment in public transportation infrastructure is of vital importance.

Reauthorization of the Federal Surface Transportations Program

The next reauthorization bill should be of longer term and provide adequate, sustainable funding to meet operating and capital needs for Wisconsin transit systems.

Long-term Federal commitment and investment is essential for developing and maintaining vital transit infrastructure in our communities. While MAP-21 is an innovative plan, its limited duration and lack of sustainable funding sources provide little certainty for the future. Unfortunately for Wisconsin, that uncertainty is compounded by diminished transit funding levels under Map-21 overall. Wisconsin received \$80.9 million in Federal transit aids in 2012 under SAFETEA-LU, but just \$78 million in 2013 under MAP-21. Although Wisconsin

accounts for 1.8% of the nation's population, it receives just .74% of the nation's transit funds (down from .9% in 2012).

Wisconsin did receive a modest increase in Federal operating funds in 2013, but that increase was more than offset by a dramatic cut in Federal capital investment. After receiving an average of \$12 million in capital funds annually under SAFETEA-LU, Federal capital funds for Wisconsin declined by 47%, to just \$6.2 million in 2013 under MAP-21. As a result, the backlog of unmet transit capital needs in Wisconsin has grown; replacement of vital capital assets has become more critical; and planning for the future has become less certain.

It is imperative that the next federal reauthorization provide increased levels of capital and operating funding for transit systems, backed by sustainable revenue sources to offset declining gas tax revenues. Moreover, transit funding formulas should be revised so that Wisconsin receives a more equitable share.

Capital Funding

Capital funds for Bus and Bus Related Facilities were reduced dramatically in Map-21. Wisconsin transit systems are in dire need of additional Federal capital investment.

Adequate capital investment is central to preserving and renewing transit infrastructure and for maintaining safe, dependable, affordable service for our citizens. Prolonging the use of aging vehicles and facilities beyond a reasonable lifespan is costly and inefficient and it diverts limited operating funds from service delivery. Reduced availability of Federal capital dollars in recent years has resulted in a significant backlog of unmet capital needs for Wisconsin transit systems. Particularly acute is the need to replace fleet vehicles. Although Fixed Guideway Modernization and Bus & Bus Facilities programs most benefit Wisconsin, MAP-21 diverts funding from those programs to New Starts/Small Starts programs. Instead of an average annual investment of \$12 million in capital funding under SAFETEA-LU, Wisconsin now receives \$6.2 million under MAP-21. Without increased federal capital investment, Wisconsin's existing transit infrastructure cannot be sustained nor can the demand for increased services be addressed. Identifying a means for increased access to capital funding for buses and bus facilities is a critical priority.

Economic and Community Development Legislation

Federal economic or community development legislation should include funding to enhance the availability of public transportation.

Public transit is an essential resource for workers to access jobs and for businesses to access workers. Investment in public transit promotes business expansion and economic growth worth more than the value of the initial investment. The American Public Transportation Association (APTA) estimates that for every \$1 invested in public transportation, \$4 in economic returns are generated. Public transit is poised to play a vital role as Wisconsin and the nation look for ways to create economic opportunities and get people back to work. Legislation promoting economic or community development should include investment in pedestrian and transit infrastructure and expanded transit services.

STATE LEGISLATIVE PRIORITIES

Transit Operating Assistance

Transit funding should be restored to historic levels and should continue to be drawn from the segregated transportation fund.

For many years, public transit has been an important part of Wisconsin's multimodal transportation infrastructure and the State has maintained a strong commitment to fund public transit services. But in recent years, the State has significantly reduced transit investment and a greater share of transit operating cost has been shifted to local municipalities. State imposed levy limits and reduced shared revenue payments have left municipalities with few options and transit service cuts and increased passenger fares have been the consequence. Reduced transit services have disproportionately impacted the working poor and middle class families, who rely on the basic mobility that transit provides to access employment and educational opportunities. Increased passenger fares have made transit services less affordable, especially for those who need them most. Although targeted State funds for paratransit services have mitigated the growing cost of paratransit programs, dramatic cuts in State transit operating aids have caused cuts to bus services and paratransit services alike.

WURTA supports recommendations from the Wisconsin Transportation Finance and Policy Commission to restore the annual \$9.3 million cut to public transit implemented as part of the 2011-13 biennial budget and restoration of an additional \$9.5 million annually to bring transit tier funding back to historic levels; and that WisDOT be provided the administrative flexibility to adjust the transit funding tiers in accordance with changes in federal law that would alter the allocation of funds to transit systems.

Regional Transit Authorities (RTAs)

Approve regional transit authority (RTA) enabling legislation that would allow local residents to consider the creation of local or regional funding alternatives.

Municipalities throughout Wisconsin have banded together for many years to provide essential public transit services for their community. By sharing financial resources and coordinating transit service delivery, they have gained the efficiency and cost savings demanded by taxpayers, while providing basic mobility for citizens. The arrangement is an extraordinary example of inter-municipal cooperation and it represents a significant investment in the local economy.

Unfortunately, public transit services throughout Wisconsin are at risk. Municipalities have no alternative local funding sources with which to respond when State and/or Federal funding sources are reduced. State imposed levy limits leave municipalities with few options. Transit service cuts and increased passenger fares are increasingly the result and diminished mobility for those who rely on public transit to conduct their daily lives is the consequence.

WURTA supports the recommendations from the Wisconsin Transportation Finance and Policy Commission to enactment legislation that permits the creation of RTAs, financed by dedicated county or local sales taxes. This same model is permitted in all other Midwestern states. In those states, visitors to the community help pay the cost of transit services via sales tax revenues.

In Wisconsin, the cost of transit services remains the sole responsibility of local taxpayers through the overburdened property tax.

RTAs could provide a predictable, dedicated funding source and remove transit costs from the property tax. RTAs could also help to stabilize transit services; preserve mobility for a growing senior population; and address the increasing demand for accessible transportation for those with disabilities. Without RTA enabling legislation, the future of public transit in Wisconsin will remain at risk. It is important to note that passing RTA-enabling legislation will not create a tax or an RTA. It will simply provide residents the right to decide what they want the future of their public transit system to be and whether they want to tax themselves to pay for it.

Establish Transit Capital Investment Program

Create a State transit capital investment program to replace lost Federal capital funds, so that vital transit vehicles, facilities and equipment can be maintained and replaced.

Adequate capital investment is necessary to preserve and renew transit infrastructure and to maintain safe, dependable, affordable services. The availability of Federal capital funds has declined in recent years – falling from \$12 million under SAFETEA-LU to just \$6 million under MAP-21. The result is a significant backlog of unmet capital needs for Wisconsin Transit Systems. Failure to replace this funding and address these capital needs will result in the decay of transit infrastructure and the diversion of limited operating funds from service delivery. In order to avoid the deterioration of vital public transit services, the State of Wisconsin must provide transit capital assistance. WURTA supports the recommendations from the Wisconsin Transportation Finance and Policy Commission to create a state transit capital program of \$15 million annually or \$150 million over 10 years.

Coordinate Public Transit and Human Service Transportation

The State should reexamine its non-emergency medical transportation (NEMT) brokerage and endeavor to remove barriers to transportation coordination.

WURTA believes that coordinating resources in providing and administering transportation services is good public policy and in the best interest of Wisconsin citizens. Despite Federal policy directives to coordinate transportation resources between public transit and human service providers, the Wisconsin Department of Health Services designed and implemented its Medicaid non-emergency medical transportation (NEMT) brokerage in isolation and created a taxpayer funded program that seems to serve the broker alone. The brokerage has driven demand and cost for other programs and providers, without sharing in the cost; displaced coordinated programs previously operated by counties; established procedures for users that diminish access to Medicaid transportation; and forced some private transportation providers out of business entirely. The result is a collapsing human service transportation network with gaps in accessible services and an increased burden for underfunded public transportation systems, charities and local governments. WURTA supports the Statewide Coordination Model and the recommendations contained in the Interagency Council on Transportation Coordination (ICTC) final report. All State agencies should remove administrative barriers to transportation coordination, educate administrators about regional service coordination opportunities, and eliminate duplication of efforts for all transportation programs.



MEMORANDUM

Date: March 28, 2014

To: Common Council
From: Pamela A. Captain, City Attorney

RE: City of Kaukauna et al. v. Village of Harrison et al.
Calumet County Case No. 2013CV159

City of Menasha v. Waverly Sanitary District et al.
Calumet County Case No. 2016CV189

City of Kaukauna et al. v. Village of Harrison et al.
Calumet County Case No. 2013CV159

A hearing was held on March 14, 2014, for a court order on motions to compel discovery and for a protective order. The court reviewed the parties briefing on the matters and after oral argument issued an order granting the motion to compel in part and for protective order with respect to the documents in the privilege log on the basis of claimed lawyer/client privilege.

The parties will now continue preparing briefs and compiling documentation in support of motions for summary judgment. Plaintiff's briefs are due by June 30, defendant's briefs by August 18 and reply briefs by September 8. The court will hear oral arguments on the motions scheduled for October 3, 2014.

City of Menasha v. Waverly Sanitary District et al.
Calumet County Case No. 2013CV189

On March 21, 2014, I filed Menasha's Brief in Support of Declaratory Judgment and a Supplemental Filing in Support of Temporary Injunctive Relief in the matter. For your reference a copy of the brief is attached. Response briefs are due April 21st, reply briefs are due May 2 and oral argument will be heard by the Court on May 6, 2014. The parties decided to stage briefing in this matter limiting initial briefing to a few dispositive issues and depending on how the court rules, move into subsequent briefing as needed.

CITY OF MENASHA,

PLAINTIFF,

v.

WAVERLY SANITARY DISTRICT and
CITY OF APPLETON and
TOWN OF HARRISON and
VILLAGE OF HARRISON,

CASE NO. 13-CV-189
Case Code: 30701

AUTHENTICATED COPY
Case # 13CV189

MAR 21 2014

Calumet County Clerk of Courts
Barbara VanAkkeren

DEFENDANTS.

CITY OF MENASHA BRIEF IN SUPPORT OF DECLARATORY JUDGMENT

STATEMENT OF FACTS

In 1972, the Town of Harrison town board created Waverly Sanitary District, a town sanitary district, which became operational in 1984. The statutory framework creating Waverly Sanitary District is §60.71, Wis. Stats. Waverly Sanitary District (Sanitary District) provides sanitary sewer and water services to users in the City of Menasha (City), the City of Appleton (Appleton), the Village of Harrison (Village), and the Town of Harrison (Town).

Pursuant to §60.71(5), Wis. Stats., the Sanitary District consists of territory only within the Town. The district boundaries of the Sanitary District prior to March 8, 2013 are shown in **EXHIBIT A**. Effective March 8, 2013, part of the Town incorporated as the Village. As a result of the partial incorporation, the district boundaries of the Sanitary District shrunk. The Sanitary District's boundaries effective March 8, 2013 are shown in **EXHIBIT B**. Prior to March 8, 2013, the Sanitary District served: 1003 Town of Harrison patrons; 898 City of

Menasha patrons; and 67 City of Appleton patrons. *Affidavit of Greg Keil*. Effective March 8, 2013, the Sanitary District served: 898 City of Menasha patrons; 763 Town of Harrison patrons; 240 Village of Harrison patrons; and 67 City of Appleton patrons. *Affidavit of Greg Keil*.

The City of Menasha Common Council responded to the partial incorporation of the Town by adopting Resolution, R-10-13, on August 1, 2013. This resolution set forth the City's opinion regarding the statutory impact of the partial incorporation on the Sanitary District. In particular, the City concluded that because the Sanitary District now served more patrons living in the City of Menasha than patrons living in the Town, Village, or City of Appleton, Wis. Stat. §60.79(2)(dm) required that the ownership and operational control of the Sanitary District's sewer and water system be transferred to the City of Menasha. Under §60.79(2)(d), each location served is considered one patron.

On October 16, 2013, the City filed this suit seeking a declaration regarding the legal status of the Sanitary District in light of the partial incorporation of the Town and the statutory mandate in §60.79(2)(dm). The Town, Village, and Sanitary District have filed answers opposing the City's request for declaratory relief and rejecting the City's interpretation of § 60.79(2)(dm). The City of Appleton has filed an answer requesting that the court declare the parties' respective rights under the statute.

ARGUMENT

A. Under Wis. Stat. § 60.79(2)(dm), the City of Menasha Became the Proper Owner and Operator of the Sewer System as a Result of the Town's Partial Incorporation.

Under Wisconsin law, town boards are specifically authorized to create town sanitary districts. Wis. Stat. § 60.71. The territory of a town sanitary district is strictly limited to

preclude territory located within a village or city, § 60.71(5), though town sanitary districts can provide service to city and village residents pursuant to contract.

In establishing the statutory scheme applicable to town sanitary districts, the Wisconsin legislature recognized that town sanitary districts would necessarily change over time, as cities grow, territory is annexed, or all or portions of the town are incorporated. Therefore, the legislature created specific statutory provisions to address various problems and confusion that may develop as such growth and changes occur. *See* Wis. Stat. §§ 60.785, 60.79(1); 60.79(2); *Town of Sheboygan v. City of Sheboygan*, 203 Wis.2d 274, 281, 553 N.W.2d 275, 278-279, (Ct. App. 1996). Relevant to this case, § 60.79(2) provides detailed direction as to what happens to a town sanitary district as a result of partial incorporation of a town sanitary district. Under this statute, the partial incorporation of the Town of Harrison requires that the ownership and operation of the sewer and water system currently operated by the Sanitary District be transferred to the City of Menasha.

1. Wis. Stat. § 60.79(2)(dm) governs this case.

Wis. Stat. §60.79(2) is titled "Incorporation or Annexation of Part of a Town Sanitary District." That is precisely the situation at issue in this case. The Town of Harrison was partially incorporated to form the Village of Harrison. Under § 60.79(2)(a), the partial incorporation automatically detached the incorporated area from the sanitary district. This means that the territory comprising the Village of Harrison is no longer part of the Sanitary District. However, because the Village is still being serviced by the Sanitary District, it is necessary to consider the remaining provisions of § 60.79(2), namely, subsections (2)(c) through (2)(e). *See* § 60.79(2)(b) ("The city or village and the town sanitary district are subject to pars. (c) to (e) if territory

constituting less than the entire town sanitary district is annexed or incorporated and . . . [t] he territory is served by the town sanitary district with a water or sewerage system."); *see also Town of Hallie v. City of Eau Claire*, 173 Wis. 2d 450, 455, 496 N.W.2d 656, 658 (Ct. App. 1992).

Of particular import to this case is § 60.79(2)(dm). That subsection provides in full:

If the responsibility for continuing the operation is vested in the town sanitary district, it shall continue, except by agreement, until the proportion of users changes so that a majority of the patrons reside in the city or village, at which time the property and the responsibility shall shift to the city or village.

Wis. Stat. § 60.79(2)(dm). In other words, the town sanitary district will continue to own and operate the sanitary system unless, as a result of the incorporation, the majority of users of the system reside outside the town sanitary district's defined territory. Once the majority of users live outside the town sanitary district's territory, the property and responsibility *shall* shift away from the town sanitary district.

In their answers to the City's declaratory judgment complaint, the Town, Village and Sanitary District suggest that § 60.79(2), and subsection (2)(dm) in particular, do not apply to this case because the Sanitary District services multiple municipal entities, not just a single town or village. Additionally, they argue that subsection (2)(dm) provides only that a recently incorporated city or village, such as the Village of Harrison, would gain ownership and control of a sanitary system as a result of a recent incorporation or annexation.

Defendants have no legal authority to support these arguments. Moreover, these arguments make no sense. Section 60.79(2) is the only statute applicable to partial incorporation of town sanitary districts, and it is clear from the language of the statute that the legislature intended for this statute to provide clear guidelines for transitions within a town sanitary district.

"The aim of all statutory interpretation is to discern the intent of the legislature." *Wagner Mobil*,

Inc. v. City of Madison, 190 Wis. 2d 585, 591, 527 N.W.2d 301, 303, (1995). Here, the legislature clearly anticipated that town sanitary districts would not exist indefinitely. For ease of transition, the statute provides that a town sanitary district may continue to operate even after parts of the original district boundaries become city or village territory. Over time however, when the majority of users fall outside the town territory, the ownership and operation of the sanitary system must transition. This is because it would not be reasonable for a town sanitary district to continue to exist when town patrons no longer make up the major portion of the patrons of the system. Subsection (2)(dm) specifies the point at which that final transition occurs.

It makes no sense to look at the proportion of users of the system in a vacuum with only consideration being given to the number of Town users versus the number of Village users, as there are other municipal entities affected by the substantial reduction of the number of patrons who reside in the Town resulting from the partial incorporation. It is not just the recent annexation or incorporation of a specific area that is relevant to the transition in ownership. Rather, it is the fact that the proportion of town users has shrunk to the extent that they are no longer the majority of users in the system. In order to evaluate the current makeup of users in a sanitary system, it is necessary to consider all the municipalities and users served by a town sanitary district, not simply the most recently incorporated entity.

In this case, that occurred with the partial incorporation of the Town of Harrison. Until that partial incorporation, the Sanitary District served mostly Town residents. Since the incorporation, Town residents no longer make up the majority of users. That shift has triggered the application of subsection (2)(dm).

2. Under § 60.79(2)(dm), the City of Menasha is the proper owner and operator of the sanitary sewer system because the highest proportion of users serviced by the current Sanitary District are City residents.

Under § 60.79(2)(dm), the ownership and operation of a town sanitary district transfers from the town sanitary district to a city or village when "the proportion of users changes so that a majority of the patrons reside in the city or village." Defendants Town, Village and Sanitary District argue that this means that the Sanitary District retains control of the sanitary system so long as no city or village holds a 50% "majority" of the users of a system. According to defendants' arguments, although the Sanitary District services more users in the City of Menasha than in the District, Town, Village or City of Appleton, the City of Menasha is not the proper owner because it does not hold a 50% majority of users.

Defendants' interpretation of the statute elevates form over substance and would defeat the legislative intent of an orderly transition that vests responsibility for the provision of sewer and water service in the hands of the entity whose residents are most affected by the system. The plain meaning of the statute is to transition ownership from a town sanitary district to a city or village once the majority of users do not reside within the town sanitary district. This does not mean that a 50% majority of users must reside within a single city or village. This simply means that once fewer than half of the users reside outside the town sanitary district, the district should no longer control the sanitary system. This makes sense in terms of the natural progression of growth anticipated by the legislature.

Moreover, the only fair and just interpretation is one that transitions ownership away from a town sanitary district once the town residents are the minority of system users. Pursuant

to statute, only town residents can act as commissioners on the town sanitary district. Wis. Stat. § 60.75(3). If the town sanitary district remained as the owner and operator of a system despite comprising a minority of users, there would be an unfair lack of representation for the majority of the users of the system. As applied in this case, the Sanitary District would continue to operate the system, while the users residing in the City of Menasha, who comprise the largest group of users in the system, are left with no representation or influence in the operations of the district. Such a result would fly in the face of our system of a representative government. Certainly, the legislature did not intend this kind of absurd result.

It should also be noted that the statute does not state that a city or village must hold a "50%" majority before taking control of a sanitary sewer system. In this case, no entity has a 50% majority of Sanitary District patrons residing within its territory. Given that there are three municipal entities, the City of Menasha, the City of Appleton, and the Village, it is highly unlikely that any single entity will ever acquire a 50% majority of Sanitary District users. However, it is inevitable that additional annexations into the Town will occur and the Town and the number of Sanitary District patrons residing within the district will continue to shrink. On August 6, 2013, the Village of Harrison adopted an ordinance adding more Town of Harrison territory to the Village of Harrison which further reduced the number of patrons residing within the Sanitary District. The Sanitary District's boundaries effective after the adoption of the August 6th, 2013, ordinance are shown in **EXHIBIT C**. Indeed, the only territory that remains in the Town is territory that is defined as the growth areas of the Cities of Menasha and Appleton under separate Intermunicipal Agreements with the Town. From a fiduciary perspective, it does not make sense that the Town of Harrison and the Sanitary District argue that they will be

harmful by the dissolution of the town sanitary district since more of the remaining territory in the Town is due to come into the City of Menasha via future annexations anyway.

In sum, there is no agreement by and among all of the parties affected as to how the recent incorporation affects the Sanitary District. Accordingly, § 60.79(2)(dm) governs this case. That statute takes into consideration all users and municipalities affected by the Sanitary District, with the result being that control of the sanitary system should be transferred to the City of Menasha.

B. The City of Menasha is Not Barred by any Intermunicipal Agreement from Seeking a Declaration of the Parties' Respective Rights In Light of the Partial Incorporation of the Town and Wis. Stat. § 66.79(2)(dm).

In their answers to the City of Menasha's underlying Petition for Declaratory Judgment, the Town, Village and Sanitary District contend that the City is precluded from seeking a declaration of rights regarding the Sanitary District by an Intermunicipal Agreement entered into between the City, Town and Sanitary District. That Agreement, which was signed on October 28, 1999, contains a provision stating that:

Neither the Town nor the City shall make any attempt to dissolve and take over the Waverly Sanitary District without the consent of the Waverly Sanitary District and each other.

EXHIBIT D, ¶ 9.

The City of Menasha does not dispute that the October 28, 1999 Intermunicipal Agreement is effective and governs several aspects of the relationships between the parties. However, this agreement does not preclude the filing of this lawsuit.

Through this lawsuit, the City merely seeks a judicial interpretation of the statutory effect that the partial incorporation of the Town had on the ownership and operation of the Sanitary District. The City has not taken any affirmative action to dissolve the Sanitary District. Rather, it is the City's position that the statute, § 60.79(2)(dm), *mandates* that the ownership of the Sanitary District be transferred to the City. *See* § 60.79(2)(dm) ("until the proportion of users changes so that a majority of the patrons reside in the city or village, at which time the property and the responsibility *shall* shift to the city or village") (emphasis added). Neither this, nor any other agreement between the parties addresses what should happen to the Sanitary District in the event of incorporation or annexation. The Agreement also does not address what would happen to the Sanitary District in the event that the majority of users of the system reside outside the Sanitary District. Given the lack of guidance in the Agreement, the City is merely seeking statutory interpretation of this provision and of the parties' respective rights. There is nothing in the language of the Intermunicipal Agreement that prevents the City from seeking such clarification.

It is bad faith on the part of the Town and Sanitary District to argue against the transition of the Sanitary District to the City, when the only territory remaining in the Sanitary District and the Town is that which is due to come into the City of Menasha¹ pursuant to the very Intermunicipal Agreement the Town and Sanitary District have produced in this case. If the only territory that remains in the Town and Sanitary District is due to come into the City of Menasha (or Appleton) under the terms of the Intermunicipal Agreement, what legitimate purpose is served by the Town and Sanitary District opposing the transition of the Sanitary District?

¹ Or the City of Appleton under a separate intermunicipal agreement, but due to the low number of patrons residing in Appleton is not pertinent to the primary issue before this Court.

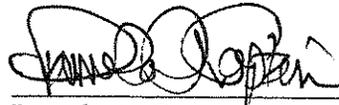
As stated above, the Intermunicipal Agreement does not address what happens when the proportion of users changes. Nor could it. The Agreement is not signed by all of the municipal entities affected by the Sanitary District. Without an agreement signed by all affected parties clearly explaining the effect of incorporations, annexations and changes in user proportionality among the municipalities, § 60.79(2)(dm) must govern and the City is entitled to seek interpretation of that statute as applied to this.

Finally, there is nothing that prevents Appleton or any other patron of the Sanitary District from asking the same question. If the Court concludes that the City of Menasha should not have brought this declaratory suit, the City will request leave to amend the Complaint to add a patron of Waverly Sanitary District as a petitioner.

CONCLUSION

The March 8, 2013 partial incorporation of the Town of Harrison to the Village of Harrison triggered the application of §60.79(2)(dm), Wis. Stats., requiring that the ownership and operation of Waverly Sanitary District, sanitary sewer and water, be transferred to the City of Menasha, since the proportion of users changed with the majority of patrons residing in the City.

Respectfully submitted this 21st day of March, 2014.



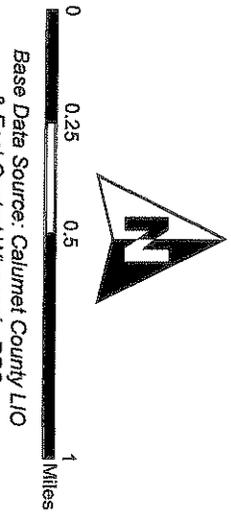
Pamela A. Captain
City Attorney for the City of Menasha
State Bar Number 1023192

140 Main Street
Menasha, WI 54952
(920) 967-3608

EXHIBIT A: WAVERLY SANITARY DISTRICT PRE-VILLAGE OF HARRISON INCORPORATION

Legend

-  Waverly Sanitary District
-  City of Menasha
-  City of Appleton
-  Town of Harrison
-  Road Centerlines



Base Data Source: Calumet County LIO
& East Central Wisconsin RPC

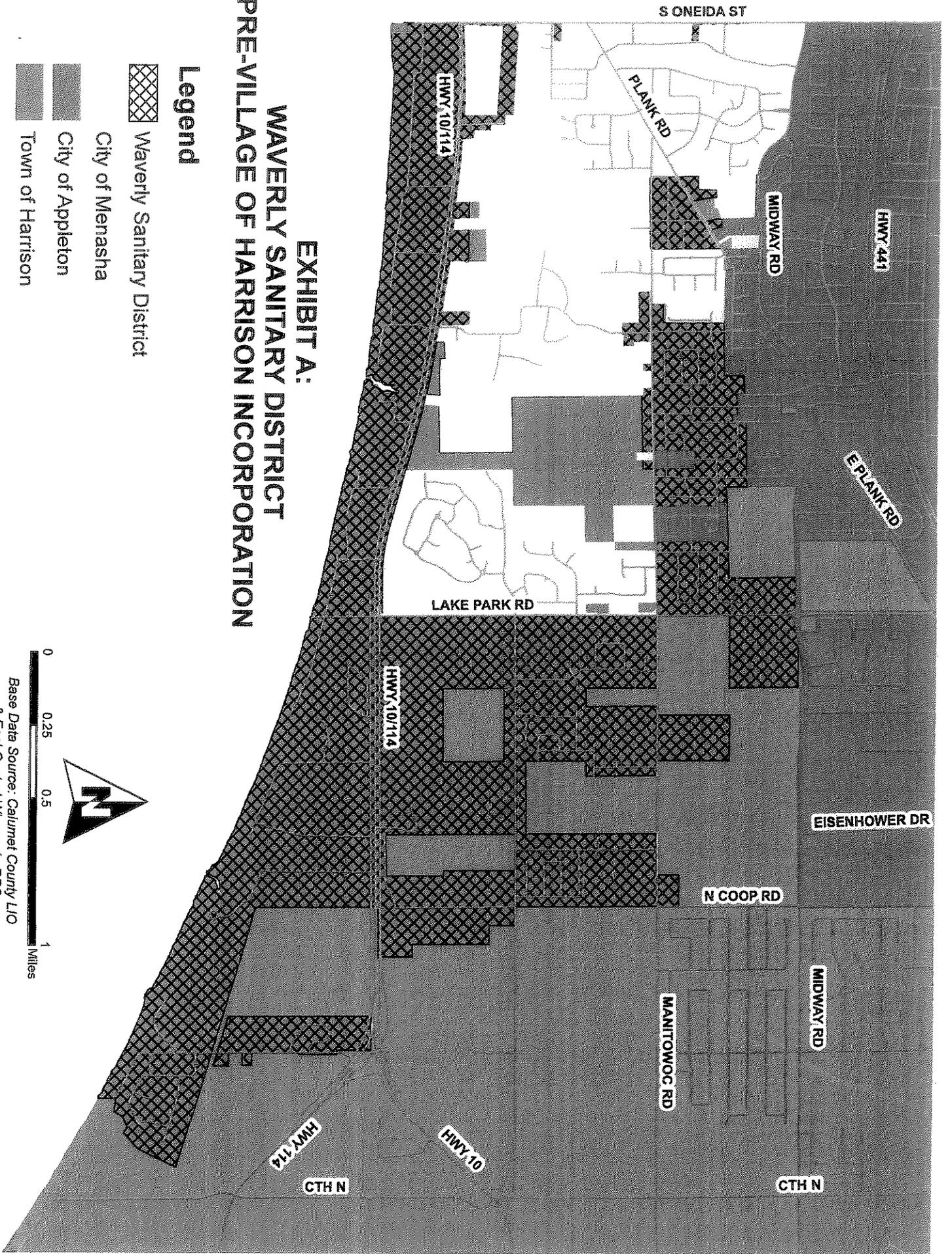


EXHIBIT B: WAVERLY SANITARY DISTRICT POST-VILLAGE OF HARRISON INCORPORATION

Legend

-  Waverly Sanitary District
-  City of Menasha
-  City of Appleton
-  Village of Harrison
-  Town of Harrison
-  Road Centerlines

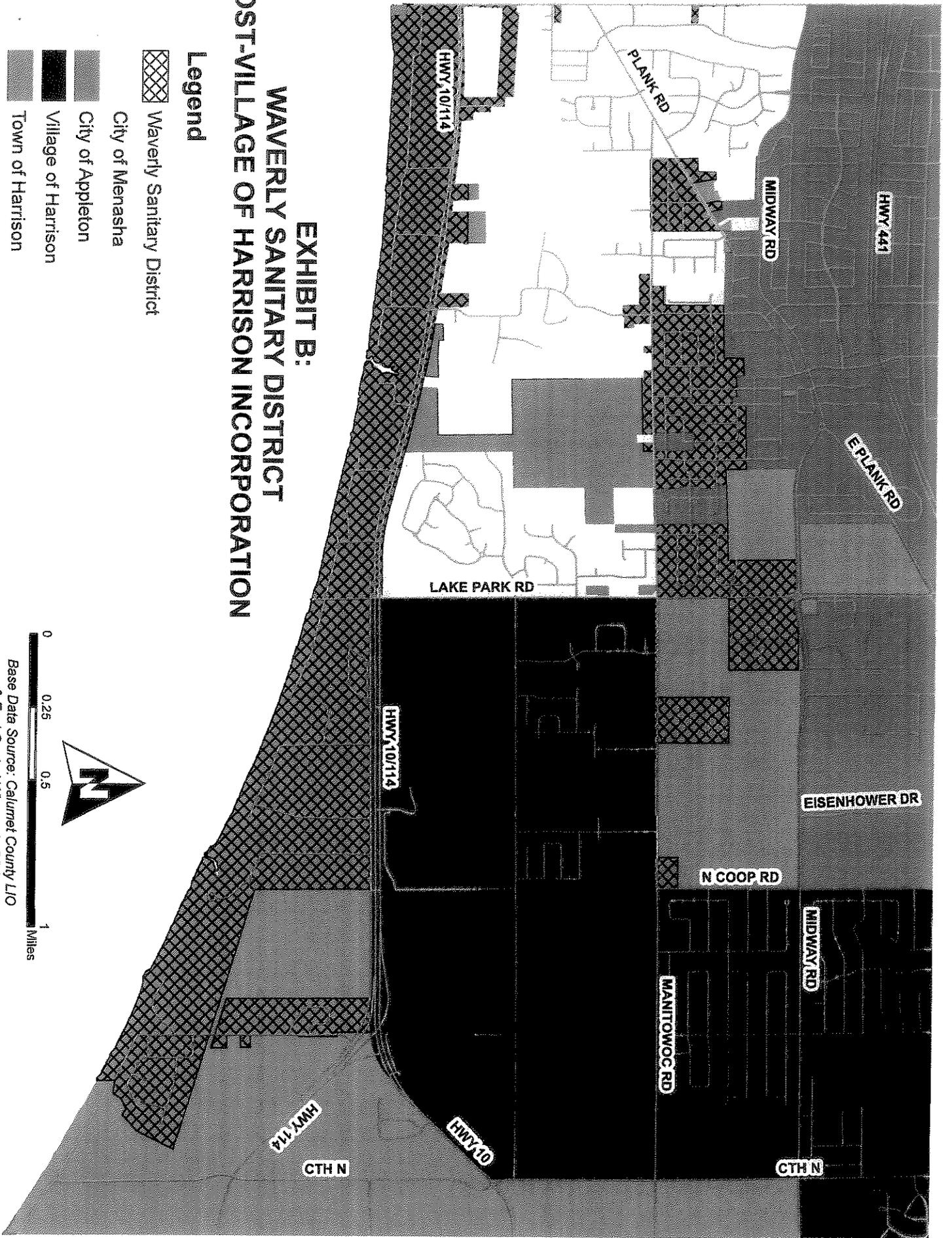
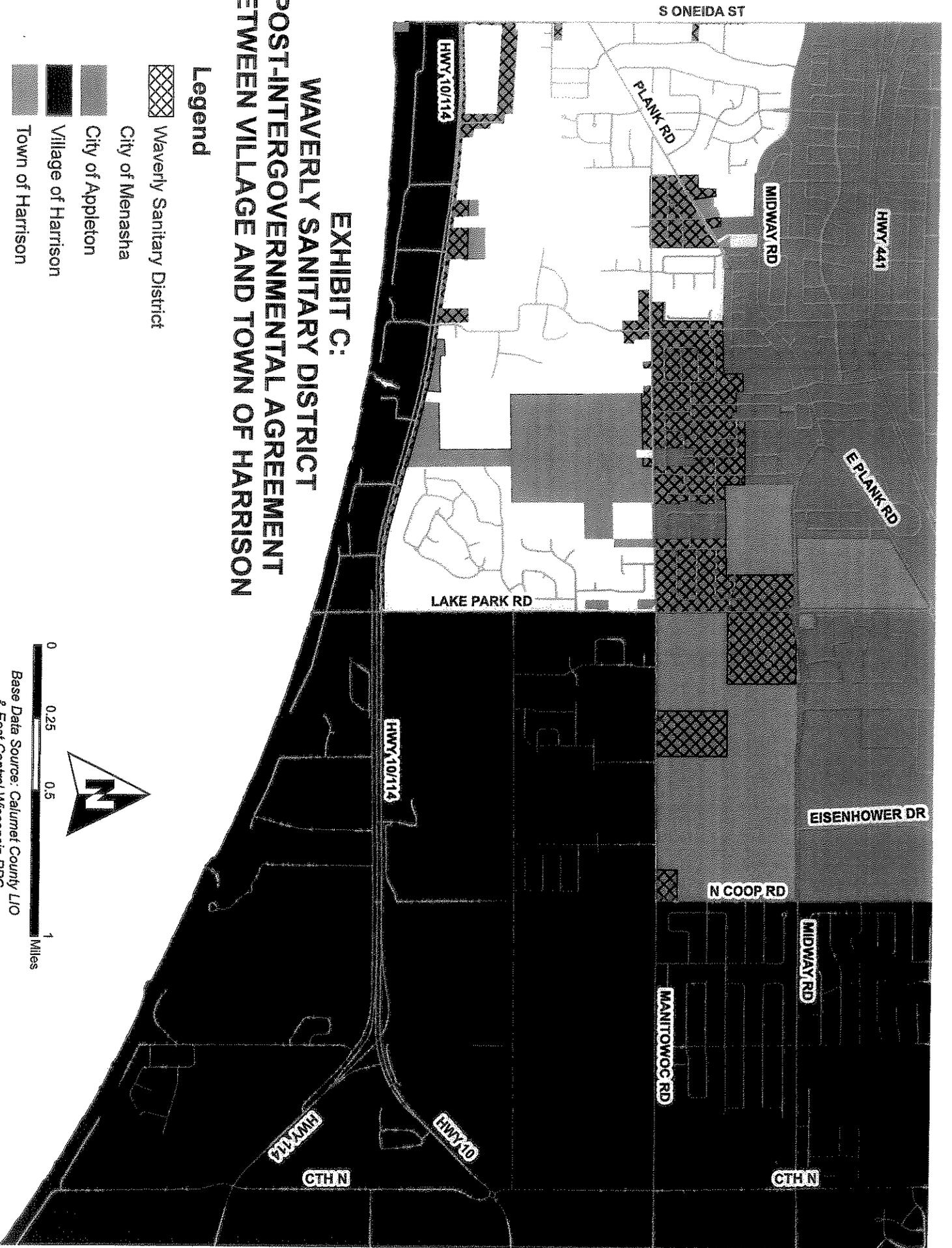


EXHIBIT C: WAVERLY SANITARY DISTRICT POST-INTERGOVERNMENTAL AGREEMENT BETWEEN VILLAGE AND TOWN OF HARRISON

Legend

-  Waverly Sanitary District
-  City of Menasha
-  City of Appleton
-  Village of Harrison
-  Town of Harrison
-  Road Centerlines



Base Data Source: Calumet County LIO
& East Central Wisconsin RPC

INTERMUNICIPAL AGREEMENT

1. Preamble

The Town of Harrison (Town), the City of Menasha (City), and the Waverly Sanitary District (Waverly) pursuant to ss. 66.027, 66.30 and 66.028 Wis. Stats., desire to enter into an Intermunicipal Agreement in order to:

- A. Establish fixed boundaries;
- B. Facilitate orderly development of the Town and the City;
- C. Eliminate current and minimize future litigation;
- D. Provide for cost effective governmental services to citizens of the Town and City;
- E. Maximize capacity of current infrastructure for sewer and water service;
- F. Promote harmony between the municipalities.

The Town and the City desire to enter into an agreement pursuant to s. 66.023 Wis. Stats. to formalize boundaries between the municipalities. This agreement is intended to be an interim agreement until such time as the s. 66.023 agreement is enacted.

2. Boundaries

The eastern boundary line shall be fixed to run from the intersection of Manitowoc and Lake Park Road southerly to the intersection of Lake Park Road and STH114 - US10. The southern boundary line shall run from the intersection of Lake Park Road and STH114 - US10 westerly to the intersection of Oneida Street and STH114 - US10. The western boundary line shall run along Oneida Street from the intersection of Oneida Street and STH114 - US10 to the intersection of Midway Road and Oneida Street. The northern boundary shall run from the intersection of Midway Road and Oneida Street easterly along Midway Road to Kernan Avenue, then south along Kernan Avenue to Manitowoc Road, then easterly along Manitowoc Road to Lake Park Road.

The Town territory within the boundary described shall be designated as an area within which the City may annex without Town objection. This area shall be designated the City growth area.

The territory east of Lake Park Road shall be designated the Town growth area. The City shall not accept any petition for annexation for any territory east of Lake Park Road.

A map will be prepared as Exhibit "A" and incorporated into this Agreement.

3. **Residents Within the City Growth Area**

Property owned by a Town resident who also resides on such property within the City growth area may be included in an annexation petition accepted by the City except as is limited below. The City agrees that it will not include in any annexation petition any part of property which was actively being farmed as of April 1, 1999 (except for property owned by Gordon Van De Hey which is being purchased by the City) unless such property owner resident signs the petition for annexation. It is understood that any and all property owned by a resident active farmer as of April 1, 1999 shall not be included in any annexation petition. These are the farms owned and operated by Jeffrey Wisnet, James Bodway, and John Bartlein. Should any of these farms no longer be actively farmed by the resident owner, the City may include any of that land in any annexation petition. For purposes of this paragraph, a property is not actively farmed if no crops are harvested for two consecutive growing seasons on the tillable land, or the property owner has certified to the City and the Town a valid agricultural reason for the land to remain unplanted for longer than two consecutive growing seasons. The City may also include in an annexation petition land at the intersection of Oneida Street and US10 - STH114 currently being developed as a gas station. The City will honor any permits or plats which have been issued or approved prior to April 1, 1999.

The Town will not contest nor finance any objection to any annexation petition filed consistent with this agreement. No property owner is obligated to sign an annexation petition unless that land is being developed.

The City may annex without objection from the Town, any occupied property within the City growth area, except occupied property as of April 1, 1999 in what is known as the Stacker plat, the Green Acres Pond plat (Ribble), the Cottonwood Creek plat, and the Cottonwood Creek II plat, the Hoffman Estates plat and the farms referred to above. No such annexation may occur except at such time as the current owner sells the property to other than an immediate family member. For purposes of this agreement, immediate family means husband, wife, son, daughter, stepson or stepdaughter. The City may annex any property within the City growth area whose owner signs a petition for annexation.

Any resident owner may replace or remodel his/her existing residence pursuant to Town regulations. No new additional residences may be constructed without the consent of the City.

With respect to the Stacker plat, Hoffman Estates plat, Cottonwood Creek plat, and the Cottonwood Creek II plat, the City shall not accept any annexation petitions unless they are unanimous consent annexation petitions.

Attached as Exhibit "B" and made part of this agreement by reference is the perimeter boundaries and/or descriptions of the Stacker plat, Hoffman Estates plat, Cottonwood Creek plat, Cottonwood Creek II plat and the Green Acres Pond Plat.

4. **Unimproved Property Within the City Growth Area**

To the extent allowed by law, the Town will not allow the development of any land within the City growth area except single and two family dwellings may be constructed on lots of record as of April 1, 1999. Development shall include the issuance of any building permit, rezoning consideration, vacation request or any other action requiring the approval of the Town of Harrison Planning Commission or Town Board. The Town shall notify the City of applications to construct or develop single family or two-family homes on lots of record as of April 1, 1999.

The Waverly Sanitary District shall not allow any connections to sanitary sewer or water service within the City growth area except for single and two family development on lots of record as of April 1, 1999. Should any property owner wish to develop or build in any manner which is not consistent with this provision, the Town shall advise that that property owner should file a petition with the City to annex the property.

The City agrees to indemnify and hold the Town and Waverly Sanitary District harmless in the event a Court of record imposes damages as a result of the obligations imposed by this section 4.

5. **Town Growth Area**

The City shall not accept for annexation any property within the Town growth area without the approval of the Harrison Town Board. The parties agree that this paragraph may be used as the sole basis for a Court determination regarding the invalidity of any annexation by the City within the Town's growth area. The City shall not exercise any extraterritorial zoning or extraterritorial plat review over any property within the Town's growth area.

6. **Sanitary Sewer Planning Area**

All development in the Sanitary Sewer Planning Area as established by East Central Regional Planning Commission shall require hook-up to public sanitary sewer systems connected to the Neenah-Menasha Sewerage System. No on-site waste disposal systems shall be allowed or approved, except as replacements for existing on-site waste disposal systems which have been designated as a failing system by the Calumet County Sanitarian. The Town and the City shall cooperate to expand the Sanitary Sewer Service Area so as to accommodate the intent of this Agreement. Such cooperation shall include a direct request for an initial expansion of the Sewer Service Area so as to provide an opportunity for immediate growth as well as a change in policy which would allow for automatic expansion of the sewer service area upon achieving a predetermined level of growth in the Sewer Service Area.

Neither the Town nor the Waverly Sanitary District may petition East Central Regional Planning Commission to include within the Sanitary Sewer Service Area any property within the City growth area without annexation to the City or the consent of the City.

Neither the Town nor Waverly Sanitary District may extend the Waverly Sanitary District within the City growth area.

A Memorandum of Understanding relating to expansion of the Neenah/Menasha Sewer Service Area and extension of sewer and water facilities is attached as Exhibit "C" and made part of this agreement by reference.

7. Engineering Study of Sanitary Sewer System

An engineering study has been prepared by Omni Engineering which establishes a plan for the installation of sanitary sewer service to areas within the City and Town growth areas. The City and the Town agree that option A, attached as Exhibit A, will be the basis for this service expansion with the parties sharing in the actual costs of construction according to the percentages of territory to be served by this expansion. The parties further agree that this expansion will take place during the 2000 construction season and that arrangements will be made in the respective budgets of the Town and the City to pay for this expansion. Upon completion of the system, the system will be turned over to the Waverly Sanitary District for operation.

The Waverly Sanitary District shall be responsible to bid the project design and construction. Upon receiving invoices, the City and Town will pay such invoices to Waverly based upon monthly-billed documentation. The share of the total project will be as determined by the Omni study. The City and Town shall have the right to review bidding documents and contract document before award and construction.

8. Large Sewer Users

The Town or the City shall provide notice to the other when considering for approval any plans, building permit requests, CSM's or plats filed for any large user of the sewer system. A large user will be any user whose discharge is greater than 5000 gallons/day. Any capacity used by a large user shall be allocated to the capacity of the municipality in which the user is located.

9. Waverly Sanitary District

The Town and the City agree that any infrastructure necessary for water or sanitary service shall be installed at the expense of the benefiting municipality and shall then be turned over to the Waverly Sanitary District for operation and maintenance. Neither the Town nor the City shall make any attempt to dissolve and take over the Waverly Sanitary District without the consent of the Waverly Sanitary District and each other. Any

extensions to the sanitary or water service system shall follow Waverly Sanitary District procedures.

If necessary due to capacity issues with the current force main/gravity sewer connections to Sanitary District No. 4, the City of Menasha agrees to allow a future forced main connection from joint lift station to its 15" sanitary sewer in STH 114 west of Melissa street provided adequate capacity exists in such sewer. Waverly Sanitary District must exercise its current option to use excess capacity pursuant to its agreement with Sanitary District No. 4.

The Town shall obtain the consent of the Waverly Sanitary District to this Agreement.

10. Town Incorporation

The City shall not contest any attempt by the Town to incorporate so long as all the territory of the incorporation effort is outside the City's growth area. The Town agrees that it will stipulate that any incorporation filed contrary to this paragraph does not meet the criteria of sec. 66.016 Wis. Stats.

11. Joint Planning

The parties agree to work in good faith on issues of joint planning. In addition, the parties shall, in the future, work together to provide the necessary public services to the residents of both municipalities. A joint planning committee comprised of three City members and three Town members shall be established to make recommendations to the City's Planning Commission and Common Council and to the Town Board on issues of joint planning. Any disputes will be settled by mediation by an agreed upon third party.

12. Curtin Annexation

Upon execution of this agreement, the Town will dismiss its claims in the lawsuit challenging the Curtin annexation, *Town of Harrison and Carlton A. Wieckert v. City of Menasha*, 97 CV 100. The Town shall also not finance any continuation of this lawsuit by Carlton A. Wieckert or any other third party.

13. Amendments

This agreement may be amended from time to time by mutual agreement. No amendments shall be valid until such time as the amendments are authorized by the governing bodies of the City of Menasha and the Town of Harrison and executed in writing. The Town and the City agree that each shall entertain any requests for amendments by the other and make a decision as to the amendment within 90 days of the receipt of the notice of the request for the amendment.

14. Notices

All notices required by this agreement must be served personally, or by certified mail upon the respective municipal clerks. All petitions for annexation shall be forwarded from the party receiving it to the other party as soon as possible.

16. Miscellaneous

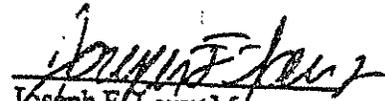
- a. It is contemplated that the municipalities will rely on ss. 66.30, 66.027 and 66.028 Wis. Stats., as statutory authority for this Boundary Agreement. The agreement shall be binding upon future Town Boards and City Councils and shall remain in effect until the enactment of a s. 66.023 Wis. Stats. agreement. Should such s. 66.023 agreement not be enacted, this agreement shall be extended until September 1, 2029. This Agreement may be extended by the approval of the City Common Council and the Town Board at any time. It is the intent of the parties that no statutory amendments, changes in the forms of government of the Town or the City nor changes in the elected officials shall affect the enforceability of the agreement.
- b. This Agreement is intended to be solely between the Town, the City and the Waverly Sanitary District. Nothing in this Agreement accords any third party any legal or equitable right, whatsoever which may be enforced by any non-party to this Agreement. Waverly Sanitary District shall approve of this agreement.
- c. If any portion of this Agreement is deemed to be invalid or unconstitutional, it shall not invalidate the balance of the Agreement not affected by that determination.
- d. The Agreement imposes a duty of good faith and fair dealing on all parties.
- e. This Agreement is the complete agreement of the parties with respect to the matters covered by this Agreement. No agreements, promises, nor representations made by either party during the negotiations for or approval of this agreement shall be binding or effective unless included. The negotiating parties agree that each of them shall recommend this agreement to the City Council, the Town Board, and Waverly Sanitary Board for approval. The negotiating parties agree further that each of them shall support and promote this agreement to any other entity, public or private that is affected by, or needs to approve any issue necessary to carry out the intent of this agreement.
- f. Either party without objection in any action to enforce the terms of this Agreement may enter this Agreement into evidence.
- g. The failure of any party to require strict compliance with any provision of this Agreement shall not constitute a waiver of the provisions of the Agreement nor any of the parties' rights under this Agreement. Rights and obligations under this agreement may only be waived or modified in writing signed by the party waiving that right or

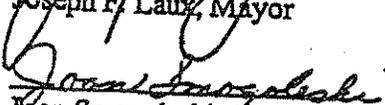
obligation. Waiver or modification of one term will not constitute a waiver of any other term.

- h. The City will construct its share of Carpenter Street during the 1999 construction season unless cost prohibitive. In that event, it will be constructed during the 2000 construction season.
- i. This Agreement shall be liberally construed to accomplish its intent. The parties agree that each has been involved in the drafting of this Agreement so that no ambiguity shall be held against either party simply as drafter.
- j. The parties agree that any unresolved dispute will be submitted to a mediator prior to either party instituting any legal action concerning this agreement.

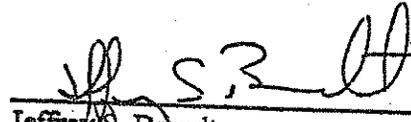
Dated this 28th day of Oct, 1999.

CITY OF MENASHA:


Joseph F. Laux, Mayor

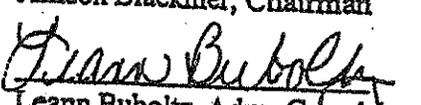

Jean Smogoleski, City Clerk

Approved as to form:

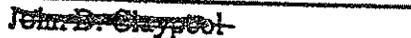

Jeffrey S. Brandt

TOWN OF HARRISON:

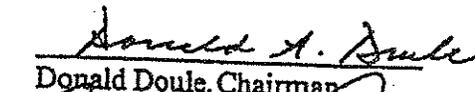

Allison Blackner, Chairman

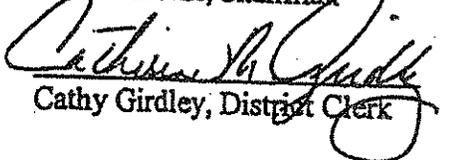

Leann Buboltz, Adm. Coord.
Deputy Clerk

Approved as to form:


~~John D. Chappell~~

WAVERLY SANITARY DISTRICT:


Donald Doule, Chairman


Cathy Girdley, District Clerk

Approved as to form:

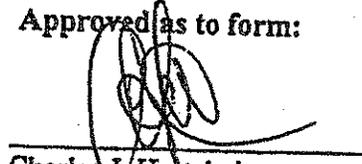

Charles J. Hartzheim

EXHIBIT B

Stacker Plat

SW ¼, NE ¼, Section 7, T20N, R18E, Town of Harrison

Green Acres Pond plat

Part of the West ½ of the NW ¼, Section 8, T20N, R18E, Town of Harrison,
Calumet County, Wisconsin

Hoffman Estates

Lot 2 of Certified Survey Map 1728 being Part of Lot 5 of Block 2 of Stacker Plat,
located in the Southwest ¼ of the Northeast ¼ of Section 7, Township 20 North,
Range 18 East, Town of Harrison, Calumet County, WI

Cottonwood Creek

All of C.S.M. 1624 and part of the Southwest ¼ of the Northwest ¼ of Section 8,
Township 20 North, Range 18 East, Town of Harrison, Calumet County,
Wisconsin

Cottonwood Creek II

Part of the Southwest ¼ of the Northwest ¼ of Section 8, Township 20 North,
Range 18 East, Town of Harrison, Calumet County, Wisconsin

EXHIBIT "C"
Memorandum of Understanding

This memorandum is entered into between the City of Menasha, Town of Harrison, Waverly Sanitary District and the East Central Wisconsin Regional Planning Commission's Regional Development Committee (RDC). This agreement is subject to the approval of the Wisconsin Department of Natural Resources on the the original swap amendment.

WHEREAS the City of Menasha, Town of Harrison, and Waverly Sanitary District have cooperated in the design of major sanitary sewer system improvements to service development in the vicinity of Lake Park Road and STH 10/114, and;

WHEREAS major investments will be required to extend the backbone sanitary sewer system to service the projected growth areas and;

WHEREAS the East Central Wisconsin Regional Planning Commission is the designated sewer service area planning agency for the subject area, and;

WHEREAS the Regional Development Committee takes actions and makes advisory recommendations to the WDNR on sewer service area amendments, and;

WHEREAS the amount of developable acreage currently within this portion of the Neenah/Menasha Sewer Service Area boundary would not be capable of supporting the costs of the necessary system improvements;

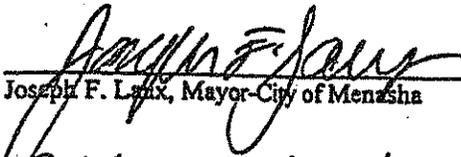
NOW, THEREFORE BE IT RESOLVED that the East Central Wisconsin Regional Planning Commission's Regional Development Committee will support and recommend to the WDNR approval of a future request from the Waverly Sanitary District to add an additional 105.8 total acres of land, of which 91.2 acres are vacant, to the Neenah/Menasha Sewer Service Area, shown as Area #4 per the attached map;

BE IT FURTHER RESOLVED that the addition of Area #4 acres will be subject to Area #2 being developed to a point which meets or exceeds 50% of its total land area.

BE IT FURTHER RESOLVED that the addition of Area #4 will still be subject to WDNR review and certification once advisory recommendations are acted upon by the Regional Development Committee.

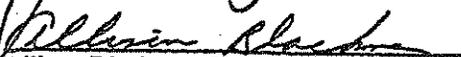
BE IT FURTHER RESOLVED that this agreement will expire on January 1, 2002 or once the East Central Wisconsin Regional Planning Commission initiates a 5-year update of the Neenah/Menasha Sewer Service Area Plan.

BE IT FURTHER RESOLVED that the City of Menasha and the Town of Harrison will support such an amendment;



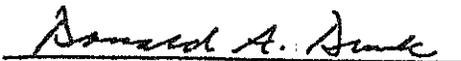
Joseph F. Lutz, Mayor - City of Menasha

Date: 10-28-99



Allison Blackmer, Chairperson - Town of Harrison

Date: 10-28-99



Donald Doule, President - Waverly Sanitary District

Date: 10-28-99

Donald DeGroot, Chair - ECWRPC Regional Development Committee

Date: _____

Harlan Kiesow, Director - East Central Wisconsin RPC

Date: _____

AFFIDAVIT OF KARA HOMAN

KARA HOMAN, having been first duly sworn on oath deposes and states:

1. I am the Principal Planner for the City of Menasha.
2. I created EXHIBIT A: WAVERLY SANITARY DISTRICT PRE-VILLAGE OF HARRISON INCORPORATION using a geographic information system (GIS) software called ArcGIS with data pertaining to municipal boundaries and road centerlines acquired from Calumet County's Land Information Office and data pertaining to Waverly Sanitary District acquired from the East Central Wisconsin Regional Planning Commission. Within the maps, boundaries for incorporated municipalities (e.g. City of Appleton and City of Menasha) overlay Waverly Sanitary District service area boundaries to reflect that town sanitary districts do not extend into incorporated municipalities.
3. I created EXHIBIT B: WAVERLY SANITARY DISTRICT POST-VILLAGE OF HARRISON INCORPORATION using a geographic information system (GIS) software called ArcGIS with data pertaining to municipal boundaries and road centerlines acquired from Calumet County's Land Information Office and data pertaining to Waverly Sanitary District acquired from the East Central Wisconsin Regional Planning Commission. Within the maps, boundaries for incorporated municipalities (e.g. City of Appleton, City of Menasha and Village of Harrison) overlay Waverly Sanitary District service area boundaries to reflect that town sanitary districts do not extend into incorporated municipalities.
4. I created EXHIBIT C: WAVERLY SANITARY DISTRICT POST-INTERGOVERNMENTAL AGREEMENT BETWEEN VILLAGE AND TOWN OF HARRISON using a geographic information system (GIS) software called ArcGIS with data pertaining to municipal boundaries and road centerlines acquired from Calumet County's Land Information Office and data pertaining to Waverly Sanitary District acquired from the East Central Wisconsin Regional Planning Commission. Within the maps, boundaries for incorporated municipalities (e.g. City of Appleton, City of Menasha and Village of Harrison) overlay Waverly Sanitary District service area boundaries to reflect that town sanitary districts do not extend into incorporated municipalities.

Dated at Menasha, Wisconsin this 21st day of March, 2014.

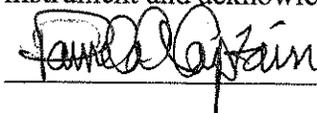

Kara Homan

STATE OF WISCONSIN)

(ss

WINNEBAGO COUNTY)

Personally came before me this 21st day of March, 2014 the above-named Kara Homan to me known to be the person who executed the foregoing instrument and acknowledge the same.



Notary Public

My commission IS PERMANENT

AFFIDAVIT OF GREG KEIL

GREG KEIL, having been first duly sworn on oath deposes and states:

1. I am employed as the Community Development Director for the City of Menasha.
2. In response to my request via telephone, the Waverly Sanitary District emailed an excerpt from a Public Service Commission report attached as Exhibit G which lists the December 31, 2012 number of Waverly Sanitary District patrons. On that date there was a total of 1,968 patrons. Of this total 1,003 were within the Town of Harrison, 898 within the City of Menasha and 67 within the City of Appleton. The annotations on the report made by Waverly Sanitary District staff determined the number of patrons within the Village of Harrison after its partial incorporation and subsequent entrance into an intergovernmental agreement affixing the boundaries of the Village and Town to be 625.
3. A follow-up telephone inquiry was made with Cathy Girdley to determine the number of patrons in the Village of Harrison after March 13, 2013, but prior to entering into the intergovernmental agreement between the Town and the Village affixing boundaries. I was informed via a telephone conversation with Cathy Girdley that the number of patrons within the Village at that time was 240. On March 21, 2014 I confirmed that number via telephone conference with Cathy Girdley.

Dated at Menasha, Wisconsin this 21st day of March, 2014.



Greg Keil

STATE OF WISCONSIN)

(ss

WINNEBAGO COUNTY)

Personally came before me this 21st day of March, 2014 the above-named Greg Keil to me known to be the person who executed the foregoing instrument and acknowledge the same.



Notary Public

My commission IS PERMANENT

WATER CUSTOMERS SERVED

List the number of customer accounts in each municipality for which your utility provides retail general service. Do not include wholesale customers or fire protection accounts.

COPY

Location (a)	Customers End of Year (b)
Calumet County	
Cities	
APPLETON	67
MENASHA	698
Total Cities:	965
Towns	
HARRISON	1,003
Total Towns:	1,003
Total Calumet County:	1,968
Total Company:	1,968

1,003.00+

378.00-

625.00*

Village of Harrison

8.+

35.+

35.+

26.+

26.+

36.+

36.+

36.+

34.+

8.+

17.+

25.+

8.+

35.+

13.+

378.**

Total TOH
West of LP

378.+

362.-

16.**

13 on Manitowoc
3 on Johann

Stacker Plat 54.+

Hoffmann Est 11.+

Green Acres Pond Est. 9.+

Berry Fields 26.+

Cotton Wood Creek 88.+

Haen Heights 72.+

1st Add Ashland Hollows 8.+

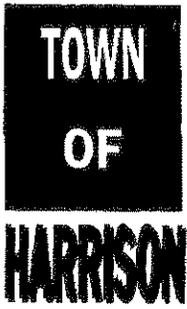
Cedar Ridge Est 42.+

2nd Add Cedar Ridge 52.+

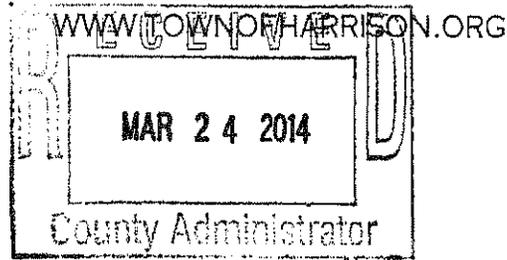
362.**

Within Subdivisions

7/23/13



W5298 HWY 114 • MENASHA, WI 54952
TOWN HALL: 920-989-1062 • TOWN GARAGE: 920-989-1139
FAX: 920-989-1077



March 14, 2014

Dear County Board Members, Highway Committee Members, and Administrator Shambeau;

Recently, the Town and Village of Harrison was asked to enter into an intergovernmental agreement to help pay for a portion of the County Trunk Highway LP upgrade. The estimated cost of the proposed upgrade is \$5,449,000.00. Calumet County has applied for a grant to pay for 80% of this cost. The other 20% is to be funded by a local(s) match. The 20% match would be approximately \$1,089,800.00.

Calumet County has proposed that it would pay approximately \$683,983.00 towards the project with the City of Menasha paying \$161,957, the Town of Harrison paying \$161,957 and the Village of Harrison paying \$161,957. The proposal also included a jurisdictional transfer of CTH LP to the local municipalities

The Town of Harrison and the Village of Harrison held a joint meeting to discuss this item. They felt that they would not be willing to participate in a cost share agreement on CTH LP for the following reasons:

- 1) CTH LP is a county road.
- 2) Calumet County is responsible for maintaining county roads.
- 3) Calumet County has been collecting state road aids to maintain CTH LP.
- 4) Paying for road improvements would leave less money for Town and Village road improvement projects.

Both the Village and the Town would, however, be willing to discuss a jurisdictional transfer of CTH LP once upgrades have been completed, as was done on CTH S.

Sincerely,

A handwritten signature in cursive script, appearing to read "Travis Parish".

Travis Parish
Town/Village Administrator
Town/Village of Harrison

Notice of Lodging of Three Proposed Consent Decrees Under the Comprehensive Environmental Response, Compensation, and Liability Act

On March 26, 2014, the Department of Justice lodged three proposed Consent Decrees with the United States District Court for the Eastern District of Wisconsin in the lawsuit entitled United States and the State of Wisconsin v. NCR Corp., et al., Civil Action No. 10-cv-910 (E.D. Wis.).

In 2010, the United States and the State of Wisconsin filed a lawsuit against multiple defendants that had contributed to polychlorinated biphenyl ("PCB") contamination in sediment at the Lower Fox River and Green Bay Superfund Site in northeastern Wisconsin (the "Fox River Site" or the "Site"). That lawsuit--brought under the Comprehensive Environmental Response, Compensation, and Liability Act ("CERCLA"), 42 U.S.C. 9601-75--sought enforcement of a U.S. Environmental Protection Agency order requiring cleanup work at the Site, reimbursement of response costs that the United States and the State have incurred in addressing the PCB contamination at the Site, and recovery of damages for injuries to natural resources resulting from the PCBs at the Site. The three proposed Consent Decrees contain the terms of proposed CERCLA settlements with nine parties for the Fox River Site.

The first proposed Consent Decree is with the City of Appleton, CBC Coating Inc., Menasha Corporation, the Neenah-Menasha Sewerage Commission, U.S. Paper Mills Corporation, and WTM I Company. Those six Settling Defendants would pay a total of \$54 million toward the response costs and natural resource damages associated with the Site. The State would pay an additional \$100,000 to resolve its own potential CERCLA liability, as alleged in certain counterclaims asserted by some of the defendants in the lawsuit.

The second proposed Consent Decree is with Settling Defendant Kimberly-Clark Corporation. Kimberly-Clark would pay the United States and the State a total of \$1,350,000 under this de minimis settlement pursuant to CERCLA Section 122(g), 42 U.S.C. 9622(g).

The third proposed Consent Decree is with Settling Defendant NewPage Wisconsin System Inc. ("NewPage"). NewPage filed a petition for relief under Chapter 11 of the Bankruptcy Code in 2011. The proposed Consent Decree with NewPage would grant the United States and the State allowed general unsecured claims for a total of \$1,157,254 that would be paid as allowed claims under NewPage's court-approved Reorganization Plan. Because such claims are paid on a discounted basis under the Reorganization Plan, the actual distributions that the United States and the State will receive on those allowed claims may be as little as \$50,000.

Taken together, the three Consent Decrees would yield a total of approximately \$55.5 million, which would be allocated as follows: (1) Slightly more than \$45.9 million would be applied toward natural resource damages; (2) slightly more than \$8 million would be paid into a segregated fund managed by the State to defray future costs that the State will continue to incur in overseeing ongoing cleanup work by non-settlers; and (3) slightly less than \$1.6 million would be paid into a Site-specific Superfund Special Account as partial reimbursement of past and future costs incurred by the U.S. Environmental Protection Agency.

The publication of this notice opens a period for public comment on each of the three Consent Decrees. Comments should be addressed to the Assistant Attorney General, Environment and Natural Resources Division, and should refer to United States and the State of Wisconsin v. NCR Corp., et al., D.J. Ref. No. 90-11-2-1045/3. All comments must be submitted no later than thirty (30) days after the publication date of this notice. Comments may be submitted either by email or by mail:

-----	-----
To submit comments:	Send them to:
-----	-----
By email.....	SUBCOMMENT-ee-enrd@usdoj.gov .
By mail.....	Assistant Attorney General, U.S. DOJ--ENRD, P.O. Box 7611, Washington, DC 20044-7611.
-----	-----

During the public comment period, the Consent Decrees may be examined and downloaded at this Justice Department Web site: <http://www.usdoj.gov/enrd/ConsentDecrees.html>. We will provide a p of any of the Consent Decrees upon written request and payment of

[[Page 18316]]

reproduction costs (at 25 cents per page). Please mail your request and a check or money order payable to the United States Treasury to: Consent Decree Library, U.S. DOJ--ENRD, P.O. Box 7611, Washington, DC 20044-7611.

The cost for paper copies is \$14.75 for the Consent Decree with the six Settling Defendants and the State, \$8.00 for the Consent Decree with Kimberly Clark, and \$7.50 for the Consent Decree with NewPage.

Maureen M. Katz,
Assistant Section Chief, Environmental Enforcement Section, Environment and Natural Resources Division.
[FR Doc. 2014-07168 Filed 3-31-14; 8:45 am]
BILLING CODE 4410-15-P



MEMORANDUM

TO: City of Menasha Common Council
From: Peggy Steeno, ^{PS}Administrative Services Director
Date: April 7, 2014
RE: Public Health Director Recruitment Update

With the impending retirement of Public Health Director Nett in the middle of May, after twenty eight years of service, and the State of Wisconsin's rules for local health departments (including the requirement that the City have a 'qualified' director to maintain the City's Level III designation), the recruitment process to search for a new Public Health Director was initiated in early March.

As noted in the attached job posting for the position, applications were due back to the City this past Monday, March 31st, and are currently being reviewed.

The next step in the process will be to set-up interviews with the most qualified candidates. As is past practice, we are assembling an interview committee that will be best equipped to evaluate the candidates in order to make a hiring recommendation to the Mayor. It is anticipated that the interview committee will be made up of the following:

- City HR Representative,
- City Department Head,
- School District Representative,
- Board of Health Representative, and
- Health Officer from a nearby community.

In regard to the expected timeframe when the new Public Health Director will be on board, the goal is to make an offer and receive a commitment from a well-qualified candidate by the end of May, with a start date in early to mid summer.

In the interim, with Director Nett's last day being May 23rd, and the new Director not starting until after that date, the Mayor is required to appoint an Interim Public Health Director. To that end, we have been working with the State to ensure that we have the Interim Director approved and in place well before the deadline.

Please let me know if you have questions or would like additional information on this item.



PUBLIC HEALTH DIRECTOR

About the Position

The Public Health Director is responsible for the successful operation of the Health Department and the Senior Center, and is charged with planning, implementing, and administering public health, school health, City safety, and consumer protection programs. The Public Health Director oversees eight regular full-time employees, five health aides, various temporary employees, and a number of volunteers. This position reports to the Mayor.

Education

A Bachelors Degree from a four-year college or university and a Masters Degree in Nursing, Public Health, Public Administration, or related field is required; a nursing background is a plus. And, a positive track record of continuing involvement in professional development is expected.

Experience

Requires experience in public health administration and public health nursing supervision. Knowledge of and practical experience in the areas of: senior center operations, environmental health, grant writing, and/or safety programs is strongly desirable. Must demonstrate strong management skills.

Preferred experience includes a minimum of three (3) to five (5) years in the field of public health administration; preferably as a department director or as an assistant director in a public agency of similar size or larger in comparison to the City of Menasha.

Essential Job Duties

- Directs and administers the operations of the Health Department and the Senior Center.
- Plans, administers, supervises, and participates in public health nursing programs, environmental health/consumer protection programs, and the City's safety program.
- Coordinates and supervises Menasha Joint School District school health programs and school visits by nurses and other departmental staff.
- Selects, trains, and evaluates health professional and support staff, and maintains administrative records.
- Evaluates and interprets present and potential health needs of the community and updates the community health improvement plan as needed.
- Prepares, presents, and administers the annual budget for the Health Department, Senior Center, and City Safety programs.

- Prepares grant applications, monitors grant activities, completes and submits required budget, program and other grant related reporting.
- Responsible for all required internal and external reporting and statistical recordkeeping with regard to the Health Department, Senior Center, and City Safety programs.
- Plans and promotes special public health programs and activities such as mass flu and immunization clinics.

Compensation

	Minimum	Midpoint	Maximum
Annual Salary	\$72,500	\$80,500	\$88,600

Ideal Candidate

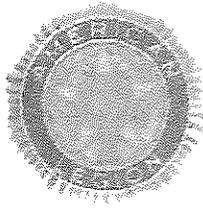
The Public Health Director will lead and be actively involved in operations of the Health Department, Senior Center, and City Safety Program. Encouraging strong communications and community outreach will be a priority to deliver streamlined, customer-focused processes that enhance efficiencies and deliver quality service. An individual who has vision, insight, and experience to see the broader picture in terms of the community is desired.

The ideal candidate will be an excellent communicator with the ability to establish and maintain effective working relationships with citizens, elected officials, employees, and local, state, and Federal agencies.

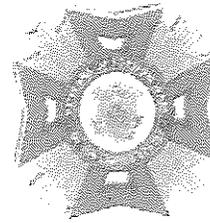
A municipal government professional who is able to develop a high performing team, motivate, mentor, and delegate effectively will be successful. The successful candidate must demonstrate strong leadership skills and be able to encourage departmental ownership and accountability as well as organizational collaboration. The ideal candidate should be skilled in strategic planning, policy, and decision-making, as well as organization development and performance management.

Send Resume, Cover Letter, and City application found on the link below:

http://www.cityofmenasha-wi.gov/content/departments/personnel/Employment_Opportunities.php



Neenah Post 33
Menasha Post 152



Menasha Post 2126
Neenah Post 10893

NEENAH-MENASHA

MEMORIAL DAY PARADE COMMITTEE

We take this opportunity to invite your participation in the 2014 Memorial Day parade, which will be held on Monday, May 26. The citizens of our communities look forward to this annual event and welcome your participation.

Please take the time to complete the enclosed form and return it no later than April 18 to allow us sufficient time to arrange the line-up and be able to notify you in a timely manner where you are in the parade line up.

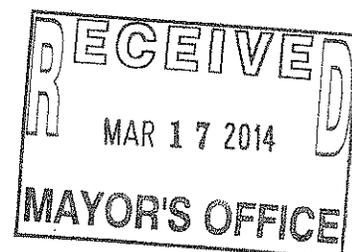
All completed entry forms should be mailed to:

Memorial Day Parade Committee
546 3rd St.
Menasha, WI 54952

Should you need additional information or have questions, please contact Mike Taylor at 725-5380, Eugene Hardell at 725-9387, or Dave Mix at 725-2368. If not available at the time of your call, kindly leave a message indicating you are calling for parade information along with your name and phone number.

We look forward to seeing you again this year. Thank you for your cooperation.

Your 2014 Memorial Day Parade Committee





DEPARTMENT OF THE ARMY

DETROIT DISTRICT, CORPS OF ENGINEERS

477 MICHIGAN AVENUE

DETROIT, MICHIGAN 48226

March 20, 2014

Engineering & Technical Services Division
H&H Watershed Hydrology Branch

To Our Lake Winnebago Partners,

The purpose of this letter is to inform you of our upcoming interagency conference call regarding the Lake Winnebago fill-up strategy scheduled for Wednesday, April 16, 2014 at 2:00 PM (C.D.T.). During the conference call, the timing and extent of the 2014 refill on Lake Winnebago will be discussed. The agenda for the conference call is as follows:

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

This conference call is open to the public. To join the conference call please dial (877) 873-8017 and enter 5016219 when prompted for the access code. After entering the access code, you will be asked to enter the security code which is 1234. After dialing in, please press *6 to mute your phone. You may press *6 again during the call when you wish to speak. The conference call is scheduled for April 16, 2014 at 2:00 PM (C.D.T.).

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

Sincerely,

A handwritten signature in black ink that reads "Michael K. O'Bryan".

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

Due by March 31, 2014

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

This form is for reporting on activities undertaken in calendar year 2013.

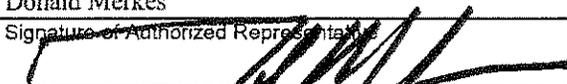
Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2014, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information			
Name of Municipality		Facility ID No. (FIN)	
City of Menasha		31110	
Mailing Address	City	State	ZIP Code
140 Main Street	Menasha	WI	54952
County(s) in which Municipality is located	Municipality Type: (select one)		
Winnebago, Calumet	<input type="radio"/> County <input checked="" type="radio"/> City <input type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

SECTION II. Municipal Contact Information			
Name of Municipal Contact Person		Title	
Mark Radtke		Director of Public Works	
Mailing Address	City	State	ZIP Code
140 Main Street	Menasha	WI	54952
Email	Phone Number (include area code)	Fax Number (include area code)	
mradtke@ci.menasha.wi.us	(920) 967-3610	(920) 967-5272	

SECTION III. Certification

I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Printed Name	Authorized Representative Title		
Donald Merkes	Mayor		
Signature of Authorized Representative	Date		
	03/28/2014		
Email	Phone Number (include area code)	Fax Number (include area code)	
dmerkes@ci.menasha.wi.us	(920) 967-3600	(920) 967-5273	

SECTION IV. General Information

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

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

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

Elected and municipal officials and staff were provided the annual report. Staff involvement in the implementation of the storm water permit meet as needed to discuss programs and assure compliance with all requirements. Staff also attends various related seminars.

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

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

City of Menasha Stormwater Management Plan (Draft) January 30, 2008. DNR approval pending.

SECTION IV. General Information (continued)

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

If yes, describe these cooperative efforts:

The City's agreement with the Town of Menasha was submitted with the 2009 Annual Report. The efforts involved a shared cost agreement relating to a regional storm water management pond.

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

If yes, provide web address:

www.cityofmenasha-wi.gov

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

If yes, provide web address:

www.cityofmenasha-wi.gov

SECTION V. Permit Conditions

a. **Minimum Control Measures:** For each of the permit conditions listed below, provide a description of the status of implementation of program elements, the status of meeting measurable goals, and compliance with permit schedule in section 3 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach

Please see attached.

- Public Involvement and Participation

Please see attached.

- Illicit Discharge Detection and Elimination

Please see attached.

- Construction Site Pollutant Control

Please see attached.

- Post-Construction Storm Water Management

Please see attached.

- Pollution Prevention

Please see attached.

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

If yes, provide the following: Model used WinSLAM Version 9.2.5 Reduction (%) 26.98

If no, include a description of any actions the municipality has undertaken during 2013 to help achieve the 20% standard.

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

If yes, describe:

Staff conducted review and concluded there is no opportunity for retrofitting at this time.

SECTION V. Permit Conditions (continued)

- c. **Best Management Practices Maintenance:** Does the municipality have a maintenance program for installed storm water best management practices? Yes No
If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2013. If available, attach any additional information on the maintenance program.
The City's maintenance program includes regular interval cleaning of proprietary filtering devices and maintenance at storm water management ponds and biofiltration devices.
- d. **Storm Sewer System Map:** Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.
Added new storm sewer in newly developed areas.

SECTION VI. Fiscal Analysis

- a. Provide a fiscal analysis that includes the annual expenditures for 2013, and the budget for 2013 and 2014. A table to document fiscal information is provided on page 5.
- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?
 Storm water utility General fund Other Permit fees
- c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements? Yes No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.
A storm water utility was created with an initial effective date of January 1, 2009. The 2013 Budget was established with objectives of determining the level of effort and financing necessary to meet existing debt service obligations, operational and maintenance activities, and engineering costs to update our Storm Water Management Plan as part of the Lower Fox River TMDL.

SECTION VII. Inspections and Enforcement Actions

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

- a. As of the date of this annual report, has the municipality adopted a construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:
Previously submitted.
- b. As of the date of this annual report, has the municipality adopted a post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:
Previously submitted.
- c. As of the date of this annual report, has the municipality adopted an illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit? Yes No If yes, attach copy or provide web link to ordinance:
Previously submitted.
- d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? Yes No If yes, attach copy or provide web link to ordinance:
- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.
Residential erosion control permits, inspections, and enrollment activities were carried out by the Building Inspection Department. Commercial erosion control permits, inspections and enforcement activities were carried out by the Engineering Department. Please see attached for details.

SECTION VIII. Water Quality Concerns

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

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

- Impaired waterbody to which the MS4 discharges:

Lake Winnebago, Lower Fox River

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

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

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

The City is not aware of any water quality degradation in the receiving water.

SECTION IX. Proposed Program Changes

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2014 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The City, through its consultant, will be preparing an updated storm water management plan to address the requirements for the City under the Lower Fox River Basin TMDL. It is expected any identified program changes and activities will be implemented in upcoming years.

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

Program Element	Annual Expenditure		Budget		Source of Funds
	2013	2014	2013	2014	
Public Education and Outreach	21,100	20,000	13,000	20,000	Storm Water Utility
Public Involvement and Participation	2,100	2,500	2,500	2,500	Storm Water Utility
Illicit Discharge Detection and Elimination	20,200	27,100	24,500	27,100	Storm Water Utility and permit fees
Construction Site Pollutant Control	30,700	44,500	37,500	44,500	Storm Water Utility and permit fees
Post-Construction Storm Water Management	27,900	48,000	34,000	48,000	Storm Water Utility and permit fees
Pollution Prevention	659,000	903,000	805,000	903,000	Storm Water Utility
Storm Water Quality Management (including pollutant-loading analysis)	71,600	107,000	87,500	107,000	Storm Water Utility
Storm Sewer System Map	2,400	3,000	2,000	3,000	Storm Water Utility
Other:	231,945	289,010	297,260	289,010	Storm Water Utility

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program	Buffalo	Monroe	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.	Chippewa	Pepin	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401	Clark	Pierce	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522	Crawford	Portage	Phone: (715) 359-4522
Florence	Rusk		Dunn	St. Croix	
Forest	Sawyer		Eau Claire	Trempealeau	
Iron	Taylor		Jackson	Vernon	
	Vilas		Juneau	Wood	
	Washburn		La Crosse		

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	Attn: Storm Water Program	Dane	LaFayette	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.	Dodge	Richland	3911 Fish Hatchery Rd.
Fond du Lac	Outagamie	Green Bay, WI 54313	Grant	Rock	Fitchburg, WI 53711
Green Lake	Shawano	Phone: (920) 662-5100	Green	Sauk	Phone: (608) 275-3266
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

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

City of Menasha, WI

City of Menasha, WI - Citywide Storm Water Management Program

January 01, 2013 To December 31, 2013

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

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

1 Public Education and Outreach

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

Description

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

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

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

Best Management Practices

1.1 Promote Illicit Discharge Detection

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

Required Yes

Description

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

Justification

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

Goals

1.1.1 Create and distribute IDDE Response brochure

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

Description

Create IDDE Response brochure and link to it on the city website. Make copies available at the city garage, library, police department, health department and city hall.

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date **Name**

05/29/2013 Distributed educational materials to restaurants (2013)

Description

Community Development distributed NEWSC educational materials to restaurants located in the City of Menasha to discourage illicit discharge from these establishments (attached). There were 175 letters mailed.

File Attachment [Cover Letter.docx](#)

File Attachment [Dumpster Management Poster 11x17.pdf](#)

File Attachment [Parking Lot.pdf](#)

File Attachment [Restaurant Management.pdf](#)

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

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

Description

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

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
08/08/2013	Newsletter Articles and Website Info (2013)

Description

Published information on the City's website instructing people in how to respond to illegal dumping.

File Attachment [Public Works Stormwater Programs And Information Resident Action.htm](#)

File Attachment [Public Works Stormwater Programs And Information.htm](#)

File Attachment [Fall Fertilizing \(2013\).docx](#)

File Attachment [Leave your Leaves on Land \(2013\).docx](#)

1.2 Public Pollution Prevention Education

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

Required Yes

Description

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

Justification

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

Goals

1.2.1 Create and distribute pet waste brochure

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

Description

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

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
05/31/2013	Pet Waste Flyer (2013)

Description

Flyers completed and copies were given to the Finance Department to be distributed with dog license. Flyer was also made available on the City's website. Flyers were also distributed to the city library and health department.
File Attachment [Pet Waste.pdf](#)

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

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name
08/08/2013	Website Maintenance (2013)

Description

Educational materials were uploaded to the Public Work's webpage. All of the dead links were removed and replaced. Additional information was added. The Community Development Pollution Prevention Page has a link to the Resident Action Page, so residents can access the updated information from both departments' page.

File Attachment [Public Works Stormwater Programs And Information Resident Action.htm](#)

1.2.3 Participate in Annual Urban Clean Sweep Program

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013

Complete: 2006 2007 2008 2009 2010 2011 2012 2013

Activity Date	Name
03/01/2013	Clean Sweep (2013)

Description

Promoted Clean Sweep 2013 in Spring Public Works newsletter

File Attachment [Clean Sweep Information \(Spring\).pdf](#)

1.2.4 Storm Drain Marking Program

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

Description

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

Planned: 2013

Complete: 2013

Activity Date	Name
06/11/2013	Storm Drain Stenciling (2013)

Description

Discussed stenciling program with Heckrodt Nature Reserve staff. Heckrodt has storm drain stenciling supplies that they loan out to volunteer groups. Their information is posted on the City's website.

File Attachment [Public Works Stormwater Programs And Information Storm Drain Stenciling.htm](#)

08/13/2013	Storm Drain Markers (2013)
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Description

City staff placed storm drain markers on nearly 75 storm drains in the downtown area. This area was picked because it is harder to find volunteers for that area, according to other municipalities. Markers were chosen because they are easier to apply and last much longer than spray paint. The markers say "No dumping drains to river" and have a picture of a fish.

1.2.5 Distribute educational flyers to City buildings

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

Description

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

Planned: 2012 2013

Complete: 2012 2013

Activity Date	Name
08/05/2013	Flyer Locations 2013

Description

Flyers were brought to the City garage, library, police department, pool, Heckrodt Nature Reserve, health department and City Hall.

File Attachment [Car.pdf](#)

File Attachment [Household Hazardous Waste.pdf](#)

File Attachment [Kids Can Help Too!.pdf](#)

File Attachment [Rain Barrel.pdf](#)

File Attachment [Ice and Snow Control.pdf](#)

File Attachment [The Pefect Landscape.pdf](#)

File Attachment [Pet Waste.pdf](#)

File Attachment [Pool & Spa Discharge.pdf](#)

File Attachment [The Perfect Lawn.pdf](#)

1.3 Leaf Management and Lawn Care

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

Required Yes

Description

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

Goals

1.3.1 Publish articles in city newsletter and/or city website

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name
08/01/2013	Newsletter Articles (2013)

Description

Published two short articles, courtesy of NEWSC, in the city-wide newsletter. Public Works also published leave collection days in their Fall Newsletter.

File Attachment [Fall13.pdf](#)

File Attachment [Grass Clippings \(Spring\).pdf](#)

File Attachment [Leaf Collection \(Fall\).pdf](#)

08/08/2013	Website Articles (2013)
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Description

The "Resident Action" page on the city website was updated with new links and more information was added.

File Attachment [Public Works Stormwater Programs And Information Resident Action.htm](#)

1.3.2 Create and distribute a Leaf Management and Lawn Care brochure

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

Description

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

Planned: 2010 2011 2012

Complete: 2010 2011

Activity Date	Name
08/05/2013	Leaf and Lawn Brochures (2013)

Description

Distributed NEWSC "Renew our Waters" leaf and lawn care brochures to municipal buildings & on the City's webpage.

File Attachment [The Pefect Landscape.pdf](#)

File Attachment [The Perfect Lawn.pdf](#)

File Attachment [Leaf Collection.pdf](#)

1.3.3 Participate in NEWSC Phosphorus Education Campaign

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

Description

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

Planned: 2008 2009 2010

Complete: 2008 2009 2010

Activity Date	Name	Description
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None

1.4 Streambank and Shoreline Management

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

Required Yes

Description

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

Goals

1.4.1 Promote the Winnebago County Shoreline Expo

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

Description

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

Planned: 2008 2009

Complete: 2008

Activity Date	Name	Description
None		

1.4.2 Distribute educational materials to riparian properties

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

Description

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

Planned: 2010 2011 2012 2013

Complete: 2010 2011 2013

Activity Date	Name
06/13/2013	Educational Mailings Sent to Property Owners (2013)

Description

Educational materials were mailed to all property owners who own waterfront properties. People who rent their property were asked to share the information with the tenants. There were 183 letters mailed.

File Attachment [Cover Letter for Properties on the Water.docx](#)

File Attachment [Rain Barrel.pdf](#)

File Attachment [The Perfect Lawn.pdf](#)

File Attachment [Restore Your Shore.pub](#)

1.5 Residential Property Infiltration

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

Required Yes

Description

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

Goals

1.5.1 Create and distribute Residential Property Infiltration informational brochure

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

Description

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

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
08/09/2013	Rain Garden and Rain Barrel Info (2013)

Description

Staff distributed educational flyers at the city's library, Heckrodt Wetland Reserve and City Hall. Additional information was posted on the City's website.

File Attachment [Rain Barrel.pdf](#)

File Attachment [The Pefect Landscape.pdf](#)

File Attachment [Public Works Stormwater Programs And Information Resident Action.htm](#)

1.5.2 Publish article in city newsletter and/or city website

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

Description

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

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
08/08/2013	Website Article (2013)

Description

Information was published on the City's website about rain barrels and rain gardens.

File Attachment [Public Works Stormwater Programs And Information Resident Action.htm](#)

File Attachment [Rain Barrel.pdf](#)

File Attachment [Rain Garden.pdf](#)

1.5.3 Promote rain gardens and rain barrels at community events

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.5.4 Develop and implement rain barrel program in coordination with NEWSC

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

Description

Planned: 2011 2012

Complete: 2011 2012

Activity Date	Name	Description
None		

1.6 Construction Site Erosion Control Education

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

Required Yes

Description

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

Goals

1.6.1 Hold educational meetings with contractors

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

Description

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

Planned: 2009

Complete: 2009

Activity Date	Name	Description
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None

1.6.2 Create and distribute a Construction Site Erosion Control brochure

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

Description

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

Planned: 2011 2012 2013

Complete: 2011 2012 2013

Activity Date	Name
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05/29/2013	Erosion Control Mailing (2013)
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Description

An educational packet about erosion control and concrete washout was mailed to concrete suppliers (18 letters) and finishers (20).

File Attachment [Cover Letter.docx](#)

File Attachment [Concrete Washout.pdf](#)

File Attachment [Erosion Control for Home Builders.pdf](#)

1.6.3 Publish articles in city newsletter and/or website

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

Description

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

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
08/16/2013	2013 Website Article

Description

Information was updated and added to "Construction Information" website.

File Attachment [Public Works Stormwater Programs And Information Construction Information.htm](#)

1.7 Non-Residential Property Pollution Prevention

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

Required Yes

Description

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

Goals

1.7.1 Create and distribute Property Pollution Prevention educational brochure for businesses

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

Description

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

Planned: 2011 2012 2013

Complete: 2011 2012 2013

Activity Date	Name
05/29/2013	Mailing to Carpet Cleaners (2013)

Description

Staff sent an educational brochure to professional carpet cleaners (24 companies) who have clients that live in the city.

File Attachment [Professional Carpet Cleaning.pdf](#)

File Attachment [Cover Letter.docx](#)

05/29/2013	Mailing to Pool Specialists (2013)
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Description

Staff sent educational materials to pool professionals (7 companies) regarding pool and spa discharge.

File Attachment [Cover Letter.docx](#)

File Attachment [Pool & Spa Discharge.pdf](#)

05/29/2013	Mailing to Landscape Businesses (2013)
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Description

Staff sent out educational lawn care materials to businesses who have clients who live in the city. 45 companies were sent letters.

File Attachment [Cover Letter.docx](#)

File Attachment [The Perfect Landscape.pdf](#)

File Attachment [The Perfect Lawn.pdf](#)

File Attachment [Cover Letter.docx](#)

File Attachment [The Perfect Landscape.pdf](#)

File Attachment [The Perfect Lawn.pdf](#)

05/29/2013 Mailing to Restaurants (2013)

Description

Staff sent out educational materials to restaurants located in the City of Menasha (75 businesses).

File Attachment [Cover Letter.docx](#)

File Attachment [Dumpster Management Poster 11x17.pdf](#)

File Attachment [Parking Lot.pdf](#)

File Attachment [Restaurant Management.pdf](#)

05/29/2013 Mailing to Concrete Professionals (2013)

Description

An educational packet about erosion control and concrete washout was mailed to concrete suppliers (18 letters) and finishers (20 letters).

File Attachment [Cover Letter.docx](#)

File Attachment [Erosion Control for Home Builders.pdf](#)

File Attachment [Concrete Washout.pdf](#)

1.7.2 Develop Rain Garden Demonstration Projects

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

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

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.8 Promote Environmentally Sensitive Land Development

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

Required Yes

Description

Promote environmentally sensitive land development designs by developers and designers.

Goals

1.8.1 Identify and evaluate environmentally sensitive land development principals

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name
07/01/2013	Review Zoning Restrictions pertaining to Stormwater Easements

Description

Plan Commission reviewed the current zoning restrictions for setbacks from Drainage easements. They are working towards amending the ordinance to better reflect the need to protect the easements while not encumbering nearby property uses that do not negatively affect drainage.

07/01/2013	Review Zoning Restrictions pertaining to Stormwater Easements
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Description

Plan Commission reviewed the current zoning restrictions for setbacks from Drainage easements. They are working towards amending the ordinance to better reflect the need to protect the easements while not encumbering nearby property uses that do not negatively affect drainage.

2 Public Involvement and Participation

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

Description

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

Best Management Practices

2.1 Public Notification

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

Required Yes

Description

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

Goals

2.1.1 Annually report to community on MS4 Permit activities

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name
04/01/2013	2012 Annual Report to the Community

Description

A draft of the 2012 MS4 Permit Annual Report was submitted to the Common Council for public review. The draft was also placed on the city website and made available at the Department of Public Works. The final copy was posted on the city website and is available at the Department of Public Works.

2.1.2 Publish requirements of MS4 Permit on city website

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name
06/24/2013	2013 MS4 Permit Activities Published on City Website

Description

File Attachment [Public Works Stormwater Programs And](#)

2.2 Public Participation

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

Required Yes

Description

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

Goals

2.2.1 Publish Class One (1) notice requesting public input

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

Description

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

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
03/01/2013	2012 Annual Report Notice

Description

Class 1 Notice published in the Appleton Post Crescent.

File Attachment [Annual Report Notice 2012.doc](#)

2.2.2 Publish requests for public input on city's website

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name
03/11/2013	2012 Annual Report Website Notice

Description

Published website notice inviting public input on the 2012 annual report and MS4 activities.

File Attachment [Public Works Stormwater Programs And Information.htm](#)

3 Illicit Discharge Detection and Elimination

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

Description

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

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

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

Best Management Practices

3.1 IDDE Ordinance

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

Required Yes

Description

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

1. Prohibit the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4.
2. Identify non-storm water discharges or flows that are not considered illicit discharges. Non-storm water discharges that are not considered illicit discharges include water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, fire fighting and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state.
3. Establish inspection and enforcement authority.

Annual Reporting Items

Ordinance development and adoption; implementation.

Goals

3.1.1 IDDE Ordinance review and updates

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

Description

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

The ordinance will be reviewed at least once every five years and updated as needed.

Planned: 2009 2012 2014

Complete: 2009 2012

Activity Date	Name	Description
None		

3.1.2 Enforcement of IDDE Ordinance

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

Description

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

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name	Description
None		

3.2 Initial Field Screening

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

Required Yes

Description

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

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

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

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

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

Goals

3.2.1 Identification of major outfalls

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

Description

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

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Outfall List (2013)

Description

List of outfalls that are monitored on a yearly basis.

File Attachment [Outfalls to Monitor.doc](#)

3.2.2 Field Screening

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

Description

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

Planned: 2010 2011 2012

Complete: 2010 2011 2012

Activity Date	Name	Description
None		

3.3 On-going Dry Weather Field Screening

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

Required Yes

Description

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

Goals

3.3.1 Develop on-going field screening program

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

Description

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

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name	Description
None		

3.3.2 Outfall AY

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

Description

The inspection of outfall on annual basis.

Planned: 2010 2011 2012 2013

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspection (2013)

Description

The inspection of outfall AY in 2013. Sample taken form MH AY4 because of water level at discharge. No pollutants indicated.

File Attachment [inspection.pdf](#)

3.3.3 Outfall BX

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

Description

The inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspections (2013)

Description

The inspection of outfall BX. Flow inspected from the East side of the tracks at Racine St. No flow was indicated. Flow inspection done here because of water level at lake.

File Attachment [inspection.pdf](#)

3.3.4 Outfall X

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspection (2013)

Description

The inspection of outfall X. Flow was inspected from MH X4.5 because of water level at the lake. No flow was observed.

File Attachment [inspection.pdf](#)

3.3.5 Outfall T

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date **Name**
10/23/2013 Inspection (2013)

Description

The inspection of outfall T. Flow was inspected from MH U1 because of 2 outfalls being joined at this point and because of water level of Lake. Flow was present but no pollutants were present.

File Attachment [inspection.pdf](#)

3.3.6 Outfall U

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date **Name**
10/23/2013 Inspection (2013)

Description

The inspection of outfall U. The inspection was done at MH U1 because of the sewers T & U being connected at the point of U1. A sample was taken and no pollutants were found.

File Attachment [inspection.pdf](#)

3.3.7 Outfall R

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date **Name**
10/23/2013 Inspection (2013)

Description

The inspection of outfall R. Flow was sampled from R1 because of water lever at lake. A sample was collected and no pollutants were found.

File Attachment [inspection.pdf](#)

3.3.8 Outfall BV

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspection BV

Description

The inspection of outfall BV. No flow was present.

File Attachment [*inspection.pdf*](#)

3.3.9 Outfall D

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

Description

The inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspection (2013)

Description

The inspection of of outfall D. Flow was inspected from MH D5. No flow was present.

File Attachment [*inspection.pdf*](#)

3.3.10 Outfall A

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
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10/23/2013 Inspection (2013)

Description

The inspection of outfall A. Inspection was done from MH A1 because access to outfall is not possible through treatment plant yard. No flow was present.

File Attachment [inspection.pdf](#)

3.3.11 Outfall Y

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

Description

Inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspection (2013)

Description

Inspection of outfall Y. Inspections was done at MH Y1 because of water level. A sample was taken and no pollutants were found.

File Attachment [inspection.pdf](#)

3.3.12 Outfall AP & AQ

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspection (2013)

Description

The inspection of outfalls AQ & AP. These 2 outfalls are done together because they tie together and water level prevents samples prior to MH AQ11. No flow was present.

File Attachment [inspection.pdf](#)

3.3.14 Outfall BU

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

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspection (2013)

Description

The inspection of outfall BU. Flow was inspected from BU2 because the outfall also takes in other MS4's. A sample was taken and no pollutants were found.

File Attachment [inspection.pdf](#)

3.3.15 Outfall BI

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

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspection (2013)

Description

Inspection of outfall BI.

File Attachment [inspection.pdf](#)

3.3.16 Outfall DI

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

Description

Outfall Inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

3.3.21 Outfall H

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

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspection (2013)

Description

The inspection of outfall H.

File Attachment [*inspection.pdf*](#)

3.3.22 Outfall AZ

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

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
10/23/2013	Inspection (2013)

Description

The inspection of outfall AZ. Inspection was done from MH A1 where it enters Appleton's MS4.

File Attachment [*inspection.pdf*](#)

3.3.22 Outfall DZ

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

Description

Outfall Inspection

Planned: 2012 2013 2014 2015 2016 2017 2018

Complete: 2012 2013

Activity Date	Name
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10/23/2013 Inspection (2013)

Description

The inspection of outfall DZ.

File Attachment [inspection.pdf](#)

3.3.23 Outfall N

Responsible Staff / Position:

Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date Name

10/23/2013 Inspection (2013)

Description

The inspection of outfall N. Inspected from N1. No pollutants were found.

File Attachment [inspection.pdf](#)

3.3.24 Outfall BP

Responsible Staff / Position:

Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Outfall Inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date Name

10/23/2013 Inspection (2013)

Description

The inspection of outfall BP. Flow inspected from BP1 because of level of water in channel.

File Attachment [inspection.pdf](#)

3.4 Illicit Discharge Response

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

Required Yes

Description

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

1. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.
2. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.
3. Preventing and containing spills that may discharge into or are already within the MS4.
4. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.
5. To the maximum extent practicable, eliminating leakage from sanitary conveyance systems into the MS4.
6. Providing the Department with advance notice of the time and location of dye testing within a MS4. (Because the dye may get reported to the Department as an illicit discharge or spill, the Department requires prior notification of dye testing.)

Annual Reporting Items

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

Goals

3.4.1 Illicit Discharge Response Procedure Manual

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

Description

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

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Review Manual (2013)

Description

Review of the illicit discharge response procedure manual.

File Attachment [Spill and Illicit Discharge Response Procedure Manual.doc](#)

3.5 Illicit Discharge Removal Action

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

Required Yes

Description

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

Goals

3.5.1 Illicit discharge removal

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

Description

Create a letter of notification to Illicit discharge violators.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
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None

3.5.2 Illicit discharge complaints

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

Description

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

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Illicit discharge Complaints (2013)

Description

List of 2013 complaints.

File Attachment [Third St_Appleton St Spill.doc](#)

3.6 Neighboring Jurisdiction Notification

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

Required Yes

Description

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

Goals

3.6.1 Identify neighboring jurisdictions

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

Description

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

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	List of Discharge Points (2013)

Description

Updated list of discharge points to neighboring MS4's.

File Attachment [Connections to Neighboring MS4\[1\].doc](#)

3.7 Responsible Party List

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

Required Yes

Description

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

Goals

3.7.1 Illicit discharge response

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

Description

Establish contact list and chain of command.

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Contact Person List (2013)

Description

Corey Gordon, Engineering Dept. 920-967-3610
Mark Radtke, Director of public works 920-967-3610
DNR hot line 1-800-943-0003

4 Construction Site Pollutant Control

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

Description

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

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

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

Best Management Practices

4.1 Construction Site Erosion & Sediment Control Ordinance

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

Required Yes

Description

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

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

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

Goals

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

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

Description

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

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

Planned: 2009 2010

Complete: 2009 2010

Activity Date	Name	Description
None		

4.1.2 Track enforcement actions

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

Description

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

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Enforcement Action (2013)

Description

A number of phone calls were made to contractors regarding erosion control concerns but no warning letters were sent.

4.1.3 Review and update ordinance

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

Description

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

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

Planned: 2012 2013

Complete: 2012 2013

Activity Date	Name	Description
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None

4.1.4 Annual Ordinance Review

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

Description

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

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name	Description
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None

4.2 Construction Site Inspections and Enforcement

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

Required Yes

Description

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

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

Education Program / Public Outreach

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

Annual Reporting Items

Number of construction sites within given year.

Goals

4.2.1 Track construction site inspections

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

Description

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

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Commercial Construction Site (2013)

Description

The Engineering Department issued 10 commercial construction site erosion control permits in 2013. Erosion control plans identifying BMPs to be utilized were required for permit approval. Site inspections and enforcement were conducted periodically at each site over the course of construction activities.

12/31/2013	Residential Construction Sites (2013)
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Description

Residential erosion control permits are issued and compliance is regulated through the Building Inspection Dept. There were 57 permits issued in 2013.

4.2.2 Non permit required erosion inspections

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

Description

Tracking of non permit required erosion inspections.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Non-Compliant Erosion Control (2013)

Description

There were no non-compliant erosion control notices issued.

4.3 Public Information Response Procedures

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

Required Yes

Description

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

Goals

4.3.1 Maintain public complaint log

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

Description

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

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Complaint Log (2013)

Description

There were no erosion control complaints filed with the City in 2013.

5 Post-Construction Storm Water Management

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

Description

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

The program shall establish measurable goals and include:

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

Best Management Practices

5.1 Post-Construction Storm Water Management Ordinance

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

Required Yes

Description

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

1. Applicability and jurisdiction that shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee.
2. Design criteria, standards and specifications equivalent to technical standards or the Wisconsin Storm Water Manual approved by the Department. The Department-approved technical standards shall take precedence over the Wisconsin Storm Water Manual. The Department-approved technical standards and the Wisconsin Storm Water Manual are available at <http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>.
3. Post-construction performance standards equivalent to or more restrictive than those in ss. NR 151.12 and 151.24, Wis. Adm. Code.
4. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.
5. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures.
6. Inspection and enforcement authority.

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

Goals

5.1.1 Review and update ordinance

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

Description

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

Planned: 2012 2013

Complete: 2012 2013

Activity Date	Name	Description
None		

5.1.2 Storm water management plan review

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014

Complete: 2009 2010 2011 2013

Activity Date	Name	Description
None		

5.2 Long-Term Maintenance Procedures

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

Required Yes

Description

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

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

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

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

Goals

5.2.1 Audit private facilities for long term maintenance

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

Description

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

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013

Activity Date	Name
12/31/2013	Map & Update Private Facilities List (2013)

Description

Develop a map of the locations of the private storm sewer facilities and updated the list of facilities.

File Attachment [Private Stormwater Facilities to Audit.docx](#)

6 Pollution Prevention

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

Description

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

The program shall include:

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

Best Management Practices

6.1 Routine Facility Inspection and Maintenance

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

Required Yes

Description

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

Goals

6.1.1 Menasha Marina Proprietary Device

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013

Complete: 2006 2007 2008 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Cleaning (2013)

Description

Basin was cleaned twice during the year.

6.1.2 Lake Park Villas Phase I, Pond 1

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

Description

Pond 1 Inspections and Maintenance.

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Pond Inspection 2013

Description

The inspection of Phase 1 pond 1. Muskrats were also trapped out of this pond late Sept. 2013.

File Attachment [2013 Lake Park Phase I Pond I Inspection.doc](#)

6.1.3 Lake Park Villas Phase I, Pond 2

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

Description

Pond 2 inspections and maintenance.

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Pond Inspection 2013

Description:

The inspection of the Phase 1 Pond 2. Muskrats were also trapped out of this pond in late Sept. 2013.

File Attachment [2013 Lake Park Phase I Pond II Inspection.doc](#)

6.1.4 Lake Park Villas Phase I, Pond 3

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

Description

Pond 3 inspections and maintenance.

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Pond Inspection 2013

Description

The inspection of Phase 1 Pond 3 Lake Park Villas. The muskrats were also trapped out of this pond in late Sept. 2013.

File Attachment [2013 Lake Park Phase I Pond III Inspection.doc](#)

6.1.5 Lake Park Villas Phase I, Pond 4

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

Description

Pond 4 inspections and maintenance.

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

Complete: 2009 2010 2011 2012 2013

6.1.8 Province Terrace Pond
Responsible Staff / Position:

Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Province Terrace wet detention basin inspections and maintenance.

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Pond Inspection (2013)

Description

The inspection of the Province Terrace Pond. Muskrats were also trapped out of this pond in late Sept. 2013.

File Attachment [2013 Province Tr Pond Inspection.doc](#)

6.1.9 Lake Park Villas Phase I, Pond 5

Responsible Staff / Position:

Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond 5 Inspections and maintenance.

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Pond Inspection (2013)

Description

The inspection of Lake Park Villas Phase 1 Pond 5. Muskrats were also trapped out of this pond in late Sept. 2013.

File Attachment [2013 Lake Park Phase I Pond V Inspection.doc](#)

6.1.10 Natures Way Housing Pond

Responsible Staff / Position:

Corey Gordon
Engineering Aide II
(920) 967-3610

Description

Pond inspections and maintenance.

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
----------------------	-------------

12/31/2013 Pond Inspection (2013)

Description

The inspection of Natures Way Housing Pond. Muskrats were trapped out of this pond late Sept. 2013.

File Attachment [2013 Nature's way Housing Pond Inspection.doc](#)

6.1.11 Nature's Way/Province Terrace Pond

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

Description

Pond Inspection and Maintance

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

Complete: 2009 2010 2011 2012 2013

Activity Date Name
12/31/2013 Pond Inspection (2013)

Description

The inspection of the Nature's Way/Provice Tr. Pond. Muskrats were trapped out of pond in late Sept. 2013.

File Attachment [2013 Nature's way Province Tr. Pond Inspection.doc](#)

6.1.12 Catch Basin Replacement

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

Description

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

Planned: 2013 2014 2015 2016 2017 2018

Complete: 2013

Activity Date	Name	Description
None		

6.2 Street Sweeping / Catch Basin Cleaning

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

Required Yes

Description

Routine street sweeping and cleaning of catch basins with sumps where appropriate.

Goals

6.2.1 Street Sweeping

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

Description

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

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

Complete: 2006 2007 2008 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Street Sweeping (2013)

Description

Street sweeping starts in spring with 2 consecutive weeks of 16 hours/day. Once spring sweeping has ended all Downtown and Major streets are swept on a weekly basis and all Secondary streets are swept once per moth. There was a total of 2,858 miles and 624.25 hours spent sweeping for 2013.

6.2.2 Catch Basin Cleaning

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

Description

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

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Catch Basin Cleaning (2013)

Description

Through out 2013 658 catch basins were cleaned.

6.3 Sweeping and Basin Waste Disposal

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

Required Yes

Description

Proper disposal of street sweeping and catch basin cleaning waste.

Goals

6.3.1 Sweeping and Basin Disposal

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

Description

proper disposal sweepings and basin debris.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Sweeping and Basin Disposal (2013)

Description

All debris that was collected from street sweeping and catch basin cleaning was hauled to the land fill. A total of 298.29 tons of debris was hauled to Outgaime Landfill.

6.4 Deicer Application Management

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

Required Yes

Description

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

Justification

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

Annual Reporting Items

WisDOT requires an annual Salt Inventory report.

Goals

6.4.1 Maximize Use of Geomelt

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

Description

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

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Maximize Use of Geomelt (2013)

Description

Budgeted for 1,000 gallons of Geomelt to be used in 2014

6.4.2 Salt Storage Facility Inspection

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

Description

Conduct the annual salt storage facility inspection by WisDOT.

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

Complete: 2009 2010 2011 2012 2013

Activity Date **Name**
12/31/2013 Salt Facility Inspection (2013)

Description
The inspection of the Salt Facility was done by the WDOT.

12/31/2013 Salt Facility Inspection (2013)

Description
The inspection of the Salt Facility was done by the WDOT.

File Attachment [2013 Salt Storage Facility Inspection.pdf](#)

6.4.3 Fleet Maintenance

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

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

Planned: 2008 2009 2010 2011 2012 2013

Complete: 2008 2009 2010 2011 2012 2013

Activity Date **Name**
12/31/2013 Equipment Calibration (2013)

Description
All salting equipment was calibrated and maintained throughout 2013.

6.4.4 Yearly Salt Usage

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

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

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

Complete: 2009 2010 2011 2012 2013

Activity Date **Name**
12/31/2013 Salt Usage (2013)

Description
During the winter months of 2013 there was 1,784 tons of salt used during snow removal operations.

6.5 Leaf and Grass Clipping Management

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

Required Yes

Description

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

Annual Reporting Items

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

Goals

6.5.1 Proper Management of Leaf and Grass Clipping Yard Waste

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013

Complete: 2006 2007 2008 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Yard Waste Collection (2013)

Description

There was a total of 50.25 hours spent grinding yard waste. During 2013 there was 7 Bio Bags filled processing 3,500 cubic yards and there was 828 cubic yards of ground yard waste that was hauled to the Outagamie County land fill.

6.5.2 Proper Management of Leaf and Grass Clippings in City Parks

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013

Complete: 2006 2007 2008 2009 2010 2011 2012 2013

Activity Date	Name
---------------	------

12/31/2013

Mulching (2013)

Description

Turf grass was mulched on site.

6.6 Municipal Facility SWPPPs

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

Required Yes

Description

Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities. We have reviewed SWPPPs from other communities but have not yet prepared our own SWPPP. While we intended to complete our SWPPP in 2013 we did not accomplish that goal due to time constraints. Therefore, in 2014, we will contract to have our SWPPP prepared and upon completion, we will contract for training of involved employees.

Goals

6.6.1 Prepare SWPPP

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

Description

Complete written SWPPP.

Planned: 2011 2012 2013 2014

Complete:

Activity Date	Name	Description
None		

6.7 Nutrient Application Management

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

Required Yes

Description

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

Goals

6.7.1 Nutrient Application Management

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

Description

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

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Nutrient Application Management (2013)

Description

Attached is the Turf Management Plan.

File Attachment [Turf Manage Plan.docx](#)

6.8 Staff Training and Education

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

Required Yes

Description

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

Goals

6.8.1 Provide staff training on pollution prevention

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

Description

Education of appropriate municipal and other personnel involved in implementing this program.

Planned: 2010 2011 2012 2013 2014

Complete: 2011

Activity Date	Name	Description
None		

6.9 Source Water Protection Measures

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

Required Yes

Description

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

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

Goals

6.9.1 Execute pollution prevention operations per Storm Water Management Plan

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013

Complete: 2006 2007 2008 2009 2010 2011 2012 2013

Activity Date	Name	Description
None		

7 Storm Water Quality Management

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

Description

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

The program shall include:

1. To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.
2. Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.
3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Best Management Practices

7.1 20% TSS Reduction Practices

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

Required Yes

Description

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

Note: Pursuant to s. NR 151.13(2), Wis. Adm. Code, the total suspended solids reduction requirement increases to 40% by March 10, 2013. The 20% and 40% total suspended solids reduction requirements are applied to runoff from areas of urban land use and are not applicable to agricultural or rural land uses and associated roads. Additional MS4 modeling guidance for modeling the total suspended solids control is given on the Department's Internet site at:

<http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>.

Goals

7.1.1 Adopt and implement Storm Water Management Plan

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name	Description
None		

7.2 Evaluation of Existing Facility for Retrofit

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

Required Yes

Description

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

Goals

7.2.1 Inspect and evaluate existing facilities for retrofit.

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

Description

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

Planned: 2009 2011

Complete: 2009 2011

Activity Date	Name	Description
None		

7.3 Pollutant Loading Analysis Model (SLAMM/ P8)

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

Required Yes

Description

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

Goals

7.3.1 Conduct Pollutant Load Analysis

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

Description

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

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		

8 Storm Sewer System Map

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

Description

The permittee shall develop and maintain a MS4 map.

Best Management Practices

8.1 Storm Sewer System Map Requirements

Responsible Staff / Position: Tim Montour
Engineering Supervisor
(920) 967-3610

Required Yes

Description

The municipal storm sewer system map shall include:

1. Identification of waters of the state, name and classification of receiving water(s), identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS4 outfall and municipal separate storm sewer conveyance systems.
2. Identification of any known threatened or endangered resources, historical property and wetlands, as defined in sections 1.6 through 1.8 of this permit, which might be affected.
3. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s. Major outfalls shall be uniquely identified.
4. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the permittee's area may be obtained from the Department.
5. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified.
6. Identification of publicly owned parks, recreational areas and other open lands.
7. Location of municipal garages, storage areas and other public works facilities.
8. Identification of streets.

Goals

8.1.1 Storm Sewer Map

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

Description

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

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

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Updated Storm Sewer Map (2013)

Description

The updated storm sewer map was updated to include all City owned dry ponds, private storm water BMP's and all drainage easements.

9 Annual Report and Storm Water Management Program Funding

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

Description

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

Best Management Practices

9.1 Annual Reporting Requirements

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

Required Yes

Description

The annual report shall include:

1. The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules.
2. A fiscal analysis which includes the annual expenditures and budget for the reporting year, and the budget for the next year.
2. A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances.
4. Identification of any known water quality improvements or degradation in the receiving water to which the permittee's MS4 discharges. Where degradation is identified, identify why and what actions are being taken to improve the water quality of the receiving water.
5. A duly authorized representative of the permittee shall sign and certify the annual report and include a statement or resolution that the permittee's governing body or delegated representatives have reviewed or been apprised of the content of the annual report. A signed copy of the annual report and other required reports shall be submitted to the appropriate Department regional storm water contact or to the Wisconsin DNR, Storm Water Program ?WT/2, PO Box 7921, Madison, WI 53707-7921.

Goals

9.1.1 Utilize PermiTrack Software for Annual Reporting

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

Description

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

Planned: 2009 2010 2011 2012 2013

Complete: 2009 2010 2011 2012 2013

Activity Date	Name
12/31/2013	Document MS4 Permit Activities in PermiTrack (2013)

Description

Staff utilized PermiTrak to document activities pertaining to MS4 goals for 2012 throughout the year.

9.1.2 Prepare Annual Report

Responsible Staff / Position:

Kara Homan
Principal Planner
(920) 967-3652

Description

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

Planned: 2008 2009 2010 2011 2012 2013

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name
03/13/2013	2012 Annual Report

Description

Prepared 2012 Annual Report

9.2 Annual Funding Information

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

Required Yes

Description

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

Goals

9.2.1 Adopt budget

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name
10/25/2013	Fee Review

Description

Review adequacy of storm water fees.

11/18/2013	Budget adoption
------------	-----------------

Description

Budget was prepared by staff and adopted by Common Council.

9.3 Annual Program Costs

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

Required Yes

Description

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

Goals

9.3.1 Complete fiscal analysis table for annual report

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014

Complete: 2008 2009 2010 2011 2012 2013

Activity Date	Name	Description
None		

MENASHA HISTORICAL SOCIETY NEWS

January - February - March 2014



UPCOMING EVENT

Thurs., April 11, 2014

7:00 p.m. Elisha D Smith Public Library

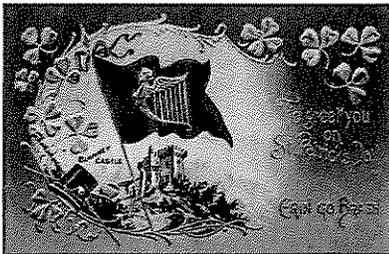
Company E Room

“Disasters in/around Menasha”

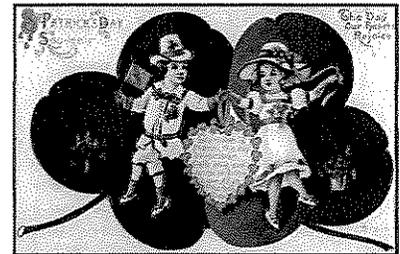
(Hayride/train-airplane crash in Lake Winnebago-Wooden Ware fire)

presented by board members

Free-Public Welcome



MAY TOUR TBA



Already it is 3 months into the 2014 New Year. Seems like time is passing us by faster and faster.

BELATED HAPPY NEW YEAR

In December our annual Christmas dinner was held at Germania Hall and attended by 89 persons. After a delicious dinner the Menasha High School fire of 1936 was presented by Mark Ropella and a student from his Appleton Career Academy.

An open house was also held in December in conjunction with the city's annual tour of lights hayride and visit from Mr. & Mrs. Claus. Decorations in the museum area included an old fashioned Christmas tree, decorated with stringed cranberries, popcorn and homemade gingerbread cookies thanks to Sylvia Biebel and Nancy Ropella. Lit candles adorned the windows along with wreaths, etc. to make a very festive setting.

The month of January was actually a recuperation “shutdown” month due to family health issues and a much needed time-off by the diligent, volunteer staff.

February we hosted another open house in conjunction with the city's annual Winter Gala. In spite of the sub-zero weather the attendees were out in huge numbers. The following are some of the comments we received: “Wonderful collections that preserve the past” Great memories”, “so grateful to have this valuable asset!”, “beautiful, priceless”, “had no idea this was here-very nice”, “wonderful experience for both of us”.

It was very rewarding to receive the above comments but now we need MORE VOLUNTEERS to continue on. We are especially in need of computer literate persons, filing, and filling the slots on Monday mornings when we are open to the public. Seriously consider!!

Thank you, Bob & Terry Quella, for your donation of the 1 TB external hard drive.

The Menasha Historical Society has joined the Doty Island Development Council.

Jean wrote an article, regarding our society, which will be published in their upcoming newsletter. Hopefully, through another means of communication, more people will become aware of our existence and also willingly volunteer their time and talents.

The Menasha Historical Society made a donation to the Menasha Police Dept. toward the purchase of a new security-police dog. Although it was a minor amount we were pleased to be informed that enough money was raised for them to move forward with that endeavor.

NEW MEMBER

Welcome to Carey-Marie Fleming

IN MEMORIUM

Geraldine Zimmerman

Marguerite "Marge" Newcomb The Menasha Historical Society was the recipient of memorial donations as requested by her family. Thank you to all the contributors.

What do you get when you cross poison ivy with a four-leaf clover? A rash of good luck!!!!

Never iron a four-leaf clover because you don't want to press your luck!!!!



For each petal on the shamrock, this brings a wish your way
Good health, good luck, and happiness, for today and every day.

Board Meeting – Monday, April 7, 6:00 p.m. Memorial Bldg.



RESOURCE CENTER & MUSEUM

(Located at 640 Keyes Street)

P.O. Box 255

Menasha, WI 54952

jchew2366@yahoo.com

menashahistorical@yahoo.com

www.menashahistorical.webs.com

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Tom Konetzke

Dick Loehning

Nancy Ropella



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, March 3, 2014
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

A moment of silence was observed for former Alderman Charles Heinz who passed away on Feb. 28, 2014.

C. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, LD Lenz, Clerk Galeazzi

DEPT. HEADS EXCUSED: CA/HRD Captain, PHD Nett, PRD Tungate

D. PUBLIC HEARING

1. [Application for a Special Use Permit Amendment by GBW Real Estate Holdings LLC for the property located at 1284 Midway Road, Menasha.](#)

CDD Keil explained the request of GBW Real Estate Holdings LLC to operate the property as a hotel/rooming type use from May 15 through August 15 of each year. The Plan Commission tabled it and directed staff to create a license/permit for this type of use.

No one spoke.

Mayor Merkes called the public hearing to a close.

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

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

No one spoke.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. [Administration Committee, 2/17/14](#)
- b. [Board of Health, 1/8/14](#)
- c. [Board of Public Works, 2/17/14](#)
- d. [City Hall Safety Committee, 1/14/14](#)
- e. [Committee on Aging, 1/9/14](#)
- f. IT Steering Committee, [12/18/13](#), [2/19/14](#)
- g. [Library Board, 2/20/14](#)
- h. [Neenah-Menasha Sewerage Commission, 2/12/14](#)
- i. [Personnel Committee, 2/17/14](#)
- j. [Plan Commission, 2/18/14](#)
- k. Police Commission, [12/19/13](#), [2/20/14](#)
- l. Public Works/Parks Safety Committee, [12/3/13](#), [1/28/14](#)
- m. [Redevelopment Authority, 2/4/14](#)
- n. [Water & Light Commission Special Meeting, 2/7/14](#)

Communications:

- o. Waverly Sanitary District Meeting Minutes, [12/12/13](#), [1/9/14](#), [2/11/14](#).
- p. [Neenah City Attorney Jim Godlewski and Finance Director Michael Easker, 2/19/14, 27 Pay Period Issue.](#)

Moved by Ald. Benner, seconded by Ald. Langdon to receive Minutes and Communications A-P.

Discussion ensued on Redevelopment Authority minutes of 2/4/14.

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, 2/17/14

Administration Committee, 2/17/14 – Recommends the Approval of:

2. Second Amendment to Development Agreement with Cypress Homes & Realty, Inc.

Board of Public Works, 2/17/14 – Recommends the Approval of:

3. Roundabout landscaping and eligible amenities of a Level 3 at the Racine Street/CTH P interchange and the Appleton Road/STH 47 interchange.

Personnel Committee, 2/17/14 – Recommends the Approval of:

4. The five recommendations regarding new pay structure for Police Department supervisory staff and implementation guidelines as outlined in ASD Steeno's memo of Feb 17, 2014 amending the first three recommendations that apply to Patrol Lieutenant and Investigative Lieutenant positions to be approved for the 2014 pay plan only and changes in subsequent years will go to Council for approval.

5. Changes to organizational structure of the Public Works & Engineering and Parks, Recreation, Forestry & Cemeteries Departments as stated in CA/HRD Captain's memo of Feb 11, 2014.

6. Changes to the City of Menasha Discipline & Grievance Procedure.

Plan Commission, 2/18/14 – Recommends the Approval of:

7. Certified Survey Map – Woodland Drive.

8. Province Terrace Trail Location North of Manitowoc Road - Trail to be on the West side of Province Terrace, and sidewalks on the east side, from Manitowoc Rd. to Midway Rd.

9. Gemelli Real Estate Wisconsin, LLC – Annexation Impact Report to Common Council and the preparation of a "No Impact" Report.

Ald. Sevenich requested to remove item 2 from Consent Agenda.

Ald. Zelinski requested to remove item 8 from Consent Agenda.

Moved by Ald. Benner, seconded by Ald. Keehan to approve Consent Agenda Items 1, 3, 4, 5, 6, 7, 9
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner, seconded by Ald. Englebert to approve Consent Agenda item 2, Second Amendment to Development Agreement with Cypress Homes & Realty, Inc.

Discussion ensued on Development Agreement is with Cypress Homes, amendment is with Cypress Homes & Realty.

Motion carried on roll call 7-1. Ald. Zelinski voted no

Moved by Ald. Zelinski to approve Consent Agenda item 8, Province Terrace Trail location north of Manitowoc Road-trail to be on the west side of Province Terrace and eliminate sidewalks on the east side from Manitowoc Road to Midway Road.

Motion dies, no second.

Moved by Ald. Benner, seconded by Ald. Englebert to approve Consent Agenda item 8, Province Terrace Trail location north of Manitowoc Road-trail to be on the west side of Province Terrace and sidewalks on the east side from Manitowoc Road to Midway Road.

Discussion ensued on the need for sidewalks on the east side.

Motion carried on roll call 7-0. Ald. Zelinski voted no.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 2/20/14 to 2/27/14 in the amount of \$912,215.61.

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

Motion carried on roll call 8-0.

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

Moved by Ald. Nichols, seconded by Ald. Keehan to approve Beverage Operators License Applications listed on memo dated 2/26/14.

Motion carried on roll call 8-0.

Moved by Ald. Nichols, seconded by Ald. Keehan to deny Beverage Operators License Applications of Martina Hernandez-Geronimo in accordance with guidelines is defined as a habitual offender.

Motion carried on roll call 8-0.

3. [Request from Menasha Joint School District to reduce building permit fees.](#)

Moved by Ald. Zelinski, seconded by Ald. Langdon to approve request of Menasha Joint School District to reduce building permit fees.

Discussion ensued on Independent Inspections LLC agreement with the reduction in fees.

Motion carried on roll call 8-0.

Moved by Ald. Nichols, seconded by Ald. Langdon to amend the remodel permit fees to \$127,400, the permit fee grand total to \$138,815 and the total reduction of permit fees to \$56,915.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. [O-1-14 An Ordinance Amending Title 12, Chapter 1 of the Code of Ordinances. \(Park Regulations--Specific Regulations-Crossbow\) \(Introduced by Alderman Langdon\) \(Recommended by the Parks & Recreation Board\).](#)

Moved by Ald. Langdon, seconded by Ald. Sevenich to adopt O-1-14

Motion carried on roll call 8-0.

2. [O-2-14 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances \(Regulation of Firearms and Explosives\) \(Introduced by Ald. Nichols\). \(Recommended by the Administration Committee\).](#)

Moved by Ald. Nichols, seconded by Ald. Keehan to adopt O-2-14.

Motion carried on roll call 8-0.

3. [O-4-14 An ordinance Amending Title 11, Chapter 2 of the Code of Ordinances \(Throwing or Shooting of Arrows, Stones and Other Missiles Prohibited, Includes Hunting\) \(Introduced by Ald. Nichols\) \(Recommended by the Administration Committee\).](#)

Moved by Nichols, seconded by Ald. Keehan to adopt O-4-14.

Discussion ensued on type of hunting allowed under State Statute. Staff to confirm with DNR.

Moved by Ald. Sevenich, seconded by Ald. Benner to hold O-4-14

Item held.

4. [R-5-14 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes \(Gambsky Grove, 1st Addition to Southfield\) revised to eliminate street trees from the improvements. \(Introduced by Ald. Taylor\) \(Recommended by Board of Public Works\).](#)

Moved by Ald. Taylor, seconded by Ald. Sevenich to adopt R-5-14.

Motion carried on roll call 8-0

5. [R-6-14 Resolution Vacating a Portion of Canal Street. \(Introduced by Mayor Merkes\)](#)

CDD Keil explained vacating a portion of Canal Street is in preparation of selling the power plant at 198 River Street. The resolution is part of the procedure to vacating a street. No action is required at this time. A public hearing will be held.

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
(five (5) minute time limit for each person)
No one spoke.

O. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Englebert to adjourn at 7:00 p.m.
Motion carried on voice vote.

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

CITY OF MENASHA
Special Common Council
Third Floor Council Chambers
140 Main Street, Menasha
March 24, 2014
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 5:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Englebert, Nichols, Taylor, Sevenich, Keehan, Benner (5:10pm),
Zelinski (5:14pm)

EXCUSED: Alderman Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Clerk Galeazzi

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

D. DISCUSSION/ACTION ITEMS

1. Progress Report on Aeris Energy/Simply Incredible Foods.

CA/HRD Captain reported staff is working on a purchase agreement with Aeris. They would like to have agreement in place before Simply Incredible Foods moves into the building. Simply Incredible Foods is negotiating a lease with Aeris. There are some issues with the property that need to be resolved.

General discussion ensued on the terms of the purchase agreement and issues with the property.

2. Moved by Ald. Benner, seconded by Ald. Englebert to convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Fox River PCB)
Motion carried on roll call 7-0.
3. Reconvene into Open Session to act on items discussed in Closed Session.
Moved by Ald. Sevenich, seconded by Ald. Keehan to reconvene into Open Session.
Motion carried on roll call 7-0.
4. Moved by Ald. Sevenich seconded by Ald. Keehan to approve the payment of \$262,500 to NMSC representing 50% of NMSC's contribution amount to the settlement in United State of American and the State of Wisconsin v. NCR Corporation et al., Caste No. 10-C-910
Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Nichols, seconded by Ald. Keehan to adjourn at 6:00 p.m.

Motion carried on voice vote.

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

REGIONAL FIRE DEPARTMENT HIRING PROCESS AGREEMENT

THIS AGREEMENT ("Agreement") is made as of the 09 day of March, 2014, by and between the NEENAH MENASHA FIRE RESCUE (hereinafter "NMFR") and FOX VALLEY TECHNICAL COLLEGE (hereinafter FVTC).

WHEREAS, NMFR wishes to contract with FVTC for the purpose of acquiring a list of qualified candidates for the position of firefighter; and

WHEREAS, FVTC wishes to provide the NMFR with testing results obtained from the Fox Valley Regional Hiring Process; and

NOW, THEREFORE, in consideration of the mutual promises and other goods and valuable consideration exchanged herein, IT IS AGREED AS FOLLOWS:

- A. NMFR agrees to fulfill the following obligations:
1. Will certify that it has a valid Candidate Physical Ability Test (CPAT) license, and that it agrees to recognize and accept proof of completion of the CPAT from the limited licensee;
 2. Will certify that it will utilize the CPAT only in the context of an overall implementation of the CPAT program that complies with its CPAT license;
 3. Will understand the result of the hiring process will be valid for six (6) months from the date the candidate takes the CPAT and written exam;
 4. Will only use the CPAT for the purpose of candidate preparation and physical ability testing of career firefighters.
- B. NMFR agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:
1. Will be responsible for advertising the open position(s) and direct potential candidates to the FVTC website for additional information;
 2. Will establish the minimum hiring requirements for NMFR;
 3. Will accept the Fox Valley Regional Hiring Process Application;
 4. Will reimburse FVTC for services provided at the rate of \$1,000.00 user fee plus \$5.00 per applicant who meets the NMFR's minimum hiring requirements, successfully passes the CPAT and take the written exam.
- C. FVTC agrees to fulfill the following obligations:
1. Will obtain and maintain a limited license and cover the cost of any licensing fees.
 2. Will have the capability, and agree to assist, the fire department in meeting the terms of such compliance, including the pre-test orientation and mentoring requirements;
 3. Will have the capability and staff to validate the CPAT for jurisdictions through a transportability study, assist the fire department in obtaining CPAT licensure, provide consistent CPAT testing administration and legally defend validation and CPAT administration;

4. Will have the capability and agree to provide candidates practice tests and orientations in accordance with The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2nd Edition;
5. Will provide candidates with mentoring programs (i.e. Firefighter Fitness 10-503-135 and Health and Wellness for Firefighter 10-503-134, classes which are offered through FVTC);
6. Will secure CPAT equipment and verify that such equipment and props conform to all specifications in the CPAT manual and that it has the ability to administer the CPAT in conformity with the specifications of CPAT;
7. Will have a mechanism in place to assure that any individual who demonstrates a financial hardship will be provided the CPAT at reduced or no charge;
8. Will provide CPAT certificates for candidate's applying for employment with multiple fire departments;
9. Will notify the IAFF of the CPAT licensed fire departments for which such certification is provided;
10. Will provide CPAT licensed fire departments results from the hiring process and a method for verifying the candidate's results;
11. Will administer the CPAT in compliance with the IAFF's licensing agreement, which include full compliance with the EEOC conciliation agreement and utilization of the CPAT administration.

D. FVTC agrees to fulfill the following obligations which are specific to the Fox Valley Regional Hiring Process:

1. Establish and maintain an Fox Valley Regional Hiring Process website;
2. Collect candidate applications and certifications and determine if the candidate meets the minimum requirements set forth by the NMFR;
3. Maintain a data collection system for all pertinent information relating to the hiring process;
4. Only allow candidates who meet the NMFR minimum hiring requirements to participate in the hiring process;
5. Schedule CPAT orientation, practice session and administer the actual physical ability test in accordance with the guidelines set by Chapter 6, Appendix A and Appendix B of The Fire Service Joint Labor Management Wellness-Fitness Initiative Candidate Physical Ability Test Manual, 2nd Edition;
6. Administer the written exam only to the candidates who meet the NMFR minimum hiring requirements and successfully complete the CPAT;
7. Compile hiring process testing data from the candidates application, CPAT and written exam;
8. Provide the NMFR with a hard copy (paper copy) of the application packet for each candidate who has applied to the NMFR, results of hiring process data for each candidate, whether or not the candidate meets the minimum hiring requirements, or passes CPAT (i.e. as much information as possible for each candidate depending on how far the candidate has progressed though the hiring process);
9. Provide a summary of the entire Fox Valley Regional Hiring Process to the NMFR, this will be statistical data and will not include specific names of candidates;

10. Will receive compensation from the NMFR for services provided at the rate of \$1,000.00 user fee plus \$5.00 per applicant who meets the NMFR's minimum hiring requirements, successfully passes the CPAT and takes the written exam.

E. TERMS OF THIS AGREEMENT, shall expire one year from the date first above written.

IN WITNESS WHERE OF, the parties hereto have caused this Agreement to be executed the date first above written.

NEENAH MENASHA FIRE RESCUE

Al Auxier, Fire Chief

FOX VALLEY TECHNICAL COLLEGE

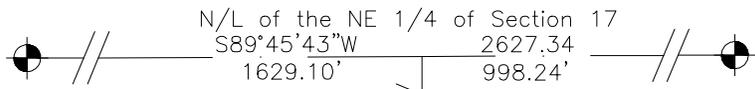
Jeremy J. Hansen, Fire Protection Department Chair

Certified Survey Map No. _____

Part of Lot 83 and Outlot 25 of Lake Park Villas, located in the Northeast 1/4 of the Northeast 1/4 of Section 17, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.

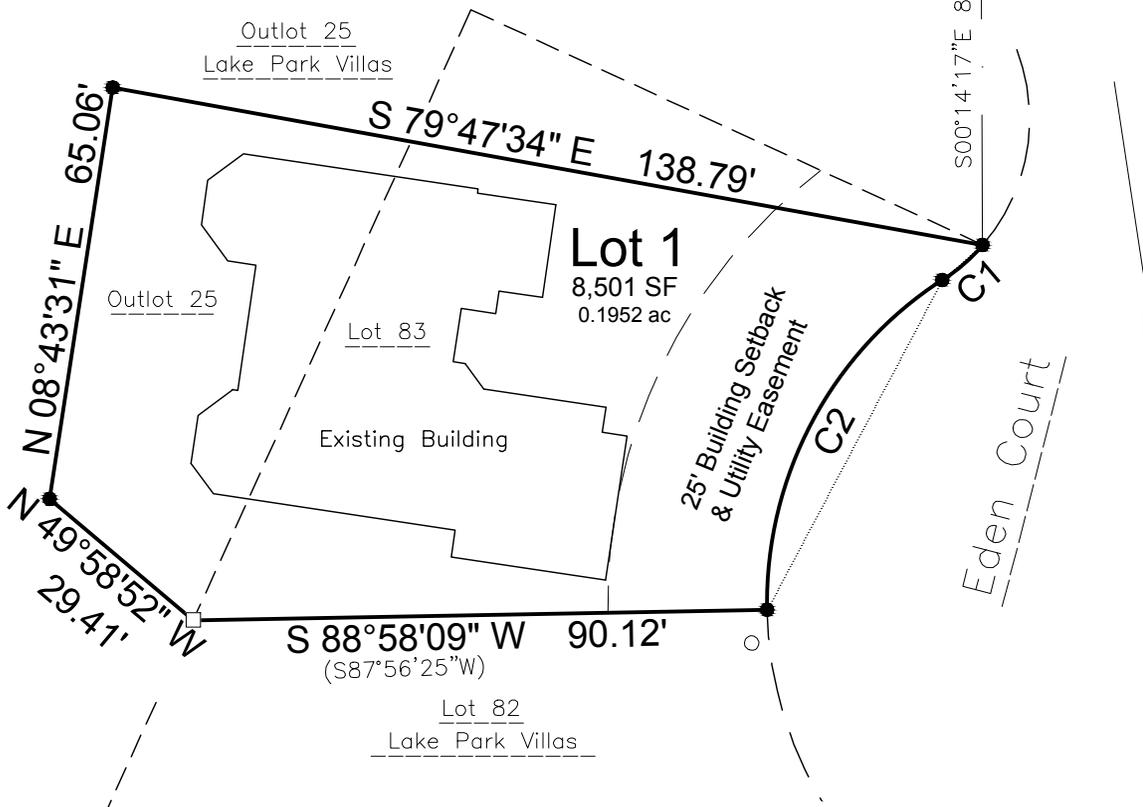
LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- 3/4" Rebar Found
- 1" Iron Pipe Found
- ⊕ Government Corner

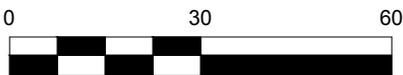


North 1/4 Corner
Section 17, T20N, R18E
(Cut Stone Monument)

Northeast Corner
Section 17, T20N, R18E
(Aluminum Monument)



CURVE TABLE						
Curve	Radius	Chord Direction	(Recorded As)	Chord Length	Arc Length	Central Angle
C1	30.00'	S 49°06'38" W	(N48°04'50.5"E)	8.42'	8.45'	16°07'56"
C2	60.00'	S 28°04'36" W	(S27°02'35"W)	58.36'	60.95'	58°12'01"



Bearings are referenced to the N/L of the Northeast 1/4 of Section 17, T20N, R18E, assumed to bear S89°45'43"W based on the Calumet County Coordinate System.



Davel Engineering & Environmental, Inc.
Civil Engineers and Land Surveyors
1811 Racine Street
Menasha, Wisconsin
Ph. 920-991-1866, Fax 920-830-9595

James R. Sehloff Registered Land Surveyor No. S-2692 Date _____

Survey for:
City of Menasha
140 Main St.
Menasha, WI 54952

File: 4101csm.dwg
Date: 03/07/2014
Drafted By: tyler
Sheet: 1 of 3

Certified Survey Map No. _____

Part of Lot 83 and Outlot 25 of Lake Park Villas, located in the Northeast 1/4 of the Northeast 1/4 of Section 17, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.

Surveyor's Certificate

I, James R. Sehloff, registered land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Menasha and Calumet County, and under the direction of the City of Menasha, Lake Park Villas-Phase 2-Homeowner's Association and the Peder H. Culver Revocable Trust, property owners, I have surveyed, divided, and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is being part of Lot 83 and Outlot 25, Lake Park Villas, located in Section 17, Town 20 North, Range 18 East, City of Menasha, Calumet County, containing 8,501 Square Feet (0.1952 Acres) of land described as follows:

Commencing at the Northeast corner of Section 17, thence S89°45'43"W, 998.24 feet; thence S00°14'17"E, 883.71 feet to the point of beginning, also being the Northeast corner of said Lot 83, thence 8.45 feet along an arc of a curve to the right having a radius of 30.00 feet with a chord which bears S49°06'38"W, 8.42 feet; thence 60.95 feet along an arc of a curve to the left having a radius of 60.00 feet with a chord which bears S28°04'36"W, 58.36 feet, thence along the South line of said Lot 83, S88°58'09"W 90.12 feet; thence N49°58'52"W, 29.41 feet; thence N08°43'31"E, 65.06 feet; thence S79°47'34"E, 138.79 feet to the point of beginning. Subject to all easements and restriction of record.

Given under my hand this _____ day of _____, _____.

James R. Sehloff, Wisconsin Registered Land Surveyor No. S-2692

Owners' Certificate

As the representative of the Peder H. Culver Revocable Trust, I hereby certify that I caused the land described on this certified survey map to be surveyed, divided, and mapped all as shown and represented on this map.

Dated this _____ day of _____, 20_____

Representative

Print

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ day of _____, 20_____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

Certified Survey Map No. _____

Part of Lot 83 and Outlot 25 of Lake Park Villas, located in the Northeast 1/4 of the Northeast 1/4 of Section 17, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.

Corporate Owner's Certificate

As the representative of the Lake Park Villas-Phase 2-Homeowner's Association, I hereby certify that I caused the land described on this certified survey map to be surveyed, divided, and mapped all as shown and represented on this map.

Dated this _____ day of _____, 20_____

Representative

Print

State of Wisconsin)
)SS
_____ County)

Personally came before me on the _____ day of _____, 20_____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

City of Menasha Common Council Approval Certificate

Resolved, that this certified survey map in the City of Menasha, Calumet County, Peder H. Culver Revocable Trust, the property owner, is hereby approved by the Common Council of the City of Menasha.

Mayor Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Menasha.

City Clerk Date

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Menasha and Calumet County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

City Treasurer Date

County Treasurer Date

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

the property owners of record:	Recording Information:	Parcel Number(s):
Peder H. Culver Revocable Trust	Doc. 474716	30594
Lake Park Villas-Phase 2	Doc. 347976	7-01775-25
Homeowner's Association		

James R. Sehloff Registered Land Surveyor No. S-2692 Date

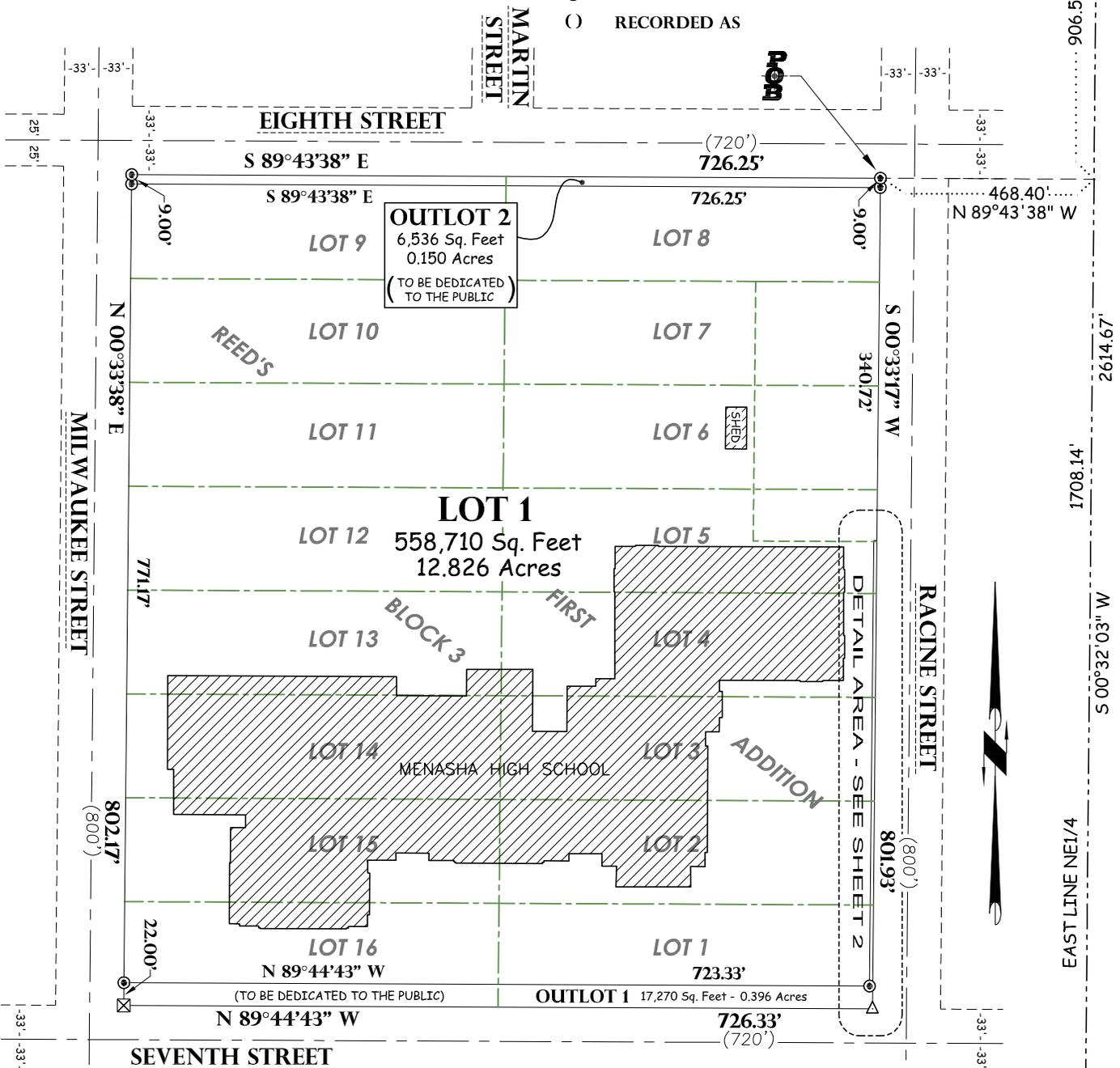
WINNEBAGO COUNTY CERTIFIED SURVEY MAP

OF LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 AND 16 OF BLOCK 3 OF REED'S FIRST ADDITION, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 AND IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

LEGEND

- ⊙ 3/4" O.D. X 18" IRON BAR SET WEIGHING 1.50 LBS/LIN. FT.
- △ MAG NAIL SET
- ⊠ CHISELED "X" IN CONCRETE SET
- ⊡ CONCRETE MONUMENT FOUND
- ⊗ BERNTSEN NAIL FOUND
- () RECORDED AS

NE CORNER
SEC. 15-20-17



BASE FOR BEARING

THE EAST LINE OF THE NORTHEAST 1/4, SEC. 15, T.20N., R.17E., WHICH BEARS S 00°32'03"W AS REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, WINNEBAGO COUNTY ZONE.

E1/4 CORNER
SEC. 15-20-17



Land Surveying
Civil Engineering
Landscape Architecture
Donald J. Buza, RLS #2338
5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999(Ph) 715.344.9922(Fx)

THIS INSTRUMENT WAS DRAFTED BY DONALD BUZA
AND DRAWN BY TRAVIS PLANTICO

FIELD BOOK B-29 PAGE 2

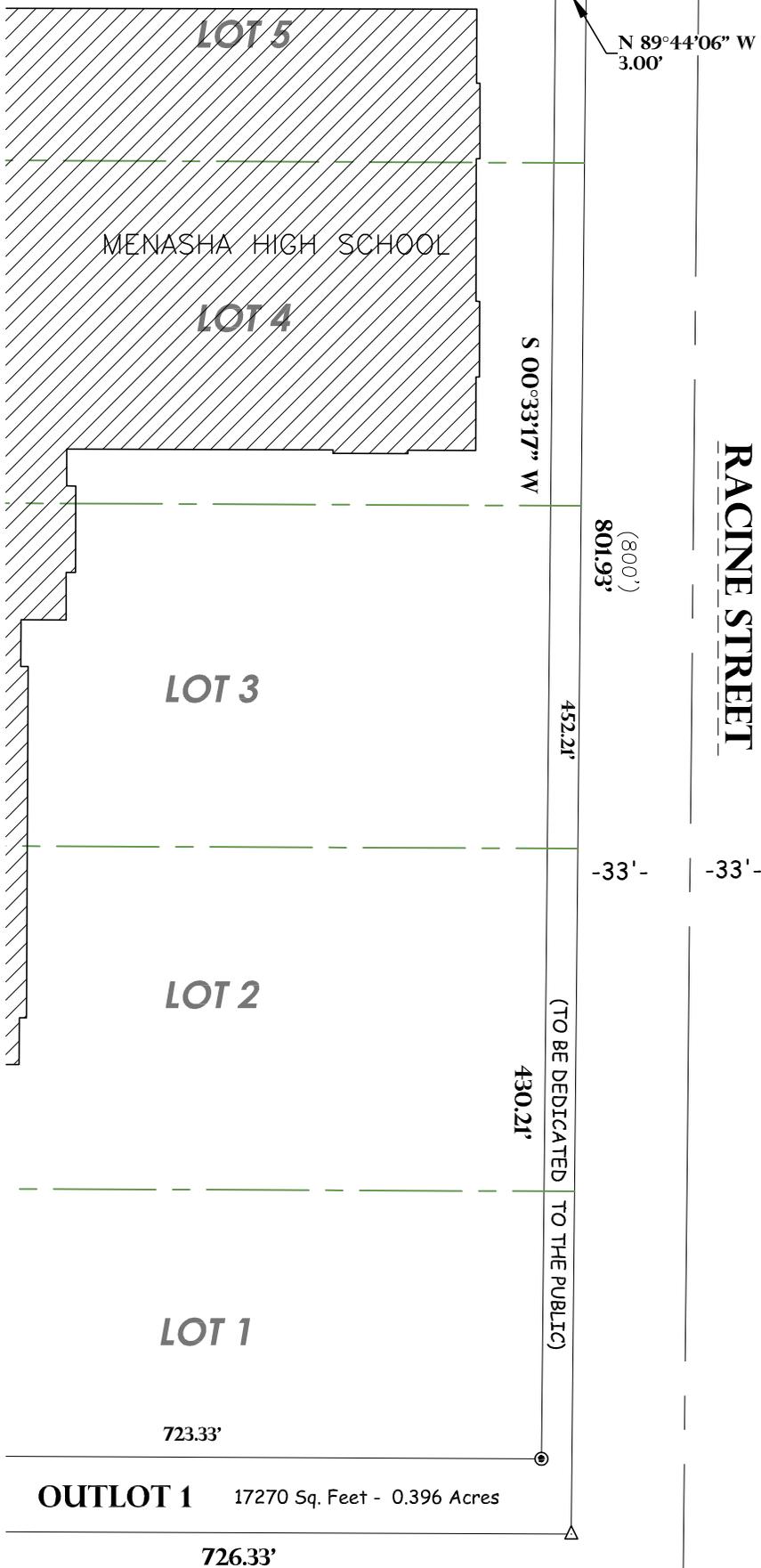
JOB # 14.714

SHEET 1 OF 4 SHEETS

WINNEBAGO COUNTY CERTIFIED SURVEY MAP

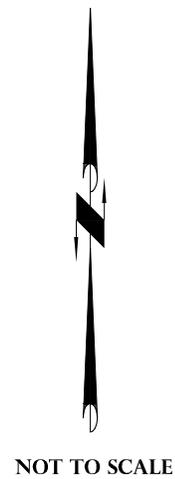
OF LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 AND 16 OF BLOCK 3 OF REED'S FIRST ADDITION, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 AND IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

DETAIL SHEET



LEGEND

- ⊙ 3/4" O.D. X 18" IRON BAR SET WEIGHING 1.50 LBS/LIN. FT.
- △ MAG NAIL SET
- ⊠ CHISELED "X" IN CONCRETE SET
- ⊡ CONCRETE MONUMENT FOUND
- ⊕ BERNTSEN NAIL FOUND
- ⊕ BERNTSEN ALUM. MON. FOUND
- () RECORDED AS



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THIS INSTRUMENT WAS DRAFTED BY DONALD BUZA
AND DRAWN BY TRAVIS PLANTICO

FIELD BOOK B-29 PAGE 2
JOB # 14.714

SHEET 2 OF 4 SHEETS

WINNEBAGO COUNTY CERTIFIED SURVEY MAP

I, Donald J. Buza, Registered Land Surveyor, hereby certify:

That I have surveyed, divided and mapped all of Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16 of Block 3 of Reed's First Addition, located in the Northeast ¼ of the Northeast ¼ and the Southeast ¼ of the Northeast ¼ of Section 15, Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin, described as follows:

Commencing at the Northeast corner of Section 15, Township 20 North, Range 17 East; thence S 00°32'03"W along the East line of the Northeast ¼ of said Section 15, 906.53 feet; thence N 89°43'38"W, 468.40 feet to the intersection of the West line of Racine Street and the South line of Eighth Street, said point also being the point of beginning (POB) of the parcel to be described; thence S 00°33'17"W along the West line of Racine Street, 801.93 feet to the North line of Seventh Street; thence N 89°44'43"W along said North line of Seventh Street, 726.33 feet to the East line of Milwaukee Street; thence N 00°33'38"E along said East line of Milwaukee Street, 802.17 feet to the South line of Eighth Street; thence S 89°43'38"E along said South line of Eighth Street, 726.25 feet to the point of beginning.

Subject to (if any) covenants, conditions, restrictions, right-of-ways and easements of record.

That I have made such survey, land division and plat by the direction of Menasha Joint School District.

That such plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Subdivision Ordinances of the City of Menasha in surveying, dividing and mapping the same.

Dated this 7th day of March, 2014.

Donald J. Buza
R.L.S. No. S-2338

COMMON COUNCIL APPROVAL

Resolved, this minor subdivision in the City of Menasha is hereby approved by the Common Council.

Dated this _____ day of _____, 2014.

Mayor

Date

Clerk

Date

Prepared by:
Point Of Beginning, Inc.
5709 Windy Drive, Suite D
Stevens Point, WI 54482

Prepared for:
Menasha Joint School District
328 Sixth Street
Menasha, WI 54952

Job # 14.714

WINNEBAGO COUNTY CERTIFIED SURVEY MAP

OWNERS CERTIFICATE OF DEDICATION

As owner, I hereby certify that I caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated as represented on the map. I also certify that this certified survey map is required by s236.34 to be submitted to the following for approval or objections:

- 1) City of Menasha

Witness the hand and seal of said owner this _____ day of _____, 2014.

Brian A. Adesso, Director of Business Services
Menasha Joint School District

STATE OF WISCONSIN)
COUNTY OF WINNEBAGO)

Personally came before me this ____ day of _____, 2014, the above named Brian A. Adesso, Director of Business Services for the Menasha Joint School District, to me known to be the person who executed the foregoing instrument and hereby acknowledge the same.

_____, Notary Public, _____, Wisconsin.

My commission expires _____.

CITY TREASURER'S CERTIFICATE

I, being the duly elected, qualified and acting Treasurers of the City of Menasha, do hereby certify that in accordance with the records in our office, there are no unpaid taxes or unpaid special assessments on any of the land included in this certified survey map.

City Treasurer

Date

Prepared by:
Point Of Beginning, Inc.
5709 Windy Drive, Suite D
Stevens Point, WI 54482

Prepared for:
Menasha Joint School District
328 Sixth Street
Menasha, WI 54952

Job # 14.714

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ACCURATE	45582	3/20/2014	1402187	731-1022-541.30-18	114.25	Grease Gun Shop
		3/20/2014	1402272	731-1022-541.30-18	4.96	Drills
		3/20/2014	1402650	731-1022-541.30-18	23.27	Nylon Ties/Flex Tubing
		3/20/2014	1402671	731-1022-541.30-18	68.00	Plow Bolts/Nylock Nuts
			Total for check: 45582		210.48	
AEROLOC INCORPORATED	45583	3/20/2014	1169	209-0703-553.30-18	3,350.00	Asbestos Removal/933 3rd
			Total for check: 45583		3,350.00	
AGCS MARINE INSURANCE COMPANY	45584	3/20/2014	181923	733-0206-512.51-06	4,135.00	Marina/PWF Underground
			Total for check: 45584		4,135.00	
APPLETON RADIATOR AND ATS	45585	3/20/2014	2317	731-1022-541.38-03	1,240.73	Radiator Repair
			Total for check: 45585		1,240.73	
APPLETON STEEL INC	45586	3/20/2014	33021	731-1022-541.30-18	520.48	Beams
			Total for check: 45586		520.48	
ARING EQUIPMENT EXCHANGE	45587	3/20/2014	310121	731-1022-541.38-03	149.92	Square Nut Screw/Flange N
			Total for check: 45587		149.92	
AT&T	45588	3/20/2014	920R09453003	100-1001-514.22-01	113.90	Alarms
				601-1020-543.22-01	292.50	Alarms
			Total for check: 45588		406.40	
BADGER LAB & ENGINEERING INC	45589	3/20/2014	INV000056411	601-1020-543.21-02	440.00	Whiting Paper WastewatersFebruary 17-20, 2014
			Total for check: 45589		440.00	
BAHCALL RUBBER CO INC	45590	3/20/2014	646460-001	731-1022-541.38-03	137.85	

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BAHCALL RUBBER CO INC...	45590...	3/20/2014	647470-001	731-1022-541.38-03	124.00	Supplies
			Total for check: 45590		261.85	
BECK ELECTRIC INC	45591	3/20/2014	MAR1114-COM-CH2	100-1001-514.24-03	65.00	Engr Dept/Receptacles
			Total for check: 45591		65.00	
BERGSTROM FORD OF NEENAH	45592	3/20/2014	27727	731-1022-541.38-03	36.07	Lamp Assembly
			Total for check: 45592		36.07	
BRUCE MUNICIPAL EQUIPMENT INC	45593	3/20/2014	5140753	731-1022-541.38-03	326.20	Blower
			Total for check: 45593		326.20	
CALUMET COUNTY CLERK OF COURTS	45594	3/20/2014	SCAIFE	100-0000-201.03-00	150.00	Bond/MEPD 14-656
			Total for check: 45594		150.00	
CASCADE ENGINEERING	45595	3/20/2014	46485	100-1016-543.30-15	895.00	Blue Front Load
			Total for check: 45595		895.00	
CASPERS TRUCK EQUIPMENT INC	45596	3/20/2014	73556	731-1022-541.38-03	52.92	Spring Assembly
		3/20/2014	73734	100-1006-541.30-15	1,796.08	Kit/Roller/Hustling Hitch
			Total for check: 45596		1,849.00	
CLIA LABORATORY PROGRAM	45597	3/20/2014	ID 5200687917	100-0903-531.32-01	75.00	
				100-0905-531.32-01	75.00	
			Total for check: 45597		150.00	
COMMUNITY FIRST CREDIT UNION	45598	3/20/2014	20140320	100-0000-202.05-00	8,319.00	PAYROLL SUMMARY
			Total for check: 45598		8,319.00	

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CRESCENT ELECTRIC SUPPLY COMPANY	45599	3/20/2014	087-488333-00	501-0304-562.21-10	47.98	Sockets/Lake Park Sq Sign
			Total for check: 45599		47.98	
UNEMPLOYMENT INSURANCE	45600	3/20/2014	000005776248	100-0801-521.15-09	1,116.00	Unemployment Insurance
				100-0803-521.15-09	99.60	Unemployment Insurance
				100-0703-553.15-09	858.00	Unemployment Insurance
				100-1019-552.15-09	4,300.84	Unemployment Insurance
			Total for check: 45600		6,374.44	
EARTHLINK BUSINESS	45602	3/20/2014		100-0402-513.22-01	7.05	March Telephone/Assessor
				100-0201-512.22-01	6.86	March Telephone/Attorney
				100-0000-123.00-00	15.65	March Phone/Build Inspect
				100-0203-512.22-01	14.25	March Phone/Clerk
				100-0304-562.22-01	25.65	March Phone/Comm Dev
				100-1001-514.22-01	77.66	March Phone/City Hall
				100-0401-513.22-01	34.60	March Phone/Finance
				731-1022-541.22-01	27.85	March Phone/Garage
				100-0903-531.22-01	52.61	March Phone/Health Dept
				743-0403-513.22-01	16.45	March Phone/IT Dept
				100-0601-551.22-01	182.36	March Phone/Library
				100-0101-511.22-01	10.81	March Phone/Mayor
				100-0702-552.22-01	29.01	March Phone/Recreation
				100-0703-553.22-01	48.73	March Phone/Parks
				100-0202-512.22-01	17.33	March Phone/Personnel
				100-0801-521.22-01	268.90	March Phone/Police
				100-1002-541.22-01	45.19	March Phone/Engineering
				100-0920-531.22-01	14.15	March Phone/Senior Center
				100-1008-541.22-01	4.08	March Phone/Sign Shop
				100-0502-522.22-01	42.95	March Phone/EOC
				207-0000-123.00-00	28.80	March Phone/Marina
				100-0000-123.00-00	322.38	March Phone/Utilities
			Total for check: 45602		1,293.32	

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FABCO EQUIPMENT INC	45603	3/20/2014	298143	741-0000-193.00-00	158,000.00	Motor Grader
			Total for check: 45603		158,000.00	
FACTORY MOTOR PARTS CO	45604	3/20/2014	18-Z00309	731-1022-541.38-03	270.27	Batteries & Battery Box
			Total for check: 45604		270.27	
FORCE AMERICA DISTRIBUTING LLC	45605	3/20/2014	02123964	731-1022-541.38-03	661.57	Sensor Replacement
			Total for check: 45605		661.57	
GAT SUPPLY INC	45606	3/20/2014	00025339	100-1003-541.30-15	649.85	Cutquick Cart/Mounting Ki
			Total for check: 45606		649.85	
GUNDERSON CLEANERS	45607	3/20/2014	158823	100-0801-521.30-13	35.38	Towels & Mats
			Total for check: 45607		35.38	
HECKRODT WETLAND RESERVE	45608	3/20/2014		100-0705-553.21-06	2,500.00	Grant
			Total for check: 45608		2,500.00	
INFINITY TECHNOLOGY INC	45609	3/20/2014	12004	743-0403-513.21-04	22,800.00	Technical Services
			Total for check: 45609		22,800.00	
JX ENTERPRISES INC	45610	3/20/2014	G-240240012	731-1022-541.38-03	28.11	Filter
		3/20/2014	G-240240013	731-1022-541.38-03	3.52	Gasket
			Total for check: 45610		31.63	
LAKE AND POND SOLUTIONS CO	45611	3/20/2014	18551	100-0703-553.30-18	124.00	Drop Ship & Power Cord
			Total for check: 45611		124.00	

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LAPPEN SECURITY PRODUCTS INC	45612	3/20/2014	LSPQ27675	100-1001-514.30-18	45.88	Keys
			Total for check: 45612		45.88	
MATTHEWS TIRE & SERVICE CENTER	45613	3/20/2014	50227	731-1022-541.38-02	449.70	Tire Retread/Hardware
			Total for check: 45613		449.70	
MEDICAL PRODUCTS LABORATORIES INC	45614	3/20/2014	557377	100-0916-531.30-18	463.54	Varnish
			Total for check: 45614		463.54	
MENARDS-APPLETON EAST	45615	3/20/2014	40948	731-1022-541.30-18	211.17	Brackets/Tightmesh/Trak
		3/20/2014	40958	100-0801-521.24-03	72.64	PD Ceiling Tile
		3/20/2014	40968	731-1022-541.30-18	19.98	Brackets
		3/20/2014	41119	100-0703-553.30-15	83.00	Pneumatic Framing Nailer
				731-1022-541.30-18	226.84	Framing Nailer/SPF/Studs
				100-1001-514.30-15	83.00	Pneumatic Framing Nailer
		3/20/2014	41126	100-0920-531.24-03	169.00	Kitchen Faucet/Senior Ctr
		3/20/2014	41310	731-1022-541.30-18	143.97	Columns
			Total for check: 45615		1,009.60	
MENASHA JOINT SCHOOL DISTRICT	45616	3/20/2014	MARCHMOBILEHOME	100-0000-412.00-00	6,107.26	March Mobile Home
			Total for check: 45616		6,107.26	
MENASHA NEENAH MUNICIPAL COURT	45617	3/20/2014	PERKINS	100-0000-201.03-00	139.00	Bond/MEPD 13-331
			Total for check: 45617		139.00	
POSTMASTER	45618	3/20/2014		100-0702-552.30-11	1,244.56	2014 Summer Brochure Post
			Total for check: 45618		1,244.56	
MENASHA UTILITIES	45621	3/20/2014		100-1008-541.22-03	459.89	Electric
				100-1008-541.22-05	45.42	Water/Sewer

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MENASHA UTILITIES...	45621...	3/20/2014...	...	601-1020-543.22-03	158.71	Electric
				100-0704-552.22-03	310.85	Electric
				100-0704-552.22-05	409.00	Water/Sewer
				731-1022-541.22-03	1,968.11	Electric
				731-1022-541.22-05	579.40	Water/Sewer
				731-1022-541.22-06	901.88	Storm
				266-1028-543.22-06	73.13	Storm
				100-0801-521.22-03	1,573.41	Electric
				100-0801-521.22-05	338.49	Water/Sewer
				100-0801-521.22-06	62.72	Storm
				100-0000-123.00-00	1,139.36	Electric
				100-0000-123.00-00	245.11	Water/Sewer
				100-0000-123.00-00	45.41	Storm
				100-0801-521.22-03	93.87	Electric
				100-0601-551.22-03	3,667.70	Electric
				100-0601-551.22-05	445.32	Water & Sewer
				100-0601-551.22-06	103.75	Storm
				100-1019-552.22-03	450.47	Electric
				100-1019-552.22-05	12.38	Water & Sewer
				100-0000-123.00-00	11.34	Electric
				100-1001-514.22-05	12.38	Water & Sewer
				100-1001-514.22-06	2.50	Storm
				100-0703-553.22-03	1,357.81	Electric
				100-0703-553.22-05	34.42	Water & Sewer
				100-0703-553.22-06	700.63	Storm
				485-0304-562.22-06	33.13	Storm
				457-0304-562.22-06	2.50	Storm
				485-0304-562.22-06	15.00	Storm
				457-0304-562.21-10	34.33	Electric
				100-0305-562.22-06	5.00	Storm
			501-0304-562.22-06	280.01	Storm	
			267-0102-581.22-03	2,417.71	198 River Street	
		3/20/2014	4229	625-0401-513.25-01	1,615.71	Storm Water Charge January 2014

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MENASHA UTILITIES...	45621...	3/20/2014	4230	601-0401-513.25-02	19,572.30	Sewer Charge January 2014
			Total for check: 45621		39,179.15	
MINNESOTA LIFE INSURANCE COMPANY	45622	3/20/2014		100-0000-204.07-00	2,378.33	April Insurance
			Total for check: 45622		2,378.33	
MOTTO INC	45623	3/20/2014	102367	100-0702-552.30-18	60.00	Winter Gala Supplies
			Total for check: 45623		60.00	
NORTHEAST ASPHALT INC	45624	3/20/2014	1260112	100-1003-541.30-18	830.50	Cold Mix
			Total for check: 45624		830.50	
OMNI GLASS & PAINT INC	45625	3/20/2014	0107761-IN	100-1001-514.24-05	3,335.00	Back Door/City Hall
			Total for check: 45625		3,335.00	
LINDA PALMBACH	45626	3/20/2014		100-0903-531.33-01	36.25	February Expenses
			Total for check: 45626		36.25	
RECYCLETHATSTUFF.COM	45627	3/20/2014	167740	731-1022-541.21-06	90.00	Old City Garage Lights
				100-1001-514.20-01	13.05	Old City Garage Lights
			Total for check: 45627		103.05	
REGISTRATION FEE TRUST TVRP	45628	3/20/2014	70ME	100-0000-454.00-00	750.00	Parking Ticket Processing
			Total for check: 45628		750.00	
REINDERS INC	45629	3/20/2014	1475809-00	731-1022-541.38-03	1,396.76	Gearbox
			Total for check: 45629		1,396.76	

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SAFEGUARD BUSINESS SYTEMS	45630	3/20/2014	029638737	100-0401-513.30-10	91.55	Deposit Ticket
	Total for check: 45630				91.55	
SHERWIN WILLIAMS CO	45631	3/20/2014	2428-0	100-0601-551.24-03	38.29	Paint
		3/20/2014	2502-2	100-0601-551.24-03	323.45	Paint & Supplies
		3/20/2014	2695-4	100-1008-541.30-18	(119.65)	Reverse Duplicate
Total for check: 45631				242.09		
STAPLES ADVANTAGE	45632	3/20/2014	3223035705	100-0703-553.24-03	116.96	Clock/Memorial Bldg
		3/20/2014	3223583747	731-1022-541.30-10	32.29	Supplies
		3/20/2014	8028854583	100-0801-521.30-10	34.15	Supplies
Total for check: 45632				183.40		
UNIFIRST CORPORATION	45633	3/20/2014	097 0158281	731-1022-541.20-01	254.97	Clothing/Supply Cleaning
	Total for check: 45633				254.97	
UNITED PAPER CORPORATION	45634	3/20/2014	75244	100-1001-514.30-13	31.99	SC Floor Scrubber
	Total for check: 45634				31.99	
UNITED WAY FOX CITIES	45635	3/20/2014	20140320	100-0000-202.09-00	31.75	PAYROLL SUMMARY
	Total for check: 45635				31.75	
VALLEY GASKET INC	45636	3/20/2014	110934	100-0704-552.24-04	5.44	O-Ring
	Total for check: 45636				5.44	
VERIZON WIRELESS	45637	3/20/2014	9721115023	100-0703-553.22-01	25.99	Park & Rec Phones
	Total for check: 45637				25.99	

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WAUSHARA PREVENTION COUNCIL	45638	3/20/2014	WAUSHARA	100-0915-531.34-02	20.00	Training
			Total for check: 45638		20.00	
WE ENERGIES	45639	3/20/2014		100-0701-533.22-03	8.96	Electric/North Street
				100-0701-533.22-03	8.96	Heating/North Street
				100-0903-531.22-04	104.30	Heating/316 Racine St
			Total for check: 45639		122.22	
WINNEBAGO COUNTY TREASURER	45640	3/20/2014		100-0000-201.03-00	1,177.50	Dog Licenses
		3/20/2014	LF120684	100-1016-543.25-01	10,177.92	Direct Haul Outagamie/Feb
				100-1017-543.25-01	2,780.64	Direct Haul Outagamie/Feb
			Total for check: 45640		14,136.06	
WISCONSIN DEPT OF REVENUE	45641	3/20/2014		100-0402-513.25-01	5,349.66	Manuf Property Assessment
			Total for check: 45641		5,349.66	
STATE OF WI-DSPS	45642	3/20/2014		100-0000-422.06-00	185.00	Manufactured Home
			Total for check: 45642		185.00	
WISCONSIN SUPPORT COLLECTIONS	45643	3/20/2014	20140320	100-0000-202.03-00	955.49	PAYROLL SUMMARY
			Total for check: 45643		955.49	
WPHA	45644	3/20/2014		100-0903-531.32-01	75.00	Renewal
			Total for check: 45644		75.00	
					294,532.76	

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AMERICAN-WISCONSIN FIRE PROTECTION	45645	3/26/2014	24417	100-0601-551.24-03	107.95	Inspect Extinguisher
			Total for check: 45645		107.95	
BAKER & TAYLOR INC	45647	3/26/2014	2029008389	100-0601-551.30-14	701.17	Library Materials
		3/26/2014	2029022503	100-0601-551.30-14	550.84	Library Materials
		3/26/2014	2029031879	100-0601-551.30-14	559.64	Library Materials
		3/26/2014	2029036324	100-0601-551.30-14	475.90	Library Materials
		3/26/2014	2029048079	100-0601-551.30-14	295.39	Library Materials
		3/26/2014	2029052626	100-0601-551.30-14	267.68	Library Materials
		3/26/2014	2029059783	100-0601-551.30-14	316.80	Library Materials
		3/26/2014	2029065671	100-0601-551.30-14	178.80	Library Materials
		3/26/2014	2029070975	100-0601-551.30-14	237.32	Library Materials
		3/26/2014	2029075460	100-0601-551.30-14	359.86	Library Materials
		3/26/2014	2029084079	100-0601-551.30-14	201.40	Library Materials
		3/26/2014	2029099321	100-0601-551.30-14	402.57	Library Materials
		3/26/2014	2029100626	100-0601-551.30-14	187.29	Library Materials
		3/26/2014	2029103252	100-0601-551.30-14	181.62	Library Materials
		3/26/2014	2029119564	100-0601-551.30-14	585.65	Library Materials
		3/26/2014	2029124429	100-0601-551.30-14	461.67	Library Materials
		3/26/2014	2029125583	100-0601-551.30-14	159.76	Library Materials
		3/26/2014	2029129223	100-0601-551.30-14	166.36	Library Materials
		3/26/2014	5012987573	100-0601-551.30-14	32.46	Library Materials
		3/26/2014	5013007169	100-0601-551.30-14	57.54	Library Materials
		3/26/2014	M36703460	100-0601-551.30-14	176.32	Library Materials
		3/26/2014	M37754100	100-0601-551.30-14	66.16	Library Materials
		3/26/2014	P07NS6996M	100-0601-551.30-14	100.00	Library Materials
			Total for check: 45647		6,722.20	
KATHRYN BESON	45648	3/26/2014		100-0601-551.30-14	30.00	Library Materials
			Total for check: 45648		30.00	

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BLACKSTONE AUDIO INC	45649	3/26/2014	696072	100-0601-551.30-14	243.99	Library Materials
			Total for check: 45649		243.99	
CAPSTONE PRESS INC	45650	3/26/2014	CI10366322	100-0601-551.30-14	91.49	Library Materials
			Total for check: 45650		91.49	
CDW GOVERNMENT INC	45651	3/26/2014	JQ02882	100-0601-551.30-10	355.13	Black Cartridge
		3/26/2014	KF11969	100-0601-551.30-10	36.17	Ink
			Total for check: 45651		391.30	
CENGAGE LEARNING	45652	3/26/2014	51389472	100-0601-551.30-14	580.85	Library Materials
		3/26/2014	51615591	100-0601-551.30-14	38.92	Library Materials
		3/26/2014	51627897	100-0601-551.30-14	(568.10)	Returned Library Material
			Total for check: 45652		51.67	
FINDAWAY WORLD LLC	45653	3/26/2014	118728	100-0601-551.30-14	606.72	Library Materials
		3/26/2014	119469	100-0601-551.30-14	70.29	Library Materials
			Total for check: 45653		677.01	
FOCOL	45654	3/26/2014		100-0601-551.32-01	25.00	Membership Renewal
			Total for check: 45654		25.00	
FOX CITIES SIGN & LIGHTING SERVICES	45655	3/26/2014	7206	100-0601-551.24-03	146.00	Service Neon Sign
			Total for check: 45655		146.00	
FOX STAMP SIGN & SPECIALTY	45656	3/26/2014	OE-26154	100-0601-551.30-10	12.15	Name Tag
		3/26/2014	OE-26422	100-0601-551.30-10	22.40	Stamp
			Total for check: 45656		34.55	

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GANNETT WISCONSIN MEDIA	45657	3/26/2014	PG2007207	100-0601-551.30-14	375.69	Library Material
			Total for check: 45657		375.69	
GECRB/AMAZON	45658	3/26/2014	144875118894	100-0601-551.30-14	225.46	Library Materials
		3/26/2014	144878583071	100-0601-551.30-14	24.99	Library Materials
		3/26/2014	159144202179	100-0601-551.30-14	(0.09)	Library Materials/CREDIT
		3/26/2014	159147620214	100-0601-551.30-14	44.97	Library Materials
		3/26/2014	195438053100	100-0601-551.30-14	9.99	Library Materials
		3/26/2014	204828992747	100-0601-551.30-14	141.60	Library Materials
		3/26/2014	204829875636	100-0601-551.30-14	29.72	Library Materials
		3/26/2014	205737472370	100-0601-551.30-14	15.98	Library Materials
		3/26/2014	280791016662	100-0601-551.30-14	10.67	Library Materials
		3/26/2014	280796424327	100-0601-551.30-14	235.38	Library Materials
		3/26/2014	293680836028	100-0601-551.30-14	441.54	Library Materials
		3/26/2014	293683647424	100-0601-551.30-14	80.27	Library Materials
		3/26/2014	293685187979	100-0601-551.30-14	30.99	Library Materials
			Total for check: 45658		1,291.47	
GERMANIA HALL	45659	3/26/2014	3533	100-0601-551.34-03	164.25	Catering
			Total for check: 45659		164.25	
DENNIS HAWK	45660	3/26/2014		100-0601-551.20-05	100.00	Entertainment
			Total for check: 45660		100.00	
KITZ & PFEIL INC	45661	3/26/2014	021314-0114	100-0601-551.30-15	39.99	Spring-Steel Pusher
		3/26/2014	022014-0043	100-0601-551.24-03	9.96	Story Hour Paint Supplies
		3/26/2014	022014-0046	100-0601-551.30-13	10.80	Mounting Tape & Salt
			Total for check: 45661		60.75	

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RON LINDBERGH	45662	3/26/2014		100-0601-551.20-05	200.00	Entertainment
			Total for check: 45662		200.00	
MADER NEWS AGENCY INC	45663	3/26/2014	22559	100-0601-551.30-14	89.36	Library Materials
			Total for check: 45663		89.36	
MANDERFIELD BAKERY	45664	3/26/2014	450589	100-0601-551.30-16	8.60	Program Supplies
			Total for check: 45664		8.60	
MIDWEST TAPE	45665	3/26/2014	0091599773	100-0601-551.30-14	68.98	Library Materials
		3/26/2014	0091622721	100-0601-551.30-14	32.97	Library Materials
		3/26/2014	0091622723	100-0601-551.30-14	265.82	Library Materials
		3/26/2014	0091643217	100-0601-551.30-14	191.92	Library Materials
		3/26/2014	0091644608	100-0601-551.30-14	219.96	Library Materials
			Total for check: 45665		779.65	
MOJO BOOKS & MEDIA LLC	45666	3/26/2014	1105	100-0601-551.30-14	700.00	Library Materials
			Total for check: 45666		700.00	
OFFICE DEPOT CREDIT PLAN	45667	3/26/2014	7559352	100-0601-551.30-10	20.97	Library Supplies
		3/26/2014	7742117	100-0601-551.30-10	17.58	Library Supplies
			Total for check: 45667		38.55	
PIGGLY WIGGLY MIDWEST LLC	45668	3/26/2014	9597639	100-0601-551.34-03	36.25	Training/Meals
		3/26/2014	9636332	100-0601-551.30-16	24.43	Program Supplies
			Total for check: 45668		60.68	

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PROQUEST LLC	45669	3/26/2014	US10010840	100-0601-551.30-14	1,125.00	Library Materials
			Total for check: 45669		1,125.00	
RECORDED BOOKS LLC	45670	3/26/2014	74881053	100-0601-551.30-14	101.99	Library Materials
		3/26/2014	74883610	100-0601-551.30-14	34.99	Library Materials
		3/26/2014	74886921	100-0601-551.30-14	19.99	Library Materials
			Total for check: 45670		156.97	
SERVICEMASTER BUILDING MAINTENANCE	45671	3/26/2014	11582	100-0601-551.20-01	1,425.00	Jaitorial
			Total for check: 45671		1,425.00	
SHERWIN WILLIAMS CO	45672	3/26/2014	2699-6	100-0601-551.24-03	76.58	Paint
		3/26/2014	2782-0	100-0601-551.24-03	76.58	Paint
			Total for check: 45672		153.16	
SHOWCASES	45673	3/26/2014	277864	100-0601-551.30-18	276.00	Jewel Case Lids
			Total for check: 45673		276.00	
SPORT VIDEOS	45674	3/26/2014	5057	100-0601-551.30-14	78.00	Library Materials
			Total for check: 45674		78.00	
UNIQUE BOOKS INC	45675	3/26/2014	362027	100-0601-551.30-14	67.17	Library Materials
		3/26/2014	362028	100-0601-551.30-14	691.56	Library Materials
		3/26/2014	362029	100-0601-551.30-14	373.21	Library Materials
		3/26/2014	362030	100-0601-551.30-14	200.19	Library Materials
			Total for check: 45675		1,332.13	

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UNIQUE MANAGEMENT SERVICES INC	45676	3/26/2014	253473	100-0000-441.19-00	366.95	Library Fines
			Total for check: 45676		366.95	
ELIZABETH VORPAHL	45677	3/26/2014	253473	100-0601-551.20-05	100.00	Entertainment
			Total for check: 45677		100.00	
WISCONSIN DEPT OF JUSTICE	45678	3/26/2014	G3228	100-0601-551.21-06	7.00	
			Total for check: 45678		7.00	
3M	45679	3/26/2014	XB17852	100-0601-551.24-04	575.00	Service
			Total for check: 45679		575.00	
					17,985.37	

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ACCENT BUSINESS SOLUTIONS INC	45680	3/27/2014	51807	743-0403-513.29-01	327.01	Contracts
	Total for check: 45680				327.01	
ACCURATE	45681	3/27/2014	1402622	731-1022-541.30-15	258.22	Crimping Cable Tool
		3/27/2014	1402934	731-1022-541.30-18	64.00	Conductor Wire
	Total for check: 45681				322.22	
AIRGAS USA LLC	45682	3/27/2014	9025066583	731-1022-541.30-18	67.40	Oxygen Ind
		3/27/2014	9916693478	100-0703-553.30-18	15.86	Cylinder Rental/Park
		3/27/2014	9916693480	731-1022-541.30-18	152.66	Cylinder Rental
	Total for check: 45682				235.92	
APPLETON STEEL INC	45683	3/27/2014	33034	731-1022-541.30-18	270.14	Beams
		3/27/2014	33035	100-1006-541.30-15	3,159.60	Supply Material
	Total for check: 45683				3,429.74	
CITY OF APPLETON	45684	3/27/2014	218046	100-0302-542.25-01	13,459.00	February Transit Services
	Total for check: 45684				13,459.00	
ASSOCIATED APPRAISAL CONSULTANTS	45685	3/27/2014	16928	100-0402-513.21-09	4,991.67	Professional Services
				100-0402-513.30-11	4.80	Postage
		3/27/2014	16929	100-0402-513.21-04	59.76	Internet Posting 6640 Parcels
	Total for check: 45685				5,056.23	
BAHCALL RUBBER CO INC	45686	3/27/2014	648083-001	731-1022-541.38-03	117.54	
	Total for check: 45686				117.54	
BECK ELECTRIC INC	45687	3/27/2014	MAR1214-COM-ED4	100-1008-541.24-04	195.12	Wiring Traffic Signals
		3/27/2014	MAR1414-COM-ED5	100-1012-541.24-04	118.51	Racine & 9th/Acc 2014-05
				100-1008-541.24-04	118.50	Racine & 9th/Acc 2014-05

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BECK ELECTRIC INC...	45687...	3/27/2014	MAR1714-COM-ED6	100-1012-541.24-04	162.50	Center St/Street Light
		3/27/2014	MAR2414-COM-ED6	100-1008-541.24-04	65.00	River & Washington/Pole
	Total for check: 45687				659.63	
BECK, JUSTINE J	45688	3/27/2014	BECK	100-0000-454.00-00	40.00	Refund/Ticket 00071212
		Total for check: 45688				40.00
BERGSTROM FORD OF NEENAH	45689	3/27/2014	27810	731-1022-541.38-03	5.26	Retainer
		3/27/2014	27881	100-0801-521.29-04	5.26	Sunvisor Clip
	Total for check: 45689				10.52	
BOBCAT PLUS	45690	3/27/2014	IA06734	731-1022-541.38-03	35.48	Fuel Filters
		Total for check: 45690				35.48
CASPERS TRUCK EQUIPMENT INC	45691	3/27/2014	73800	731-1022-541.38-03	105.84	Removable Spring Assembly
		Total for check: 45691				105.84
CDW GOVERNMENT INC	45692	3/27/2014	S775628	743-0403-513.24-04	10,832.24	Contracts
		Total for check: 45692				10,832.24
CRESCENT ELECTRIC SUPPLY COMPANY	45693	3/27/2014	087-474087-00	100-0000-132.00-00	44.31	Electrical Supplies
		Total for check: 45693				44.31
DUMKE & ASSOCIATES &	45694	3/27/2014	316 RACINE ST	100-0903-531.29-06	2,163.33	Rental/316 Racine
		Total for check: 45694				2,163.33
FOX VALLEY TECHNICAL COLLEGE	45695	3/27/2014		824-0809-521.30-15	36.00	Training
		Total for check: 45695				36.00

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GOLD CROSS AMBULANCE SERVICE INC	45696	3/27/2014	0030241-IN	100-0801-521.30-18	149.97	123 A-Volt Batteries
			Total for check: 45696		149.97	
ANN GOLLNER	45697	3/27/2014		100-0801-521.34-03	45.66	March Training Expenses
			Total for check: 45697		45.66	
GRAINGER INC	45698	3/27/2014	9380849936	731-1022-541.24-04	266.05	Air Compressor
			Total for check: 45698		266.05	
KISLEWSKI, DONALD	45699	3/27/2014	KISLEWSKI	100-0000-441.13-00	33.75	Cart Exchange/1009 Grove
			Total for check: 45699		33.75	
KITZ & PFEIL INC	45700	3/27/2014	031414-0008	731-1022-541.38-03	4.49	Connector
			Total for check: 45700		4.49	
KJ WASTE SYSTEMS INC	45701	3/27/2014		266-1027-543.21-06	482.00	February Cardboard/Rental
			Total for check: 45701		482.00	
LAPPEN SECURITY PRODUCTS INC	45702	3/27/2014	LSPQ27692	100-1006-541.30-18	25.00	Keys
			Total for check: 45702		25.00	
LEVENHAGEN CORPORATION	45703	3/27/2014	052464A-IN	100-0000-131.00-00	8,205.25	Fuel
			Total for check: 45703		8,205.25	
MATTHEWS TIRE & SERVICE CENTER	45704	3/27/2014	50259	731-1022-541.38-02	699.36	Tires & Hardware
		3/27/2014	50276	731-1022-541.38-02	427.68	Tires
		3/27/2014	50277	731-1022-541.38-02	496.80	Tires

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MATTHEWS TIRE & SERVICE CENTER...	45704...	3/27/2014	50289	731-1022-541.38-02	563.75	Tire & Hardware
			Total for check: 45704		2,187.59	
MCCLONE INSURANCE GROUP	45705	3/27/2014	242335	100-0801-521.32-01	30.00	Notary Bond
			Total for check: 45705		30.00	
MCNEILUS TRUCK & MFG COMPANY	45706	3/27/2014	2445985	731-1022-541.38-03	106.11	Belt & Cover
			Total for check: 45706		106.11	
MENASHA NEENAH MUNICIPAL COURT	45707	3/27/2014	PRUNTY	100-0000-201.03-00	84.00	Bond/MEPD 14-59
				100-0000-201.03-00	8.00	Bond/MEPD 14-60
		3/27/2014	VIGNALI	100-0000-201.03-00	139.00	Bond/MEPD 14-9
			Total for check: 45707		231.00	
MENASHA TREASURER	45708	3/27/2014	HEALTH DEPT	100-0909-531.30-18	15.11	Health Dept Reimbursement
				100-0904-531.30-11	10.56	Health Dept Reimbursement
				100-0903-531.33-02	14.00	Health Dept Reimbursement
				100-0902-524.30-18	17.25	Health Dept Reimbursement
				100-0903-531.33-01	16.10	Health Dept Reimbursement
		3/27/2014	POLICE DEPT	100-0801-521.30-18	32.20	Reimbursement/Supplies
				100-0801-521.34-03	30.00	Reimbursement/Training
			Total for check: 45708		135.22	
MENASHA UTILITIES	45710	3/27/2014		100-1008-541.22-03	312.21	Electric
				100-0000-123.00-00	20.62	Electric
				100-1012-541.22-03	95.15	Electric
				501-0304-562.22-03	23.09	Electric
				501-0304-562.22-06	43.13	Storm
				100-0304-562.22-03	17.08	Electric
				625-0304-562.22-03	8.24	Electric
				100-1013-541.22-03	42.08	Electric

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MENASHA UTILITIES...	45710...	3/27/2014...	...	100-1013-541.22-06	277.51	Storm
				207-0707-552.22-03	147.72	Electric
				207-0707-552.22-05	34.42	Water/Sewer
				207-0707-552.22-06	48.76	Storm
				100-0703-553.22-03	401.66	Electric
				100-0703-553.22-05	177.40	Water/Sewer
				100-0703-553.22-06	341.44	Storm
				100-1001-514.22-03	1,493.65	Electric
				100-1001-514.22-05	473.60	Water/Sewer
				743-0403-513.21-04	167.75	Internet Charge
				743-0403-513.21-04	2,310.40	Dark Fiber Charge
				100-0305-562.22-06	2.50	Storm
				100-1014-543.22-06	53.13	Storm
				267-0102-581.22-06	6.88	Storm
				100-1019-552.22-03	328.69	Electric
				100-1019-552.22-05	34.42	Water/Sewer
			601-1020-543.22-03	27.89	Electric	
			Total for check: 45710		6,889.42	
MEYER INC, LW	45711	3/27/2014	585662	731-1022-541.30-15	108.50	Grinder - Tool
			Total for check: 45711		108.50	
MILWAUKEE COUNTY CLERK OF COURTS	45712	3/27/2014	MILWAUKEE CO	100-0000-201.03-00	500.00	Bond/MEPD 14-806
			Total for check: 45712		500.00	
MODERN BUSINESS MACHINES	45713	3/27/2014	26338632	743-0403-513.29-01	243.10	April Contract
			Total for check: 45713		243.10	
CITY OF NEENAH	45714	3/27/2014	NM FIRE SVCS	100-0501-522.25-01	259,083.00	Fire/Rescue Services
			Total for check: 45714		259,083.00	

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NETWORK HEALTH SYSTEM INC	45715	3/27/2014	314013	100-0202-512.21-05	371.00	Physicals/Drug Screenings
		3/27/2014	314450	100-0202-512.21-05	75.00	Annual Consortium Fee
	Total for check: 45715				446.00	
NOFFKE, WAYNE	45716	3/27/2014	NOFFKE	100-0000-441.13-00	40.00	Cart Exch/847 Milwaukee
	Total for check: 45716				40.00	
PROTANIC INC	45717	3/27/2014	34687	731-1022-541.24-06	355.00	ATG Certification
	Total for check: 45717				355.00	
DR TERESA RUDOLPH	45718	3/27/2014		100-0903-531.21-05	150.00	Medical Services
	Total for check: 45718				150.00	
SANOFI PASTEUR INC	45719	3/27/2014	902703405	100-0903-531.30-18	34.95	Tubersol Test Antigen
	Total for check: 45719				34.95	
HENRY SCHEIN INC	45720	3/27/2014	4710802-01	100-0916-531.30-18	109.09	Gloves/Masks/Spring Syrin
	Total for check: 45720				109.09	
SHRM	45721	3/27/2014	9005628399	100-0202-512.32-01	185.00	Membership Renewal
	Total for check: 45721				185.00	
SIMMONS, TIMOTHY	45722	3/27/2014	SIMMONS	100-0000-441.13-00	39.50	Cart Exchange/936 Ninth
	Total for check: 45722				39.50	
STAPLES ADVANTAGE	45723	3/27/2014	3224367356	100-0703-553.30-10	12.32	Supplies
		3/27/2014	3224367358	731-1022-541.30-10	103.55	Supplies
	Total for check: 45723				115.87	

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STEPP EQUIPMENT COMPANY	45724	3/27/2014	791986	731-1022-541.38-03	225.06	Wheel Gide/Pin/Snap Ring
			Total for check: 45724		225.06	
STEVENS, ROBERT	45725	3/27/2014	STEVENS	100-0000-441.14-00	5.00	Remove Recycle Cart 360 First
				100-0000-441.13-00	96.47	Remove Refuse Cart 360 First
			Total for check: 45725		101.47	
SUE STRAUSS	45726	3/27/2014		100-0203-512.34-01	123.00	March Expenses
			Total for check: 45726		123.00	
SUNGARD PUBLIC SECTOR INC	45727	3/27/2014	78752	743-0403-513.24-04	2,806.00	April Maintenance
			Total for check: 45727		2,806.00	
SARA SWENSON	45728	3/27/2014		100-0801-521.34-03	29.54	March Training Expenses
			Total for check: 45728		29.54	
TELVENT DTN	45729	3/27/2014	4256500	731-1022-541.29-07	1,747.00	WxSentry PV/EST Online
			Total for check: 45729		1,747.00	
TWIN CITY VETERANS	45730	3/27/2014		100-0408-552.30-16	600.00	2014 Memorial Day Parade
			Total for check: 45730		600.00	
ULTRADENT PRODUCTS INC	45731	3/27/2014	11373591	100-0916-531.30-18	145.24	Inspiral Brush Tips
			Total for check: 45731		145.24	
UNIFIRST CORPORATION	45732	3/27/2014	097 0158775	731-1022-541.20-01	112.65	Clothing/Supply Cleaning
			Total for check: 45732		112.65	

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UNIFORM SHOPPE	45733	3/27/2014	229681	100-0801-521.19-03	111.90	Pants
			Total for check: 45733		111.90	
UNITED RENTALS INC	45734	3/27/2014	118196435-001	601-1020-543.30-18	338.26	Sensors
			Total for check: 45734		338.26	
UW MILWAUKEE	45735	3/27/2014	UW MILWAUKEE	100-0915-531.34-02	80.00	Seminar
			Total for check: 45735		80.00	
VERIZON WIRELESS	45736	3/27/2014	9721115028	100-0801-521.22-01	491.00	Police Cell Phones
			Total for check: 45736		491.00	
VISION INSURANCE PLAN OF AMERICA	45737	3/27/2014	143050	100-0000-204.10-00	1,078.12	April Vision Insurance
			Total for check: 45737		1,078.12	
WAUSAU EQUIPMENT COMPANY INC	45738	3/27/2014	158859	100-1006-541.30-15	739.51	Hole Shock
			Total for check: 45738		739.51	
WINNEBAGO COUNTY CLERK OF COURTS	45739	3/27/2014	STECKER	100-0000-201.03-00	350.00	Bond/MEPD 14-785
			Total for check: 45739		350.00	
WISCONSIN DEPT OF FINANCIAL	45740	3/27/2014	HANCHEK	100-0801-521.32-01	20.00	HancheK Notary 2/24/18 Expiration
			Total for check: 45740		20.00	
WISCONSIN DEPT OF JUSTICE	45741	3/27/2014	L7101T	100-0801-521.21-06	84.00	
			Total for check: 45741		84.00	

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DEPARTMENT OF NATURAL RESOURCES	45742	3/27/2014		489-0703-562.21-02	700.00	Development
			Total for check: 45742		700.00	
WISCONSIN DEPT OF REVENUE	45743	3/27/2014		100-0402-513.25-01	4.99	Assess Manuf Property Calumet County
			Total for check: 45743		4.99	
ZARNOTH BRUSH WORKS INC	45744	3/27/2014	0148254-IN	731-1022-541.38-03	395.00	Cablewrap Broom Refill
			Total for check: 45744		395.00	
					327,359.27	

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ACC PLANNED SERVICE INC	45745	4/3/2014	12133	100-0801-521.24-03	686.84	PD Boiler Repair
				100-0501-522.24-03	457.89	PPF Boiler Repair
	4/3/2014	12178	100-1001-514.24-03	218.50	City Hall Door Maint	
			Total for check: 45745		1,363.23	
ACCURATE	45746	4/3/2014	1403268	731-1022-541.30-18	9.85	Replace Chute
			1403309	731-1022-541.38-03	53.86	Busings & Spring Pins
			1403345	731-1022-541.30-18	35.56	Belt
			1403351	731-1022-541.30-18	89.09	Nitro Drill Bits/Turbo Fl
			1403397	731-1022-541.30-18	57.50	Wheel Weights
			1403585	731-1022-541.30-18	113.64	Cotter Pins/Fittings
			1403595	731-1022-541.30-18	40.26	Conflex Wire Wheels
			Total for check: 45746		399.76	
JF AHERN CO	45747	4/3/2014	200528	731-1022-541.30-18	96.00	Spring Clip Brackets
					96.00	
AIRGAS USA LLC	45748	4/3/2014	9025350961	731-1022-541.30-18	151.90	Acetylene Ind
					151.90	
ARING EQUIPMENT EXCHANGE	45749	4/3/2014	310078	731-1022-541.38-03	238.62	Filter Housing
			310321	731-1022-541.38-03	461.93	Hose Assembly/Ring
					700.55	
BADGER LAB & ENGINEERING INC	45750	4/3/2014	INV000056450	601-1020-543.21-02	805.00	Report 1402162 Graphics Pkg Wastewaters
			INV000056451	601-1020-543.21-02	620.00	Report 1402163 Gunderson's Wastewaters
			INV000056454	601-1020-543.21-02	315.00	Report 1402175 Men Utilities Wastewaters
			INV000056455	601-1020-543.21-02	805.00	Report 1402161 Coveris Wastewaters
			INV000056456	601-1020-543.21-02	1,010.00	Report 1402164 Intertape Polymer Wastew
			Total for check: 45750		3,555.00	

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BAHCALL RUBBER CO INC	45751	4/3/2014	648640-001	731-1022-541.38-03	397.56	
			Total for check: 45751		397.56	
BECK ELECTRIC INC	45752	4/3/2014	MAR1414-COM-ED5	100-1012-541.24-04	150.00	9th & Racine/Repair
				100-1008-541.24-04	150.00	9th & Racine/Repair
		4/3/2014	MAR2614-COM-PK	100-0703-553.24-03	149.14	Mem Bldg Electrical Maint
			Total for check: 45752		449.14	
BERGSTROM FORD OF NEENAH	45753	4/3/2014	27937	731-1022-541.38-03	52.44	Blade Assembly
			Total for check: 45753		52.44	
BEYER, CAROLYN	45754	4/3/2014	BEYER	100-0000-441.13-00	96.47	Remove Refuse Cart
			Total for check: 45754		96.47	
BMO HARRIS BANK NA	45755	4/3/2014	4041171	100-0202-512.21-06	260.00	Monthly Fees
			Total for check: 45755		260.00	
CARDMEMBER SERVICE	45761	4/3/2014		731-1022-541.30-18	246.00	Snap-On Equipment
				100-0801-521.30-13	18.00	Water Right Services
				100-1001-514.20-01	54.00	Water Right Services
				731-1022-541.30-13	18.00	Water Right Services
				100-0703-553.24-03	102.82	Platt Electric/Mem LED
				100-0601-551.30-14	63.26	Library Materials
				100-0601-551.30-16	134.77	LL Bean/Project Backpacks
				100-0601-551.30-16	145.42	Nature-Watch/Materials
				100-0601-551.34-02	173.00	UWW Camps & Conf Early Childhood Conferenc
				100-0703-553.34-02	75.00	PayPal/Workshop
				100-0915-531.34-03	83.00	Holiday Inn
				100-0918-531.34-02	500.00	Conference Registration
				100-0903-531.32-01	86.00	DSPS EPAY/Registered Nurs
				100-0905-531.34-02	699.00	UW Eau Claire

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CARDMEMBER SERVICE...	45761...	4/3/2014...	...	100-0903-531.30-11	6.95	Maxishare/Shipping
				100-0601-551.30-16	60.59	Subway
				743-0403-513.22-01	(6.06)	PayPal Credit
				743-0403-513.34-02	50.00	GIPAW Membership
				743-0403-513.22-01	58.06	PayPal/Phone Part
				743-0403-513.30-15	29.98	Best Buy/Flashdrives
				100-0801-521.30-18	109.98	Office Max
				743-0403-513.30-15	4.91	Walgreens/Supplies
				100-0601-551.32-01	44.95	Yahoo/Flickr Renewal
				100-0801-521.34-03	79.00	Kalahari Resorts
				100-0801-521.34-03	16.50	Kalahari Restaurants
				100-0801-521.34-03	4.99	Dunkin
				100-0801-521.34-03	16.32	Culver's
				100-0801-521.34-03	56.88	Buffalo Phils Grille
				100-0801-521.34-03	15.81	Dunkin
				100-0801-521.32-02	17.17	Amazon.com/Materials
				100-0801-521.30-18	180.81	Amazon.com/Display
				100-0801-521.30-11	10.74	UPS
				100-0801-521.32-01	4.50	Transunion Risk & Data
				100-0801-521.34-03	69.92	Kalahari Resorts
				100-0801-521.30-12	52.45	Dri*Techsmith/Program
				100-0801-521.34-02	10.25	Training
				100-0801-521.34-02	200.00	Conference
				100-0801-521.34-02	250.00	Conference
				824-0807-521.30-15	49.34	Tailwaggers Doggy Daycare
				100-0801-521.30-15	68.52	TFS*Fishersci Ecom/Supply
				100-0801-521.30-18	69.90	B&H Photo-Video.com Flashdrives
				100-0801-521.32-01	20.00	WAI Membership
				100-0801-521.32-01	20.00	WAI Membership
				100-0801-521.32-01	20.00	WAI Membership
				100-0801-521.32-01	20.00	WAI Membership
				100-0801-521.33-03	14.80	Subway
				100-0801-521.29-04	(24.99)	Ray Allen Manufact/RETURN
				100-0801-521.34-03	7.36	Dunkin
				100-0801-521.34-03	5.83	Dunkin

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CARDMEMBER SERVICE...	45761...	4/3/2014...	...	100-0801-521.34-03	79.00	Kalahari Resorts
				824-0807-521.30-15	90.00	North American Police Membership
				824-0807-521.30-15	13.94	Entirelypets.com/ Dog Supplies
				100-0801-521.29-04	22.52	Cable
				100-0801-521.29-04	58.98	Dog Supplies
				100-0801-521.29-04	78.39	Battery Charger
				100-0801-521.30-15	65.30	Woodbury Outfitters Light Rails
				100-0801-521.34-03	39.56	The Olive Garden
				100-0801-521.34-03	20.00	Red Robin
				100-0801-521.34-03	20.00	Noodles Co
				100-0801-521.34-03	40.00	Buffalo Wild Wings
				100-0801-521.34-03	16.00	Holiday Inn
				100-0801-521.34-03	20.00	Quiznos
				100-0801-521.38-01	13.00	Liberty Station Madison
				100-0801-521.34-03	16.00	Holiday Inn Restaurant
				100-0801-521.34-03	140.00	Holiday Inn
				824-0810-521.30-18	(49.99)	Amazon Mktplace/CREDIT
				824-0810-521.30-18	104.44	Amazon Mktplace/Equip
				824-0810-521.30-18	52.22	Amazon Mktplace/Equip
				100-0801-521.30-12	330.67	Amazon Mktplace/TV
				100-0801-521.30-15	49.99	Amazon Mktplace/Cables
				100-0801-521.30-12	197.97	Amazon.com/MDS's
				100-0702-552.33-03	38.55	Weathervane Restaurant
				100-0702-552.30-18	73.95	MF Athletic/Equipment
				100-0401-513.30-11	8.77	The UPS Store
				100-0304-562.34-02	825.00	ArcGIS Training
				100-0801-521.32-01	20.00	WAI Membership
				100-0801-521.32-01	20.00	WAI Membership
				Total for check: 45761	6,417.99	
CDW GOVERNMENT INC	45762	4/3/2014	KK67526	743-0403-513.29-01	63.18	Toner
				Total for check: 45762	63.18	

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COMMUNITY FIRST CREDIT UNION	45763	4/3/2014	20140403	100-0000-202.05-00	7,869.00	PAYROLL SUMMARY
			Total for check: 45763		7,869.00	
CRESCENT ELECTRIC SUPPLY COMPANY	45764	4/3/2014	087-491179-00	501-0304-562.21-10	35.28	Lamp Holder/Fixed Socket
		4/3/2014	087-491179-01	501-0304-562.21-10	42.09	Lake Park Sign
			Total for check: 45764		77.37	
CUMMINS NPOWER LLC	45765	4/3/2014	805-35706	731-1022-541.38-03	329.25	Solenoid, Fuel Pump
			Total for check: 45765		329.25	
DIGIPRINT	45766	4/3/2014	141215	100-0702-552.29-01	75.00	Swim Pass Cards
			Total for check: 45766		75.00	
FACTORY MOTOR PARTS CO	45767	4/3/2014	18-1300903	731-1022-541.38-03	(89.54)	CREDIT/Battery
		4/3/2014	18-Z00338	731-1022-541.38-03	284.49	Battery
		4/3/2014	18-Z00491	731-1022-541.38-03	167.72	Batteries
				100-0601-551.24-03	169.27	Batteries
			Total for check: 45767		531.94	
FOX VALLEY HUMANE ASSOCIATION	45768	4/3/2014		100-0806-532.25-01	1,213.98	February
			Total for check: 45768		1,213.98	
GALLS INC	45769	4/3/2014	001678860	100-0803-521.30-15	97.30	Gloves/Pants/Shirt
			Total for check: 45769		97.30	
GAMBSKY KLEINSCHMIDT, RUTH	45770	4/3/2014	GAMBSKY	100-0000-441.13-00	96.47	Remove Refuse Cart
			Total for check: 45770		96.47	

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GUNDERSON INC	45771	4/3/2014	162095	100-0801-521.30-13	34.66	Towels & Mats
			Total for check: 45771		34.66	
GUSTMAN CHEVROLET SALES INC	45772	4/3/2014	31243	731-1022-541.38-03	171.94	Pipe/Seal/Gaskets
			Total for check: 45772		171.94	
KRISTINE HEIM	45773	4/3/2014		100-0304-562.34-02	114.75	March Expenses
				100-0304-562.34-03	34.71	March Expenses
				100-0304-562.30-11	5.37	March Expenses
				100-0304-562.34-04	24.00	March Expenses
			Total for check: 45773		178.83	
HOME DEPOT CREDIT SERVICES	45774	4/3/2014		100-0801-521.30-13	21.82	Bulbs
				100-0801-521.24-03	11.67	Multi X-Bit
				100-1001-514.30-15	69.00	Tool
				731-1022-541.30-18	66.74	PWF
				100-1006-541.30-18	60.77	Salt Shed
			Total for check: 45774		230.00	
INFINITY TECHNOLOGY INC	45775	4/3/2014	12015	743-0403-513.24-04	2,298.50	Netgear
			Total for check: 45775		2,298.50	
KAEMPFER & ASSOCIATES INC	45776	4/3/2014	17339	601-1020-543.21-02	766.39	Proj E145-01.10 NMSC WWTP Sampling Eval
		4/3/2014	17340	601-1020-543.21-02	109.52	Proj E145-01.12 2013 Monitoring Station
		4/3/2014	17341	601-1020-543.21-02	399.59	Proj E145-01.13 9th Street Station
		4/3/2014	17342	601-1020-543.21-02	167.35	Proj E145-06.07 2012 User Charge System
		4/3/2014	17343	601-1020-543.21-02	80.96	Proj E145-08.05 9th Street Lift Station
		4/3/2014	17344	601-1020-543.21-02	926.61	Proj E145-08.07 9th Street Lift Station
		4/3/2014	17345	601-1020-543.21-02	48.25	Proj E145-08.08 9th Street Lift Station
			Total for check: 45776		2,498.67	

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KUNDINGER FLUID POWER INC	45777	4/3/2014	50275232	731-1022-541.38-03	139.52	Tube Assembly
			Total for check: 45777		139.52	
LAKE PARK VILLAS HOMEOWNERS ASSN	45778	4/3/2014		501-0304-562.32-01	221.88	Invoices
			Total for check: 45778		221.88	
RICHARD LEMBCKE	45779	4/3/2014		100-0000-441.13-00	96.47	Refuse Cart Removal
			Total for check: 45779		96.47	
LEVENHAGEN CORPORATION	45780	4/3/2014	052516A-IN	100-0000-131.00-00	20,274.76	Fuel
			Total for check: 45780		20,274.76	
MALIN, JANE	45781	4/3/2014	MALIN	100-0000-441.13-00	96.47	Remove Refuse Cart
				100-0000-441.14-00	10.00	Remove Recycle Cart
			Total for check: 45781		106.47	
MCMAHON	45782	4/3/2014	47391	625-1010-541.21-02	360.90	Stormwater Planning
			Total for check: 45782		360.90	
MENARDS-APPLETON EAST	45783	4/3/2014	41983	731-1022-541.30-18	75.98	Column
		4/3/2014	42138	731-1022-541.30-18	43.90	Wedge Anchors/Nails
			Total for check: 45783		119.88	
MENASHA MUNICIPAL COURT, TOWN OF	45784	4/3/2014	KRUMSEE	100-0000-201.03-00	144.00	Bond/MEPD 14-0782
			Total for check: 45784		144.00	
POSTMASTER	45785	4/3/2014		266-1027-543.30-11	1,287.48	Horizon Newsletter
			Total for check: 45785		1,287.48	

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MODERN BUSINESS MACHINES	45786	4/3/2014	26338925	743-0403-513.29-01	70.58	February Contract
			Total for check: 45786		70.58	
MORTON SAFETY	45787	4/3/2014	865647	100-0703-553.30-18	89.55	Vests/Respirator
			Total for check: 45787		89.55	
N&M AUTO SUPPLY	45789	4/3/2014	474365	731-1022-541.38-03	(9.29)	Credit/Argent Aluminum
		4/3/2014	475291	731-1022-541.38-03	44.88	Filters/Circuit Kit
		4/3/2014	475294	731-1022-541.38-03	9.98	Connector
		4/3/2014	475421	731-1022-541.38-03	13.44	Oil Filters
		4/3/2014	476062	731-1022-541.38-03	1.40	Valve Mounting Gasket
		4/3/2014	476202	731-1022-541.38-03	5.20	Fuses
		4/3/2014	476279	731-1022-541.38-03	27.21	Brake Line Tubing/Nuts
		4/3/2014	476307	731-1022-541.38-03	25.81	Brake Line Tubing/Nuts
		4/3/2014	476499	731-1022-541.38-03	20.25	Brake Line Tubing
		4/3/2014	476533	731-1022-541.30-15	372.50	Shop Tool
		4/3/2014	476553	731-1022-541.38-03	37.80	Brake Fluid
		4/3/2014	476913	731-1022-541.38-03	21.36	Oil Filter
		4/3/2014	477094	731-1022-541.38-03	5.52	Drain Plug
		4/3/2014	477097	731-1022-541.38-03	11.15	Ostrich Bl S WHL COV
		4/3/2014	477133	731-1022-541.38-03	19.24	Terminal Adapter
		4/3/2014	477134	731-1022-541.38-03	9.62	Terminal Adapter
		4/3/2014	477355	731-1022-541.38-03	7.17	Grease Hose
		4/3/2014	477565	731-1022-541.38-03	93.16	Filters & Toggle Switch
		4/3/2014	477574	731-1022-541.38-03	63.90	Wiper/Filter/Battery Asse
		4/3/2014	477743	731-1022-541.30-18	21.49	Lacquer Thinner
		4/3/2014	477780	731-1022-541.38-03	13.90	Part
		4/3/2014	477784	731-1022-541.38-03	65.08	Intermix/Crossfire/Harden
		4/3/2014	478005	731-1022-541.38-03	45.29	Battery & Core Deposit
		4/3/2014	478063	731-1022-541.38-03	3.13	Hose Clamps
			Total for check: 45789		929.19	
NEENAH-MENASHA SEWERAGE COMMISSION	45790	4/3/2014	2014-068	601-1021-543.25-01	72,915.64	Apr Wastewater Treatment

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NEENAH-MENASHA SEWERAGE COMMISSION...	45790...	4/3/2014	2014-074	601-1021-543.25-01	31,879.00	Interest & Debt Charges
			Total for check: 45790		104,794.64	
NORTHEAST ASPHALT INC	45791	4/3/2014	1262632	100-1003-541.30-18	184.22	Cold Mix
			Total for check: 45791		184.22	
NOVER ENGELSTEIN & ASSOCIATES INC	45792	4/3/2014	M2014	743-0403-513.24-04	600.00	Software Maintenance
			Total for check: 45792		600.00	
RAY O'HERRON CO INC	45793	4/3/2014	1412098-IN	100-0801-521.30-15	1,081.00	Ammo
			Total for check: 45793		1,081.00	
OSHKOSH FIRE & POLICE EQUIPMENT INC	45794	4/3/2014	155334	100-0801-521.29-04	125.00	ION SUB ASY
		4/3/2014	155366	731-1022-541.38-03	97.00	Strobe Tube/Reflector Asy
			Total for check: 45794		222.00	
PACKER CITY INTERNATIONAL	45795	4/3/2014	3-240620071	731-1022-541.38-03	62.01	Filters
		4/3/2014	3-240620077	731-1022-541.38-03	14.66	Water FI
		4/3/2014	3-240690044	731-1022-541.38-03	32.71	Filter
		4/3/2014	3-240700041	731-1022-541.38-03	405.57	Seat
		4/3/2014	3-240720048	731-1022-541.38-03	118.89	Filters/Lens/Element
		4/3/2014	3-240730013	731-1022-541.38-03	19.06	Filter
		4/3/2014	3-240730025	731-1022-541.38-01	148.35	DEF
		4/3/2014	3-240780080	731-1022-541.24-06	(6.65)	CREDIT
		4/3/2014	3-240830039	731-1022-541.38-03	84.28	Filters & Hydraulic
		4/3/2014	3-240830044	731-1022-541.38-03	154.14	Filters & F W SEPR
		4/3/2014	3-240840103	731-1022-541.38-03	21.12	Filters
		4/3/2014	3-240860081	731-1022-541.38-03	44.80	FW SEPR
		4/3/2014	3-240870037	731-1022-541.38-03	11.71	Air Filter
			Total for check: 45795		1,110.65	

AP Check Register
Check Date: 4/3/2014

Date: 4/3/2014

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
PITNEY BOWES	45796	4/3/2014	4842044-MR14	100-1001-514.24-04	277.65	Postage Machine Rental
			Total for check: 45796		277.65	
ROAD EQUIPMENT	45797	4/3/2014	WA573603	731-1022-541.38-03	8.95	Quick Release
			Total for check: 45797		8.95	
STAPLES ADVANTAGE	45798	4/3/2014	3225200212	100-0703-553.30-10	11.49	Supplies
		4/3/2014	3225200213	100-0801-521.30-10	69.18	Supplies
			Total for check: 45798		80.67	
SYN-TECH SYSTEMS	45799	4/3/2014	93443	731-1022-541.24-06	77.77	Fill Ring
			Total for check: 45799		77.77	
UNIFIRST CORPORATION	45800	4/3/2014	097 0159249	731-1022-541.20-01	119.01	Clothing & Supply Clean
			Total for check: 45800		119.01	
UNIFORM SHOPPE	45801	4/3/2014	229506	100-0804-521.30-18	55.95	Auxiliary Uniforms
		4/3/2014	229510	100-0804-521.30-18	64.45	Auxiliary Uniforms
		4/3/2014	229511	100-0804-521.30-18	55.95	Auxiliary Uniforms
			Total for check: 45801		176.35	
UNITED WAY FOX CITIES	45802	4/3/2014	20140403	100-0000-202.09-00	31.75	PAYROLL SUMMARY
			Total for check: 45802		31.75	
US VENTURE	45803	4/3/2014	L49182	731-1022-541.21-06	48.00	Samples
			Total for check: 45803		48.00	
VERIZON WIRELESS	45804	4/3/2014	9721115025	100-1001-514.22-01	4.56	Cell Phones

AP Check Register
Check Date: 4/3/2014

Date: 4/3/2014

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
VERIZON WIRELESS...	45804...	4/3/2014	9721115029	100-0304-562.22-01	110.93	Cell Phone Charges
			Total for check: 45804		115.49	
WE ENERGIES	45805	4/3/2014		100-1012-541.22-03	2,249.32	Street Lights
				100-0000-123.00-00	1,084.02	N-M Fire
				100-1001-514.22-04	1,704.65	City Hall
				100-0801-521.22-04	1,496.99	Police Dept
				100-0920-531.22-04	469.20	Senior Center
				100-0601-551.22-04	3,560.25	Library
				100-0703-553.22-04	1,261.98	Parks
				100-0704-552.22-04	387.16	Pool
				207-0707-552.22-04	84.45	Marina
				731-1022-541.22-04	6,272.75	Garage
			Total for check: 45805		18,570.77	
WINNEBAGO COUNTY TREASURER	45806	4/3/2014	5469	100-0805-521.25-01	154.38	Inmate Housing
			Total for check: 45806		154.38	
WISCONSIN DEPARTMENT OF REVENUE	45807	4/3/2014		100-0000-201.03-00	360.95	
			Total for check: 45807		360.95	
WISCONSIN SUPPORT COLLECTIONS	45808	4/3/2014	20140403	100-0000-202.03-00	955.49	PAYROLL SUMMARY
			Total for check: 45808		955.49	
					182,516.55	



MEMO

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: Alchemy-Fox Cities LLC
890 Lake Park Road, Menasha

Date: April 3, 2014

An application for a Reserve "Class B" intoxicating liquor and fermented malt beverage for the 2013-2014 liquor licensing year has been submitted by Alchemy-Fox Cities LLC for the premises at 890 Lake Park, Menasha.

The Police Dept. has done a background check and find no reason to deny a license. The Fire Department, Health Department and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 20 _____
 ending June 30 20 14

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

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

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

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Alchemy-Fox Cities, LLC.

Applicant's Wisconsin Seller's Permit Number: <u>456-102820596</u>	
Federal Employer Identification Number (FEIN): <u>46-4737885</u> <u>002</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input checked="" type="checkbox"/> Reserve Class B liquor	\$ <u>10,000.00</u>
Publication fee	\$ <u>50.00</u>
TOTAL FEE	\$ <u>10,050.00</u>

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>Member</u>	<u>Dennis J Long</u>	<u>4019 Shangri-La Pt. Rd.</u>	<u>Oshkosh, WI 54904</u>
Vice President/Member <u>Member</u>	<u>Daniel R. Long</u>	<u>4019 Shangri-La Pt. Rd.</u>	<u>Oshkosh, WI 54904</u>
Secretary/Member			
Treasurer/Member			
Agent <u>Member</u>	<u>Daniel R. Long</u>	<u>4019 Shangri-La Pt. Rd.</u>	<u>Oshkosh, WI 54904</u>
Directors/Managers			

3. Trade Name Alchemy Business Phone Number _____

4. Address of Premises 890 Lake Park Rd, Menasha, WI Post Office & Zip Code Menasha 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 2/6/2014 of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Alcohol will be served in the dining bar areas as well as the patio. Stored in basement

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? Slider's Bar & Grill

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

13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] Yes No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

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

SUBSCRIBED AND SWORN TO BEFORE ME

this 17th day of February, 20 14

Reborah A. Galeazze
 (Clerk/Notary Public)

Daniel R. Long
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

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

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

My commission expires _____

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>2/17/14</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted <u>pd 450.</u>	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)	
Long		Daniel		Ryan	
Home Address (street/route)		Post Office	City	State	Zip Code
4019 Shangrila Pt. Rd			Oshkosh	WI	54904
Home Phone Number		Age	Date of Birth	Place of Birth	
[REDACTED]		[REDACTED]	[REDACTED]	Appleton, WI	

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.

Member of Alchemia - Fox Cities, LLC.
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 3 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.)
(See attached)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
Sustain Sound Lighting + POWER	4019 Shangrila Pt. Rd. Oshkosh, WI	6/2013	Present
House of Flowers	1920 Algoma Blvd. Oshkosh WI	10/2012	Present

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 17th day of February, 2014
Deborah A. Malazzo
(Clerk/Notary Public)

Daniel Ryan Long
(Signature of Named Individual)

My commission expires _____



Printed on Recycled Paper

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
LONG		DENNIS		JAMES	
Home Address (street/route)		Post Office	City	State	Zip Code
12320 Hammock Creek Way			Fort Myers	FL	33905
Home Phone Number		Age	Date of Birth	Place of Birth	
[REDACTED]		[REDACTED]	[REDACTED]	Appleton, WI	

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.
- Member of Alchemy - Fox Cities, LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 1978 - 2010
- 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. (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 <u>PRINCIPAL FINANCIAL</u>	Employer's Address <u>APPLETON, WISCONSIN</u>	Employed From <u>2003</u>	To <u>2009</u>
Employer's Name <u>BCI Group</u>	Employer's Address <u>Appleton Wisconsin</u>	Employed From <u>1978</u>	To <u>2003</u>

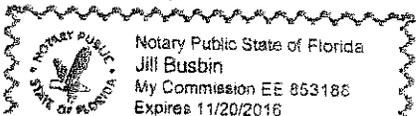
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that 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 10 day of February, 20 14
Jill Busbin
(Clerk/Notary Public)

Dennis Long
(Signature of Named Individual)

My commission expires 11/30/2016



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 City of Menasha County of Winnebago

The undersigned duly authorized officer(s)/members/managers of Alchemy-Fox Cities, LLC
(registered name of corporation/organization or limited liability company)

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

located at 890 Lake Park Rd., Menasha, WI

appoints Daniel Ryan Long
(name of appointed agent)
4019 Shangrila Pt. Rd., Oshkosh, WI 54904
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 3 yrs

Place of residence last year 4019 Shangrila Pt. Rd. Oshkosh WI 54904

For: Alchemy - Fox Cities, LLC
(name of corporation/organization/limited liability company)

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

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Daniel Long
(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.

[Signature] 2/14/2014
(signature of agent) (date) Agent's age [Redacted]

4019 Shangrila Pt Rd., Oshkosh, WI 54904
(home address of agent) Date of birth [Redacted]

**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 3/24/14 by Lt. Ronald Bouchard Title Lt - Police Dept
(date) (signature of proper local official) (town chair, village president, police chief)



MEMORANDUM

TO: Common Council
FROM: Kara Homan, Principal Planner 
DATE: April 3, 2014
RE: **Outdoor Alcohol Beverage Permit - Alchemy Fox Cities, LLC, 890 Lake Park Rd**

The Outdoor Beverage Permit application for 890 Lake Park Road (Alchemy Fox Cities, LLC) proposes an outdoor service area that consists of the same area and structure as was constructed and permitted for Sliders (see enclosed photos), with one exception. As noted in their application, one area of landscaping proposed to be *within* the enclosure was installed *outside* of the enclosure; however this slight modification of the planting bed does not affect compliance with the City's outdoor serve requirements.

Based on compliance with the previously approved outdoor service area plan, Community Development staff recommends approval the Outdoor Alcohol Beverage Permit for Alchemy Fox Cities, LLC at 890 Lake Park Rd.



Picture 1: West side of enclosure



Picture 2: North side of enclosure



Picture 3: South side of enclosure



MEMO

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: Change of Agent for Margaritaville Lounge LLC
6 Tayco Street, Menasha

Date: April 3, 2014

A change of agent from Marco A. Rodriguez Contreras to Jennifer Almeida-Sandoval has been requested by Margaritaville Lounge LLC, 6 Tayco Street, Menasha. All proper paperwork has been filed with the Clerk's office. A check of municipal and state criminal records on Ms. Almeida-Sandoval was completed by the Police Dept. Based on the information received there is no objection to the new agent appointment.

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.

Town

To the governing body of:

Village

of Menasha

County of Winnebago

City

The undersigned duly authorized officer(s)/members/managers of

MargaritaVille Lange LLC

(registered name of corporation/organization or limited liability company)

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

MargaritaVille Lange

(trade name)

located at

6 Tayco St. Menasha, WI 54952

appoints

Jennifer Almeida-Sandoval

(name of appointed agent)

525 Schindler Pl #6 Menasha, WI 54952

(home address of appointed agent)

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

Yes

No

If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?

Yes

No

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

4 years

Place of residence last year

Menasha

For:

MargaritaVille Lange LLC

(name of corporation/organization/limited liability company)

By:

[Signature]

(signature of Officer/Member/Manager)

And:

(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Jennifer Almeida-Sandoval

(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.

[Signature]

(signature of agent)

03/20/14

(date)

Agent's age _____

525 Schindler Pl #6 Menasha, WI 54952

(home address of agent)

Date of birth _____

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

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

Approved on 3/24/14

(date)

by [Signature]

(signature of proper local official)

Title Lt - Police Dept.

(town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Almeda-Sandoval		Jennifer			
Home Address (street/route)		Post Office	City	State	Zip Code
525 Schindler Pl #6		Menasha	Menasha	WI	54952
Home Phone Number		Age	Date of Birth	Place of Birth	
				Canada	

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

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? 4 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. Margantaville Large LLC, 6 Tauro St. Menasha 54952 Class B liquor
(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
Solea Mexican Grill	705 Appleton Rd. Menasha.	July 2012	Present
Employer's Name	Employer's Address	Employed From	To
TGI Fridays	Michaels Drive. Appleton	Oct. 2010	July 2012

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 21st day of March, 2014
Deborah A. Galeazzi
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires _____



Printed on Recycled Paper



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: **April 3, 2014**

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

Julie Drath
Andrea Templer
Mark Mader

**THIRD AMENDMENT TO DEVELOPMENT AGREEMENT AMONG
CITY OF MENASHA AND CYPRESS HOMES AND REALTY, INC.
DATED JUNE 20, 2011**

THIS THIRD AMENDMENT TO DEVELOPMENT AGREEMENT, executed in Menasha, Wisconsin on this ___ day of _____, 2014, is made effective between the City of Menasha and Cypress Homes, Inc. and is made with reference to the Development Agreement dated June 20, 2011.

1. As to ARTICLE IV, CITY OBLIGATIONS, SECTION 4.02.5, delete "March 31, 2014" and add "April 30, 2014."
2. All other terms and conditions set forth in the Development Agreement dated June 20, 2011, as amended, shall remain the same.

IN WITNESS WHEREOF, the undersigned have executed this Second Amendment as of the date first written above:

City of Menasha

By: _____
Donald Merkes, Mayor

By: _____
Deborah A. Galeazzi, City Clerk

Cypress Homes, Inc.

By: _____
Mike Blank, President

