

IT IS EXPECTED THAT A QUORUM OF THE PERSONNEL COMMITTEE, BOARD OF PUBLIC WORKS, PLAN COMMISSION, WILL BE ATTENDING THIS MEETING; (ALTHOUGH IT IS NOT EXPECTED THAT ANY OFFICIAL ACTION OF ANY OF THOSE BODIES WILL BE TAKEN)

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
December 3, 2007

6:30 PM

AGENDA

 [← Back](#)  [Print](#)

1. CALL TO ORDER

A. Call to Order

2. ROLL CALL/EXCUSED ABSENCES

A. Roll Call

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Administration Committee Minutes, 11/19/07

[Attachments](#)

4. DISCUSSION

A. Consolidated Grants Contract between Division of Public Health of the Dept. of Health and Family Services and Menasha Health Dept., January 1, 2008 to December 31, 2008, and authorize signature.

[Attachments](#)

B. Public Health Preparedness Contract between Division of Public Health of the Dept. of Health and Family Services and Menasha Health Dept., January 1, 2008 to December 31, 2008, and authorize signature.

[Attachments](#)

C. Accounts payable and payroll for 11/19/07 - 11/29/07 in the amount of \$728,197.16

[Attachments](#)

5. ADJOURNMENT

A. Adjournment

“Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Menasha City Clerk at 967-3600 24 hours in advance of the meeting so special accommodations can be made.”

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
November 19, 2007
MINUTES

1. CALL TO ORDER

- A. Meeting Called to Order by Chairman Wisneski at 6:00 p.m.

2. ROLL CALL/EXCUSED ABSENCES

- A. PRESENT: Ald. Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein
ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, FC Vander Wyst, DPW Radtke,
AP Beckendorf, C/T Stoffel, PRD Tungate, PHD Nett, Clerk Galeazzi, the Press.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

- A. Administration Committee Minutes, 11/5/07
Moved by Ald. Pack, seconded by Ald. Eckstein to approve minutes.
Motion carried on voice vote.

4. DISCUSSION

- A. Agreement for Property Maintenance and Tax Listing Services with Associated Appraisal Consultants for the assessment years 2008-2011, and authorize signature.
Discussion ensued on the four year term of the contract being too long and does not coincide with the appointment term of the Assessor.
CA/HRD Brandt explained when the Council originally contracted with Associated Appraisal it left the Assessor position vacant.
- B. Amendment #1 to Development Agreement between PJC Group, LLC and City of Menasha, and authorize signature.
CA/HRD Brandt explained there is no cost to the City to make this amendment to the original agreement. This amendment will help to facilitate the financing arrangement necessary for PJC Group to advance the projects. This will allow the sale of the warehouse property without first securing an occupancy permit as requirement by the development agreement.
- C. O-39-07 An Ordinance Relating to Park Regulations (Animals in Parks)
CA/HRD Brandt explained this ordinance would allow dogs in the parks for special occasion with permission from the Parks & Recreation Board.
- D. R-19-07 Investigating the Future Use or Sale of Properties at 504 Broad, 81 Racine, 87 Racine.
Ald. Hendricks requested this resolution. There has been much discussion on this topic and it would be more appropriate to have the input of the Plan Commission and Redevelopment Authority. Council and residents need to know all the options available for this area.
- E. R-20-07 Resolution Levying Taxes for the Purpose of Paying the Operating Expenses for the Year 2008 for the City of Menasha.
NO DISCUSSION OR QUESTIONS.

F. R-21-07 Resolution Supporting Eco-Municipality Concepts.

Discussion ensued on the need for sustainable practices in the City of Menasha.

Moved by Ald. Merkes, seconded by Ald. Eckstein to amend resolution to include the four guidelines developed by the American Planning Association.
Motion carried on roll call 8-0.

Moved by Ald. Merkes, seconded by Ald. Taylor to develop a standing Sustainability Board to advise the Mayor and Common Council.

Motion carried on roll call 6-2.

Ald. Merkes, Taylor, Wisneski, Pack, Hendricks, Chase – yes.

Ald. Eckstein, Michalkiewicz – no.

G. R-22-07 Resolution for the Adoption of the City of Menasha Open Space and Recreation Facilities Plan.

NO DISCUSSION OR QUESTIONS.

H. Accounts payable and payroll from 11/8/07-11/15/07 for the amount of \$539,137.46

Ck. #14678-Badger State Industries-\$150.00 – donation of old City computers to Dept. of Corrections.

Ck. #14692-Fox Cities Magazine-\$875.00 – advertising for marketing of City.

Ck. #14738-Varitech Industries-\$2,447.73 – equipment to be used in salt shed

5. ADJOURNMENT

A. Moved by Ald. Taylor, seconded by Ald. Eckstein to adjourn at 6:28 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, City Clerk

**DIVISION OF PUBLIC HEALTH
CONTRACT AGREEMENT
DPH CONTRACT #15724**

Contract Preamble

This Contract Agreement is entered into for the period **January 1, 2008 through December 31, 2008**, by and between the State of Wisconsin represented by its **Division of Public Health of the Department of Health and Family Services**, whose principal business address is One West Wilson Street, PO Box 2659, Madison WI 53701-2659, hereinafter referred to as Contractor, and **Menasha Health Department**, whose principal business address is 140 Main Street, , Menasha, WI 54952-3190, hereinafter referred to as Contractee.

The Contractee address above is the address to which payments shall be mailed. If any legal notices required to be sent to the Contractee in the execution of this Contract Agreement should be sent to an address different from the Contractee address noted above, that address should be provided below:

Whereas, the Contractor wishes to purchase services from the Contractee as it is authorized to do by Wisconsin law; and Whereas, the Contractee is engaged in furnishing the desired services; Now, therefore, the Contractor and the Contractee agree as follows:

I. SERVICES TO BE PROVIDED

The Contractee agrees to provide services consistent with the purposes and conditions of the objectives that it has agreed to attain within the contract period. A detailed description of the objectives to be attained and the documentation associated with that attainment is part of this Contract Agreement as listed in Exhibits I and II, which are attached to this Agreement. The Contractee also agrees to provide to the Contractor documentation (as agreed to in negotiations with the Contractor) of the attainment of those objectives no later than 30 days after the end of the contract period or as specified in Exhibit II.

II. CONTRACT ADMINISTRATION

The Contractor's Contract Administrator is **Rebecca Hovarter** of the Division of Public Health, whose principal business address is 200 North Jefferston Street, Suite 511, Green Bay, WI 54301-5123. The telephone number of the Contractor's Contract Administrator is (920) 448-5221. In the event its Contract Administrator is unable to administer this Contract Agreement, the Contractor will contact the Contractee and designate a new Contract Administrator.

The Contractee's Contract Administrator is **Susan Nett**, whose principal business address is 140 Main Street, , Menasha, WI 54952-3190. The telephone number of the Contractee's Contract Administrator is (920) 967-5119. In the event its Contract Administrator is unable to administer this Contract Agreement, the Contractee will contact the Contractor and designate a new Contract Administrator.

III. PAYMENT LIMIT

The Contractor agrees to pay the Contractee in accordance with the terms and conditions of this Contract Agreement, an amount not to exceed **\$28953**. This amount is contingent upon receipt of sufficient funds by the Contractor.

The Contractor will not make payments in excess of the Contract Agreement amounts, with the exception of performance-based incentive funds pursuant to Section XXI.

IV. PAYMENT PROCESS

1. Payments will be made on a monthly basis. The Contractee will receive one-twelfth (1/12) of the total contract amount each month unless Contractee has failed to maintain quality criteria or proposed progress towards achievement of Contract Agreement objectives as determined by the Contractor. In these situations, the Contractor can make reductions in the monthly payment pursuant to Section XVI.
2. All payments shall be released by the Department on the last business day before the fifth day of the month for municipalities, or the last business day of each month for nonmunicipalities, with the exception that the payment that would normally be released on the last working day of June shall be released instead on the first working day of July. Checks will be mailed to the Contractee's principal business address unless the Contractee requests, in writing, subject to approval, that the Department mail the checks to a different address.

V. PROGRAM REPORTING

1. The Contractee shall comply with the program reporting requirements of the Contractor as specified during the negotiation process and as stated in Exhibits I and II of this Contract Agreement. The required reports shall be forwarded to the Contractor's Contract Administrator according to the schedule as specified in Exhibits I and II.
2. Failure to submit the reports specified in the reporting instructions may result in the Contractor rendering sanctions pursuant to Section XVI of this contract.

VI. STATE AND FEDERAL RULES AND REGULATIONS

1. The Contractee agrees to meet State and Federal laws, rules and regulations, and program policies applicable to this Contract Agreement.
2. The Contractee agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 1994, which prohibits tobacco smoke in any portion of a facility owned or leased or contracted for by an entity which receives Federal funds either directly or through the State, for the purpose of providing services to children under the age of 18.
3. Affirmative Action Plan/Civil Rights Compliance

Affirmative Action Plans

- A. An Affirmative Action Plan is a written document that details an affirmative action program. Key parts of an affirmative action plan are: (1) a policy statement pledging nondiscrimination and affirmative action employment, (2) internal and external dissemination of the policy, (3) assignment of a key employee as the equal opportunity officer, (4) a workforce analysis that identifies job classifications where there is an under representation of women, minorities, and persons with disabilities, (5) goals must be directed to achieving a balanced workforce, specific and measurable, having an implementation target date between six months and two years, and having a plan of action or description of procedures to implement the goals, (6) revision of employment practices to ensure that they do not have discriminatory effects, and (7) establishment of internal monitoring and reporting systems to regularly measure progress.
- B. An Affirmative Action Plan is required from a Contractee who receives a contract from the Contractor in the amount of \$25,000 or more and who has a workforce of twenty-five (25) or more employees as of the award date, unless the Contractee is exempt by criteria listed in the Wisconsin Office of Contract Compliance, Department of Administration's Instruction for Vendors Affirmative Action Requirements (DOA-3021P (R06/96) s. 16765, Wis. Stats.), page 2. Universities, other states, and local governments, except those of the State

of Wisconsin who receive state or federal contracts over \$25,000, must submit Affirmative Action Plans in the same manner as other Contractees.

- C. In addition, for agreements of twenty-five thousand (\$25,000) or more, regardless of workforce size, the Contractee shall conduct, keep on file, and update annually, a separate and additional accessibility self-evaluation of all programs and facilities, including employment practices for compliance with ADA regulations, unless an updated self evaluation under Section 504 of the Rehabilitation Act of 1973 exists which meets the ADA requirements. Contractees are to contact the Affirmative Action/Civil Rights Compliance Office, Department of Health and Family Services, One West Wilson Street, Room 561, PO Box 7850, Madison WI 53707-7850, for technical assistance on Equal Opportunity.

Civil Rights Compliance

- A. For agreements for the provision of services to clients, the Contractee must comply with Civil Rights requirements. Contractees with an annual workforce of less than twenty-five (25) employees, regardless of contract amount, and Contractees with contracts of less than \$25,000 are not required to submit a Civil Rights Compliance Action Plan, however, they must submit a Civil Rights Compliance Letter of Assurance. Contractees with an annual workforce of twenty-five (25) employees or more and contract agreements of \$25,000 or more shall submit a written Civil Rights Compliance Plan which covers a three-year period within fifteen (15) working days of the award date of the agreement or contract.
- B. The Contractee assures that it has submitted to the Contractor's Affirmative Action /Civil Rights Compliance Office a current copy of its three-year Civil Rights Compliance Action Plan for meeting Equal Opportunity Requirements under Title VI and VII of the Civil Rights Act of 1964, Section 503 and 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Health Service Act, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Omnibus Reconciliation Act of 1981, the American with Disabilities Act (ADA) of 1990, and the Wisconsin Fair Employment Act. If the Plan was reviewed and approved during the previous year, a plan update must be submitted for this Contract Agreement period.
 - 1) No otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any manner on the basis of race, color, national origin, sexual orientation, religion, sex, disability or age. This policy covers eligibility for and access to service delivery, and treatment in all programs and activities. All employees of the Contractee are expected to support goals and programmatic activities relating to nondiscrimination in service delivery.
 - 2) No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subjected to discrimination in employment in any manner or team of employment on the basis of age, race, religion, sexual orientation, color, sex, national origin or ancestry, disability (as defined in Section 504 and the American with Disability Act of 1990), or association with a person with a disability, arrest or conviction record, marital status, political affiliation, or military participation, unfair honesty testing and genetic testing, and use or non-use of lawful products outside of working hours. All employees of the Contractee are expected to support goals and programmatic activities relating to non-discrimination in employment.
 - 3) The Contractee shall post the Equal Opportunity Policy, the name of the Equal Opportunity Coordinator and the Limited English Proficiency Coordinator, and the discrimination complaint process in conspicuous places available to applicants and clients of services, and applicants for employment and employees. The complaint process will be according to the Contractor's standards and the Contractee shall post the complaint process notice translated into the major primary languages of

the limited English Proficient (LEP) participants in their service area. The notice will announce the availability of free oral interpretation of services if needed. The Contractee shall not request interpretation services from family members, friends and minors.

- 4) The Contractee agrees to comply with the Contractor's guidelines in the State of Wisconsin Department of Workforce Development and Department of Health and Family Services, Affirmative Action, Equal Opportunity, Limited English Proficiency and Civil Rights Compliance Plan for Profit and Non-Profit Entities DWSD-14045 (R. 11/2003) or subsequent revisions.
 - 5) Requirements herein stated apply to any subcontracts or grants. The Contractee has primary responsibility to take constructive steps, as per the State of Wisconsin Department of Workforce Development and Department of Health and Family Services, Affirmative Action, Equal Opportunity, Limited English Proficiency and Civil Rights Compliance Plan for Profit and Non-Profit Entities DWSD-14045 (R. 11/2003), to ensure the compliance of its subcontractors. However, where the Contractor has a direct contract with another Contractee's subcontractor, the Contractee need not obtain a Subcontractor or Subgrantee Civil Rights Compliance Plan or monitor that subcontractor.
 - 6) The Contractor will monitor the Civil Rights Compliance of the Contractee. The Contractor will conduct reviews to ensure that the Contractee is ensuring compliance by its subcontractors or grantees according to guidelines in the State of Wisconsin Department of Workforce Development and Department of Health and Family Services, Affirmative Action, Equal Opportunity and Limited English Proficiency, Civil Rights Compliance Plan for Profit and Non-Profit Entities, DWSD- 14045 (R. 11/2003). The Contractee agrees to comply with Civil Rights monitoring reviews, including the examination of records and relevant files maintained by Contractee, as well as interviews with staff, clients, and applicants for services, subcontractors, providers, and referral agencies. The reviews will be conducted according to Department procedures. The Contractor will also conduct reviews to address immediate concerns of complainants
 - 7) The Contractee agrees to cooperate with the Contractor in developing, implementing and monitoring corrective action plans that result from complaint investigations or monitoring efforts.
- C. The Contractee agrees that it will: (1) hire staff with special translation or sign language skills and/or provide staff with special translation or sign language skills training, or find qualified persons who are available within a reasonable period of time and who can communicate with limited or non-English speaking or speech or hearing-impaired clients at no cost to the client; (2) provide aids, assistive devices and other reasonable accommodations to the client during the application process, in the receipt of services, and in the processing of complaints or appeals; (3) train staff in human relations techniques, sensitivity to persons with disabilities and sensitivity to cultural characteristics; (4) make programs and facilities accessible, as appropriate, through outstations, authorized representatives, adjusted work hours, ramps, doorways, elevators, or ground floor rooms, and Braille, large print or taped information for the visually or cognitively impaired; (5) post and/or make available informational materials in languages and formats appropriate to the needs of the client population.

VII. SUBCONTRACTS

1. The Contractee may subcontract all or part of this Contract Agreement as agreed to during contract negotiation. The Contractor reserves the right of approval for any subcontracts and the Contractee shall report information relating to subcontracts to the Contractor. A change in a subcontractor or a change from direct service provision to a subcontract may only be executed with the prior written

approval of the Contractor. In addition, Contractor approval may be required regarding the terms and conditions of the subcontracts, and the subcontractors selected. Approval of the subcontractors will be withheld if the Contractor reasonably believes that the intended subcontractor will not be a responsible provider in terms of services provided, objectives to be attained, or required quality criteria.

2. The Contractee retains responsibility for fulfillment of all terms and conditions of this Contract Agreement when it enters into sub-contractual agreements and will be subject to enforcement of all the terms and conditions of this Agreement.
3. Recoupment of Contractor payments to the Contractee for failure to comply with either the attainment of contract objectives or the maintenance of quality criteria by either the Contractee or its subcontractor(s) will be made from the Contractee.

VIII. GENERAL PROVISIONS

1. Any payments of monies to the Contractee by the Contractor for services provided under this Contract Agreement shall be deposited in a bank with Federal Deposit Insurance Corporation (hereinafter FDIC) insurance coverage. Any balance exceeding FDIC coverage must be collaterally secured.
2. The Contractee shall conduct all procurement transactions in a manner that provides maximum open and free competition.
3. The Contractee shall not engage the services of any person or persons concurrently employed by the State of Wisconsin, including any Department, commission or board thereof, to provide services relating to this Contract Agreement without the written consent of the employer of such person or persons and of the Contractor.
4. This Contract Agreement is voidable if the Contractee is a state public official, a member of a state public official's immediate family, or an organization in which the official or immediate family member owns or controls at least 10% of the outstanding equity, voting rights, or outstanding indebtedness and failed to make the written disclosure required under sec. 19.45 Wis. Stats. This disclosure is required to be made to the State of Wisconsin Ethics Board, 44 East Mifflin Street, Suite 601, Madison WI 53703, [Telephone (608) 266-8123].
5. If the Contractee or any subcontractor is a corporation other than a Wisconsin corporation, it must demonstrate prior to providing services under this Contract Agreement that it possesses a certificate of authority from the Wisconsin Secretary of State, and must have, and continuously maintain, a registered agent, and otherwise conform to all requirements of Chapters 180 and 181, Wisconsin Statutes, relating to foreign corporations.
6. The Contractee agrees that funds provided under this Contract Agreement shall be used to supplement or expand the Contractee's current public health service efforts, not to replace or allow for the release of available local (Contractee) funds for alternative uses. If the Contractor determines that local funds supporting public health services or funds under this Agreement have been released for alternative uses (supplanting), the Contractee may be subject to a proportionate reduction in funding under this Agreement in the current or subsequent contract year.

IX. ACCOUNTING REQUIREMENTS

1. For Contract Agreements of twenty-five thousand dollars (\$25,000) or more, the Contractee shall maintain a uniform double entry, full accrual accounting system and a financial management information system in accordance with Generally Accepted Accounting Principles. (See DHFS' *Accounting Principles and Allowable Cost Policy Manual*, available upon request from the Contract Administrator or from the Audit Section, Division of Enterprise Services, Department of Health and Family Services, One West Wilson Street, PO Box 7850, Madison WI 53707-7850.)

2. For Contract Agreements of less than twenty-five thousand dollars (\$25,000), the Contractee shall at least maintain a simplified double entry bookkeeping system as defined in the Department's *Accounting Principles and Allowable Cost Policy Manual*.
3. The Contractee's accounting system shall allow for accounting of total funds included in this Contract Agreement, and document that contract funds were not diverted outside of such set of programs. Diversion outside of the set of programs included in this Agreement will be subject to recoupment.
4. As an innovation involving Federal funds, the Department is in the process of securing Federal agreement to the accounting reforms in this contract. Until such time as the Contractee receives final written notice from the Contractor that the Federal government has waived program specific cost based reporting requirements for all programs in this Contract Agreement, the Contractee shall maintain sufficient information within their accounting records to provide costbased information by program. The Contractee shall provide this information to the Contractor electronically, via the Web-based Grants and Contracts (GAC) application, upon request for statewide reconciliation; however, the Contractor will not request this information unless necessary to support the claiming of Federal funds.
5. If program specific cost information is requested under paragraph 4 above the Contractee shall provide the information within ninety (90) days after the end of the contract period. The Contractor will make the request in writing at least 30 days prior to the specified due date for such information; will limit the breakdown of the information to what is required by the Contractor's funding sources and; will only request the information as of the end of the contract period for the full contract period.
6. The Contractee shall reconcile costs and match to expenses recorded in the Contractee's accounting or simplified bookkeeping system on an ongoing and periodic basis. The Contractee agrees that reconciliation will be completed at least quarterly, will be documented, and supplied to the Contractor upon request. The Contractee shall retain the reconciliation documentation in accordance with the record retention requirement specified in Section XIV.
7. Monthly submittals of expenditure reports on the use of funds within this Contract Agreement are not required for contract payment purposes.
8. Nothing in this Section precludes the Contractee from keeping such information as needed for its internal management purposes.
9. Expenditures of funds from this Contract Agreement must meet the Department's allowable cost definitions as defined in the Department's *Accounting Principles and Allowable Cost Policy Manual*.

X. CHANGES IN ACCOUNTING PERIOD

1. The Contractee's accounting records are maintained on a fiscal year basis, beginning on the date indicated in the CARS Payment Information section of this contract. During the contract period, the accounting period may only be changed with prior written approval from the Contractor. The Contractor may approve a change in accounting period only if the Contractee has a substantial, verifiable business reason for changing the accounting period and agrees to submit a closeout audit, as defined in section (XII, 8), within 90 days after the first day of the new accounting period.
2. Proof of Internal Revenue Service approval shall be considered verification that the Contractee has a substantial business reason for changing its accounting period.
3. A change in accounting period shall not relieve the Contractee of reporting or audit requirements of this Contract Agreement. An audit meeting the requirements of this Agreement shall be submitted within 90 days after the first day of the start of the new accounting period for the short accounting period and within 180 days of the close of the new accounting period for the new period. For

purposes of determining audit requirements, expenses and revenues incurred during the short accounting period shall be annualized.

XI. PROPERTY MANAGEMENT REQUIREMENTS

1. Property insurance coverage will be provided by the Contractee for fire and extended coverage of any equipment funded under this Contract Agreement which the Contractor retains ownership of, and which is in the care, custody and control of the Contractee.
2. The Contractor shall have all ownership rights in any hardware funded under this Contract Agreement or supplied by the Contractor and in any software or modifications thereof and associated documentation designed, developed or installed as a result of this Agreement. The Contractee is responsible for keeping all of Contractor's property secure from theft, damage or other loss.
3. The Contractee agrees that if any materials are developed under this Contract Agreement, the Contractor shall have a royalty-free, non-exclusive, and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, such materials. Any discovery or invention arising out of, or developed in the course of work aided by this Agreement, shall be promptly and fully reported to the Contractor.

XII. AUDIT REQUIREMENTS

1. Requirement to Have an Audit: Unless waived by the Contractor, the Contractee shall submit an annual audit to the Contractor if the total amount of annual funding provided by the Contractor (from any and all of its Divisions taken collectively) through this and other contracts is \$25,000 or more. In determining the amount of annual funding provided by the Contractor, the Contractee shall consider both: (a) funds provided through direct contracts with the Contractor; and (b) funds from the Contractor passed through another agency which has one or more contracts with the Contractee.
2. Audit Requirements: The audit shall be performed in accordance with auditing standards generally accepted in the United States of America, s.46.036, Wis. Stats., *Government Auditing Standards*, and other provisions in this Contract Agreement. In addition, the Contractee is responsible for ensuring that the audit complies with other standards that may be applicable depending on the type of Contractee and the nature and amount of financial assistance received from all sources:
 - Federal OMB Circular A-133 "Audits of States, Local Governments and Nonprofit Organizations," which applies only to Contractees that expend \$500,000 from all federal funding sources (this grant and other grants, direct or indirect, from this Contractor or another) during a Contractee's fiscal year.
 - The *State Single Audit Guidelines (SSAG)*, which are applicable to local governments having A-133 audits; and/or
 - The *Provider Agency Audit Guide (PAAG)*. All Contractees that do not meet the requirements of the SSAG shall have audits in conformance with the PAAG.
3. Reporting Package: The Contractee shall submit to the Contractor a reporting package which includes the following:
 - A. Financial statements and other audit schedules and reports required for the type of audit applicable to the Contractee.
 - B. The Management Letter (or similar document conveying auditor's comments issued as a result of the audit) or written assurance that a Management Letter was not issued with the audit report.
 - C. Management responses/corrective action plan for each audit issue identified in the audit.

- D. If program specific cost-based information is needed, the Contractor may require it as part of the reporting package.
4. Submitting the Reporting Package: The Contractee shall submit the required reporting package to the Contractor either: (a) within nine months of the end of the Contractee's fiscal year if the Contractee is a local government, or (b) within 180 days of the end of the Contractee's fiscal year for non-governmental Contractee agencies. Two copies of the audit report must be sent to the Contractor at the following address:

Attn: Audit Section
Division of Enterprise Services
Wisconsin Department of Health and Family Services
PO Box 7850
Madison WI 53707-7850

5. Access to Auditor's Work Papers: When contracting with an audit firm, the Contractee shall authorize its auditor to provide access to work papers, reports, and other materials generated during the audit to the appropriate representatives of the Department. Such access shall include the right to obtain copies of the work papers and computer disks, or other electronic media, upon which records/working papers are stored.
6. Access to Contractee Records: The Contractee shall permit appropriate representatives of the Department and/or the Contractor to have access to the Contractee's records and financial statements as necessary to review Contractee's compliance with the Federal and State requirements for the use of the funding.
7. Failure to Comply with the Requirements of this Section: In the event that the Contractee fails to have an appropriate audit performed or fails to provide a complete audit report to the Contractor within the specified timeframes, in addition to applying one or more of the sanctions available in Section XVI of this contract, the Contractor may:
- A. Conduct an audit or arrange for an independent audit of the Contractee and charge the cost of completing the audit to the Contractee;
 - B. Charge the Contractee for all loss of Federal or State aid or for penalties assessed to the Contractor because the Contractee did not submit a complete audit report within the required timeframe; and/or
 - C. Disallow the cost of audits that do not meet these standards.
8. Closeout Audits:
- A. A specific audit of an accounting period of less than twelve (12) months is required when an agreement is terminated for cause, when the Contractee ceases operations or when the Contractee changes its accounting period (fiscal year). The purpose of the audit is to closeout the short accounting period. The required closeout audit may be waived by the Contractor upon written request from the Contractee, except when the agreement is terminated for cause. The required closeout audit may not be waived when an agreement is terminated for cause.
 - B. The Contractee shall ensure that its auditor contacts the Contractor prior to beginning the audit. The Contractor, or its representative, shall have the opportunity to review the planned audit program, request additional compliance or internal control testing and attend any conference between the Contractee and the auditor. Payment of increased audit costs, as a result of the additional testing requested by the Contractor, is the responsibility of the Contractee.

C. The Contractor may require a closeout audit that meets the audit requirements specified in XII, 2. above. In addition, the Contractor may require that the auditor annualize revenues and expenditures for the purposes of applying OMB Circular A-133 and determining major Federal financial assistance programs. This information shall be disclosed in a note to the schedule of Federal awards.

D. All other provisions in the Audit Requirements section apply to Closeout Audits unless in conflict with the specific Closeout Audits requirements.

XIII. OTHER ASSURANCES

1. The Contractee shall notify the Contractor in writing, within thirty (30) days of the date payment was due of any past due liabilities to the Federal Government, State Government or their agents for income tax withholding, FICA, Workers' Compensation, Unemployment Compensation, garnishments or other employee related liabilities, Sales Tax, Income Tax of the Contractee, or other monies owed. The written notice shall include the amount(s) owed, the reason the monies are owed, the due date, the amount of any penalties or interest, known or estimated, the unit of government to which the monies are owed, the expected payment date and other related information.

2. The Contractee shall notify the Contractor, in writing, within thirty (30) days of the date payment was due, of any past due payment in excess of five hundred dollars (\$500), or when total past due liabilities to any one or more vendors exceed one thousand dollars (\$1000), related to the operation of this Contract Agreement for which the Contractor has reimbursed or will reimburse the Contractee. The written notice shall include the amount(s) owed, the reason the monies are owed, the due date, the amount of any penalties or interest, known or estimated, the vendor to which the monies are owed, the expected payment date and other related information. If the liability is in dispute, the written notice shall contain a discussion of facts related to the dispute and the information on steps being taken by the Contractee to resolve the dispute.

3. The Contractor may require written assurance at the time of entering into this Contract Agreement that the Contractee has in force and will maintain for the course of this Agreement employee dishonesty bonding in a reasonable amount to be determined by the Contractor.

4. The Contractee certifies that neither the Contractee organization nor any of its principals are debarred, suspended, or proposed for debarment for Federal financial assistance (e.g., General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs). The Contractee further certifies that potential sub-recipients, contractors, or any of their principals are not debarred, suspended or proposed for debarment.

XIV. RECORDS

1. The Contractee shall maintain such records (in either written or electronic form) as required by State and Federal law and as required by program policies. Records shall be retained for no less than the retention period specified in law or policy. Records for periods which are under audit or subject to dispute or litigation must be retained until the audit, dispute or litigation, and any associated appeal periods, have ended.

2. The Contractee will allow inspection of records and programs, insofar as is permitted by State and Federal law, by representatives of the Contractor and its authorized agents, and Federal agencies, in order to confirm the Contractee's compliance with the specifications of this Contract Agreement.

3. The Contractee agrees to retain and make available to the Contractor all program and fiscal records in accordance with the retention period specified in paragraph 1 above. Upon the Contractor's request, at the expiration of the Contract Agreement, the Contractee will transfer at no cost to the Contractor, records regarding the individual recipients who received services from the Contractee under this Agreement. The transfer of records includes transfer of any record, regardless of media, if that is the only method under which records were maintained.

4. The Contractee and its subcontractors shall comply with all State and Federal confidentiality laws concerning the information in both the records it maintains and in any of the Contractor's records that the Contractee accesses to provide the services under this Contract Agreement.

XV. AGREEMENT REVISIONS AND/OR TERMINATION

1. The Contractee agrees to re-negotiate with the Contractor this Contract Agreement or any part thereof in such circumstances as:
 - Increased or decreased volume of services as required by the Contractor;
 - Changes required by State and Federal law or regulations, or court action; or,
 - Increase or reduction in the monies available affecting the substance of this Agreement.

Failure to agree to a re-negotiated Contract Agreement under these circumstances is cause for the Contractor to terminate this Agreement.
2. This Contract Agreement can be terminated for any reason by a 30-day written notice by either party.
3. Revision of this Contract Agreement may be made by mutual agreement. The revision will be effective only when the Contractor and Contractee attach an addendum or amendment to this Agreement, which is signed by the authorized representatives of both parties, except in circumstances in which increased caseload or grant award amount, where such increase in funds is for the same purpose as originally agreed upon, the Agreement may be amended by a unilateral amendment made by the Contractor.
4. The Contractee shall notify the Contractor whenever it is unable to provide the required quality or quantity of services required. Upon such notification, the Contractor shall determine whether such inability will require revision or termination of this Contract Agreement.
5. If the Contractor finds it necessary to terminate this Contract Agreement prior to the stated expiration date for reason other than non-performance by the Contractee, payment by the Contractor shall cease upon termination. Termination of the contract does not nullify the recoupment of funds by the Contractor, per the negotiated Agreement, associated with failure to attain program objectives or the failure to maintain quality criteria.

XVI. NON-COMPLIANCE, SANCTIONS AND REMEDIAL MEASURES

1. If the Contractor determines, after notice to the Contractee and opportunity to respond, that the Contractee:
 - Is out of compliance with the program quality criteria as listed in Exhibit I, the Contractor may withhold part or all of the Contractee's funding at a level deemed appropriate by the Contractor as defined in paragraph 3 below.
 - Has not attained the negotiated objective(s) as listed in Exhibit II, the Contractee shall refund the amount designated in Exhibit II under *Risk Profile*. Recoupments will be collected during the subsequent contract year via an adjustment (decrease) in the CARS monthly payment. In such case where a Contractee is subject to recoupment and no longer holds a Contract Agreement with the Contractor, the Contractor will issue an invoice to be paid by the Contractee.

The Contractor may also, at its sole discretion, effectuate such refunds by withholding money from future payments due the Contractee at any time during or after the contract period or may recover such funds by any other legal means.

2. Failure to comply with any part of this Contract Agreement may be considered cause for revision, suspension or termination of this Agreement. Suspension includes withholding part or all of the payments that otherwise would be paid the Contractee under this Agreement, temporarily having others perform, and receive reimbursement for, the services to be provided under this Agreement and any other

measure that suspends the Contractee's participation in the Agreement if the Contractor determines it is necessary to protect the interests of the State.

3. The Contractee shall provide written notice to the Contractor of all instances of non-compliance with the terms of program quality criteria associated with this Contract Agreement by itself or its subcontractors. Notice shall be given as practicable but in no case later than 15 days after the Contractee became aware, or should have been aware, of the non-compliance. Non-compliance can also be determined by the Division of Public Health Regional Office Contract Administrator through on-site inspection or desk review of documentation. The written notice shall include information on reason(s) for and effect(s) of the non-compliance. The Contractee shall provide the Contractor with a plan to correct the non-compliance and a timetable for the implementation of that plan to correct. The plan to correct must be approved by the Contractor. If at the end of the implementation period, the Contractee is found to still be out of compliance, the Contractor may, at its sole discretion, take whatever action it deems necessary to protect the interests of the State, including withholding part or all of the Contractee's funding, if it reasonably believes that the non-compliance will continue or will reoccur.
4. The Contractee shall provide within 30 days after the end of the contract period (or by the date specified in Exhibit II) to the Contractor via the Contract Administrator, the documentation specified in Exhibit II relating to attainment or failure to attain the objectives agreed to in this Contract Agreement. If any objective is not attained, the Contractor will determine, at its sole discretion, the proportion of non-attainment and will recoup from the Contractee an amount as defined by the Risk Profile identified in Exhibit II. Any degree of non-attainment, as judged by the sole discretion of the Contractor, shall be used by the Contractor in determining the conditions of any continuation of this Agreement.
5. If the Contractor determines that non-compliance with other requirements (not stated in Exhibit I or Exhibit II) in this Contract Agreement has occurred, or is occurring, it shall demand immediate correction of continuing non-compliance and it may impose whatever sanctions or remedial measures it deems necessary to protect the interests of the State. Such sanctions and measures may include termination of the Agreement, suspension of the Agreement as defined in paragraph 2 above, imposing additional reporting requirements and monitoring of subcontractors and any other measures it deems appropriate and necessary.
6. If audits are not submitted when due, the Contractor may take action pursuant to Section XII of this Contract Agreement.
7. If required program deliverables or other required information or reports, other than audits, are not submitted when due, the Contractor may withhold all payments that otherwise would be paid the Contractee under this Contract Agreement until such time as the reports and information are submitted. In addition, the Contractor can hold implementation of continuation of this Agreement pending submittal of this documentation.

XVII. DISPUTE RESOLUTION

If any dispute arises between the Contractor and Contractee under this Contract Agreement, including the Contractor's finding of non-compliance and imposition of sanctions or remedial measures, the following process will be the exclusive administrative review.

1. The Contractor's and Contractee's Contract Administrators will attempt to resolve the dispute, in coordination with the Division of Public Health Regional Office Director and appropriate program staff within the Division.
2. If the dispute cannot be resolved by the Contract Administrators, the Contractee may ask for review by the Administrator of the Division of Public Health.
3. If the dispute is still not resolved, the Contractee may request a final review by the Secretary of the Department of Health and Family Services.

XVIII. INDEMNITY

The Contractor and Contractee agree they shall be responsible for any losses or expenses (including costs, damages, and attorney's fees) attributable to the acts or omissions of their officers, employees or agents.

XIX. SURETY BOND

The Contractor may require the Contractee to have a surety bond. The surety bond shall be in force for the period of the Contract Agreement and shall be a reasonable amount to be determined by the Contractor.

XX. CONDITIONS OF THE PARTIES' OBLIGATIONS

1. This Contract Agreement is contingent upon authorization of Wisconsin and United States law, and any material amendment or repeal of the same affecting relevant funding or authority of the Contractor shall serve to revise or terminate this Agreement, except as further agreed to by the parties hereto.
2. The Contractor and Contractee understand and agree that no clause, term or condition of this Contract Agreement shall be construed to supersede the lawful powers or duties of either party.
3. It is understood and agreed that the entire Contract Agreement between the parties is contained herein, except for those matters incorporated herein by reference, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.

XXI. SPECIAL PROVISIONS

1. If the Contractor determines that the Contractee has exceeded the agreed upon program objective(s) to the level specified in Exhibit II, *Conditions for an Incentive Payment*, the Contractee may be eligible to receive performance-based incentive funds if such funds are available as determined by the Contractor.
2. The Contractor may make these incentive awards at its discretion based on the amount of available incentive funding and the terms of agreement with the Federal agency(s) as to the distribution of such incentive funding. The awards will be made during the subsequent contract year via an adjustment (increase) in the monthly CARS payment. In such case where a Contractee is eligible for an incentive payment and no longer holds a contract agreement with the Contractor, the Contractor will make a separate payment to the Contractee. The incentive funds must be expended by the Contractee within the subsequent contract or calendar year and can not be diverted outside of the set of programs defined by this Contract Agreement or used for supplanting purposes. The Contractee shall report, in a manner specified by the Contractor, on how the Contractee expended these incentive funds.
3. To the extent allowed by law:
 - All funding recouped by the Contractor from the Contractee shall be held by the Contractor in a fund designated for use within the program area associated with the recoupment action.
 - These funds may be used to award other Contractees who have exceeded their objectives in that program, general funding of the program area to all Contractees via formula in the next contract period, general funding of the program for all Contractees during the current contract period, or returned to the Federal funding agency of that program.

These funds cannot be used by the Contractor for their own operational costs.

4. If at the end of the contract year, the Contractee has attained its contract objectives and is in compliance with the quality criteria, it may retain any unspent funds from this Contract Agreement not expended during the contract year, except for unearned prepayments (advances). However, those funds must be expended in the current contract year or the contract year immediately following and

their use must fall within the program boundaries established under this Agreement. These retained funds cannot be diverted outside of the scope of this Agreement, the Local Public Health Department's budget, or used to supplant local public health tax levy levels. These funds shall be retained in a non-lapsing account for the sole use of the Local Public Health Department; these funds may not lapse to the general fund. The Contractee shall report how these funds were utilized, as specified in Section IX.

XXII. CONTRACT RENEWAL OPTIONS

This contract can be renewed on an annual basis for up to two (2) one-year extensions with the mutual agreement of both the Contractor and Contractee. The objectives to be attained by program will be re-negotiated each year by the Contractor and Contractee, as well as documentation deliverables and risk conditions.

XXIII. TIMELY CONTRACT SIGNING

This Contract Agreement becomes null and void if the time between the earlier dated signature and the later dated signature of the Contractee's and Contractor's Authorized Representative on this Agreement (or addendum) exceeds sixty (60) days inclusive of the two signature dates.

Contractor's Authorized Representative _____ Date _____
Approved as to form

Jeffrey S. Brandt, City Attorney

Contractor's Authorized Representative _____ Date _____
Sheri Johnson, Ph.D., Administrator and State Health Officer
Division of Public Health, Department of Health and Family Services

CARS PAYMENT INFORMATION

The information below is used by the Department's Bureau of Fiscal Services, CARS Unit to facilitate the processing and recording of payments made under this Contract Agreement.

Agency Name Menasha Health Department
Agency Number 256420
Agency Type 860
Contract Period January 1, 2008 through December 31, 2008
Contract Amount \$28953
Agency Fiscal Year January through December

Profile ID#	155020	Immunization	Amount \$8,233
Profile ID#	157720	Childhood Lead	Amount \$3,057
Profile ID#	159320	Maternal Child Health	Amount \$12,644
Profile ID#	159220	Prevention	Amount \$5,019

DPH Contract # 15724

CFDA #s:
Immunization 93.268
MCH 93.778
Prevention 93.991

**DIVISION OF PUBLIC HEALTH
CONTRACT AGREEMENT
Public Health Preparedness
DPH CONTRACT #16166**

Contract Preamble

This Contract Agreement is entered into for the period **January 1, 2008 through December 31, 2008**, by and between the State of Wisconsin represented by its **Division of Public Health of the Department of Health and Family Services**, whose principal business address is One West Wilson Street, PO Box 2659, Madison WI 53701-2659, hereinafter referred to as Contractor, and **Menasha Health Department**, whose principal business address is 140 Main Street Menasha, WI 54952-3190, hereinafter referred to as Contractee.

The Contractee address above is the address to which payments shall be mailed. If any legal notices required to be sent to the Contractee in the execution of this Contract Agreement should be sent to an address different from the Contractee address noted above, that address should be provided below:

Whereas, the Contractor wishes to purchase services from the Contractee as it is authorized to do by Wisconsin law; and whereas, the Contractee is engaged in furnishing the desired services; Now, therefore, the Contractor and the Contractee agree as follows:

I. SERVICES TO BE PROVIDED

The Contractee agrees to provide services consistent with the purposes and conditions of the objectives that it has agreed to attain within the contract period. A detailed description of the objectives to be attained and the documentation associated with that attainment is part of this Contract Agreement as listed in Exhibits I and II, which are attached to this Agreement. The Contractee also agrees to provide to the Contractor documentation (as agreed to in negotiations with the Contractor) of the attainment of those objectives no later than 30 days after the end of the contract period or as specified in Exhibit II.

II. CONTRACT ADMINISTRATION

The Contractor's Contract Administrator is **Rebecca Hovarter** of the Division of Public Health, whose principal business address is 200 N Jefferson St Suite 511 Green Bay, WI 54301-5123. The telephone number of the Contractor's Contract Administrator is (920)448-5230. In the event its Contract Administrator is unable to administer this Contract Agreement, the Contractor will contact the Contractee and designate a new Contract Administrator.

The Contractee's Contract Administrator is **Susan Nett**, whose principal business address is 140 Main Street Menasha, WI 54952-3190. The telephone number of the Contractee's Contract Administrator is (920)967-5119. In the event its Contract Administrator is unable to administer this Contract Agreement, the Contractee will contact the Contractor and designate a new Contract Administrator.

III. PAYMENT LIMIT

The Contractor agrees to pay the Contractee in accordance with the terms and conditions of this Contract Agreement, an amount not to exceed **\$26,258.00**. This amount is contingent upon receipt of sufficient funds by the Contractor.

The Contractor will not make payments for costs in excess of the Contract Agreement amounts or for costs incurred outside the contract period or for costs that are inconsistent with applicable State and Federal allowable cost policies. The Contractor can make payments in excess of the Contract Agreement amounts based on performance-based incentive funds pursuant to Section XXII.

IV. PAYMENT PROCESS

1. The Contractor, following execution of this Contract Agreement, shall pay to the Contractee **one-twelfth** of the contract amount for each of the **first three months** of this Agreement. If any prepayments are made, these prepayments may be recovered from future payments (see paragraph 2 below) due the Contractee under this Agreement if the Contractor determines that such prepayments are in excess of the Contractee's reported expenses.
2. Payments will be made monthly based on expense reports submitted by the Contractee on the DMT-855 CARS Expenditure Report. Claims for reimbursement of allowable costs shall be submitted to the Contractor no later than the fifteenth (15th) day of the month following the month in which costs are incurred. The Contractee shall report, by Contractor assigned profile number, all allowable costs plus any required matching funds stipulated in the reporting instructions for this grant which are incorporated by reference. See the Department's *Accounting Principles and Allowable Cost Policy Manual*.
3. The Contractee shall submit the request for reimbursement (DMT-855) to the BFS/CARS Unit, Department of Health and Family Services, Division of Management and Technology, PO Box 7850, Madison WI 53707-7850, with one copy to the Contract Administrator. Payments and reported expenses will be reconciled by the Department in accordance with state procedures.
4. If the Contractor determines, after notice to the Contractee and opportunity to respond, that payments were made that exceeded allowable costs, the Contractee shall refund the amount determined to be in excess within 30 days of invoicing or notification by the Department. The Contractor may, at its sole discretion, effectuate such refund by withholding money from future payments due the Contractee at any time during or after the contract period. The Contractor also may recover such funds by any other legal means.
5. If the Contractee has failed to maintain quality criteria or proposed progress towards achievement of contract objectives as determined by the Contractor, the Contractor can make reductions in the monthly payment pursuant to Section XVI.
6. All payments shall be released by the Department on the last business day before the fifth (5th) day of the month for municipalities, or the last business day of each month for nonmunicipalities, with the exception that the payment that would normally be released on the last working day of June shall be released instead on the first working day of July. Checks will be mailed to the Contractee's principal business address unless the Contractee requests, in writing, subject to approval, that the Department mail the checks to a different address.

V. PROGRAM REPORTING

1. The Contractee shall comply with the program reporting requirements of the Contractor as specified during the negotiation process and as stated in Exhibits I and II of this Contract Agreement. The required reports shall be forwarded to the Contractor's Contract Administrator according to the schedule as specified in Exhibits I and II.
2. Failure to submit the reports specified in the reporting instructions may result in the Contractor rendering sanctions pursuant to Section XVI of this Contract Agreement.

VI. STATE AND FEDERAL RULES AND REGULATIONS

1. The Contractee agrees to meet State and Federal laws, rules and regulations, and program policies applicable to this Contract Agreement.
2. The Contractee agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 1994, which prohibits tobacco smoke in any portion of a facility owned or leased or contracted for by an entity which receives Federal funds, either directly or through the State, for the purpose of providing services to children under the age of 18.

3. Affirmative Action Plan/Civil Rights Compliance

Affirmative Action Plans

- A. An Affirmative Action Plan is a written document that details an affirmative action program. Key parts of an affirmative action plan are: (1) a policy statement pledging nondiscrimination and affirmative action employment, (2) internal and external dissemination of the policy, (3) assignment of a key employee as the equal opportunity officer, (4) a workforce analysis that identifies job classifications where there is an under representation of women, minorities, and persons with disabilities, (5) goals must be directed to achieving a balanced workforce, specific and measurable, having an implementation target date between six months and two years, and having a plan of action or description of procedures to implement the goals, (6) revision of employment practices to ensure that they do not have discriminatory effects, and (7) establishment of internal monitoring and reporting systems to regularly measure progress.
- B. An Affirmative Action Plan is required from a Contractee who receives a contract from the Contractor in the amount of \$25,000 or more and who has a workforce of twenty-five (25) or more employees as of the award date, unless the Contractee is exempt by criteria listed in the Wisconsin Office of Contract Compliance, Department of Administration's Instruction for Vendors Affirmative Action Requirements (DOA-3021P (R06/96) s. 16765, Wis. Stats.), page 2. Universities, other states, and local governments, except those of the State of Wisconsin who receive state or federal contracts over \$25,000, must submit Affirmative Action Plans in the same manner as other Contractees.
- C. In addition, for agreements of twenty-five thousand (\$25,000) or more, regardless of workforce size, the Contractee shall conduct, keep on file, and update annually, a separate and additional accessibility self-evaluation of all programs and facilities, including employment practices for compliance with ADA regulations, unless an updated self-evaluation under Section 504 of the Rehabilitation Act of 1973 exists which meets the ADA requirements. Contractees are to contact the Affirmative Action/Civil Rights Compliance Office, Department of Health and Family Services, One West Wilson Street, Room 561, PO Box 7850, Madison WI 53707-7850, for technical assistance on Equal Opportunity.

Civil Rights Compliance

- A. For agreements for the provision of services to clients, the Contractee must comply with Civil Rights requirements. Contractees with an annual workforce of less than twenty-five (25) employees, regardless of contract amount, and Contractees with contracts of less than \$25,000 are not required to submit a Civil Rights Compliance Action Plan; however, they must submit a Civil Rights Compliance Letter of Assurance. Contractees with an annual workforce of twenty-five (25) employees or more and contract agreements of \$25,000 or more shall submit a written Civil Rights Compliance Plan which covers a three-year period within fifteen (15) working days of the award date of the agreement or contract.
- B. The Contractee assures that it has submitted to the Contractor's Affirmative Action /Civil Rights Compliance Office a current copy of its three-year Civil Rights Compliance Action Plan for meeting Equal Opportunity Requirements under Title VI and VII of the Civil Rights Act of 1964, Section 503 and 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Health Service Act, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Omnibus Reconciliation Act of 1981, the American with Disabilities Act (ADA) of 1990, and the Wisconsin Fair Employment Act. If the Plan was reviewed and approved during the previous year, a plan update must be submitted for this Contract Agreement period.

- 1) No otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any manner on the basis of race, color, national origin, sexual orientation, religion, sex, disability or age. This policy covers eligibility for and access to service delivery, and treatment in all programs and activities. All employees of the Contractee are expected to support goals and programmatic activities relating to nondiscrimination in service delivery.
- 2) No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subjected to discrimination in employment in any manner or team of employment on the basis of age, race, religion, sexual orientation, color, sex, national origin or ancestry, disability (as defined in Section 504 and the American with Disability Act of 1990), or association with a person with a disability, arrest or conviction record, marital status, political affiliation, or military participation, unfair honesty testing and genetic testing, and use or non-use of lawful products outside of working hours. All employees of the Contractee are expected to support goals and programmatic activities relating to non-discrimination in employment.
- 3) The Contractee shall post the Equal Opportunity Policy, the name of the Equal Opportunity Coordinator and the Limited English Proficiency Coordinator, and the discrimination complaint process in conspicuous places available to applicants and clients of services, and applicants for employment and employees. The complaint process will be according to the Contractor's standards and the Contractee shall post the complaint process notice translated into the major primary languages of the limited English Proficient (LEP) participants in their service area. The notice will announce the availability of free oral interpretation of services if needed. The Contractee shall not request interpretation services from family members, friends and minors.
- 4) The Contractee agrees to comply with the Contractor's guidelines in the State of Wisconsin Department of Workforce Development and Department of Health and Family Services, Affirmative Action, Equal Opportunity, Limited English Proficiency and Civil Rights Compliance Plan for Profit and Non-Profit Entities DWSD-14045 (R. 11/2003)) or subsequent revisions.
- 5) Requirements herein stated apply to any subcontracts or grants. The Contractee has primary responsibility to take constructive steps, as per the State of Wisconsin Department of Workforce Development and Department of Health and Family Services, Affirmative Action, Equal Opportunity, Limited English Proficiency and Civil Rights Compliance Plan for Profit and Non-Profit Entities DWSD-14045 (R. 11/2003), to ensure the compliance of its subcontractors. However, where the Contractor has a direct contract with another Contractee's subcontractor, the Contractee need not obtain a Subcontractor or Subgrantee Civil Rights Compliance Plan or monitor that subcontractor.
- 6) The Contractor will monitor the Civil Rights Compliance of the Contractee. The Contractor will conduct reviews to ensure that the Contractee is ensuring compliance by its subcontractors or grantees according to guidelines in the State of Wisconsin Department of Workforce Development and Department of Health and Family Services, Affirmative Action, Equal Opportunity and Limited English Proficiency, Civil Rights Compliance Plan for Profit and Non-Profit Entities, DWSD- 14045 (R. 11/2003). The Contractee agrees to comply with Civil Rights monitoring reviews, including the examination of records and relevant files maintained by Contractee, as well as interviews with staff, clients, and applicants for services, subcontractors, providers, and referral agencies. The reviews will be conducted according to Department procedures. The Contractor will also conduct reviews to address immediate concerns of complainants.

- 7) The Contractee agrees to cooperate with the Contractor in developing, implementing and monitoring corrective action plans that result from complaint investigations or monitoring efforts.
- C. The Contractee agrees that it will: (1) hire staff with special translation or sign language skills and/or provide staff with special translation or sign language skills training, or find qualified persons who are available within a reasonable period of time and who can communicate with limited or non-English speaking or speech or hearing-impaired clients at no cost to the client; (2) provide aids, assistive devices and other reasonable accommodations to the client during the application process, in the receipt of services, and in the processing of complaints or appeals; (3) train staff in human relations techniques, sensitivity to persons with disabilities and sensitivity to cultural characteristics; (4) make programs and facilities accessible, as appropriate, through outstations, authorized representatives, adjusted work hours, ramps, doorways, elevators, or ground floor rooms, and Braille, large print or taped information for the visually or cognitively impaired; (5) post and/or make available informational materials in languages and formats appropriate to the needs of the client population.

VII. SUBCONTRACTS

1. The Contractee may subcontract all or part of this Contract Agreement as agreed to during contract negotiation. The Contractor reserves the right of approval for any subcontracts and the Contractee shall report information relating to subcontracts to the Contractor. A change in a subcontractor or a change from direct service provision to a subcontract may only be executed with the prior written approval of the Contractor. In addition, Contractor approval may be required regarding the terms and conditions of the subcontracts, and the subcontractors selected. Approval of the subcontractors will be withheld if the Contractor reasonably believes that the intended subcontractor will not be a responsible provider in terms of services provided, objectives to be attained, or required quality criteria.
2. The Contractee retains responsibility for fulfillment of all terms and conditions of this Contract Agreement when it enters into sub-contractual agreements and will be subject to enforcement of all the terms and conditions of this Agreement.
3. Recoupment of Contractor payments to the Contractee for failure to comply with either the attainment of contract objectives or the maintenance of quality criteria by either the Contractee or its subcontractor(s) will be made from the Contractee.

VIII. GENERAL PROVISIONS

1. Any payments of monies to the Contractee by the Contractor for services provided under this Contract Agreement shall be deposited in a bank with Federal Deposit Insurance Corporation (hereinafter FDIC) insurance coverage. Any balance exceeding FDIC coverage must be collaterally secured.
2. The Contractee shall conduct all procurement transactions in a manner that provides maximum open and free competition.
3. The Contractee shall not engage the services of any person or persons concurrently employed by the State of Wisconsin, including any Department, commission or board thereof, to provide services relating to this Contract Agreement without the written consent of the employer of such person or persons and of the Contractor.
4. This Contract Agreement is voidable if the Contractee is a state public official, a member of a state public official's immediate family, or an organization in which the official or immediate family member owns or controls at least 10% of the outstanding equity, voting rights, or outstanding indebtedness and failed to make the written disclosure required under sec. 19.45 Wis. Stats. This

disclosure is required to be made to the State of Wisconsin Ethics Board, 44 East Mifflin Street, Suite 601, Madison WI 53703, [Telephone (608) 266-8123].

5. If the Contractee or any subcontractor is a corporation other than a Wisconsin corporation, it must demonstrate prior to providing services under this Contract Agreement that it possesses a certificate of authority from the Wisconsin Secretary of State, and must have, and continuously maintain, a registered agent, and otherwise conform to all requirements of Chapters 180 and 181, Wisconsin Statutes, relating to foreign corporations.

IX. ACCOUNTING REQUIREMENTS

1. For Contract Agreements of twenty-five thousand dollars (\$25,000) or more, the Contractee shall maintain a uniform double entry, full accrual accounting system and a financial management information system in accordance with Generally Accepted Accounting Principles. (See DHFS' *Accounting Principles and Allowable Cost Policy Manual*, available upon request from the Audit Staff, Bureau of Intergovernmental Relations and Contract Management, Division of Enterprise Services, Department of Health and Family Services, PO Box 7850, Madison WI 53707-7850.)
2. For Contract Agreements of less than twenty-five thousand dollars (\$25,000), the Contractee shall at least maintain a simplified double entry bookkeeping system as defined in the Department's *Accounting Principles and Allowable Cost Policy Manual*.
3. The Contractee's accounting system shall allow for accounting for individual grants, permit timely preparation of expenditure reports (required by the Contractor as defined in Section IV), and support expenditure reports submitted to the Contractor.
4. The Contractee shall reconcile costs and match to expenses recorded in the Contractee's accounting or simplified bookkeeping system on an ongoing and periodic basis. The Contractee agrees that reconciliation will be completed at least quarterly, will be documented, and supplied to the Contractor upon request. The Contractee shall retain the reconciliation documentation in accordance with the records retention requirement specified in Section XIV.
5. Expenditures of funds from this Contract Agreement must meet the Department's allowable cost definitions as defined in the Department's *Accounting Principles and Allowable Cost Policy Manual*.

X. CHANGES IN ACCOUNTING PERIOD

1. The Contractee's accounting records are maintained on a fiscal year basis, beginning on the date indicated in the CARS Payment Information section of this contract. During the contract period, the accounting period may only be changed with prior written approval from the Contractor. The Contractor may approve a change in accounting period only if the Contractee has a substantial, verifiable business reason for changing the accounting period and agrees to submit a closeout audit, as defined in section (XII, 8), within 90 days after the first day of the new accounting period.
2. Proof of Internal Revenue Service approval shall be considered verification that the Contractee has a substantial business reason for changing its accounting period.
3. A change in accounting period shall not relieve the Contractee of reporting or audit requirements of this Contract Agreement. An audit meeting the requirements of this Agreement shall be submitted within 90 days after the first day of the start of the new accounting period for the short accounting period and within 180 days of the close of the new accounting period for the new period. For purposes of determining audit requirements, expenses and revenues incurred during the short accounting period shall be annualized.

XI. PROPERTY MANAGEMENT REQUIREMENTS

1. Property insurance coverage will be provided by the Contractee for fire and extended coverage of any equipment funded under this Contract Agreement which the Contractor retains ownership of, and which is in the care, custody and control of the Contractee.
2. The Contractor shall have all ownership rights in any hardware funded under this Contract Agreement or supplied by the Contractor and in any software or modifications thereof and associated documentation designed, developed or installed as a result of this Agreement. The Contractee is responsible for keeping all of Contractor's property secure from theft, damage or other loss.
3. The Contractee agrees that if any materials are developed under this Contract Agreement, the Contractor shall have a royalty-free, non-exclusive, and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, such materials. Any discovery or invention arising out of, or developed in the course of work aided by this Agreement, shall be promptly and fully reported to the Contractor.

XII. AUDIT REQUIREMENTS

1. Requirement to Have an Audit: Unless waived by the Contractor, the Contractee shall submit an annual audit to the Contractor if the total amount of annual funding provided by the Contractor (from any and all of its Divisions taken collectively) through this and other contracts is \$25,000 or more. In determining the amount of annual funding provided by the Contractor, the Contractee shall consider both: (a) funds provided through direct contracts with the Contractor; and (b) funds from the Contractor passed through another agency which has one or more contracts with the Contractee.
2. Audit Requirements: The audit shall be performed in accordance with auditing standards generally accepted in the United States of America, s.46.036, Wis. Stats., *Government Auditing Standards*, and other provisions in this Contract Agreement. In addition, the Contractee is responsible for ensuring that the audit complies with other standards that may be applicable depending on the type of Contractee and the nature and amount of financial assistance received from all sources:
 - Federal OMB Circular A-133 "Audits of States, Local Governments and Nonprofit Organizations," which applies only to Contractees that expend \$500,000 from all federal funding sources (this grant and other grants, direct or indirect, from this Contractor or another) during a Contractee's fiscal year.
 - The *State Single Audit Guidelines (SSAG)*, which are applicable to local governments having A-133 audits; and/or
 - The *Provider Agency Audit Guide (PAAG)*. All Contractees that do not meet the requirements of the SSAG shall have audits in conformance with the PAAG.
3. Reporting Package: The Contractee shall submit to the Contractor a reporting package which includes the following:
 - A. Financial statements and other audit schedules and reports required for the type of audit applicable to the Contractee.
 - B. The Management Letter (or similar document conveying auditor's comments issued as a result of the audit) or written assurance that a Management Letter was not issued with the audit report.
 - C. Management responses/corrective action plan for each audit issue identified in the audit.

- D. If program specific cost-based information is needed, the Contractor may require it as part of the reporting package.
4. Submitting the Reporting Package: The Contractee shall submit the required reporting package to the Contractor either: (a) within nine months of the end of the Contractee's fiscal year if the Contractee is a local government, or (b) within 180 days of the end of the Contractee's fiscal year for non-governmental Contractee agencies. Two copies of the audit report must be sent to the Contractor at the following address:
- Attn: Audit Staff
Bureau of Intergovernmental Relations and Contract Management
Division of Enterprise Services
Wisconsin Department of Health and Family Services
PO Box 7850
Madison WI 53707-7850
5. Access to Auditor's Work Papers: When contracting with an audit firm, the Contractee shall authorize its auditor to provide access to work papers, reports, and other materials generated during the audit to the appropriate representatives of the Department. Such access shall include the right to obtain copies of the work papers and computer disks, or other electronic media, upon which records/working papers are stored.
6. Access to Contractee Records: The Contractee shall permit appropriate representatives of the Department and/or the Contractor to have access to the Contractee's records and financial statements as necessary to review Contractee's compliance with the Federal and State requirements for the use of the funding.
7. Failure to Comply with the Requirements of this Section: In the event that the Contractee fails to have an appropriate audit performed or fails to provide a complete audit report to the Contractor within the specified timeframes, in addition to applying one or more of the sanctions available in Section XVI of this contract, the Contractor may:
- A. Conduct an audit or arrange for an independent audit of the Contractee and charge the cost of completing the audit to the Contractee;
 - B. Charge the Contractee for all loss of Federal or State aid or for penalties assessed to the Contractor because the Contractee did not submit a complete audit report within the required timeframe; and/or
 - C. Disallow the cost of audits that do not meet these standards.
8. Closeout Audits:
- A. A specific audit of an accounting period of less than twelve (12) months is required when an agreement is terminated for cause, when the Contractee ceases operations or when the Contractee changes its accounting period (fiscal year). The purpose of the audit is to closeout the short accounting period. The required closeout audit may be waived by the Contractor upon written request from the Contractee, except when the agreement is terminated for cause. The required closeout audit may not be waived when an agreement is terminated for cause.
 - B. The Contractee shall ensure that its auditor contacts the Contractor prior to beginning the audit. The Contractor, or its representative, shall have the opportunity to review the planned audit program, request additional compliance or internal control testing and attend any conference between the Contractee and the auditor. Payment of increased audit costs, as a result of the additional testing requested by the Contractor, is the responsibility of the Contractee.

- C. The Contractor may require a closeout audit that meets the audit requirements specified in XII, 2. above. In addition, the Contractor may require that the auditor annualize revenues and expenditures for the purposes of applying OMB Circular A-133 and determining major Federal financial assistance programs. This information shall be disclosed in a note to the schedule of Federal awards.
- D. All other provisions in the Audit Requirements section apply to Closeout Audits unless in conflict with the specific Closeout Audits requirements.

XIII. OTHER ASSURANCES

- 1. The Contractee shall notify the Contractor in writing, within thirty (30) days of the date payment was due of any past due liabilities to the Federal Government, State Government or their agents for income tax withholding, FICA, Workers' Compensation, Unemployment Compensation, garnishments or other employee related liabilities, Sales Tax, Income Tax of the Contractee, or other monies owed. The written notice shall include the amount(s) owed, the reason the monies are owed, the due date, the amount of any penalties or interest, known or estimated, the unit of government to which the monies are owed, the expected payment date and other related information.
- 2. The Contractee shall notify the Contractor, in writing, within thirty (30) days of the date payment was due, of any past due payment in excess of five hundred dollars (\$500), or when total past due liabilities to any one or more vendors exceed one thousand dollars (\$1000), related to the operation of this Contract Agreement for which the Contractor has reimbursed or will reimburse the Contractee. The written notice shall include the amount(s) owed, the reason the monies are owed, the due date, the amount of any penalties or interest, known or estimated, the vendor to which the monies are owed, the expected payment date and other related information. If the liability is in dispute, the written notice shall contain a discussion of facts related to the dispute and the information on steps being taken by the Contractee to resolve the dispute.
- 3. The Contractor may require written assurance at the time of entering into this Contract Agreement that the Contractee has in force and will maintain for the course of this Agreement employee dishonesty bonding in a reasonable amount to be determined by the Contractor.
- 4. The Contractee certifies that neither the Contractee organization nor any of its principals are debarred, suspended, or proposed for debarment for Federal financial assistance (e.g., General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs). The Contractee further certifies that potential sub-recipients, contractors, or any of their principals are not debarred, suspended or proposed for debarment.

XIV. RECORDS

- 1. The Contractee shall maintain such records (in either written or electronic form) as required by State and Federal law and as required by program policies. Records shall be retained for no less than the retention period specified in law or policy. Records for periods which are under audit or subject to dispute or litigation must be retained until the audit, dispute or litigation, and any associated appeal periods, have ended.
- 2. The Contractee will allow inspection of records and programs, insofar as is permitted by State and Federal law, by representatives of the Contractor and its authorized agents, and Federal agencies, in order to confirm the Contractee's compliance with the specifications of this Contract Agreement.
- 3. The Contractee agrees to retain and make available to the Contractor all program and fiscal records in accordance with the retention period specified in paragraph 1 above. Upon the Contractor's request, at the expiration of the Contract Agreement, the Contractee will transfer at no cost to the Contractor, records regarding the individual recipients who received services from the Contractee

under this Agreement. The transfer of records includes transfer of any record, regardless of media, if that is the only method under which records were maintained.

4. The Contractee and its subcontractors shall comply with all State and Federal confidentiality laws concerning the information in both the records it maintains and in any of the Contractor's records that the Contractee accesses to provide the services under this Contract Agreement.

XV. AGREEMENT REVISIONS AND/OR TERMINATION

1. The Contractee agrees to re-negotiate with the Contractor this Contract Agreement or any part thereof in such circumstances as:

- Increased or decreased volume of services as required by the Contractor;
- Changes required by State and Federal law or regulations, or court action; or,
- Increase or reduction in the monies available affecting the substance of this Agreement.

Failure to agree to a re-negotiated Contract Agreement under these circumstances is cause for the Contractor to terminate this Agreement.

2. This Contract Agreement can be terminated for any reason by a 30-day written notice by either party.
3. Revision of this Contract Agreement may be made by mutual agreement. The revision will be effective only when the Contractor and Contractee attach an addendum or amendment to this Agreement, which is signed by the authorized representatives of both parties, except in circumstances in which increased caseload or grant award amount, where such increase in funds is for the same purpose as originally agreed upon, the Agreement may be amended by a unilateral amendment made by the Contractor.
4. The Contractee shall notify the Contractor whenever it is unable to provide the required quality or quantity of services required. Upon such notification, the Contractor shall determine whether such inability will require revision or termination of this Contract Agreement.
5. If the Contractor finds it necessary to terminate this Contract Agreement prior to the stated expiration date for reason other than non-performance by the Contractee, payment by the Contractor shall cease upon termination. Termination of the contract does not nullify the recoupment of funds by the Contractor, per the negotiated Agreement, associated with failure to attain program objectives or the failure to maintain quality criteria.

XVI. NON-COMPLIANCE, SANCTIONS AND REMEDIAL MEASURES

1. If the Contractor determines, after notice to the Contractee and opportunity to respond, that the Contractee:
 - Is out of compliance with the program quality criteria as listed in Exhibit I, the Contractor may withhold part or all of the Contractee's funding at a level deemed appropriate by the Contractor as defined in paragraph 3 below.
 - Has not attained the negotiated objective(s) as listed in Exhibit II, the Contractee shall refund the amount designated in Exhibit II under *Risk Profile*. Recoupments will be collected during the subsequent contract year via an adjustment (decrease) in the CARS monthly payment. In such case where a Contractee is subject to recoupment and no longer holds a Contract Agreement with the Contractor, the Contractor will issue an invoice to be paid by the Contractee.

The Contractor may also, at its sole discretion, effectuate such refunds by withholding money from future payments due the Contractee at any time during or after the contract period or may recover such funds by any other legal means.

2. Failure to comply with any part of this Contract Agreement may be considered cause for revision, suspension or termination of this Agreement. Suspension includes withholding part or all of the payments that otherwise would be paid the Contractee under this Agreement, temporarily having others perform, and receive reimbursement for, the services to be provided under this Agreement and any other measure that suspends the Contractee's participation in the Agreement if the Contractor determines it is necessary to protect the interests of the State.
3. The Contractee shall provide written notice to the Contractor of all instances of non-compliance with the terms of program quality criteria associated with this Contract Agreement by itself or its subcontractors. Notice shall be given as soon as practicable but in no case later than 15 days after the Contractee became aware, or should have been aware, of the non-compliance. Non-compliance can also be determined by the Division of Public Health Regional Office Contract Administrator through on-site inspection or desk review of documentation. The written notice shall include information on reason(s) for and effect(s) of the non-compliance. The Contractee shall provide the Contractor with a plan to correct the non-compliance and a timetable for the implementation of that plan to correct. The plan to correct must be approved by the Contractor. If at the end of the implementation period, the Contractee is found to still be out of compliance, the Contractor may, at its sole discretion, take whatever action it deems necessary to protect the interests of the State, including withholding part or all of the Contractee's funding, if it reasonably believes that the non-compliance will continue or will reoccur.
4. The Contractee shall provide within 30 days after the end of the contract period (or by the date specified in Exhibit II) to the Contractor via the Contract Administrator, the documentation specified in Exhibit II relating to attainment or failure to attain the objectives agreed to in this Contract Agreement. If any objective is not attained, the Contractor will determine, at its sole discretion, the proportion of non-attainment and will recoup from the Contractee an amount as defined by the Risk Profile identified in Exhibit II. Any degree of non-attainment, as judged by the sole discretion of the Contractor, shall be used by the Contractor in determining the conditions of any continuation of this Agreement.
5. If the Contractor determines that non-compliance with other requirements (not stated in Exhibit I or Exhibit II) in this Contract Agreement has occurred, or is occurring, it shall demand immediate correction of continuing non-compliance and it may impose whatever sanctions or remedial measures it deems necessary to protect the interests of the State. Such sanctions and measures may include termination of the Agreement, suspension of the Agreement as defined in paragraph 2 above, imposing additional reporting requirements and monitoring of subcontractors and any other measures it deems appropriate and necessary.
6. If audits are not submitted when due, the Contractor may take action pursuant to Section XII of this Contract Agreement.
7. If required program deliverables or other required information or reports, other than audits, are not submitted when due, the Contractor may withhold all payments that otherwise would be paid the Contractee under this Contract Agreement until such time as the reports and information are submitted. In addition, the Contractor can hold implementation of continuation of this Agreement pending submittal of this documentation.

XVII. DISPUTE RESOLUTION

If any dispute arises between the Contractor and Contractee under this Contract Agreement, including the Contractor's finding of non-compliance and imposition of sanctions or remedial measures, the following process will be the exclusive administrative review.

1. The Contractor's and Contractee's Contract Administrators will attempt to resolve the dispute, in coordination with the Division of Public Health Regional Office Director and appropriate program staff within the Division.
2. If the dispute cannot be resolved by the Contract Administrators, the Contractee may ask for review by the Administrator of the Division of Public Health.

3. If the dispute is still not resolved, the Contractee may request a final review by the Secretary of the Department of Health and Family Services.

XVIII. FINAL REPORT DATE

1. The due date of the final fiscal report shall be ninety (90) days after the Contract Agreement period ending date.
2. Expenses incurred during the Contract Agreement period but reported later than ninety (90) days after the period ending date will not be recognized, allowed or reimbursed under the terms of this Grant Agreement.

XIX. INDEMNITY

The Contractor and Contractee agree they shall be responsible for any losses or expenses (including costs, damages, and attorney's fees) attributable to the acts or omissions of their officers, employees or agents.

XX. SURETY BOND

The Contractor may require the Contractee to have a surety bond. The surety bond shall be in force for the period of the Contract Agreement and shall be a reasonable amount to be determined by the Contractor.

XXI. CONDITIONS OF THE PARTIES' OBLIGATIONS

1. This Contract Agreement is contingent upon authorization of Wisconsin and United States law, and any material amendment or repeal of the same affecting relevant funding or authority of the Contractor shall serve to revise or terminate this Agreement, except as further agreed to by the parties hereto.
2. The Contractor and Contractee understand and agree that no clause, term or condition of this Contract Agreement shall be construed to supersede the lawful powers or duties of either party.
3. It is understood and agreed that the entire Contract Agreement between the parties is contained herein, except for those matters incorporated herein by reference, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.

XXII. SPECIAL PROVISIONS

1. If the Contractor determines that the Contractee has exceeded the agreed upon program objective(s) to the level specified in Exhibit II, *Conditions for an Incentive Payment*, the Contractee may be eligible to receive performance-based incentive funds if such funds are available as determined by the Contractor.
2. The Contractor may make these incentive awards at its discretion based on the amount of available incentive funding and the terms of agreement with the Federal agency(s) as to the distribution of such incentive funding. The awards will be made during the subsequent contract year via an adjustment (increase) in the monthly CARS payment. In such case where a Contractee is eligible for an incentive payment and no longer holds a contract agreement with the Contractor, the Contractor will make a separate payment to the Contractee. The incentive funds must be expended by the Contractee within the subsequent contract or calendar year and can not be diverted outside of the set of programs defined by this Contract Agreement or used for supplanting purposes. The Contractee shall report, in a manner specified by the Contractor, on how the Contractee expended these incentive funds.

3. To the extent allowed by law:

- All funding recouped by the Contractor from the Contractee shall be held by the Contractor in a fund designated for use within the program area associated with the recoupment action.
- These funds may be used to award other Contractees who have exceeded their objectives in that program, general funding of the program area to all Contractees via formula in the next contract period, general funding of the program for all Contractees during the current contract period, or returned to the Federal funding agency of that program.

These funds cannot be used by the Contractor for their own operational costs.

XXIII. CONTRACT RENEWAL OPTIONS

This contract can be renewed on an annual basis for up to two (2) one-year extensions with the mutual agreement of both the Contractor and Contractee. The objectives to be attained by program will be re-negotiated each year by the Contractor and Contractee, as well as documentation deliverables and risk conditions.

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 11/19/07-11/29/07 Checks # 14823-14982	\$ 573,080.48
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Payroll Checks for 11/21/07-11/29/07 Checks # 35622-35843	<u>155,116.68</u>
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Total	\$ 728,197.16
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**Gaps in the sequence of accounts payable check numbers may be caused by: voiding checks at the start of a new check run to set up printing of the checks correctly, having a large number of invoices on a particular vendor which causes the payment to be printed on more than one accounts payable check , incorrect alphabetizing of a vendor causing the accounts payable check to appear out of sequence or software/printer problems which result in accounts payable checks being printed incorrectly and needing to be discarded.

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

Date: Monday, November 19, 2007
 Time: 12:34PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 1 of 6
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01160 ALLIANCE ENTERTAINMENT CORP	PJB28655524	31100	55	06-101-314	178.69	LIBRARY MATERIALS
	PJB28803656	31100	55	06-101-314	48.41	LIBRARY MATERIALS
	PJB28880355	31100	55	06-101-314	28.14	LIBRARY MATERIALS
Check Date	11/19/2007	Check Nbr	014824		Check Total:	255.24
01528 AMAZON CREDIT PLAN	922806059192652	31100	55	06-101-314	16.47	LIBRARY MATERIALS
	839537177762552	31100	55	06-101-314	31.25	LIBRARY MATERIALS
	767634524666452	31100	55	06-101-314	20.00	LIBRARY MATERIALS
Check Date	11/19/2007	Check Nbr	014825		Check Total:	67.72
02055 BADGER STATE INDUSTRIES	154768	31100	55	06-101-216	120.00	COMPUTER MONITORS RECYCLING
Check Date	11/19/2007	Check Nbr	014826		Check Total:	120.00
02115 BAKER & TAYLOR INC	5008280983	31100	55	06-101-314	194.36	LIBRARY MATERIALS
	5008318962	31100	55	06-101-314	126.59	LIBRARY MATERIALS
	H11160430	31100	55	06-101-314	137.30	LIBRARY MATERIALS
	H200963CM	31100	55	06-101-314	-20.87	CREDIT MEMO
	H11425720	31100	55	06-101-314	21.59	LIBRARY MATERIALS
	H201048CM	31100	55	06-101-314	-7.20	CREDIT MEMO
	H11764580	31100	55	06-101-314	61.11	LIBRARY MATERIALS
	H11764581	31100	55	06-101-314	43.18	LIBRARY MATERIALS
	H11922840	31100	55	06-101-314	212.19	LIBRARY MATERIALS
	H11922850	31100	55	06-101-314	21.56	LIBRARY MATERIALS
	H12072960	31100	55	06-101-314	14.36	LIBRARY MATERIALS
	H12324220	31100	55	06-101-314	60.39	LIBRARY MATERIALS
	H12324221	31100	55	06-101-314	110.05	LIBRARY MATERIALS
	H12418040	31100	55	06-101-314	71.99	LIBRARY MATERIALS
	H12829900	31100	55	06-101-314	117.17	LIBRARY MATERIALS
	H12829901	31100	55	06-101-314	163.25	LIBRARY MATERIALS
	H13375650	31100	55	06-101-314	60.45	LIBRARY MATERIALS
	H13375651	31100	55	06-101-314	186.99	LIBRARY MATERIALS
	2019529530	31100	55	06-101-314	286.56	LIBRARY MATERIALS

Date: Monday, November 19, 2007
 Time: 12:34PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 2 of 6
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
	2019538316	31100	55	06-101-314	344.66	LIBRARY MATERIALS
	2019552057	31100	55	06-101-314	672.07	LIBRARY MATERIALS
	2019565739	31100	55	06-101-314	393.20	LIBRARY MATERIALS
	2019586481	31100	55	06-101-314	407.34	LIBRARY MATERIALS
	2019586050	31100	55	06-101-314	260.24	LIBRARY MATERIALS
	2019612292	31100	55	06-101-314	287.75	LIBRARY MATERIALS
	2019627541	31100	55	06-101-314	555.59	LIBRARY MATERIALS
	2019634429	31100	55	06-101-314	694.69	LIBRARY MATERIALS
	2019662524	31100	55	06-101-314	283.22	LIBRARY MATERIALS
	2019670215	31100	55	06-101-314	425.42	LIBRARY MATERIALS
	2019694771	31100	55	06-101-314	278.99	LIBRARY MATERIALS
	Check Date	11/19/2007	Check Nbr	014829	Check Total:	6,464.19
02628 JOSEPH BONGERS	11152007	31100	55	06-101-331	55.58	MILEAGE REIMBURSEMENT
	11162007	31100	55	06-101-333	172.05	MEALS & LODGING REIMBURSEMENT
	Check Date	11/19/2007	Check Nbr	014830	Check Total:	227.63
02635 BOOK WHOLESALERS INC	M111476A	31100	55	06-101-314	14.87	LIBRARY MATERIALS
	M112154A	31100	55	06-101-314	1,243.56	LIBRARY MATERIALS
	Check Date	11/19/2007	Check Nbr	014831	Check Total:	1,258.43
02673 THOMAS BOUREGY & CO INC	50616A	31100	55	06-101-314	138.50	LIBRARY MATERIALS
	Check Date	11/19/2007	Check Nbr	014832	Check Total:	138.50
03265 CENTER POINT LARGE PRINT	669128	31100	55	06-101-314	38.94	LIBRARY MATERIALS
	Check Date	11/19/2007	Check Nbr	014833	Check Total:	38.94
04064 AMY DANKE	11152007	31100	55	06-101-205	100.00	PERFORMANCE FEE
	Check Date	11/19/2007	Check Nbr	014834	Check Total:	100.00

Date: Monday, November 19, 2007
 Time: 12:34PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 3 of 6
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
04080 DARBOY STONE & BRICK	63259-000	31100	55	06-101-240	99.00	FIREPLACE REPAIR
	Check Date 11/19/2007	Check Nbr	014835		Check Total:	99.00
04195 DEMCO INC	3010624	31100	55	06-101-300	202.55	DEPARTMENT SUPPLIES
	Check Date 11/19/2007	Check Nbr	014836		Check Total:	202.55
07110 GAYLORD BROTHERS INC	1089794	31100	55	06-101-300	65.82	DEPARTMENT SUPPLIES
	Check Date 11/19/2007	Check Nbr	014837		Check Total:	65.82
08539 MELISSA HUDSON	11152007	31100	55	06-101-314	30.00	LIBRARY MATERIALS
	Check Date 11/19/2007	Check Nbr	014838		Check Total:	30.00
09135 INGRAM LIBRARY SERVICES	31182990	31100	55	06-101-314	82.00	LIBRARY MATERIALS
	31685881	31100	55	06-101-314	80.81	LIBRARY MATERIALS
	31755799	31100	55	06-101-314	133.35	LIBRARY MATERIALS
	32035303	31100	55	06-101-314	85.60	LIBRARY MATERIALS
	32052615	31100	55	06-101-314	138.76	LIBRARY MATERIALS
	32083262	31100	55	06-101-314	126.33	LIBRARY MATERIALS
	32135835	31100	55	06-101-314	146.38	LIBRARY MATERIALS
	32199406	31100	55	06-101-314	82.57	LIBRARY MATERIALS
	32342659	31100	55	06-101-314	88.35	LIBRARY MATERIALS
	Check Date 11/19/2007	Check Nbr	014839		Check Total:	964.15
11155 KITZ & PFEIL INC	0926140316	31100	55	06-101-313	24.15	HOUSEKEEPING SUPPLIES
	Check Date 11/19/2007	Check Nbr	014840		Check Total:	24.15
11235 KONE INC	17573570	31100	55	06-101-240	318.63	MAINTENANCE COVERAGE
	Check Date 11/19/2007	Check Nbr	014841		Check Total:	318.63

Date: Monday, November 19, 2007
 Time: 12:34PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 4 of 6
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
12510 MARGE LOCH-WOUTERS	11152007	31100	55	06-101-316	21.90	PROGRAM SUPPLIES
	Check Date 11/19/2007	Check Nbr	014842		Check Total:	21.90
13100 MARSHALL CAVENDISH CORP	R772711	31100	55	06-101-314	164.51	LIBRARY MATERIALS
	Check Date 11/19/2007	Check Nbr	014843		Check Total:	164.51
13345 MENARDS-APPLETON EAST	11932	31100	55	06-101-240	55.96	TREE LIGHTS
	Check Date 11/19/2007	Check Nbr	014844		Check Total:	55.96
13440 MENASHA PUBLIC LIBRARY	11152007	31100	55	06-101-205	15.42	REIMBURSEMENT TO ENDOWMENT
	11162007	31100	55	06-101-316	120.00	PROGRAM SUPPLIES REIMBURSEMENT
	Check Date 11/19/2007	Check Nbr	014845		Check Total:	135.42
13610 MIDWEST TAPE	1503250	31100	55	06-101-314	27.98	LIBRARY MATERIALS
	1505371	31100	55	06-101-314	137.93	LIBRARY MATERIALS
	1509695	31100	55	06-101-314	119.95	LIBRARY MATERIALS
	Check Date 11/19/2007	Check Nbr	014846		Check Total:	285.86
13675 MINITEX-CPP	46544	31100	55	06-101-300	601.00	DEPARTMENT SUPPLIES
	Check Date 11/19/2007	Check Nbr	014847		Check Total:	601.00
13801 MOVIE LICENSING USA	1135106	31100	55	06-101-205	75.00	LICENSING FEE
	Check Date 11/19/2007	Check Nbr	014848		Check Total:	75.00
15045 OFFICE DEPOT	142017892000	31100	55	06-101-310	64.93	OFFICE SUPPLIES
	Check Date 11/19/2007	Check Nbr	014849		Check Total:	64.93
15210 ORIENTAL TRADING CO INC	619927099-01	31100	55	06-101-316	67.85	PROGRAM SUPPLIES
	Check Date 11/19/2007	Check Nbr	014850		Check Total:	67.85

Date: Monday, November 19, 2007
 Time: 12:34PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 5 of 6
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
16300 PIGGLY WIGGLY #24	00286427	31100	55	06-101-316	62.13	PROGRAM SUPPLIES
	Check Date 11/19/2007	Check Nbr	014851		Check Total:	62.13
16383 JEFF POCKAT	11152007	31100	55	06-101-314	30.00	LIBRARY SUPPLIES
	Check Date 11/19/2007	Check Nbr	014852		Check Total:	30.00
17050 QUALITY BOOKS INC	112946	31100	55	06-101-314	16.95	LIBRARY MATERIALS
	113595	31100	55	06-101-314	80.37	LIBRARY MATERIALS
	Check Date 11/19/2007	Check Nbr	014853		Check Total:	97.32
18094 RANDOM HOUSE INC	1083784398	31100	55	06-101-314	72.00	LIBRARY MATERIALS
	1083829126	31100	55	06-101-314	100.00	LIBRARY MATERIALS
	1083829127	31100	55	06-101-314	103.20	LIBRARY MATERIALS
	1083871795	31100	55	06-101-314	72.00	LIBRARY MATERIALS
	1083905639	31100	55	06-101-314	116.80	LIBRARY MATERIALS
	1083905640	31100	55	06-101-314	36.00	LIBRARY MATERIALS
	1083940223	31100	55	06-101-314	64.00	LIBRARY MATERIALS
	1083940225	31100	55	06-101-314	30.40	LIBRARY MATERIALS
	Check Date 11/19/2007	Check Nbr	014854		Check Total:	594.40
18115 RECORDED BOOKS INC	3768785	31100	55	06-101-314	32.75	LIBRARY MATERIALS
	Check Date 11/19/2007	Check Nbr	014855		Check Total:	32.75
19019 TASHA SAECKER	11152007	31100	55	06-101-331	273.54	MILEAGE REIMBURSEMENT
	Check Date 11/19/2007	Check Nbr	014856		Check Total:	273.54
19140 SCHARPF'S OFFICE PRODUCTS INC	378596	31100	55	06-101-310	29.99	OFFICE SUPPLIES
	Check Date 11/19/2007	Check Nbr	014857		Check Total:	29.99

Date: Monday, November 19, 2007
 Time: 12:34PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 6 of 6
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
20191 THOMSON GALE	RM854704	31100	55	06-101-314	-6.79	CREDIT MEMO
	RM854705	31100	55	06-101-314	-6.79	LIBRARY MATERIALS
	RM855103	31100	55	06-101-314	-6.79	CREDIT MEMO
	RM854703	31100	55	06-101-314	-6.39	CREDIT MEMO
	15366575	31100	55	06-101-314	64.90	LIBRARY MATERIALS
	15391516	31100	55	06-101-314	33.95	LIBRARY MATERIALS
	15401259	31100	55	06-101-314	38.93	LIBRARY MATERIALS
	15403312	31100	55	06-101-314	33.95	LIBRARY MATERIALS
	15408944	31100	55	06-101-314	67.90	LIBRARY MATERIALS
	15413729	31100	55	06-101-314	148.59	LIBRARY MATERIALS
Check Date	11/19/2007	Check Nbr	014858		Check Total:	361.46
21060 UNITED PAPER CORPORATION	55848	31100	55	06-101-313	173.15	HOUSEKEEPING SUPPLIES
	Check Date	11/19/2007	Check Nbr	014859		Check Total:
23293 WINNEFOX LIBRARY SYSTEM	2790	31100	55	06-101-205	279.00	LICENSING FEE
	2802	31100	55	06-101-314	26.75	LIBRARY MATERIALS
	Check Date	11/19/2007	Check Nbr	014860		Check Total:
23430 WISCONSIN LIBRARY ASSOCIATION	11152007	31100	55	06-101-332	15.00	REGISTRATION FEE
	11162007	31100	55	06-101-333	11.00	MEAL
	11172007	31100	55	06-101-333	20.00	REGISTRATION FEE
	Check Date	11/19/2007	Check Nbr	014861		Check Total:
23465 WISCONSIN TAXPAYERS ALLIANCE	11152007	31100	55	06-101-314	9.00	LIBRARY MATERIALS
	Check Date	11/19/2007	Check Nbr	014862		Check Total:
Grand Total:					13,862.87	

Date: Tuesday, November 20, 2007
 Time: 02:45PI
 User: JSASSMAN

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 1 of 1
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
04139 VALERIE DAVIS		31100	53	09-102-331	-14.69	VOID AP #8983/OVER YEAR OLD
		31100	53	09-114-331	-8.01	VOID AP #8983/OVER YEAR OLD
		31100	53	09-118-331	-4.45	VOID AP #8983/OVER YEAR OLD
	110207	31100	53	09-102-331	24.74	MILEAGE
	110207	31100	53	09-102-336	19.40	MILEAGE
	110207	31100	53	09-104-331	2.23	MILEAGE
		31100	53	09-102-331	14.69	CORRECT DEBIT ADJ
		31100	53	09-114-331	8.01	CORRECT DEBIT ADJ
		31100	53	09-118-331	4.45	CORRECT DEBIT ADJ
	Check Date	11/15/2007	Check Nbr	014823	Check Total:	46.37
Grand Total:					46.37	

Date: Wednesday, November 21, 2007
 Time: 08:58AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 1 of 9
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01075 ACCURATE SUSPENSION WAREHOUSE	7019271	31731	54	10-149-300	95.52	BRAKLEEN
	<u>Check Date</u> 11/21/2007	<u>Check Nbr</u>	<u>014863</u>		<u>Check Total:</u>	95.52
01315 AIRGAS NORTH CENTRAL	105113933	31731	54	10-149-300	94.81	OXYGEN/ACETYLENE CYL
	<u>Check Date</u> 11/21/2007	<u>Check Nbr</u>	<u>014864</u>		<u>Check Total:</u>	94.81
01675 AMT		31100	21	04-299-022	150.00	
	<u>Check Date</u> 11/21/2007	<u>Check Nbr</u>	<u>014865</u>		<u>Check Total:</u>	150.00
01730 APPLETON COMPRESSOR SERVICE &	0070507-IN	31731	54	10-149-383	47.35	BALL VALVE
	<u>Check Date</u> 11/21/2007	<u>Check Nbr</u>	<u>014866</u>		<u>Check Total:</u>	47.35
01770 APPLETON TROPHY & ENGRAVING	32907	31100	55	07-201-300	23.20	PLAQUE ENGRAVING
	<u>Check Date</u> 11/21/2007	<u>Check Nbr</u>	<u>014867</u>		<u>Check Total:</u>	23.20
02040 BADGER HIGHWAYS CO INC	138579	31485	54	10-121-300	953.34	NATURES WAY RECYCLE MATERIAL
	138625	31485	54	10-121-300	16,246.34	RECYCLE MATERIAL/NATURES WAY
	138681	31485	54	10-121-300	544.25	NATURE'S WAY RECYCLE MATERIAL
	138681	31100	54	10-122-300	37.37	EXCAVATION
	<u>Check Date</u> 11/21/2007	<u>Check Nbr</u>	<u>014868</u>		<u>Check Total:</u>	17,781.30
02105 BAHCALL RUBBER CO INC	425909-001	31731	54	10-149-383	172.90	CRIMP FITTING/COVERED HOSE
	<u>Check Date</u> 11/21/2007	<u>Check Nbr</u>	<u>014869</u>		<u>Check Total:</u>	172.90
02200 TOM BARON	111307	31100	56	03-202-331	60.63	MILEAGE/WEDA CONFERENCE
	<u>Check Date</u> 11/21/2007	<u>Check Nbr</u>	<u>014871</u>		<u>Check Total:</u>	60.63
02335 BECK ELECTRIC INC	D289	31100	54	10-131-822	8,118.16	WISDOT PROJECT/AIRPORT/47
	<u>Check Date</u> 11/21/2007	<u>Check Nbr</u>	<u>014872</u>		<u>Check Total:</u>	8,118.16

Date: Wednesday, November 21, 2007
 Time: 08:58AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 2 of 9
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02545 BLUE PRINT SERVICE CO INC	9028	31100	52	03-301-300	501.38	INKHEADS
	Check Date	11/21/2007	Check Nbr	014873	Check Total:	501.38
03070 CALUMET COUNTY TREASURER	111907	31100	21	04-229-000	69.00	DOG LICENSES #4631-4653
	Check Date	11/21/2007	Check Nbr	014874	Check Total:	69.00
03225 CB SUPPLY COMPANY INC	0134341-IN	31731	54	10-149-383	254.01	FLANGE UNIT/OIL SEAL
	0134313-IN	31731	54	10-149-383	42.05	FLANGE UNIT/OIL SEAL
	Check Date	11/21/2007	Check Nbr	014875	Check Total:	296.06
03667 CONNECTING CULTURES INTERPRETG	2175	31100	53	09-102-215	107.05	INTERPRETATION/SPANISH
	Check Date	11/21/2007	Check Nbr	014876	Check Total:	107.05
02136 J P COOKE COMPANY	618243	31100	51	04-106-291	54.72	CAT LICENSE TAGS 1000-1299
	Check Date	11/21/2007	Check Nbr	014870	Check Total:	54.72
04275 DIGICORPORATION	51185	31100	55	07-201-291	43.95	HAYRIDE TICKETS
	Check Date	11/21/2007	Check Nbr	014877	Check Total:	43.95
06115 FERRELLGAS	1018292869	31731	54	10-149-300	79.93	LIQUEFIED PETROLEUM GAS
	1018292890	31266	54	10-307-300	48.38	LIQUEFIED PETROLEUM GAS
	Check Date	11/21/2007	Check Nbr	014878	Check Total:	128.31
07295 GOSS AUTO BODY INC	014570	31100	54	10-124-315	1,325.00	PAINT SALT SPREADERS
	Check Date	11/21/2007	Check Nbr	014879	Check Total:	1,325.00
07580 GUNDERSON UNIFORM & LINEN RENT	1224192	31100	51	10-115-201	14.46	MAT/MOP SERVICE
	1224192	31100	53	09-212-313	3.36	MAT/MOP SERVICE
	1224192	31100	55	07-202-313	3.36	MAT/MOP SERVICE
	Check Date	11/21/2007	Check Nbr	014880	Check Total:	21.18

Date: Wednesday, November 21, 2007
 Time: 08:58AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 3 of 9
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
09180 INTAB INC	119834A	31100	51	02-117-310	34.59	"I VOTED" STICKERS
	Check Date 11/21/2007	Check Nbr	014881		Check Total:	34.59
12570 LUNIAK PAINT & SUPPLY INC	1219	31100	54	10-124-315	280.00	SANDBLAST SALT SPREADER
	Check Date 11/21/2007	Check Nbr	014882		Check Total:	280.00
13045 MANDERFIELD BAKERY	275934	31100	53	09-104-300	5.60	DONUTS
	Check Date 11/21/2007	Check Nbr	014883		Check Total:	5.60
13149 MATTHEWS COMMERCIAL TIRE CTR	023023	31731	54	10-149-382	31.00	TIRE REPAIR
	Check Date 11/21/2007	Check Nbr	014884		Check Total:	31.00
13150 MATTHEWS TIRE & AUTO SERVICE	322994	31731	54	10-149-382	407.32	TIRE SERVICE
	Check Date 11/21/2007	Check Nbr	014885		Check Total:	407.32
13345 MENARDS-APPLETON EAST	11420	31100	52	05-201-240	766.22	WALL CABINET/BACKSPLASH/36
	Check Date 11/21/2007	Check Nbr	014886		Check Total:	766.22

Date: Wednesday, November 21, 2007
 Time: 08:58AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 4 of 9
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13360 MENASHA ELECTRIC & WATER UTILI	110607	31100	12	04-399-000	1,174.82	FIRE DEPT
	110607	31100	12	04-399-000	153.69	FIRE DEPT
	110607	31100	52	08-101-223	1,622.38	POLICE DEPT
	110607	31100	52	08-101-225	212.24	POLICE DEPT
	110607	31100	54	10-131-223	187.89	TRAFFIC LIGHTS
	110607	31100	54	10-131-225	26.65	TRAFFIC LIGHTS
	110607	31731	54	10-149-223	1,034.72	PUBLIC WORKS FACILITY
	110607	31731	54	10-149-225	285.07	PUBLIC WORKS FACILITY
	110607	31201	54	10-301-223	42.29	LIFT STATIONS
	110607	31266	54	10-308-223	8.48	RECYCLING
	110607	31100	55	06-101-223	3,388.60	LIBRARY
	110607	31100	55	06-101-225	516.64	LIBRARY
	110607	31100	55	07-202-223	1,420.30	PARKS
	110607	31100	55	07-202-225	17.42	PARKS
	110607	31100	55	07-203-223	162.60	SWIMMING POOL
	110607	31100	55	07-203-225	277.92	SWIMMING POOL
	110607	31207	55	07-205-225	37.64	TRAFFIC LIGHTS
	110607	31100	55	10-215-223	196.05	LIFT BRIDGES
	110807	31100	54	10-143-223	14,674.68	STREET LIGHTING
	Check Date	11/21/2007	Check Nbr	014887		Check Total:
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,727.00	
		31100	21	04-299-020	18,801.00	
Check Date	11/21/2007	Check Nbr	014888		Check Total:	20,528.00
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	200.00	
Check Date	11/21/2007	Check Nbr	014889		Check Total:	200.00
13377 MENASHA EMPLOYEES LOCAL 1035B		31100	21	04-299-032	249.16	
Check Date	11/21/2007	Check Nbr	014890		Check Total:	249.16

Date: Wednesday, November 21, 2007
 Time: 08:58AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 5 of 9
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13400 MENASHA JOINT SCHOOL DISTRICT	111907	31100	41	04-103-000	6,170.61	NOVEMBER MOBILE HOME TAX
	Check Date 11/21/2007	Check Nbr	014891		Check Total:	6,170.61
13430 TOWN OF MENASHA POLICE DEPT	111307	31100	21	04-229-000	139.00	BOND
	111407	31100	21	04-229-000	341.00	BOND
	Check Date 11/21/2007	Check Nbr	014892		Check Total:	480.00
13491 MERCK & CO INC	9099875	31100	53	09-102-300	-22.19	CREDIT
	9694253	31100	53	09-102-300	1,426.80	VACCINE
	Check Date 11/21/2007	Check Nbr	014893		Check Total:	1,404.61
13755 MORTON SAFETY	232248	31731	54	10-149-300	124.68	GLOVES
	Check Date 11/21/2007	Check Nbr	014894		Check Total:	124.68
13785 MOTION INDUSTRIES INC	WI-02-247191	31731	54	10-149-383	148.94	BALL BEARING UNITS
	WI25-424442	31731	54	10-149-383	78.66	ROLLER CHAINS
	Check Date 11/21/2007	Check Nbr	014895		Check Total:	227.60
14060 NATIONAL ELEVATOR INSPECTION S	368154	31100	52	08-101-240	70.00	ROUTINE INSPECTION
	368152	31100	51	10-115-240	70.00	ROUTINE INSPECTION
	Check Date 11/21/2007	Check Nbr	014896		Check Total:	140.00

Date: Wednesday, November 21, 2007
 Time: 08:58AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 6 of 9
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
14215 NEENAH-MENASHA MUNICIPAL COURT	111407	31100	21	04-229-000	182.00	BOND
	111407	31100	21	04-229-000	119.00	BOND
	111407	31100	21	04-229-000	1,225.00	BOND
	111407	31100	21	04-229-000	107.00	BOND
	111407	31100	21	04-229-000	106.40	BOND
	111407	31100	21	04-229-000	132.00	BOND
	111407	31100	21	04-229-000	434.00	BOND
	111407	31100	21	04-229-000	119.00	BOND
	111407	31100	21	04-229-000	93.80	BOND
Check Date	11/21/2007	Check Nbr	014897		Check Total:	2,518.20
15046 OFFICE DEPOT	406662614-001	31100	51	10-115-310	422.24	COPY PAPER
	406662615-001	31100	51	04-106-310	5.99	HI LITER PACK
Check Date	11/21/2007	Check Nbr	014898		Check Total:	428.23
15080 OFFICEMAX CONTRACT INC	908867	31100	53	09-102-310	137.33	OFFICE SUPPLIES
	908867	31100	53	09-103-310	18.97	OFFICE SUPPLIES
Check Date	11/21/2007	Check Nbr	014899		Check Total:	156.30
15280 OUTAGAMIE COUNTY CLERK OF COUR	11407	31100	21	04-229-000	420.50	BOND
Check Date	11/21/2007	Check Nbr	014900		Check Total:	420.50
16025 PACKER CITY INTERNATIONAL	3272990009	31731	54	10-149-383	120.74	CLP/PIPE
Check Date	11/21/2007	Check Nbr	014901		Check Total:	120.74
16300 PIGGLY WIGGLY #24	2277	31100	53	09-104-300	22.60	PARTY SUPPLIES
Check Date	11/21/2007	Check Nbr	014902		Check Total:	22.60

Date: Wednesday, November 21, 2007
 Time: 08:58AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 7 of 9
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
16465 POSTAL ANNEX	119886	31100	53	09-103-311	6.84	STATE LAB OF HYGIENE
	119958	31100	53	09-103-311	6.84	ENVIRONMENTAL HEALTH
	120020	31731	54	10-149-311	16.46	PARTS RETURN/KANN MANUFACT
	120653	31100	52	08-101-311	5.54	WIS DEPT OF JUSTICE
	120694	31100	52	08-101-311	13.11	COLORADO STATE PATROL
	120827	31100	52	08-101-311	5.59	WIS DEPT OF JUSTICE
	120893	31100	52	08-101-311	5.54	WIS DEPT OF JUSTICE
	120991	31100	51	04-109-311	20.58	BARRACUDA NETWORKS
Check Date	11/21/2007	Check Nbr	014903		Check Total:	80.50
16806 PRN HEALTH SERVICES INC	041428	31100	53	09-102-215	990.00	SCHOOL NURSE
	Check Date	11/21/2007	Check Nbr	014904		Check Total:
18030 RACING ELECTRONICS	1924	31100	52	08-101-295	112.00	SECTOR GEAR ASSEMBLY
	Check Date	11/21/2007	Check Nbr	014905		Check Total:
19130 DIANE SCHABACH	67276	31207	55	07-205-300	2,736.06	CREDIT CARD PROCESSING
	Check Date	11/21/2007	Check Nbr	014906		Check Total:
19150 SCHENCK BUSINESS SOLUTIONS	226960	31100	51	04-109-214	1,575.52	PROFESSIONAL SERVICES/BUDGET
	Check Date	11/21/2007	Check Nbr	014907		Check Total:
19380 SHOPKO STORES INC	51639	31100	55	07-201-300	9.98	PUMPKIN HUNT SUPPLIES
	51543	31100	55	07-201-300	11.36	MAILING SUPPLIES
	Check Date	11/21/2007	Check Nbr	014908		Check Total:
19650 STATE CHEMICAL MFG CO	93584520	31100	13	04-106-000	116.75	FRAGRANCE PAK
	Check Date	11/21/2007	Check Nbr	014909		Check Total:

Date: Wednesday, November 21, 2007
 Time: 08:58AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 8 of 9
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
19775 SUPERIOR CHEMICAL CORP	39866	31100	13	04-106-000	375.00	WIPES
	Check Date 11/21/2007	Check Nbr	014910		Check Total:	375.00
19787 SWIDERSKI EQUIPMENT INC	SC710	31731	54	10-149-383	5.92	LATE PAYMENT FINANCE CHARGE
	Check Date 11/21/2007	Check Nbr	014911		Check Total:	5.92
21045 UNIFIRST CORPORATION	0970021984	31731	54	10-149-201	69.01	MAT/MOP/CLOTHING SERVICE
	Check Date 11/21/2007	Check Nbr	014912		Check Total:	69.01
21095 UNITED WAY FOX CITIES		31100	21	04-299-021	99.50	
	Check Date 11/21/2007	Check Nbr	014913		Check Total:	99.50
21226 US OIL CO INC	629030	31100	13	04-103-000	18,427.23	FUEL
	629034	31100	13	04-103-000	5,948.12	NO LEAD GAS
	611577	31100	13	04-103-000	371.10	PRICE DIFFERENCE ADJUSTMENT
	611574	31100	13	04-103-000	18,726.89	NO LEAD AND DIESEL
	611579	31100	13	04-103-000	-75.12	PRICE DIFFERENCE ADJUSTMENT
	611582	31100	13	04-101-000	-126.10	PREPAY CREDIT
	611580	31100	13	04-101-000	-500.80	PREPAY CREDIT
	611578	31100	13	04-101-000	-350.10	PREPAY CREDIT
	611576	31100	13	04-101-000	-349.90	PREPAY CREDIT
	611575	31100	13	04-101-000	-450.20	PREPAY CREDIT
	611573	31100	13	04-103-000	-21,660.08	CANCEL INV 609996/WRONG PRICE
	Check Date 11/21/2007	Check Nbr	014914		Check Total:	19,961.04
22430 VISION INSURANCE PLAN OF AMERI	53904	31100	21	04-619-005	1,088.70	EMPLOYEES
	Check Date 11/21/2007	Check Nbr	014915		Check Total:	1,088.70

Date: Wednesday, November 21, 2007
 Time: 08:58AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 9 of 9
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23152 WE ENERGIES	110407	31100	53	09-102-224	57.01	226 MAIN
	111507	31100	12	04-399-000	412.19	NM FIRE
	111507	31100	51	10-115-224	839.82	CITY HALL
	111507	31100	52	08-101-224	569.22	POLICE
	111507	31100	53	09-212-224	68.78	SENIOR CENTER
	111507	31731	54	10-149-224	141.94	GARAGE
	111507	31100	55	06-101-224	558.52	LIBRARY
	111507	31100	55	07-202-224	186.38	PARKS
	111507	31100	55	07-203-224	29.69	POOL
	111507	31207	55	07-205-224	60.53	MARINA
Check Date	11/21/2007	Check Nbr	014916		Check Total:	2,924.08
23250 WINNEBAGO COUNTY CLERK OF COUR	111407	31100	21	04-229-000	150.00	BOND
	111407	31100	21	04-229-000	850.00	BOND
	11407	31100	21	04-229-000	350.00	BOND
Check Date	11/21/2007	Check Nbr	014917		Check Total:	1,350.00
23275 WINNEBAGO COUNTY TREASURER	111907	31100	21	04-229-000	217.50	#5851-5900
	111907	31100	21	04-229-000	76.75	#5946-5962
Check Date	11/21/2007	Check Nbr	014918		Check Total:	294.25
	100400	31100	52	08-602-250	308.00	JAIL DIVISION
Check Date	11/21/2007	Check Nbr	014919		Check Total:	308.00
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
		31100	21	04-299-015	894.60	
Check Date	11/21/2007	Check Nbr	014920		Check Total:	1,469.31
Grand Total:					122,823.54	

Date: Thursday, November 29, 2007
 Time: 09:21AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 1 of 10
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01105 ACTIVE NETWORK	INC006229	31100	51	04-109-243	2,623.00	SAFARI SOFTWARE MAINTENANCE FEE
	Check Date 11/29/2007	Check Nbr	014921		Check Total: 2,623.00	
01265 AG-BAG INTERNATIONAL	2668	31266	54	10-308-300	10,463.00	POD 10' COMPOST BAG
	Check Date 11/29/2007	Check Nbr	014922		Check Total: 10,463.00	
01315 AIRGAS NORTH CENTRAL	105163681	31100	55	07-202-204	26.04	ACETYLENE/ARGON/OXYGEN CYL
	105163682	31731	54	10-149-242	53.01	ACETYLENE/ARGON/OXYGEN CYL
	Check Date 11/29/2007	Check Nbr	014923		Check Total: 79.05	
01842 ASSOCIATED APPRAISAL	5601	31100	51	04-107-219	4,708.33	NOVEMBER SERVICES
	5601	31100	51	04-107-310	16.30	POSTAGE/SUPPLIES/PHONE/FAX
	Check Date 11/29/2007	Check Nbr	014924		Check Total: 4,724.63	
02040 BADGER HIGHWAYS CO INC	2007-01(Final)	31100	21	04-205-000	4,119.14	KAUKAUNA/HIGH ST REHAB
	2007-01(Final)	31100	54	10-121-822	5,614.71	KAUKAUNA/HIGH ST REHAB
	138780	31100	54	10-121-300	222.00	HOTMIX ASPHALT
	138780	31100	54	10-122-300	1,522.68	HOTMIX ASPHALT
	Check Date 11/29/2007	Check Nbr	014925		Check Total: 11,478.53	
02105 BAHCALL RUBBER CO INC	425926-001	31731	54	10-149-383	98.42	SUPPLIES
	Check Date 11/29/2007	Check Nbr	014926		Check Total: 98.42	
02410 BERGSTROM	212802-1	31731	54	10-149-383	30.31	MOLDING
	Check Date 11/29/2007	Check Nbr	014927		Check Total: 30.31	
02675 BOUWER PRINTING INC	74197	31100	52	08-101-291	277.50	MISC FORMS STOCK
	Check Date 11/29/2007	Check Nbr	014928		Check Total: 277.50	

Date: Thursday, November 29, 2007
 Time: 09:21AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 2 of 10
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02796 BUBRICK'S	76082	31731	54	10-149-310	40.53	OFFICE SUPPLIES
	76082	31266	54	10-307-300	113.85	OFFICE SUPPLIES
	78021	31731	54	10-149-310	-31.92	PAPER RETURN
	76893	31731	54	10-149-310	37.50	OFFICE SUPPLIES
	76893	31100	55	07-202-310	12.50	OFFICE SUPPLIES
	76071	31100	52	08-101-310	296.95	OFFICE SUPPLIES
	Check Date	11/29/2007	Check Nbr	014929	Check Total:	469.41
02821 BURR COMPUTER ENVIRONMENTS	111507	31100	21	04-239-000	500.00	REFUND SITE PLAN DEPOSIT
	Check Date	11/29/2007	Check Nbr	014930	Check Total:	500.00
03045 CALNIN & GOSS INC	11780	31100	54	10-122-300	315.00	SHREDDED TOPSOIL
	Check Date	11/29/2007	Check Nbr	014931	Check Total:	315.00
03730 COUNTRY INNS & SUITES	111307	31278	53	09-116-702	833.19	HOTEL STAY
	Check Date	11/29/2007	Check Nbr	014932	Check Total:	833.19
04209 JASON DERKS		31201	54	10-301-212	675.00	REIMBURSE SUMP PUMP/PIT
	Check Date	11/29/2007	Check Nbr	014933	Check Total:	675.00

Date: Thursday, November 29, 2007
 Time: 09:21AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 3 of 10
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
05100 ELAN CARDMEMBER SERVICE	111307	31100	51	02-118-310	176.38	IDCARDGROUP/SAFETY COMMITTEE
	111307	31100	51	04-109-312	44.95	CLEANER FOR LCD/LACEY
	111307	31100	51	04-109-315	46.10	USB FLASH DRIVES/LACEY
	111307	31100	51	04-109-315	21.05	CELL PHONE CHARGER/JAMES
	111307	31100	51	10-115-240	35.21	URINAL PARTS/ALIX
	111307	31100	51	10-115-310	89.50	CITY HALL TONER/JAMES
	111307	31100	51	10-115-310	51.98	TONER/CITY HALL/JAMES
	111307	31100	51	10-115-313	28.99	LABSAFE/ALIX
	111307	31100	52	08-101-240	502.69	GROUT/ADHESIVE/ALIX
	111307	31100	52	08-101-310	326.95	TONER/POLICE/JAMES
	111307	31100	52	08-101-312	120.05	CAMERA/POLICE/LACEY
	111307	31100	53	09-102-310	43.70	FAX TONER HEALTH DEPT/JAMES
	111307	31827	53	09-212-300	87.87	FACTORY CARD OUTLET/NETT
	111307	31827	53	09-212-315	1,098.60	LCD MONITORS/SR CENTER/LACEY
	111307	31100	54	10-111-300	25.20	AASHTO PUBS/RADTKE
	111307	31731	54	10-149-310	180.98	TONER PWF/JAMES
	111307	31100	55	06-101-240	54.99	MIC HOLDER/ALIX
	111307	31100	55	06-101-310	38.84	CIRCUIT CITY/SAECKER
	111307	31100	55	06-101-310	887.16	TONER/LIBRARY/JAMES
	111307	31100	55	06-101-310	125.00	TONER/LIBRARY/JAMES
111307	31100	55	07-201-337	99.00	KALAHARI RESORT/TUNGATE	
111307	31100	55	07-201-338	12.57	KALAHARI RESORT/TUNGATE	
111307	31100	55	07-202-300	41.93	FLEET FARM/TUNGATE	
111307	31100	56	03-202-332	95.00	UWSP EXTENSION/KEIL	
<hr/>					Check Total:	4,234.69
05189 ENERGY CENTER OF WISCONSIN	112607	31100	56	03-202-332	129.00	REGISTRATION
<hr/>					Check Total:	129.00
05240 EVANS TITLE COMPANIES INC	650105511	31263	56	03-207-701	75.00	956 MISTFLOWER CIRCLE
<hr/>					Check Total:	75.00

Date: Thursday, November 29, 2007
 Time: 09:21AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 4 of 10
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
06565 FOX VALLEY HUMANE ASSOCIATION	111507	31100	53	08-115-250	1,193.83	OCTOBER 2007/20 ANIMALS
	Check Date 11/29/2007	Check Nbr	014937		Check Total:	1,193.83
07580 GUNDERSON UNIFORM & LINEN RENT	1228098	31100	52	08-101-313	29.97	TOWEL/MAT SERVICE
	Check Date 11/29/2007	Check Nbr	014938		Check Total:	29.97
08054 STEPHANIE LYNN HALL	112707	31100	55	07-201-203	340.00	HOOPING INSTRUCTOR
	Check Date 11/29/2007	Check Nbr	014939		Check Total:	340.00
08300 HEMOCUE INC	866404	31100	53	09-104-300	169.00	MEDICAL SUPPLIES
	866404	31100	53	09-104-315	324.00	MEDICAL SUPPLIES
	Check Date 11/29/2007	Check Nbr	014940		Check Total:	493.00
08495 HORN PRECAST	1633	31485	54	10-121-300	32.00	RISER/NATURES WAY
	Check Date 11/29/2007	Check Nbr	014941		Check Total:	32.00
08537 HSBC BUSINESS SOLUTIONS	1296000035587	31100	51	10-115-310	82.99	HP TONER
	Check Date 11/29/2007	Check Nbr	014942		Check Total:	82.99
09127 INFOUSA CITY DIRECTORIES	1000096372	31100	52	08-101-322	212.00	CITY DIRECTORIES
	Check Date 11/29/2007	Check Nbr	014943		Check Total:	212.00
09290 INTERSTATE BATTERY OF GREEN BA	90041238	31731	54	10-149-383	73.95	STOCK
	Check Date 11/29/2007	Check Nbr	014944		Check Total:	73.95
10025 J&E CONSTRUCTION CO INC	1086	31485	56	03-202-822	107.09	STONE HAULED BY R BOWERS
	Check Date 11/29/2007	Check Nbr	014945		Check Total:	107.09

Date: Thursday, November 29, 2007
 Time: 09:21AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 5 of 10
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
10230 JOHN'S SAW SERVICE	8116	31731	54	10-149-383	319.32	PISTON/GASKET/BEARINGS
	Check Date 11/29/2007	Check Nbr	014946		Check Total:	319.32
10320 JEFF JORGENSON	112107	31100	52	08-101-338	75.82	CVMIC CLASS LODGING
	Check Date 11/29/2007	Check Nbr	014947		Check Total:	75.82
11335 KUBIAK SWIMMING POOLS INC	8531	31100	55	07-202-204	103.00	FOUNTAIN CLOSING
	Check Date 11/29/2007	Check Nbr	014948		Check Total:	103.00
12110 LAMERS BUS LINES INC	112607	31100	21	04-269-000	97.00	TO PAC HS MUSICAL
	Check Date 11/29/2007	Check Nbr	014949		Check Total:	97.00
12450 LINCOLN CONTRACTORS SUPPLY INC	10402660	31731	54	10-149-383	49.00	THROTTLE CABLE
	Check Date 11/29/2007	Check Nbr	014950		Check Total:	49.00
13149 MATTHEWS COMMERCIAL TIRE CTR	023105	31731	54	10-149-382	713.76	TIRE REPAIR
	023151	31731	54	10-149-382	713.76	TIRE REPAIR
	Check Date 11/29/2007	Check Nbr	014951		Check Total:	1,427.52
13345 MENARDS-APPLETON EAST	14319	31100	53	07-401-240	93.70	DOOR AT RESTHAVEN
	17416	31100	53	09-212-240	-34.99	BULB RETURN
	Check Date 11/29/2007	Check Nbr	014952		Check Total:	58.71

Date: Thursday, November 29, 2007
 Time: 09:21AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 6 of 10
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13360 MENASHA ELECTRIC & WATER UTILI	111407	31100	12	04-399-000	15.95	TRAFFIC LIGHTS
	111407	31100	51	04-109-214	763.00	DARK FIBER
	111407	31100	51	10-115-223	1,573.88	CITY BUILDINGS
	111407	31100	51	10-115-225	249.71	CITY BUILDINGS
	111407	31100	53	09-102-214	112.50	HEALTH DEPT
	111407	31100	53	09-102-223	156.85	HEALTH DEPT
	111407	31100	53	09-102-225	42.02	HEALTH DEPT
	111407	31100	53	09-212-223	258.47	SENIOR CENTER
	111407	31100	53	09-212-225	64.93	SENIOR CENTER
	111407	31100	54	10-131-223	305.35	TRAFFIC LIGHTS
	111407	31201	54	10-301-223	26.26	LIFT STATION
	111407	31100	55	04-221-223	8.48	CURTIS REED SQUARE
	111407	31100	55	07-202-223	1,345.30	PARKS
	111407	31100	55	07-202-225	421.32	PARKS
	111407	31207	55	07-205-223	670.49	MARINA
	111407	31207	55	07-205-225	16.54	MARINA
	111407	31100	55	10-215-223	93.17	LIFT BRIDGES
	111407	31100	55	10-215-225	31.92	LIFT BRIDGES
	102407	31100	55	06-101-225	30.80	440 1ST
	102507	31100	55	07-202-225	17.42	CLOVIS AVE PARK
103007	31100	55	07-202-223	8.15	572 RIVERWAY	
Check Date	11/29/2007	Check Nbr	014953		Check Total:	6,212.51
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,752.00	
Check Date	11/29/2007	Check Nbr	014954		Check Total:	1,752.00
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	200.00	
Check Date	11/29/2007	Check Nbr	014955		Check Total:	200.00
13435 MENASHA POSTMASTER	112007	31100	53	09-212-311	59.00	POSTAGE FOR JANUARY
Check Date	11/29/2007	Check Nbr	014956		Check Total:	59.00

Date: Thursday, November 29, 2007
 Time: 09:21AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 7 of 10
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13492 MERCURY WASTE SOLUTIONS LLC	UG014186	31100	51	10-115-240	408.00	DISPOSAL OF MERCURY
	Check Date 11/29/2007	Check Nbr	014957		Check Total:	408.00
13595 MIDWEST LAMP RECYCLING INC	11301	31100	51	10-115-201	64.26	BALLASTS
	11301	31100	52	05-201-240	6.02	BALLASTS
	11301	31100	52	08-101-240	21.94	BALLASTS
	11301	31100	53	09-102-240	10.30	BALLASTS
	11301	31100	53	09-212-240	5.66	BALLASTS
	11301	31731	54	10-149-240	7.74	BALLASTS
	11301	31100	55	06-101-240	90.46	BALLASTS
	11301	31100	55	07-202-240	33.05	BALLASTS
	Check Date 11/29/2007	Check Nbr	014958		Check Total:	239.43
13730 MONROE TRUCK EQUIPMENT INC	520735	31731	54	10-149-383	389.66	MANIFOLD VALVE
	522604	31731	54	10-149-383	-382.66	RETURN MANIFOLD VALVE
	Check Date 11/29/2007	Check Nbr	014959		Check Total:	7.00
13755 MORTON SAFETY	234733	31100	55	07-201-300	12.49	SUPPLIES
	Check Date 11/29/2007	Check Nbr	014960		Check Total:	12.49
14205 CITY OF NEENAH TREASURER	112707	31100	52	05-201-250	222,209.00	N/M RESCUE SERVICES
	Check Date 11/29/2007	Check Nbr	014961		Check Total:	222,209.00
14270 NETWORK HEALTH PLAN	00356220	31100	21	04-619-003	104,236.48	EMPLOYEES
	00356220	31100	21	04-650-000	8,520.26	RETIREEES/COBRA
	Check Date 11/29/2007	Check Nbr	014962		Check Total:	112,756.74

Date: Thursday, November 29, 2007
 Time: 09:21AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 8 of 10
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
14395 NORTH AMERICAN SALT CO	70067295	31100	54	10-124-300	22,451.94	SALT
	70066896	31100	54	10-124-300	14,240.91	SALT
	70066492	31100	54	10-124-300	8,356.99	SALT
Check Date	11/29/2007	Check Nbr	014963		Check Total:	45,049.84
15151 OMNI GLASS & PAINT INC	0079156-IN	31100	52	05-201-240	627.00	REPLACEMENT GLASS FIRE DEPT
	Check Date	11/29/2007	Check Nbr	014964	Check Total:	627.00
16025 PACKER CITY INTERNATIONAL	3273040064	31731	54	10-149-383	13.42	PIPE
	3273040065	31731	54	10-149-383	8.68	CLIP
Check Date	11/29/2007	Check Nbr	014965		Check Total:	22.10
16806 PRN HEALTH SERVICES INC	041717	31100	53	09-102-215	1,147.50	SCHOOL NURSE
	Check Date	11/29/2007	Check Nbr	014966	Check Total:	1,147.50
18260 RENT A FLASH	13897	31100	55	07-202-300	35.77	PARK SIGNS
	Check Date	11/29/2007	Check Nbr	014967	Check Total:	35.77
19080 SAM'S CLUB	005754	31100	51	04-109-315	118.74	PHONES FOR SENIOR CENTER
	Check Date	11/29/2007	Check Nbr	014968	Check Total:	118.74
19145 HENRY SCHEIN	9921747-01	31100	53	09-108-300	105.06	KID STICKERS
	Check Date	11/29/2007	Check Nbr	014969	Check Total:	105.06
19370 DR TERESA SHOBERG	112707	31100	53	09-102-215	150.00	CITY PHYSICIAN
	Check Date	11/29/2007	Check Nbr	014970	Check Total:	150.00
19388 DUANE SHUKOSKI	159	31100	55	07-201-300	45.00	RENEWAL HOSTING JEFFERSON PARK
	Check Date	11/29/2007	Check Nbr	014971	Check Total:	45.00

Date: Thursday, November 29, 2007
 Time: 09:21AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 9 of 10
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
19790 SYN-TECH SYSTEMS INC	35447	31100	51	04-109-243	435.00	FUEL MONITORING SOFTWARE/PWF
	Check Date 11/29/2007	Check Nbr	014972		Check Total:	435.00
21045 UNIFIRST CORPORATION	0970022326	31731	54	10-149-201	69.01	MOP/CLOTHING SERVICE
	Check Date 11/29/2007	Check Nbr	014973		Check Total:	69.01
21200 UR WASHINSTUFF INC	10001	31100	52	08-101-295	200.00	CAR WASHES SEPT-OCT 2007
	Check Date 11/29/2007	Check Nbr	014974		Check Total:	200.00
21205 US CELLULAR	204594076-020	31100	51	01-102-221	39.35	LAUX
	204594076-020	31100	51	02-103-221	39.35	BRANDT
	204594076-020	31100	51	04-106-221	12.22	STOFFEL
	204594076-020	31100	51	04-109-221	57.83	JAMES/LACEY
	204594076-020	31100	51	10-115-221	39.35	ALIX
	204594076-020	31100	52	08-101-221	630.69	POLICE
	204594076-020	31100	53	09-103-221	42.47	DREW
	204594076-020	31100	53	09-119-221	81.75	HEALTH
	204594076-020	31100	54	10-111-221	135.97	RADTKE/ENG
	204594076-020	31731	54	10-149-221	65.22	JACOBSON/NIELAND
	204594076-020	31201	54	10-301-221	10.21	CONFINED SPACE
	204594076-020	31100	55	07-201-221	57.45	TUNGATE/REC
	204594076-020	31100	55	07-202-221	168.91	HUSS/PARK
	204594076-020	31100	56	03-202-221	60.99	KEIL/BECKENDORF
	Check Date 11/29/2007	Check Nbr	014975		Check Total:	1,441.76
22120 VALLEY POPCORN CO INC	75693	31827	53	09-212-300	115.15	POPCORN
	Check Date 11/29/2007	Check Nbr	014976		Check Total:	115.15
22212 JANET VAN LANKVELT	111907	31100	21	04-279-000	150.55	REIMBURSE FOR QUILT SUPPLIES
	Check Date 11/29/2007	Check Nbr	014977		Check Total:	150.55

Date: Thursday, November 29, 2007
 Time: 09:21AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 10 of 10
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23060 WARNING LITES OF APPLETON INC	0710-216	31731	54	10-149-383	147.00	MIRROR BRACKET
	Check Date 11/29/2007	Check Nbr	014978		Check Total:	147.00
23165 WEST PAYMENT CENTER	814746755	31100	51	02-103-322	96.41	INFORMATION CHARGES
	Check Date 11/29/2007	Check Nbr	014979		Check Total:	96.41
23310 WISCONSIN ALLIANCE OF CITIES	111507	31100	51	02-104-332	30.00	BOD MTG/GEN MEMBERSHIP/LAUX
	111507	31100	51	04-106-332	10.00	FINANCE DIRECTORS MTG/STOFFEL
	Check Date 11/29/2007	Check Nbr	014980		Check Total:	40.00
23450 WISCONSIN STATE LAB OF HYGIENE	112607	31278	53	09-116-701	220.00	LPR/REHAB PROGRAM
	Check Date 11/29/2007	Check Nbr	014981		Check Total:	220.00
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
	Check Date 11/29/2007	Check Nbr	014982		Check Total:	574.71
Grand Total:					436,347.70	