

IT IS EXPECTED THAT A QUORUM OF THE PERSONNEL COMMITTEE, BOARD OF PUBLIC WORKS, PLAN COMMISSION, AND COMMON COUNCIL 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
Council Chambers, 3rd Floor- 140 Main St., Menasha
April 17, 2007

7:35 PM

AGENDA

 [← Back](#)  [Print](#)

I. ROLL CALL/EXCUSED ABSENCES

A. Roll Call

II. ACTION ITEMS

A. Election of Chair

B. Election of Vice-Chair

III. ADJOURNMENT

A. Adjournment

“Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-5117 24 hours in advance of the meeting for the City to arrange special accommodations.”

IT IS EXPECTED THAT A QUORUM OF THE PERSONNEL COMMITTEE, BOARD OF PUBLIC WORKS, AND 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
April 17, 2007

5:30 PM

AGENDA

 [← Back](#)  [Print](#)

I. CALL TO ORDER

- A. Call to Order

II. ROLL CALL/EXCUSED ABSENCES

- A. Roll Call

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

- A. Administration Committee, 4/2/07

[Attachments](#)

IV. DISCUSSION

- A. Update on Steam Utility Project and Water Treatment Plant Project (Discussion Only).
- B. Authorized Provider Agreement between Neenah-Menasha Chapter of the American Red Cross and Menasha Health Department, and authorized signatures.
- C. Request for authorization to place overhead banner at 2nd and Racine Street for Police Week.
- D. Consideration of Alderman Merkes' per diem request.
- E. Consideration of Proposals for 2007 Safety Consultant
- F. Board of Health recommends approval of, 1) DATCP Agent of the State Fees; 2) DHFS Agent of the State Fees; 3) Tattoo Parlor/Body Piercing Establishments Fees for the licensing period July 1, 2007 to June 30, 2008.
- G. Board of Health recommends approval of Non-Profit Temporary Restaurant Permit Fees for the licensing period January 1, 2007 to December 31, 2007.
- H. Request of Paul Hemmer Co. for additional time to execute purchase contract.
- I. Accounts payable and payroll for 4-5-07/4-12-07 in the amount of \$2,097,516.83

[Attachments](#)

[Attachments](#)

[Attachments](#)

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[Attachments](#)

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V. ADJOURNMENT

A. Adjournment

“Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-5117 24 hours in advance of the meeting for the City to arrange special accommodations.”

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
April 2, 2007

MINUTES DRAFT

[Back](#) [Print](#)

I. CALL TO ORDER

A. [Call to Order](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Chairman Eckstein at 6:00 p.m.			

II. ROLL CALL/EXCUSED ABSENCES

A. [Roll Call](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PRESENT: Ald. Michalkiewicz, Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein.			
	EXCUSED: Ald. Chase			
	ALSO PRESENT: CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, Comp/Treasurer Stoffel, PRD Tungate, PHD Nett, MU GM Young, Melanie Krause, Clerk Galeazzi.			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [Administration Committee Minutes, 3/19/07.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Administration Committee Minutes, 3/19/07	Alderman Pack	Alderman Michalkiewicz	Passed
	Motion carried on voice vote.			

IV. DISCUSSION

A. [Update on Steam Utility Project and Water Treatment Plant Project \(Discussion only\).](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	MU GM Young reported on the Steam Plant: The #3 boiler is down for maintenance repair, but should be back up soon. Spare parts were hard to find, but finally did get some. Extra parts were ordered to keep in stock. The #4 boiler has been producing			

steam for all the customers. There has been no delay in service. Staff is looking into the cost benefit to using only one boiler. Mr. Young explained a few adjustments to the financial statement dealing with depreciation. They are moving ahead on capital projects. Orders have been placed for a motor replacement, the heat reducer project and vent valve. Staff is working with the equipment vendor on the noise issue. Modifications have been made to the motor fan assembly. CA/HRD Brandt reported he received a letter from the arbitrator and the suit filed by PCI has been dismissed. No ruling on the other claims.

Water Treatment Plant: The monthly report was reviewed. Walls are up and the concrete pours are complete. Two buildings are being framed and roofed. Crews are working on enclosing the area. They are a little behind schedule due to weather, but still on the construction time line.

B. [Authorization to approve Sargent & Lundy for Workout Plan and Engineering Services Consultant \(Recommendation of Utilities Commission\).](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	The Utilities Commission reviewed RFP from four different companies to prepare a workout plan and engineering report to help troubleshoot issues with the Steam Utility project. The Commission recommended hiring Sargent & Lundy from Chicago at a cost of \$19,500. Discussion ensued on the time spent by the Commission reviewing the RFP. The cost for the workout plan would come from the Steam Plant budget. A one day on-site visit is included in the cost, but if additional visits are required, that would fall under the time and material part of the proposal.			

C. [R-8-07 - Resolution Authorizing the Issuance and Sale of up to \\$779,363 Combined Utility Revenue Bonds, Series 2007, and Providing for Other Details and Covenants with Respect Thereto \(Safe Drinking Water Loan Program\).](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Melanie Krause from Menasha Utilities explained this resolution is for the Safe Drinking Water Loan Program. This is the second phase of the loan being applied for. The first phase of \$12,061,890 was received last year. The \$779,363 being requested will cover the total of the project, \$12,841,254. The interest rate is very favorable at 2.365%			

D. [Development Agreement between City of Menasha and Silver Birch Investments, LLC.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	DPW Radtke explained this is a standard development agreement. The City will construct a regional stormwater management facility and the developer will be assessed for their portion of the cost. The low density of the subdivision will not require sidewalks. Discussion ensued whereas the City will be required to make payments to the developer in 15 days, but the developer has 30 days to make payments. Discussion also on parkland dedication fees.			
	6:55 p.m. - Recess for Public Hearing.			
	6:56 p.m. - Reconvene.			

E. [Authorization to request funds from Winnebago County Commission on Aging for 2008: 1\) Senior Center Activity Coordinator; 2\) Senior Center Supervisor; 3\) 60+ Health Program, and authorize signatures.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PHD Nett explained these are request for funds from the County to cover the cost of programs at the Senior Center. These are the same as previous years.			

- F. [Annual request of Nauts Landing to serve alcoholic beverages on their deck from April 15-October 31, 2007.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Discuss ensure on all request - Nauts Landing, Stone Toad and Locker Room. PC Stanke reported no major issues or problems with any of the establishments in the past. Discussion ensued on the starting and ending dates. Locker Room is requesting April 14 to November 30, whereas the others are requesting April 15 to October 31.			

- G. [Annual request of Stone Toad to serve alcoholic beverages on their deck from April 15-October 31, 2007.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	See Item F.			

- H. [Annual request of Locker Room to serve alcoholic beverages on their deck from April 14-November 30, 2007.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	See Item F.			

- I. [Approval of Dept. of Transportation Click it or Ticket Traffic Safety Grant.](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PC Stanke explained this grant was received last year and the program was a success. It is a good program.			

- J. [Accounts payable and payroll for 3-22-07/3-29-07 for the amount of \\$709,764.10](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Ck. #11808-Badger Labs-\$4,182. - wastewater samplings for River Street, will be reimbursed. Ck. #11825-Lake Park Villas Homeowners-\$1,813.24 - City's portion of cost for pond maintenance/insurance/utilities. Ck. #11916-D&M Interiors-\$145.95 – floor sealer for City buildings. Ck. #11929-Laurel's Creations-\$45. – hats & caps for Police Dept. Ck. #11937-Menasha Postmaster-\$65. – mailing of Sen. Center newsletter. Ck. #11947-Nover Engelstein-\$600. – software for City Sanitarian. Ck. #11958-Schmidt Engineering & Equipment-\$1,103.08 – parts for snow plows. Ck. #11966-Superior Lamp-\$246.48 – light bulbs for City buildings. Ck. #11980-WIDOT-\$50,950 – work on intersection at SHW 10/114/LP Ck. #11910-Beck Electric-\$747.84 – light bulbs for street lights. Ck. #11949-OfficeMax-\$189.29 – office supplies for Mayor/Clerk/Attorney/Personnel/Council/Election.			

V. ADJOURNMENT

A. [Adjournment](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adjourn at 7:19p.m.	Alderman Taylor	Alderman Michalkiewicz	Passed
Motion carried on voice vote.				
Respectfully submitted by Deborah A. Galeazzi, City Clerk				

Menasha Utilities
Steam Detail
For the Two Months Ending February 28, 2007

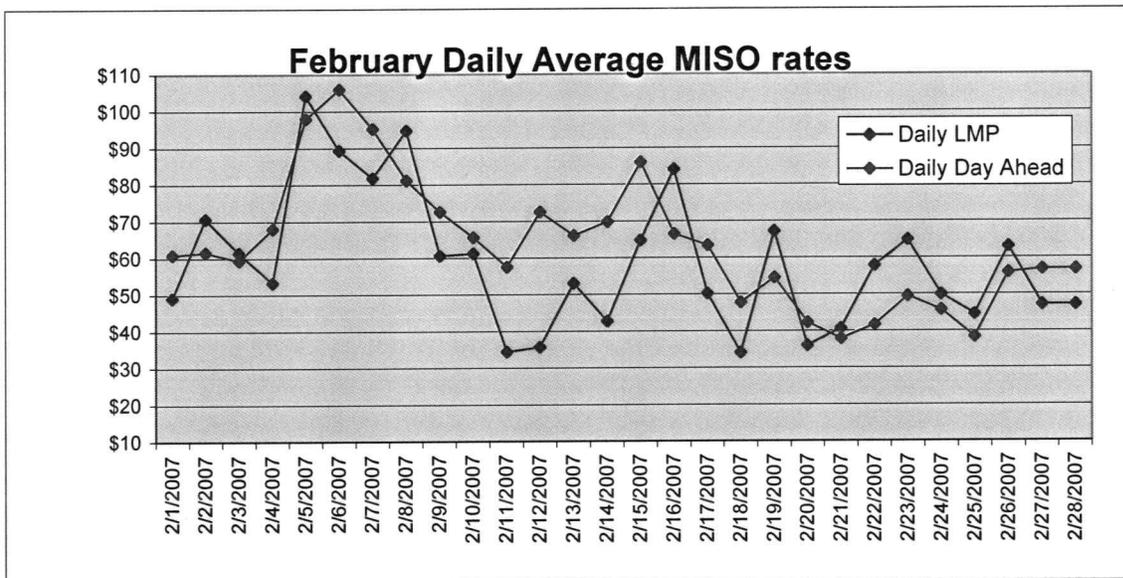
	Current Month		Year-to-Date		Variance	Annual Poyry Report
	Actual	Poyry Report	Actual	Poyry Report		
Operating Revenues						
Steam Sales - Sonoco	\$653,229.07	\$742,396.00	\$1,362,796.15	\$1,564,335.00	(\$201,538.85)	\$8,197,483.00
Steam Sales - Alcan	40,788.72	58,784.00	71,936.56	129,783.00	(57,846.44)	538,789.00
Steam Sales - Whiting	42,442.55	16,341.45	58,793.81	129,783.00	(50,879.19)	538,788.00
Electric Sales	95,564.68	225,545.00	194,815.29	479,184.00	(284,368.71)	2,328,510.00
MISO Sales	193,767.39	179,820.00	273,015.23	372,937.00	(99,921.77)	3,254,965.00
Forfeited Discounts-Late Charges	7,460.29	7,460.29	7,460.29	7,460.29		
Total Operating Revenues	1,033,252.70	1,265,329.00	1,988,927.33	2,676,022.00	(687,094.67)	14,858,555.00
Operation and Maintenance Expenses						
Steam Power Generation						
Labor	52,819.08	96,891.50	154,971.40	193,783.00	(38,811.60)	1,162,698.00
Coal	646,357.21	693,803.00	1,147,656.06	1,452,953.00	(305,296.94)	7,362,731.00
Ash Disposal	16,894.58	6,200.00	16,894.58	13,000.00	3,894.58	74,718.00
Other Fuel Expenses	4,875.84		5,528.02		5,528.02	
Steam Expenses	1,506.37	8,633.33	2,668.39	17,266.66	(14,598.27)	103,600.00
City Water and Sewer	14,959.78	16,574.92	32,734.92	33,149.84	(414.92)	198,899.00
Electric Expenses	1,103.87	2,158.33	2,031.57	4,316.66	(2,285.09)	25,900.00
Miscellaneous Steam Power Expenses	3,654.19	2,590.00	6,668.60	5,180.00	1,508.60	31,080.00
Auxiliary Power	62,443.29	61,422.08	134,443.17	122,844.16	11,599.01	737,065.00
Maintenance of Structures	15.16	1,295.00	15.16	2,590.00	(2,574.84)	15,540.00
Maintenance of Boiler Plant	8,429.84	17,266.67	13,683.31	34,533.34	(20,850.03)	207,200.00
Maintenance of Electric Plant	1,162.57	4,316.67	1,520.05	8,633.34	(7,113.29)	51,800.00
Maintenance of Miscellaneous Steam Plant	209.20	209.20	209.20	8,633.34	209.20	
Total Steam Power Generation	814,430.98	911,151.50	1,519,044.43	1,888,250.00	(369,205.57)	9,971,231.00
Distribution Expenses						
Chemical Expense	8,290.84	11,568.67	20,449.42	23,137.34	(2,687.92)	138,824.00
Steam Line Expense	12.75		12.75		12.75	
Customer Installation	219.50		219.50		219.50	
Maintenance of Mains	8,268.04		8,268.04		8,268.04	
Total Distribution Expenses	16,791.13	11,568.67	28,949.71	23,137.34	5,812.37	138,824.00
Administrative and General Expenses						
Administrative and General Salaries	4,451.59	6,943.17	6,476.23	13,886.34	(7,410.11)	83,318.00
Office Supplies and Expenses	324.86	454.92	463.66	909.84	(446.18)	5,459.00
Outside Services Employed	3,877.56	1,043.00	5,667.98	3,205.00	2,462.98	22,993.00
Property Insurance	3,373.61	3,338.75	6,747.22	6,677.50	69.72	40,065.00
Injuries and Damages	1,213.93	3,684.33	2,506.12	7,368.66	(4,862.54)	44,212.00
Employee Pensions and Benefits	21,379.21	34,912.93	47,912.17	69,825.86	(21,913.69)	418,955.00
Miscellaneous General Expenses	673.55	892.67	767.76	4,613.34	(3,845.58)	20,473.00
Vehicle Cleaning	720.48		1,974.09		1,974.09	
Power Operated Cleaning	890.08		1,708.44		1,708.44	
Rents	50.00	50.00	100.00	100.00		600.00
Maintenance of General Plant	28.38		56.76		56.76	
Total Administrative and General Expenses	36,983.25	51,319.77	74,380.43	106,586.54	(32,206.11)	636,075.00
Total Operation and Maintenance Expenses	868,205.36	974,039.94	1,622,374.57	2,017,973.88	(395,599.31)	10,746,130.00
Other Operating Expenses						
GE Water Treatment Lease Expense	29,166.03	29,166.00	58,332.06	58,332.00	0.06	349,992.00
Taxes	3,610.13	6,901.08	12,221.61	13,802.16	(1,580.55)	82,813.00
Total Other Operating Expenses	32,776.16	36,067.08	70,553.67	72,134.16	(1,580.49)	432,805.00

Menasha Utilities
Steam Detail
For the Two Months Ending February 28, 2007

	Current Month		Actual	Year-to-Date		Annual Poyry Report
	Actual	Poyry Report		Variance	Poyry Report	
Total Operating Expenses	<u>\$90,981.52</u>	<u>\$1,010,107.02</u>	<u>\$1,692,928.24</u>	<u>\$2,090,108.04</u>	<u>(\$397,179.80)</u>	<u>\$11,178,935.00</u>
Net Operating Income (Loss)	<u>132,271.18</u>	<u>255,221.98</u>	<u>295,999.09</u>	<u>585,913.96</u>	<u>(289,914.87)</u>	<u>3,679,620.00</u>
Other Income						
Interest and Dividend Income	<u>6,317.44</u>	<u>9,073.00</u>	<u>12,907.17</u>	<u>18,146.00</u>	<u>(5,238.83)</u>	<u>108,876.00</u>
Total Other Income	<u>6,317.44</u>	<u>9,073.00</u>	<u>12,907.17</u>	<u>18,146.00</u>	<u>(5,238.83)</u>	<u>108,876.00</u>
Income Before Interest Charges	<u>138,588.62</u>	<u>264,294.98</u>	<u>308,906.26</u>	<u>604,059.96</u>	<u>(295,153.70)</u>	<u>3,788,496.00</u>
Interest Charges						
Interest on Long-Term Debt	<u>107,345.63</u>	<u>90,814.42</u>	<u>214,691.26</u>	<u>181,628.84</u>	<u>33,062.42</u>	<u>1,089,773.00</u>
Interest on Debt to Municipality	<u>64,615.42</u>	<u>56,166.67</u>	<u>129,230.84</u>	<u>112,333.34</u>	<u>16,897.50</u>	<u>674,000.00</u>
Total Interest Charges	<u>171,961.05</u>	<u>146,981.09</u>	<u>343,922.10</u>	<u>293,962.18</u>	<u>49,959.92</u>	<u>1,763,773.00</u>
Net Income (Loss)	<u>(33,372.43)</u>	<u>117,313.89</u>	<u>(35,015.84)</u>	<u>310,097.78</u>	<u>(345,113.62)</u>	<u>2,024,723.00</u>

STEAM DISTRIBUTION FOR FEBRUARY 2007

			Monthly Total	Poyry Report	YTD
Total Steam purchased					
Sonoco			67,067	76,221	139,918
Alcan			4,539	6,287	7,693
Whiting			4,362	6,287	8,439
Steam Total	0		75,968	88,795	156,050
	On-Peak	Off-Peak	Monthly Total	Poyry Report	YTD
Total Generation kwh					
MISO Market					
Unit #3	1,588,122	1,567,780	3,155,903	3,034,000	5,238,526
Unit #4	0	0	0		0
Real-Time - MISO	1,010,122	527,780	1,537,903	3,034,000	3,620,526
Average MISO Price	69.77	44.69	51.87	59.27	44.96
Day-Ahead - MISO	578,000	1,040,000	1,618,000	0	1,618,000
Average MISO Price	74.22	47.99	55.73	0	55.73
Behind the Meter					
Unit #5	809,479	1,168,428	1,977,908	2,970,000	4,043,954
Average Price			48.32	58.50	48.18
MW Total	2,397,602	2,736,209	5,133,810	6,004,000	9,282,480



American Red Cross

Authorized Provider Agreement

This Authorized Provider Agreement ("Agreement") effective as of July 1st, 2007 ("Effective Date") is between

Neenah-Menasha Chapter
(The "Chapter")

and

Menasha Health Department
(The "Authorized Provider" or "AP")

The Chapter is a unit of the American National Red Cross, a not-for-profit corporation chartered by an act of U.S. Congress, the principal place of business of which is located at 181 E. North Water Street, Neenah, WI 54956, and among other things, provides first aid, CPR, aquatics, water safety, HIV/AIDS prevention education, mission-related caregiving and other health and safety education programs.

The principle place of business of the AP is located at 226 Main Street, Menasha, WI, 54952-3190;

The Chapter desires to work with the AP to provide American Red Cross training in the jurisdiction set forth in Section 4 below.

In consideration of the statements, terms and conditions contained within this Agreement, the Chapter and the AP (the "Parties"), intend to be bound by this Agreement and agree to the following:

1.0 Responsibilities of the Chapter:

The Chapter shall:

- 1.1 Support the health and safety education of the AP's employees, members, and/or clients in the AP's provision of American Red Cross training Courses ("Courses") at the fees set forth in Appendix A. The guaranteed AP fees set forth in Appendix A shall include record keeping, certificate processing, administration, promotional assistance, and support services ("AP Fee"). Any Additional Services ("Additional Services") may be available for additional fees as outlined in Appendix A. Fees in Appendix A may change pursuant Section 3.0.
- 1.2 Train all potential instructors from the AP to teach the Courses at the fees ("Training Fees") set forth in Appendix A so long as such instructors meet the American Red Cross training prerequisites. These potential instructors shall be authorized as American Red Cross Health and Safety instructors upon successful completion of the training and upon signing an Agreement to teach the Courses. A complete list of the AP's instructors is set forth in Appendix B, which shall be unilaterally modified by the Chapter in the event instructors are added or deleted. Fees in Appendix A may change pursuant Section 3.0.
- 1.3 Upon request and depending on availability: (a) subject to Paragraph 2.10, use best efforts to provide the AP with equipment that the AP does not possess which is necessary for an instructor to provide the Course(s) as listed, and at the rental fees, set forth in Appendix A ("Equipment and Supplies"); and (b) provide the Course Materials ("Course Materials") and Instructor Materials ("Instructor Materials") as set forth in Appendix A. If the fees in Appendix A change the Chapter will notify the AP a minimum of 90 days prior to implementation. Fees in Appendix A may change pursuant Section 3.0.
- 1.4 Maintain all Course Records ("Course Record") provided to the Chapter by an instructor for a period of five (5) years following the date of the Course.
- 1.5 Support and evaluate the instructors by providing them with the following: (a) Applicable policies and procedures and any revisions or modifications thereto; (b) Upon expiration of an instructor's authorization, reauthorize such instructors so long as such instructors meet American Red Cross reauthorization

requirements; and (c) Opportunities for volunteer and professional skill development with the Chapter.

- 1.6 Provide invoice to the Authorized Provider within 14 days unless otherwise specified in Appendix A, for the fees related to the Courses, equipment rental, and Course/Instructor Materials, Additional Services, training, and retraining of Course Participants (“Course Participants”) as set forth in Paragraph 1.9 below.
- 1.7 Verify all instructor authorizations and notify the AP in the event an instructor is no longer authorized to teach Courses.
- 1.8 Throughout the term of this Agreement (as defined in Paragraph 5.1), maintain a close and ongoing supportive relationship with the AP and its instructors by contacting the AP a minimum of 4 times per year.
- 1.9 If during any phase of evaluation, the training conducted by an AP’s instructor is found to be below minimum American Red Cross standards for that Course and the Chapter determines that retraining is required for the participants that attended the Course where training was found to be below minimum standards, the retraining will be conducted by the Chapter. The AP will be responsible for the cost of retraining as outlined in Paragraph 2.4. The Chapter will invoice the AP for the cost of the training at the amount equal to the published full service contract price or the training price minus the cost of books and materials the Course Participants may already have. The Chapter also reserves the right to suspend or withdraw the authorization of an instructor for due cause. Due cause generally means that the instructor does not or will not abide by the standards, policies, or procedures of the Red Cross and its programs or in some way abuses the position of an authorized Red Cross instructor. Some examples follow here but are by no means exhaustive; each case is reviewed individually, taking into account all relevant circumstances. Examples are—
 - a. An instructor refuses to teach a nationally standardized Course according to the guidelines and Course requirements or is found to be deficient in either knowledge or performance skills.
 - b. An instructor falsifies records or provides false information to the Chapter.
 - c. An instructor consistently fails to communicate his or her teaching activity in an appropriate way to the Chapter (e.g., does not notify the Chapter when a Course is to be taught, does not process Course Record forms within 10 working days, and so forth).
 - d. An instructor exhibits behavior inconsistent with standards established and agreed to in the Instructor Agreement and expected of a Red Cross instructor, as indicated by repeated poor evaluations from participants, or behaves in ways that participants find offensive or insulting (e.g., making sexual advances or telling racially, socially, or sexually insensitive jokes).
 - e. An instructor behaves in ways that do not reflect support for the American Red Cross as an organization and that, in fact, could harm the public perception of the American Red Cross in the community.
 - f. An instructor is convicted of a violent or serious crime, such as sexual molestation, embezzlement, assault, or any crime that calls into question his or her teaching or leadership responsibilities.
- 1.10 Designate Tina Peirick, Health and Safety Director as a representative of the Chapter to act as a point of contact to the AP at the address and telephone number set forth in Section 7 below (“Chapter Representative”) and notify the AP within 14 days if that individual changes.
- 1.11 Unless otherwise indicated on the Course Record, arrange for completed Course certificates to be delivered to the AP at the address set forth in Section 7 within ten (10) business days after receipt of a properly completed Course Record.
- 1.12 As needed and upon request, provide the AP with any American Red Cross promotional materials for use by the AP in promoting the Courses.

2.0 Responsibilities of the AP:

The AP shall:

- 2.1 Identify qualified instructor candidates to be trained and authorized as instructors and inform the Chapter

when it becomes aware of any modifications that should be made to Appendix B.

- 2.2 Support each instructor's compliance with American Red Cross policies and procedures by ensuring that such Instructors: (a) Are available to participate in periodic training, retraining or other related events throughout the term to gain and maintain sufficient levels of skill, knowledge and understanding to conduct the Courses; (b) Supply only American Red Cross Course Materials for use during the Courses, (c) Provide visual identification of the American Red Cross name and emblem during the Courses using materials provided or approved by the Chapter; and (d) Submit properly completed Course Records and Course evaluation forms to the Chapter within ten (10) business days of Course completion unless special arrangements are made with the Chapter.
- 2.3 With respect to the Course Participants: (a) Notify Course Participants that they will be participating in American Red Cross Courses in accordance with American Red Cross standards; (b) In advance of each Course, provide Course Participants with information about Course prerequisites, completion requirements, and other necessary information; (c) Ensure that Course Participants who have successfully met the Course prerequisites, objectives, and certification requirements receive American Red Cross certificates.
- 2.4 Reimburse the Chapter for retraining of Course Participants conducted pursuant to Paragraph 1.9. The cost of the retraining will be at the amount equal to the published full service contract price minus the cost of books and materials the Course Participants may already have.
- 2.5 Provide payment to the Chapter within 30 days of an invoice date unless otherwise specified in Appendix A.
- 2.6 Provide to the Chapter the names and copies of the authorizations of any previously authorized Red Cross instructors that are new to the AP at least ten (10) days before the instructor teaches a Course in order for the Chapter to ensure that such instructor is qualified to be the instructor.
- 2.7 Notify the Chapter of dates, times, and locations for each Course at least 14 days before the Course start date.
- 2.8 Refrain from revising, editing, or duplicating any materials, in whole or in part, including, but not limited to Course videos, for teaching Courses or for any other purpose, unless specifically approved in writing by the American National Red Cross. Requests for any modifications to the materials are to be channeled through the Chapter. The AP understands and agrees that all such promotional materials must be provided by the Chapter, or approved by the Chapter in advance of publication.
- 2.9 Obtain the materials in quantities sufficient for each Course Participant to have and retain his or her own copy. Course workbooks, textbooks and/or skills cards cannot be used for more than one Course Participant unless permission to do so is granted by the Chapter in writing. Authorized Providers conducting training in more than one Red Cross Chapter jurisdiction will not be granted rights to reuse workbooks, textbooks and/or skills cards for more than one Course Participant.
- 2.10 Maintain responsibility for the equipment and promptly return such equipment to the Chapter in the same condition the equipment was received by the AP. The AP shall be responsible for the cost of any damage to such equipment while in the possession of the AP. Upon receipt and inspection of the equipment, the AP shall report to the Chapter any equipment in need of service, repair, or replacement.
- 2.11 Be responsible for all claims and liabilities of any nature whatsoever that arise out of an AP offered Red Cross Course. Red Cross insurance does not extend to the AP or its instructors. Therefore, it is the responsibility of the AP to obtain adequate insurance to cover its operations and Course instruction.
- 2.12 Designate Sue Nett as a representative of the AP to act as a point of contact to the Chapter at the address and telephone number set forth in Section 7 below and notify the Chapter within 14 days if that individual changes. In the event the AP has multiple facilities, the individuals set forth in Appendix C shall serve as additional points of contact.

- 2.13 Provide classrooms and other facilities to teach the Courses that are safe, conducive to learning and meet the minimum space requirements as set forth in the Instructor Materials. The AP shall allow the Chapter Representative or a designee to inspect the AP's real and personal property used to teach the Courses and to perform random observations of the instructors during the provision of Courses.
- 2.14 Submit any literature or materials using the name and/or emblem of the American Red Cross to the Chapter for written approval before printing or distribution of such literature or materials.
- 2.15 Encourage its instructors to provide volunteer services for the American Red Cross.

3.0 Chapter Fees:

The Chapter reserves the right to change the fees contained in Appendix A at its sole discretion. The Chapter will notify the AP a minimum of 90 days prior to the effective date of any such fee changes. As part of this notice, the Chapter will provide the AP with a new Appendix A. If the AP does not agree to the fee changes, it has the right to terminate the Agreement pursuant to Section 5. Changes to Appendix A will not effect any other provisions contained within this Agreement.

4.0 Jurisdiction of Agreement:

This Agreement is limited to the geographical jurisdiction of the American Red Cross Chapter(s) and at the locations set forth below:

Chapter	Geographical Jurisdiction (County, City, State)
Neenah-Menasha	Towns and Cities of Neenah and Menasha, WI

5.0 Term and Termination:

- 5.1 This Agreement shall commence on the effective date with automatic one-year renewals thereafter on the anniversary of the commencement date, unless either Party gives written notice to the other of its desire not to renew at least 30 days prior to the commencement of any renewal period, or unless otherwise terminated sooner in accordance with Paragraph 5.2 of this Agreement (the "Term").
- 5.2 At any time, either Party may terminate this Agreement with thirty (30) days written notice to the non-terminating Party.
- 5.3 Upon termination of this Agreement, the obligations of both Parties, including, but not limited to the provision of payment, shall remain in effect until all scheduled Courses are completed.
- 5.4 In the event of any termination of this Agreement, the Parties are still obligated and committed to follow the provisions of Sections 6, 7, 8, 12 and this Paragraph 5.4 indefinitely.

6.0 Limitation of Liability:

Notwithstanding anything in this Agreement to the contrary, neither Party shall be liable to the other for any loss or damage arising as a result of breach, non-performance or partial performance of its obligations under this Agreement due to any cause beyond that Party's reasonable control and without its fault or negligence.

7.0 Notices:

All notices to include appendices that each Party is required to give to the other Party shall be given to each of the Parties in writing to the names and addressees as follows:

If to the Chapter:

Chapter Name: **Neenah-Menasha Chapter**
Address: **181 E. North Water St. Neenah, WI 54956**
Attn: **Tina Peirick**
Phone Number: **(920) 722-2871**
Fax Number: **(920) 722-2146**
E-mail Address: **tpeirick@nmredcross.com**

If to the AP:

AP Name: **Menasha Health Department**
Address: **226 Main Street, Menasha, WI 54952-3190**
Attn: **Sue Nett**
Phone Number: **920-967-5119**
Fax Number: **920-967-5247**
E-mail Address: **snett@ci.menasha.wi.us**

Notice of termination of this Agreement by either Party must be delivered by certified U.S. First-Class Mail, return receipt requested.

8.0 Confidentiality and Trade Names:

- 8.1 Except as otherwise provided herein, each Party shall maintain the confidentiality of all provisions of this Agreement. Without the prior written consent of the other Party, neither Party shall make any press release or other public announcement of, or otherwise disclose, this Agreement or any of its provisions to any third Party except for such disclosures as may be required by applicable law or regulation, in which case the disclosing Party shall provide the other Party with prompt advance notice of such disclosure so the other Party has the opportunity, if it so desires, to seek a protective order or other appropriate remedy.
- 8.2 Each Party recognizes that the name, logo and marks of the other Party represent valuable assets of that Party and that substantial recognition and goodwill are associated with such assets. Each Party hereby agrees that neither it nor any of its affiliates shall use the other Party's name, logo or marks without prior written authorization from such other Party.
- 8.3 This Agreement grants no rights in any of the American Red Cross or Chapter's Courses or Course Materials or other intellectual property to customer.

9.0 Entire Agreement and Amendments:

- 9.1 Concerning the subject matter hereof, this Agreement constitutes the entire Agreement between the Parties and supersedes all prior Agreements and undertakings, both written and oral, between the Parties.
- 9.2 This Agreement shall not be amended or otherwise modified unless both of the Parties affirmatively and unanimously agree to such amendment and/or modification in writing.

10.0 Severability:

In the event any provision of this Agreement is held invalid, illegal or unenforceable (any such provision, an "Invalid Provision") in any jurisdiction, the Parties shall promptly negotiate in good faith a lawful, valid and enforceable provision. This new provision must be as similar in terms to the invalid provision as may be possible in order to keep with the intention of the original Agreement.

11.0 Exculpatory Clause:

It is understood and agreed that wherever in this Agreement the term "Chapter" is used it shall mean the Chapter(s) of The American National Red Cross set forth in Section 4; that said Chapter(s) are duly constituted local unit of The American National Red Cross, a federal instrumentality (36 U.S. Code 1 et seq.); and that all obligations of the "Chapter" under this Agreement shall be undertaken and completed exclusively by said Chapter(s) without resort in any event to, or commitment of, the funds and property of the American National Red Cross or any unit thereof other than the Chapter(s).

12.0 Independent Contractors:

Each of the Parties shall be furnishing its services hereunder as an independent contractor, and nothing herein shall create any association, partnership or joint venture between the Parties or an employer-employee relationship. No agent, employee or servant of either Party shall be, or shall be deemed to be, the employee, agent or servant of the other Party, and each Party shall be solely and entirely responsible for its acts and the acts of its agents, employees and servants.

13.0 Assignment and Subcontracting:

This Agreement shall not be assigned in whole or in part and no Party shall delegate or subcontract all or part of its duties under this Agreement without the prior written consent of the other Party.

IN WITNESS WHEREOF, the Parties hereto, acting through their duly authorized officers, have executed this Agreement as of the Effective Date.

CHAPTER
REPRESENTATIVE

AUTHORIZED PROVIDER
REPRESENTATIVE

SIGNATURE: _____

Tina Peirick

DATE: _____

3/12/2007

PRINTED NAME: _____

Tina Peirick

TITLE: _____

Health and Safety Director

PHONE NUMBER: _____

(920) 722-2871

FAX NUMBER: _____

(920) 722-2146

E-MAIL: _____

tpeirick@nmredcross.com

Approved as to form

J.S. Brandt 4-4-07

Jeffrey S. Brandt, City Attorney

**APPENDIX A
COURSES, EQUIPMENT, MATERIALS AND FEES**

A. Courses: Lay Responder First Aid/CPR/AED and Bloodborne Pathogens

B. Equipment and Supplies:

Equipment	Rental Fee	Per
Manikin (Adult or Infant) Includes manikin faces and lungs and face shields or Choking Charlie	\$5.00	per day
Video (Community or Workplace, First Aid and Adult CPR/AED, or Infant and Child CPR) and Bloodborne Pathogens)	\$5.00	per day
AED (Automated External Defibrillator) Trainer Model	\$5.00	per day
Standard First Aid Bandage Packs (Purchase)	\$1.00	per pack
First Aid kits and Breathing barriers are available at the Chapter Office to purchase, www.nmredcross.com)	Prices Vary	Item

C. Course/Instructor Materials:

Item Description/Stock Number	Cost	Unit
652145 First Aid/CPR/AED for Schools and the Community Participant's Manual	\$15.00	per manual
656694 First Aid/CPR/AED Participant's Booklet	\$1.35	per booklet
656691 Workplace, First Aid/CPR/AED, Adult CPR/AED Skills Card	\$7.25	per card
656692 Workplace, First Aid/CPR/AED, First Aid Skills Card	\$7.00	per card
656695 Workplace, First Aid/CPR/AED, Infant & Child CPR Skills Card	\$7.25	per card
Workplace Modules Booklets (Managing Stress, Slips, Trips and Falls, Ergonomics, Your Heart Matters, and Back Injury Prevention)	\$1.00	per booklet
656693 First Aid/CPR/AED for the Workplace, Schools, and the Community Instructor's Manuals and CD-Rom	\$24.00	per manual
656690 First Aid/CPR/AED for the Workplace DVD (Includes Bloodborne Pathogens)	\$174.00	per DVD
652146 First Aid/CPR/AED for the Community and Schools DVD (Includes Bloodborne Pathogens)	\$164.00	per DVD
Bloodborne Pathogens, PDT, Participant's Manual	\$2.00	per manual

D. Training Fees:

Fee Description	Fee	Unit
Authorized Provider Fees / Administrative Fee	\$5.00	per person

Authorized Provider Instructor Course Fees	\$5.00	per person
Instructor Course equipment rental Fees	Same as above	
Fundamentals of Instructor Training Instructor Course Fees	\$25.00	per person
Lay Responder First Aid CPR/AED Instructor Course Fees	\$100.00	per person

E. Special billing or payment instructions (Optional):

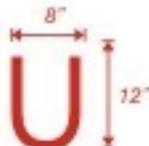
F. Additional Services (Optional): Replacement of Certification Cards is \$4.00 per card.

**APPENDIX B
INSTRUCTORS**

Name	Contact Information including address, phone and mail	Chapter of Authorization	Current Instructor Authorization
Peggy Murphy	pmurphy @ci.menasha.wi.us.	Neenah-Menasha	FACA, BBP
Cheryl Laabs	claabs @ci.menasha.wi.us.	Neenah-Menasha	FACA
Loretta Kjemhus	lkjemhus @co.menasha.wi.us	Neenah-Menasha	FACA
Elizabeth Derouin	ederouin @co.menasha.wi.us	Neenah-Menasha	FACA
Peggy Bringman	pbringman@mjsd.k12.wi.us	Neenah-Menasha	FACA
Todd Drew	tdrew@mjsd.k12.wi.us	Neenah-Menasha	FACA
Amy Winninghoff	awinning@ci.menasha.wi.us	Neenah-Menasha	FACA
Susan Reiter	reiters@mjsd.k12.wi.us	Neenah-Menasha	FACA

18' ± (DAW)

36" ± (DAW)

GROMMETS
EVERY 24"WIND SLITS
MINIMUM OF THREE*Option #1*FABRICATE AND SUPPLY ONE (1) S/F BANNER
WITH WIND SLITS

1	BANNER	14oz. BANNER MATERIAL
2	GRAPHICS	4 COLOR PROCESS DIGITAL PRINT
	SNAPS	SUPPLIED BY CUSTOMER
3	MONUMENTING	SUPPLY TO CUSTOMER
		ROPE TO BE SEWN INTO BANNER



Drawing No : A-Z\M\MENASHA\POLICE\national police week

Scale : 1/8" = 1'-0"

Date : 02/26/07

Representative : Mackenzie Frost Designer : Matt

Total Project Hours : (1) Page Hours : (1)

Client / Address

MENASHA POLICE

This design is provided under Title 17 of the U.S. Copyright Code. Client agrees to indemnify the artist, not to create original design work without the artists consent and Appletons Sign Company, Inc. unless authorized by a payment. Any violation will constitute a charge of intellectual / production charges.

Approved By : _____

Date : _____

The colors shown on this drawing do not exactly represent actual paint, vinyl, neon or acrylic colors.



City of Menasha • Office of the City Attorney
Jeffrey S. Brandt, City Attorney

MEMO

TO: Common Council
Mayor Laux

FROM: Jeff Brandt JSB

SUBJECT: Alderman Merkes per diem request

DATE: April 5, 2007

Alderman Merkes prepared a City of Menasha Travel Expense due to an appearance in Municipal Court in the matter of City of Menasha v. Vincent Knuth. I had issued a subpoena for Alderman Merkes because I had received an e-mail from him on January 12, 2007 in which Alderman Merkes said as follows:

I got a call from Vince Knuth regarding junk vehicles on his property. While I am in favor of removing junk vehicles it appears that these are licensed and working. Can you fill me in on the rest of the story? Thanks. Don

I responded that he should read the entire police report before accepting Knuth's version of the story. I then provided the Police report to Alderman Merkes. A citation had been previously issued by Officer Cook. As part of the process, I had a conversation with Knuth and offered to dismiss the citation if he removed the vehicles from the outside of his property. Knuth refused that offer and the trial was held on April 4, 2007.

The ethical duties of a prosecutor require a prosecutor to provide all relevant information to the Court so as to further the demands of justice. I believe that if the Alderman from the district in which the alleged junk vehicle is sitting believes the vehicles are not junk, that would be a relevant factor for the Court to consider. Since Alderman Merkes had told me that he believed the vehicle was not junk and the arresting officer had provided a report that the vehicles were junk, I subpoenaed Alderman Merkes for the trial. Alderman Merkes did testify at the trial. Knuth was found guilty and ordered to pay forfeiture. The payment was stayed if Knuth properly registered the vehicles within 30 days. I anticipate he will do so.

Wisconsin statutes provide that a person who is subpoenaed for a trial is entitled to witness fees and mileage for the testimony. Sec. 814.67 establishes that amount as \$16/day and \$.20/mile. If the defendant is found guilty in municipal court, the Court may award the witness fees as part of the costs. The Municipal Court requires the subpoena to make that award. If the costs are not

paid, the court charges those back against the municipality. Alderman Merkes left before I had a chance to obtain his subpoena and to have the Court add the costs after the conviction.

I fully support that Alderman Merkes is entitled to \$16.60 for this matter pursuant to the statute. I do not feel I have the authority to approve the City of Menasha Travel Expense Report he filed with my office in the amount of \$61.65. I request the Common Council either approve or to disapprove this voucher. If approved, I believe that all but \$16.60 should be from the Common Council budget. The \$16.60 is appropriately charged to the City Attorney outside services budget.

Incidentally, the Personnel Policy Handbook provides that City employees who testify during their normal work day must pay to the City any witness fees they receive. They are entitled to keep the amount designated as mileage.

Jeffrey S. Brandt

From: Don Merkes [dmerkes@sbcglobal.net]
Sent: Monday, January 15, 2007 8:38 AM
To: Jeffrey S. Brandt
Cc: Robert Stanke
Subject: RE: 46 Lawson St

thanks

--- "Jeffrey S. Brandt" <jbrandt@ci.menasha.wi.us> wrote:

> I'll give you one tonight. Jeff
>
> -----Original Message-----
> From: Don Merkes [mailto:dmerkes@sbcglobal.net]
> Sent: Monday, January 15, 2007 8:03 AM
> To: Jeffrey S. Brandt; Robert Stanke
> Subject: RE: 46 Lawson St
>
> How do I get a copy?
>
> Don
>
> --- "Jeffrey S. Brandt" <jbrandt@ci.menasha.wi.us> wrote:
>
> > I think you need to read the police report before you accept Vince
> > Knuth's version. Jeff
> >
> > -----Original Message-----
> > From: Don Merkes [mailto:dmerkes@sbcglobal.net]
> > Sent: Friday, January 12, 2007 2:13 PM
> > To: Jeffrey S. Brandt
> > Subject: 46 Lawson St
> >
> > Jeff,
> >
> > I got a call from Vince Knuth regarding junk vehicles on his
> > property. While I am in favor of removing junk vehicles it appears
> > that these are
> > licensed
> > and
> > working.
> >
> > Can you fill me in on the rest of the story?
> >
> > Thanks
> > Don
> >
>
>

SUBPOENA

STATE OF WISCONSIN)
(SS
COUNTY OF WINNEBAGO)

THE STATE OF WISCONSIN TO: Mr. Donald Merkes
377 Nassau St.
Menasha, WI 54952

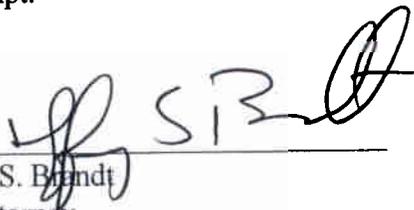
PURSUANT TO SECTION 805.07 OF THE WISCONSIN STATUTES, you are hereby commanded to appear in person before the Neenah-Menasha Municipal Court, Judge James Gunz, presiding, at Neenah City Hall, 211 Walnut Street, Neenah, Wisconsin, on **Wednesday – April 4, 2007 at 1:30 p.m.**, to give evidence in a case between the

City of Menasha vs. Mr. Vincent Knuth

Ordinance 10-4-8 “Junk Car Violation”

Failure to appear may result in punishment for contempt.

Issued: *March 26, 2007*



Jeffrey S. Bindt
City Attorney
140 Main Street
Menasha, WI 54952
(920) 967-5117

Delivered by: *St. Chuck Sale*

Date & Time: *03-26-07 9:25 PM*

Please return this copy to the City of Menasha Attorney's office.

COPY



MEMO

TO: Common Council
Mayor Laux

FROM: CA/HRD Brandt JSB
PHD Nett *nett*

SUBJECT: Safety Consultant

DATE: April 6, 2007

For consideration at the next Common Council meeting is the issue of the Safety Committees and related safety matters for the remainder of 2007. I have enclosed a copy of the responses to the RFP that was prepared and approved earlier. As you can see, four different firms submitted bids. All of the bids are basically a time and materials basis with an estimate as to what is likely for the balance of the year. I reviewed all the bids for compliance with the RFP, have evaluated the qualifications of the bidders and noted they each have submitted references that can be checked. I am satisfied that each of the bidders has the necessary qualifications to perform these services for the City of Menasha. However, SHE appears to specialize more in wastewater treatment industries. The bottom line summary of the bids is:

<u>Company</u>	<u>Location</u>	<u>Hourly Rate</u>	<u>2007 Estimate</u>	<u>Firm</u>
Alpha Terra	Plymouth	\$75	\$12,375	No
RW Management	Menasha	\$75	27,000	Yes
Platt Safety Services	Franklin	\$50-\$100	20,325	No
SHE	Madison (has Appleton office)	\$100	Not listed	No

Besides these proposals, I sent a copy of the RFP to Risk Management concepts from Appleton since I had received a blind inquiry from them asking to be placed on our risk management mailing list. They declined to bid. I also placed the RFP on the website of the Wisconsin Council of Safety.

After the bids were received, but before they were tabulated, PHD Nett approached me to ask whether it made any sense to increase the hours of one of the part-time Public Health nurses and assign the Safety Committee and all related tasks to that person. Sue has determined that she would increase Peggy Murphy's hours by one day a week for the balance of 2007. From May 1 to December 31, 2007 there are 35 weeks at 7.5 hours/day = 262.5 hours. Peggy's current rate is \$25.56/hour, increasing to \$25.82 on July 1 and to \$26.21 on September 1. The total economic cost is:

Wages	\$6809.93
WRS (10.6%)	721.85
FICA (7.65%)	<u>520.96</u>
Total	\$8052.74

It is likely that there may be some additional training required. This should be accomplished with the extra day per week. However, there would be some cost for the training and possibly meetings and mileage. I estimate these would certainly be less than \$1000 for the balance of the year.

The rationale for this inclusion within the health department is that the City currently uses the Health Department personnel for a number of safety related trainings, such as bloodborne pathogens, fit testing for Personal Protective Equipment, CPR, First Aid, Lead and Asbestos Exposure and general health matters. We recognize that the use of CVMIC for some of the more specific exposures such as fleet safety, confined space entry and rescue, work zone safety and hazard communications will continue. Some of these have required purchasing services from outside vendors. This has been done in the past and would have been expected no matter what route we choose.

If the Common Council determines that the best choice for the City is to add this additional time in the Health Department, PHD Nett and I will evaluate the effectiveness around September 1. This evaluation will include how well the Safety Committees have been run, the record keeping and time involved and the reception by other City departments and employees. If we believe that it has been cost effective, we will budget for 2008 accordingly. If we feel it has not been effective both as to cost and service delivery, we will invite bids from the firms above and again list on the website of the Wisconsin Council of Safety.

Please contact PHD Nett or myself for any questions.



Response to Safety Consulting Services

For

City of Menasha Project: SAFETY CONSULTING SERVICES RFP #1-07

Prepared for:

**Mr. Jeffrey Brandt, Human Resources Director
City of Menasha**

Prepared By:

**Jerry Hirt, General Manager
Robert N. Cooke, Manager, Safety & Health Division
Alpha Terra Science, Inc.**

Date: March 5, 2007

ALPHA TERRA SCIENCE, INC. OFFICES

1237 South Pilgrim Road
Plymouth, WI 53073-4969
TEL (920) 892-2444
FAX (920) 892-2620

1642 S. CTH O
Mosinee, WI 54455
TEL (715) 457-2944
FAX (715) 547-6663

Menasha City RFP #1-07 Safety Consulting Services

VENDOR REPLY COVER SHEET

Proposals are due at 2:00 p.m., Friday, March 9, 2007 at the Menasha City Human Resources Department, 140 Main Street, Menasha, WI 54952

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

Facet	Hr. Rate	Total
#1 Meeting facilitator for the City's Safety Committees	\$75/hour	\$2475
#2 Coordinator of safety related training for the City	\$75/hour	\$4330
#3 Maintenance of the citywide safety manual	\$75/hour	\$1855
#4 Liaison for city officials and CVMIC at annual meetings and CVMIC Risk Assessments	\$75/hour	\$1855
#5 Citywide maintenance of safety records	\$75/hour	\$1860
Total		<u>\$12,375</u>

The proposed total is for the time period from 4/1/2007 through 12/31/2007 and represents our best estimate based on experience with other communities and information provided. Dollar estimates by line item may shift pending actual needs and requests. The total will remain unchanged.

Type or Print Name: Jerry Hirt

Company: Alpha Terra Science

Title: General Manager

Address: 1237 S. Pilgrim Road
Plymouth, WI 53073

Authorized Signature: 

Date: March 5, 2007

Telephone: (920) 892-2444

Fax: (920) 892-2620

VENDOR INFORMATION SHEET

IN ADDITION TO THE INFORMATION SUPPLIED IN THE PROPOSAL, PLEASE COMPLETE THE FOLLOWING, WHICH WILL BE USED IF YOU ARE AWARDED A CONTRACT.

PAYMENT TERMS:

FEDERAL ID NUMBER:

Payment within 30 days to avoid a 1.5% interest charge.

39-1732906

SEND ORDERS TO: Alpha Terra Science
Address: 1237 S. Pilgrim Road
Plymouth, WI 53073

Phone: (920) 892-2444

INVOICES WILL BE FROM: Alpha Terra Science
Address: 1237 S. Pilgrim Road
Plymouth, WI 53073

PERSON TO CONTACT IN
REFERENCE TO CONTRACT:

Name: Jerry Hirt
Address: Alpha Terra Science
1273 S. Pilgrim Road
Plymouth, WI 53073
Phone: (920) 892-2444
Fax: (920) 892-2620

ANY SPECIAL ORDERING INFORMATION:
(SAME AS ABOVE)

COMPANY NAME: Alpha Terra Science

SIGNATURE



Proposal Body



Alpha Terra Science, Inc.
1237 S. Pilgrim Road, Plymouth, WI 53073
TEL 920/892-2444 FAX 920/892-2620
Website: www.alphaterra.net
E-mail: alphaterra@alphaterra.net

Mr. Jeffrey Brandt,
Human Resources Director
140 Main Street
Menasha, WI 54952

Mr. Brandt:

Re: Requested Information

Thank you for including Alpha Terra Science as a potential provider for safety consulting services for the City of Menasha.

In addition to your proposal specifications, I am also providing additional information on Alpha Terra Science.

Proposal Specifications

Based on information provided in the "Request for Proposals- Safety Consultant Services for the City of Menasha" there are five facets of consulting services being requested by the City. Items numbered 1 and 4 are meeting related. Item 2 is training related and 3 and 5 appear to be maintenance related.

Item 1 is specific in its request of ten meetings per year. Based on the nine-month timeframe, this would result in either seven or eight meetings. Our project manager would work with the department heads to schedule initial dates for the meetings while attempting to schedule them all on the same day to increase efficiency. Previous scheduling information for this task would be used as a guide. Item 4 addresses a similar format and can be worked out between Department Heads, Human Resources Director, and CIVMIC. Past experience by the participants should be considered for the scheduling of these meetings.

Item 2 is non-specific as to how many training sessions should be provided by the provider. Ideally, the consulting firm would be providing training during half or full day segments rather than training on selected topics on a given day. Should the latter be the approach of choice we could use the inactive time for maintenance-related activities being referenced in Items 3 & 5. The goal is to be as productive as possible when on site.

Items 3 & 5 can be scheduled after Items 1, 2, and 4 are slotted into a tentative schedule. These maintenance-related tasks should be scheduled at least quarterly over the nine-month period of the contract. Experience with similar size communities has shown that this effort can be performed effectively in 3 to five days.

Name of Firm, address, telephone and contact person

Alpha Terra Science
1237 S. Pilgrim Road
Plymouth, WI 53073
Phone: (920) 892-2444
Contact person: Jerry Hirt, General Manager

Brief history of firm

Alpha Terra Science was founded on August 1, 1992 by Mr. Donald Becker, Phd., who remains as principal of our company. Further history of our firm is found in our Statement of Qualifications. (*enclosed*)

Number of persons in business and number that may be assigned to the City of Menasha project

Alpha Terra has a staff of 14 employees broken out into three service divisions. Those divisions are: Remediation, Environmental Compliance, and Safety and Health division. Our safety division is comprised of three project managers. Their resumes are included with this communication. In all cases, a senior project manager is assigned for oversight purposes. In this case it would likely be Robert N. Cooke, CSP, CPEA, Manager Alpha Terra Science Safety Division. Ben Nickel, Safety & Health Specialist, will be the primary provider of services for this project. Having a primary and secondary project manager benefits both parties so that continuity in the overall project will not suffer in the absence of one of the project managers.

Firm's memberships

Following is a list of some of the organizations our firm belongs to:

- Wisconsin Council of Safety
- National Safety Council
- League of Wisconsin Municipalities
- American Industrial Hygiene Association
- Wisconsin Manufacturers and Commerce
- American Society of Safety Engineers
- Wisconsin County Highway Association
- American Public Works Association
- Wisconsin Towns Association
- Wisconsin City/County Management Association
- PRIMA – Public Risk Management Association
- SWANA – Solid Waste Association of North America
- Federation of Environmental Technologists
- Wisconsin Wastewater Operators Association
- Wisconsin Utilities Suppliers Association
- Aggregate Producers of Wisconsin
- Wisconsin Water Association

- Wisconsin Rural Water Association
- American Institute of Professional Geologists
- Association of Engineering Geologists
- Wisconsin Fabricare Institute

Examples of specific knowledge and expertise related to providing this service.

The Alpha Terra Science safety division has serviced or is presently serving over 170 public sector entities in Wisconsin, Illinois, and Iowa over the last 9 years. Throughout this period the staff has committed themselves to providing customized and site-specific documentation and training. Our programs are updated on a regular basis so that our clients receive the most current and compliant program that meets their needs.

Extensive knowledge of OSHA's CFR 1910 – General Industry Standards, CFR 1926 – Construction Standards, and Code 32 of the Wisconsin Department of Commerce administrative codes, also referred to as Chapter Comm 32 Public Employee Safety and Health, are required to provide the type of service being requested by the City of Menasha. Alpha Terra personnel are seasoned safety professionals who are selected for not only their extensive technical abilities but also for their people skills. It has been our experience that someone with extensive safety knowledge but an inability to function within your work environment may be able to provide you with documents but won't be effective when it is time to gather information, implement the program or conduct worker training. Should additional programs need to be developed for the departments referenced in this proposal (*not included in the overall cost of this proposal*), you will be provided with both the paper and electronic copies of these documents. Additional professional certifications, presented in the staff resumes, help to ensure that we are providing experienced and compliant services.

We are very flexible in the methodology of managing budgets. We can only provide as much service as your budget allows so we will work with the City to develop a plan that prioritizes needs on an annual basis.

Management of city employees is made easier when the provider has the experience level similar to that of our staff. I'm confident in saying that our goal is that of being a "teacher" and not a "preacher". With the public sector experience of our project managers, it's safe to say that they have "seen it all" and will handle all unique situations with class and professionalism.

Sample Reports

Client: New Holstein Utilities

Facilitated By: _____

Date: 11/28/06

Ben Nickel, Safety and Health Specialist – Alpha Terra Science, Inc.

Client Program Coordinator(s) In Attendance	

1.0 Bloodborne Pathogens

	OK	Note	
1.1	<input type="checkbox"/>	<input type="checkbox"/>	Program coordinator(s) are aware of recordkeeping requirements in section 10.0 of the plan document
1.2	<input type="checkbox"/>	<input type="checkbox"/>	The exposure evaluation in attachment C is current.
1.3	<input type="checkbox"/>	<input type="checkbox"/>	Hand washing facilities are available as stated in Attachment D
1.4	<input type="checkbox"/>	<input type="checkbox"/>	Personal Protective equipment is available as stated in Attachment E
1.5	<input type="checkbox"/>	<input type="checkbox"/>	A current hepatitis B record is available for all workers per attachment G
1.6	<input type="checkbox"/>	<input type="checkbox"/>	The provider identified in Attachment H has been provided with required information
1.7	<input type="checkbox"/>	<input type="checkbox"/>	Program coordinator(s) are aware of post exposure procedures in Attachment I
1.8	<input type="checkbox"/>	<input type="checkbox"/>	Program coordinator(s) are aware that the program must be reviewed annually
1.9	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the regulation is accessible to employees
1.10	<input type="checkbox"/>	<input type="checkbox"/>	Annual worker training has been completed or is scheduled

2.0 Confined Space Program

	OK	Note	
2.1	<input type="checkbox"/>	<input type="checkbox"/>	Program coordinator(s) are aware of contractor requirements in section 3.0 of the program document
2.2	<input type="checkbox"/>	<input type="checkbox"/>	Entry permits have been reviewed for the past year.
2.3	<input type="checkbox"/>	<input type="checkbox"/>	Employee designations in attachment E are current.
2.4	<input type="checkbox"/>	<input type="checkbox"/>	Annual worker training has been completed or is scheduled

5.0 Hazard Communication

	OK	Note	
5.1	<input type="checkbox"/>	<input type="checkbox"/>	An index of MSDS's has been created per section 2.0 of the written program
5.2	<input type="checkbox"/>	<input type="checkbox"/>	MSDS's are maintained as stated in section 2.0 of the written program
5.3	<input type="checkbox"/>	<input type="checkbox"/>	The person(s) identified as responsible for obtaining MSDS's in section 3.2 of the written program is aware of this responsibility
5.4	<input type="checkbox"/>	<input type="checkbox"/>	Labels are available and in use as described in section 4.0 of the written program
5.5	<input type="checkbox"/>	<input type="checkbox"/>	Program coordinator(s) are aware of retraining requirements in section 6.2 of the written program
5.6	<input type="checkbox"/>	<input type="checkbox"/>	Program coordinator(s) are aware of contractor requirements in section 7.0 of the written program
5.7	<input type="checkbox"/>	<input type="checkbox"/>	An MSDS index has been inserted behind tab A
5.8	<input type="checkbox"/>	<input type="checkbox"/>	MSDS's are available as stated in section 3.1

7.0 Personal Protective Equipment (General)

	OK	Note	
7.1	<input type="checkbox"/>	<input type="checkbox"/>	Program coordinators are aware of policy statement in written program section 3.0
7.2	<input type="checkbox"/>	<input type="checkbox"/>	The document in attachment A has been completed
7.3	<input type="checkbox"/>	<input type="checkbox"/>	Program coordinators are aware of PPE requirements in Attachments B, C and D
7.4	<input type="checkbox"/>	<input type="checkbox"/>	PPE is available as described in Attachment E

City of New Holstein and Utilities

Bolded items are items that need attention and should be addressed in 2005.

Bloodborne Pathogens

Component	Last Certified	Next Due
Training	9/30/04	9/30/05

Confined Space Entry

Component	Last Certified	Next Due
Training (Classroom and retrieval practice)	9/30/04	9/30/05
Entry Policy/Permit Review	5/2004	5/2005

Control of Hazardous Energy

Component	Last Certified	Next Due
Procedure Certification	Unknown	Lockout/Tagout Procedures need to be certified on an annual basis. If this has not been completed, this should be addressed and documented.
Training	2004	No annual requirement, training necessity is dictated by the annual certification and program changes.

Hazard Communication

Component	Last Certified	Next Due
Program	Program finalized in October 2004	N/A
Training	N/A	Need to set up. (Under current agreement.)

Occupational Noise Exposure

Component	Last Certified	Next Due
Program	August 2004	N/A
Training	N/A	Need to set up. (Under current agreement.)

CONTENTS

1.0	Introduction	2
2.0	Executive Summary	2
3.0	Methods.....	2
4.0	Findings and Recommendations.....	3
5.0	Observations/Discussion.....	5
6.0	Filing and Disposition.....	5

1.0 Introduction

Reference: Occupational Safety and Health Administration regulations for General Industry (29 CFR, parts 1910.146) as adopted by the Wisconsin Department of Commerce (DCOMM) Chapter Comm 32.28 and 32.29. This regulation requires that employers who implement a permit space program retain and review cancelled permits within one year after each entry and revise the program as necessary, to ensure that employees participating in entry operations are protected from permit space hazards.

The City of Mequon has identified specific confined spaces within their facilities and evaluated potential hazard exposures in these spaces. Employees of the City enter these spaces to perform maintenance tasks or equipment servicing. Contractors occasionally enter Mequon's spaces to perform lift station maintenance. The City of Mequon has implemented a written safety program for Permit-Required Confined Space Entry to ensure safe work practices in these spaces.

2.0 Executive Summary

On November 2, 2006, Alpha Terra Science, Inc. conducted a review of cancelled confined space entry permits for the City of Mequon, and reviewed their written confined space entry program. On this same date Alpha Terra Science observed a confined space (non-entry rescue) training exercise conducted by City employees. The goal of this annual review and training was to provide the Human Resources Manager and City employees with meaningful data that can be employed to increase the effectiveness of the safety program, and to identify activities that will improve performance.

This review found that the overall confined space safety process is fully implemented and in need of only minor revision. Recommendations were made for minor improvement for some areas involving safe work practices.

3.0 Methods

The elements of the review included:

- Interviews of knowledgeable management personnel,
- Line-by-line evaluation of the written program and attachments,
- A review of specific, documented training for City employees,
- A review of other program assessments conducted during the period,
- A physical review all available cancelled permits,
- A review of any additions, deletions or modifications to existing spaces, and
- A review of confined space entry, rescue equipment, and atmospheric test equipment

4.0 Findings and Recommendations

1. **Policy:** The written program states that employees enter permit spaces. Employees confirmed that they enter confined spaces to perform maintenance tasks in support of the City of Mequon. Lisa Schaitz (Human Resources) maintains the written program and schedules training, and Fred Schneeberg (Wastewater Superintendent) assists by making timely changes to permits, and making other program and equipment recommendations.

Recommendation: None.

2. **Employee Designations:** The names of the Program Coordinator and Alternate identified in the written program are current. Two Highway Department workers are designated as Entrant and Attendant, and they occasionally assist the Sewer Department with entry tasks. No other changes have occurred in employee designations as entry supervisor, entrant, attendant or rescuer.

Recommendation: None.

3. **Workplace Evaluation:** A list of confined spaces has been developed, and is frequently reviewed for accuracy by the Sewer Department Superintendent. Much credit for the effectiveness of the program goes to the Sewer Department employees who, as observed during ongoing annual reviews, have routinely perform Entry tasks in a safe and proper manner.

Recommendation: None. Well done. Congratulations!

4. **Equipment:** Mequon employees utilize a tripod, harness, lifeline, and atmospheric tester/monitor during entry. All equipment was readily available. Four Lumidor Micromax atmospheric monitors are available, and are calibrated by City employees every two months, which exceeds the minimum interval (six months), required by the Department of Commerce. The retrieval winch was inspected in December 2005, and will be due for inspection in January 2008.

Recommendation: None. Well done!

5. **Posting:** Warning signs are posted at some spaces, however spaces such as manholes are impractical to post. Barricades with signs are available when needed for temporary spaces or spaces in traffic zones.

Recommendation: None.

6. **Contractor Operations:** During the contracting process, when selecting a contractor who will enter confined spaces, inform the contractor of known hazards of the spaces

to be entered. The contractor should agree in writing to comply with all requirements of applicable OSHA regulations for the work to be performed. Before contractor entry into City spaces is permitted, it should be determined which permit procedure the contractor will be utilizing.

Recommendation: Incorporate confined space information into the contract process to ensure contractor competency.

- 7. Training:** The City conducts annual awareness (refresher) training for affected employees, as well as non-entry rescue training practice using an actual space (manhole). A copy of the documentation and permit used for the practice entry are provided with this report.

Basic first aid and adult CPR training is current for all Sewer department employees and highway department backup employees who are designated as entrants and attendants as required by Comm 32. The Mequon Fire Department completed the training on February 28, 2006.

Recommendation: None.

- 8. Space-Specific Permits:** The City uses a space-specific entry permit. The blank permit includes all required information. The Program Coordinator ensures that a permit is completed for each entry, and kept near the space throughout the entry process. Completed permits are filed in the Sewer Department office. Thirteen (13) completed permits were reviewed. Only minor documentation errors were noted on the completed permits. No permits were cancelled due to any safety issues arising during entry, and no entry deviations were noted.
- 9. Recommendation:** Review completed permits prior to filing, to ensure that all required information is entered on each form.
- 10. Rescue Service:** Self-rescue or non-entry retrieval are the preferred methods of removing employees from a space when problems occur. When entry rescue is needed, the City of Mequon fire department has been evaluated and selected as the Mequon confined space rescue service. The fire department practices rescue protocols using City spaces, including manholes and lift stations.

Recommendations: None. Alpha Terra Science is available to monitor these exercises when requested.

- 11. Employee Participation:** Employees are encouraged to make constructive recommendations and suggestions about the safety program, either directly or through the safety committee.

Recommendation: None.

12. **Program Review:** A review of the City of Mequon program was performed. The Program Coordinator makes updates to the written program. Alpha Terra assists by communicating with Mequon DPW to schedule annual requirements.
13. Recommendation: None.

5.0 Other Observations/Discussion

The Program Coordinator is committed to a strong and effective safety program, supported by the employees. Ms. Schaitz works together with management, employees, and contractors to ensure that all required elements of the safety program are implemented. The continued support of this program by the City of Mequon is essential to the success of the safety program.

6.0 Filing and Disposition

File this annual program and permit review behind Attachment G of your written confined space entry program. Include the permits reviewed, along with notes on any required or recommended action taken. Retain until superseded by the next annual program and permit review.

CONTENTS

1.0 INTRODUCTION 2

2.0 EXECUTIVE SUMMARY 2

3.0 METHODS 2

4.0 FINDINGS 3

5.0 ANNUAL PERIODIC INSPECTION 5

6.0 OBSERVATIONS/DISCUSSION 5

7.0 FILING..... 5

1.0 Introduction

Reference: Occupational Safety and Health Administration regulations for General Industry (29 CFR, parts 1910.147) as adopted by the Wisconsin Department of Commerce (DCOMM) Chapter Comm 32. This regulation requires that employers conduct a periodic inspection of their energy control procedures annually to ensure that the procedures and the requirements of the standard are being followed.

The City of Mequon has identified energy sources that create potential hazards to their employees when performing equipment maintenance or repairs. Specific energy control procedures have been developed to isolate and lock or tag out hazardous energy sources so work can be safely performed.

2.0 Executive Summary

Alpha Terra Science, Inc. conducted a required annual periodic inspection of the energy control program and procedures for the City of Mequon. The objectives of this inspection were to provide the Human Resources Manager with meaningful data that can be employed to increase the effectiveness of the safety program, and to identify activities that will improve performance.

This review found that the overall energy control process has been developed, however portions of the process have not been fully implemented. Recommendations are made for improvement in areas involving safe work practices, equipment, and training, as well as opportunities for improving the energy control procedures presently being utilized.

3.0 Methods

The elements of the review included:

- Interviews of knowledgeable management personnel
- Line-by-line evaluation of the written program and attachments
- A review of specific, documented training for Authorized, and Affected and Other personnel
- A review of any other program assessments conducted during the period evaluated
- A physical review all written energy control procedures
- A review of any additions, deletions or modifications to energy control procedures
- A step-by-step audit of specific energy control procedures

4.0 Findings and Recommendations

1. **Policy:** Employees at the City of Mequon Highway Department, Sewer, and Maintenance departments are provided with a site-specific written program for Control of Hazardous Energy, including equipment-specific written procedures.

Recommendation: None.

2. **Administration:** The written program, dated January 10, 2005, has been in place for less than one year. A revision to the Designated employee listing was made on June 5, 2005. No other program revisions were necessary since implementation. The names of the Program Coordinator and Alternate listed in the written program are correct.

Recommendation: None.

3. **Workplace Evaluation:** Energy control procedures have been developed for equipment as required. Authorized personnel are designated, and have received training, however this review revealed that the employees have not been physically utilizing the machine-specific procedures while performing maintenance and servicing. This is a repeat observation. No mishaps were reportedly related to control of hazardous energy or lockout procedures.

Recommendation: Ensure that employees remain familiar with, and physically utilize the equipment specific written procedures. In some cases it may be beneficial to post the procedures near the pertinent equipment.

4. **Employee Designations:** An attachment to the written program contains a listing of Authorized, Affected and Other personnel. The listing reflects the designations by occupation or position. The document was updated during this review.

Recommendation: None.

5. **Shift Change Procedures:** The written program makes reference to a procedure that will ensure a transition of personnel and lockout devices during shift change operations. Although shift work is not currently performed, this procedure is current and in place if needed for deviations in the normal work schedule.

Recommendation: None.

6. **Energy Control Procedures:** Written procedures have been developed for twenty-seven (27) specific items of fixed and mobile equipment. Deficiencies identified during this inspection were updated on the spot. Procedures have not been developed for equipment such as brush chippers, the skid steer and the manlift.

Attachment E
ANNUAL PROCEDURE CERTIFICATION

See Section 9.0 of the Written Energy Control Program for Certification Requirements

Date of Inspection: _____

Procedure Number: _____

Equipment Name(s): _____

Inspector Name: _____

Is **Lockout** used as part of this procedure?

- No Yes – Complete Column A Below

Is **Tagout** used as part of this procedure in lieu of lockout?

- No Yes – Complete Columns A & B Below

Column A Authorized Workers Involved	Column B Affected Workers Involved

List Deficiencies Found	List Corrective Actions Taken (Indicate Date Completed)



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Respiratory Hazard Assessment
for
Brown County Highway Department
Green Bay, WI

Prepared for:

Mr. Keith W. Tremblay – Safety/Risk Coordinator
Brown County

Prepared By:
Robert N. Cooke, CSP, CPEA
Alpha Terra Science Project #: BCH-2006-01

Date Onsite: December 20, 2006
Date of Report: December 29, 2006

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CONTENTS

I. Overview 2

II. Respirator Categories 2

III. Respirator Use 3

IV. Suggestions 3

V. Remarks 5

Attachment A – Respirator Program Requirements

Attachment B – Potential Workplace Respiratory Hazards

Attachment C – OSHA 29 CFR 1910.134 Respiratory Protection

I. OVERVIEW

OSHA Standard 1910.134 – Respiratory Protection, (As adopted by the Wisconsin Department of Commerce) encompasses the comprehensive requirements for employee respiratory protection. The purpose of this assessment is to determine the applicability of 1910.134.

This Respiratory Hazard Assessment was performed to determine what elements of a Respiratory Protection Program might be necessary, if any. The recommendations to be considered by the Department are found in Section IV of this report. This assessment included interviews with designated Department representatives and where possible, observations in the workplace.

This assessment is not intended, nor was any attempt made:

- To actually measure or quantify worker exposure to any potential respiratory hazard;
- To perform a detailed analysis of the hazards of any materials or chemicals; or
- To specifically assess the suitability of respirators currently available or in use.

Rather, this assessment is intended to be an initial step in the process of evaluating potential workplace respiratory hazards and any current attempts at control.

From a compliance standpoint, any time a worker may be exposed to a respiratory hazard at or above the Permissible Exposure Level (Found in OSHA 29CFR 1910.1000) the employer is required to reduce this exposure through engineering or administrative means. When the exposure cannot be reduced below this level, while controls are being installed or when exposure may occur due to an emergency, then proper respirators must be used based on a comprehensive respiratory protection program.

Recently, OSHA implemented the previously reserved provisions of the Standard dealing with “Assigned Protection Factors” and “Maximum Use Concentrations”. While these requirements are so new that how they will be interpreted in the public sector has yet to be seen, they do increase the potential need for quantification of actual exposure (air sampling) in order to properly select respirators for control of potential overexposures to respiratory hazards.

II. RESPIRATOR CATEGORIES

While there are many types of respirators available, all respirators generally fall into one of two categories:

1. **Atmosphere-supplying respirator** means a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

2. **Air-purifying respirator** means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element. These respirators can be further classified as negative or positive pressure. A negative pressure respirator relies on the wearer's body (primarily the heart and lungs) to "power" the respirator. A positive pressure air-purifying respirator has some type of battery-operated fan that forces air through the filter.

Note that "comfort masks" (Usually equipped with only one strap and not certified by the National Institute for Occupational Safety and Health – NIOSH) are not considered to be a respirator by the Standard as they have little or no protective value. While these may be available at Department facilities they were not considered in this study.

III. RESPIRATOR USE

When evaluating respirator use, it is necessary to determine why the respirator is being used. Generally, the following categories are considered when determining how to structure a respiratory protection program.

- A. Voluntary use of a filtering face piece (a negative pressure particulate respirator with a filter as an integral part of the face piece or with the entire face piece composed of the filtering medium.)
- B. Voluntary use of an air purifying respirator other than a filtering face piece
- C. Mandatory or emergency use of any type of respirator

The chart in Attachment A identifies the program elements that must be in place for each category of use.

Attachment B contains a chart listing potential workplace respiratory hazards identified during this assessment.

IV. SUGGESTIONS

Please note that each suggestion that pertains to an item or items in Attachment B contains a reference in brackets [] at the end of the suggestion. (No additional controls are being suggested for items 11, 12, 17 in Attachment B.)

1. Please see suggestion number 1 in the Safety Appraisal Report dated December 29, 2006 regarding asbestos exposure. [Attachment B Item 1]

2. The air supplied to the abrasive blasting hood is taken from an oil-lubricated compressor and passed through a simple filter before it goes into the hood. This is not an adequate method of creating breathing air. If the breathing air will continue to be supplied by the existing compressor, a more sophisticated air filtration and monitoring system will need to be purchased and used. An alternative would be to use a small second compressor designed for producing breathable air. [Attachment B Item 2]
3. Workers who break, route, saw-cut, or otherwise have exposure to pavement or aggregate dust may be exposed to silica due to the silica in the aggregate. As a result, proper respiratory protection should be provided and the use of this protection enforced whenever workers may be exposed to pavement dust until such time that air sampling proves that over exposure is unlikely. [Attachment B Items 3, 4 and 5]
4. The Department has provided engineering controls (such as local ventilation) in many areas. If used properly, it is likely that these controls will adequately control worker exposure. The Department should create documentation to demonstrate that workers know how and when they are required to use these controls. [Attachment B Items 6, 9, 10, 16 and 19]
5. Some exposures listed in Attachment B would be very difficult to quantify and may be performed only infrequently. Nevertheless, when the exposure does occur, it is possible that overexposure might be an issue. As a result, for these types of tasks, workers should be required to wear appropriate respiratory protection. [Attachment B Items 7, 15, 16, 18 and 20]
6. In the OSHA standards there are several "substance specific" standards for high hazard materials such as lead and asbestos. The newest such standard deals with exposure to hexavalent chromium (Chromium VI). This material is sometimes present in automotive type paints. The material safety data sheets for all paints in use should be reviewed to determine if this material is present. If this material will continue to be used, the Department may need to come into compliance with OSHA 29 CFR 1910.1026. [Attachment B Item 16]
7. Due to the elevated hazard of heating/cutting galvanized pipe, the Department should consider the use of mechanical means for cutting culvert pipe. [Attachment B Item 8]

8. Regarding herbicide mixing and application. Past review of material safety data sheets for these types of products generally indicate that under normal circumstances, respiratory protection would not be necessary for application of these products. Based on comments in the datasheets and past experience, handling and mixing of the concentrate could create a much higher level of exposure than use of the diluted end product. Without sampling data and based on available information and past experience, the potential for worker overexposure to this material does exist. As a result, proper respiratory protection should be provided and the use of this equipment enforced whenever handling and mixing of herbicide concentrate is performed until such time that air sampling proves that over exposure is unlikely. [Attachment B Items 13 and 14]
9. Should the Department elect to enforce respiratory protection as suggested previously, a full respiratory protection program (See attachment A) compliant with OSHA 29 CFR 1910.134 as adopted by the Wisconsin Department of Commerce should be developed and implemented.
10. Because filtering face pieces are available for voluntary use by workers, it is suggested that all workers be provided with a copy of Appendix D to OSHA 1910.134. While not required, it is a good idea to document that the worker actually received this information.

V. REMARKS

The work completed for this project has been conducted in a manner consistent with the degree of care and technical skill appropriately exercised by professionals currently practicing in this area under similar budget and time constraints. Recommendations contained in this report represent our professional judgment and are based upon available information and technically accepted safety protocol and engineering practices at the present time. Other than this, no warranty is implied or expressed.

Attachment A
RESPIRATOR PROGRAM REQUIREMENTS

Items marked with a check (✓) are required by OSHA 29 CFR 1910.134 whenever respirators are used as described below.

PROGRAM REQUIREMENT	MANDATORY OR EMERGENCY USE OF ANY TYPE OF RESPIRATOR	VOLUNTARY USE OF OTHER THAN A FILTERING FACE PIECE	VOLUNTARY USE OF A FILTERING FACE PIECE
Designate a qualified Program Administrator	✓	✓	
Procedures for selecting respirators for use in the workplace	✓		
Medical evaluations of employees required to use respirators	✓	✓	
Fit testing procedures for tight-fitting respirators	✓		
Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations	✓		
Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators	✓	✓	
Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators	✓		
Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations	✓		
Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance	✓		
Procedures for regularly evaluating the effectiveness of the program	✓		
Provide Appendix D of 1910.134		✓	✓

POTENTIAL HAZARD	SPECIFIC CONTROLS IN PLACE	SPECIFIC RESPIRATOR AVAILABLE*
1. Asbestos fibers should boiler related surfaces be disturbed	None	None
2. Dust (including potential silica dust) due to abrasive blasting using sand	None	Air supplied blast hood
3. Dust (including potential silica dust) due to pavement cutting or breaking	None (Performed Outside)	None
4. Dust (including potential silica dust) due to shouldering machine operation	None (Performed Outside)	None
5. Dust (including potential silica dust) due to use of pavement router and blowpipe	None (Performed Outside)	None
6. Dust and fumes created by mechanical grinding/cutting of metals	Local Ventilation Available	Powered Air Purifying Respirator/Welding Helmet
7. Dust created by disturbing pigeon dung on Bridges	None (Performed Outside)	None
8. Fumes created by torch cutting of metals (including culvert pipe) in the field	None (Performed Outside)	None
9. Fumes created by torch cutting of metals in shop	Local Ventilation Available	Powered Air Purifying Respirator/Welding Helmet
10. Fumes created by welding of metals in shop	Local Ventilation Available	Powered Air Purifying Respirator/Welding Helmet

*NIOSH Approved filtering facepieces are available for voluntary use.

POTENTIAL HAZARD	SPECIFIC CONTROLS IN PLACE	SPECIFIC RESPIRATOR AVAILABLE*
11. Gasoline/diesel vapors due to fueling of equipment	None (Performed Outside)	None
12. Heated vapor from sealant used as crack filler	None (Performed Outside)	None
13. Herbicide vapors due to application	None (Performed Outside)	None
14. Herbicide vapors due to mixing	None	None
15. Nuisance dust due to hay bale mulcher operation	None (Performed Outside)	None
16. Paint mist and vapor due to spray painting	Ventilated Booth Used	Negative Pressure Half-Mask with Organic Vapor Cartridges and Pre-Filter
17. Paint vapor due to brush or roller painting	None	None
18. Possible PCB exposure due to working with soil removed from river	None (Performed Outside)	Negative Pressure Half-Mask with Organic Vapor Cartridges
19. Vehicle exhaust due to operating vehicles within a building	Local Ventilation Available	None
20. Wood dust due to wood cutting, chopping, stump grinding	None (Performed Outside)	Negative Pressure Half-Mask with HEPA Dust Cartridge

*NIOSH Approved filtering facepieces are available for voluntary use.



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Safety Appraisal Report

for

**Brown County Highway Department
Green Bay, WI**

Prepared for:

**Mr. Keith W. Tremblay – Safety/Risk Coordinator
Brown County**

Prepared By:

**Robert N. Cooke, CSP, CPEA
Alpha Terra Science Project #: BCH-2006-01**

Date Onsite: December 20, 2006
Date of Report: December 29, 2006

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TABLE OF CONTENTS

Introduction.....	2
Methods.....	2
General Recommendations And Priorities.....	2
Remarks	3
Asbestos	4
Bloodborne Pathogens	5
Compressors.....	6
Confined Space Entry	6
Control of Hazardous Energy (Lockout)	7
Electrical - Design Safety Systems	7
Electrical – Safe Work Practices.....	8
Emergency Plans, Means of Egress, Fire Prevention Plans.....	8
Employee Access to Exposure and Medical Records.....	9
Excavations.....	9
Fall Protection.....	10
Fire Protection.....	10
Hazard Communication	11
Ladders.....	11
Log of Injuries and Illnesses	12
Logging and Site Clearing Operations.....	12
Machinery and Tools	13
Medical Services and First Aid.....	13
Occupational Noise Exposure.....	14
Overhead and Gantry Cranes.....	14
Personal Protective Equipment (General).....	15
Powered Industrial Trucks	15
Process Safety Management of Highly Hazardous Materials.....	15
Respiratory Protection	16
Safety Notice.....	16
Scaffold.....	17
Slings and Rigging.....	17
Traffic Exposure and Control	17
Walking and Working Surfaces	18
Work Over Water.....	19

1.0 Introduction

Alpha Terra Science, Inc. was retained by Mr. Kieth Tremblay of Brown County to conduct a safety appraisal of the Brown County Highway Department (hereafter referred to as the "Department") to identify opportunities for improvements and components of compliance with Occupational Safety and Health Administration regulations for General Industry (29 CFR, parts 1910 and 1926) as adopted by the Wisconsin Department of Commerce (DCOMM) Chapter Comm 32.

The objectives of this appraisal were to provide the Brown County Highway Department with meaningful data that can be employed to increase the effectiveness of the safety program, and to identify suggested activities in a manner that will improve performance.

2.0 Methods

The elements of the appraisal included:

- An evaluation of any safety related documents (programs, policies, inspections, training records, etc.) which were provided;
- A walk through of the Departments' physical facilities, which included identification of visually evident potential DCOMM/OSHA violations; and
- Interviews of knowledgeable management personnel.

The body of this report is arranged alphabetically by the "generic" identifier of a regulation or group of similar regulations and then suggestions related to these regulations are presented. Please note that only those regulations or groups of regulations that are applicable and where issues were noted are included in this report.

3.0 General Recommendations And Priorities

1. Wisconsin Department of Commerce Code Comm 32.11 states the following.

(1) Basic requirement. Each employer shall develop and implement a safety and health program that describes the procedures, methods, processes and practices used to manage workplace safety and health. The program shall include, but not be limited to, elements for hazard identification and assessment, hazard prevention and control, and information and training.

(2) Contact Person. The employer shall designate an employee who the department can contact regarding the safety and health program.

Compliance with part (1) can be greatly enhanced through completion of the suggestions in this report. The Department needs to address part (2) by formal designation of a "safety coordinator". Information regarding how this person can be contacted should be posted at all work reporting locations in the Department.

2. Develop or revise compliance programs as detailed on the page indicated in this report. It is suggested that program development and training be addressed in the following order:
 - a) Confined Space Entry (Page 6)
 - b) Control of Hazardous Energy (Page 7)
 - c) Excavation Safety (Page 9)
 - d) Respiratory Protection (Page 16)
 - e) Personal Protective Equipment (Page 15)
 - f) Emergency Action/Fire Prevention Plans (Page 8)
 - g) Occupational Noise Exposure (Page 14)
 - h) Bloodborne Pathogens (Page 5)
 - i) Hazard Communication (Page 11)

3. Training has been done on many required subjects. Many of the programmatic type regulations require some type of periodic training or other activity. For example, the respiratory protection standard requires annual training and an annual program review (once a proper program is in place). To ensure that periodic program requirements are completed as required and that workers receive the required refresher training:
 - Review the annual schedule of training and other periodic program requirements so that new workers receive the training they need and the existing workforce receives refresher training; and
 - Make sure that the training content is part of the training record and that this content is, at a minimum, consistent with the regulatory requirements.

4.0 Remarks

The work completed for this project has been conducted in a manner consistent with the degree of care and technical skill appropriately exercised by professionals currently practicing in this area under similar budget and time constraints. Recommendations contained in this report represent our professional judgment and are based upon available information and technically accepted safety protocol and engineering practices at the present time. Other than this, no warranty is implied or expressed.

ASBESTOS		
OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.1001	29 CFR 1926.1101	Comm 32.50

1. It is possible that some asbestos containing material may be present on the boilers and related piping. While it is not anticipated that Department workers will be exposed above the action level, the applicable Standard states the following regarding asbestos containing material (ACM) and presumed asbestos containing material (PACM).

1910.1001(j)(4)(i) Labeling. Warning labels shall be affixed to all raw materials, mixtures, scrap, waste, debris, and other products containing asbestos fibers, or to their containers. When a building owner or employer identifies previously installed ACM and/or PACM, labels or signs shall be affixed or posted so that employees will be notified of what materials contain ACM and/or PACM. The employer shall attach such labels in areas where they will clearly be noticed by employees who are likely to be exposed, such as at the entrance to mechanical room/areas. Signs required by paragraph (j)(3) of this section may be posted in lieu of labels so long as they contain information required for labeling.

1910.1001(j)(4)(ii) Label specifications. The labels shall comply with the requirements of 29 CFR 1910.1200(f) of OSHA's Hazard Communication standard, and shall include the following information:

*DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD*

1910.1001(j)(7)(iv) The employer shall also provide, at no cost to employees who perform housekeeping operations in an area which contains ACM or PACM, an asbestos awareness training course, which shall at a minimum contain the following elements: health effects of asbestos, locations of ACM and PACM in the building/facility, recognition of ACM and PACM damage and deterioration, requirements in this standard relating to housekeeping, and proper response to fiber release episodes, to all employees who perform housekeeping work in areas where ACM and/or PACM is present. Each such employee shall be so trained at least once a year.

As a result:

- All asbestos containing material and presumed asbestos containing material within the facility, where possible should be labeled in accordance with 1910.1001(j)(4)(i).
- Workers, who perform housekeeping operations in an area that contains ACM or PACM, should be provided with an initial asbestos awareness-training course and then this course should be repeated annually. The content of this course should at a minimum include all items required by 1910.1001(j)(7)(iv).

BLOODBORNE PATHOGENS

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.1030		Comm 32.50

2. The applicable regulation requires that a written exposure control plan be in place when workers have potential for exposure to blood or other potentially infectious body fluids. An undated Brown County document titled "Bloodborne Pathogens - Written Exposure Control Program" was provided for review. While this plan includes all required elements because it is undated, it is not possible to ascertain if it has been reviewed annually as required by the Standard. The Department needs to review this document annually and document the date and results of this annual review.
3. It was stated that training on this subject is provided annually and training records revealed that this last occurred in April of 2006. The Standard states the following about the training record:

Training records shall include the following information:

- *The dates of the training sessions;*
- *The contents or a summary of the training sessions;*
- *The names and qualifications of persons conducting the training; and*
- *The names and job titles of all persons attending the training sessions.*
- *Training records shall be maintained for 3 years from the date on which the training occurred.*

The training records reviewed included only a roster and a quiz. Make sure that training records on this subject include all of the required elements.

4. All workers who have potential for exposure should have easy access to personal protective equipment and blood cleanup materials. Although first aid supplies are available at physical locations and in vehicles, it was stated that there are no "formal" supplies for response to blood spills. Blood spill kits should be readily accessible.

COMPRESSORS

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.169	29 CFR 1926.306	Comm 32.50

5. A blowpipe equipped with a ball valve was observed on the mezzanine above the break room in the Bridge Crew Building the Duck Creek Facility. Blow pipes should always be equipped with a spring loaded "dead man" type control valve so that the air flow will stop automatically if the device is dropped.

CONFINED SPACE ENTRY

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.146		Comm 32.28, .29, .50

6. Prior to 1998 the State of Wisconsin had a confined space regulation that required employers to identify spaces as either "Level 1" or "Level 2" spaces. In June of 1998 when the State adopted the Federal OSHA Standards, the existing Wisconsin Confined Space Standard was replaced by the OSHA Permit Required Confined Space Standard. An undated document titled "Brown County Highway Department Confined Space Entry Procedure Plan" was provided for review. This document refers to "Level 1 and "Level 2" spaces so it is obvious that it was written to comply with the now outdated Wisconsin Standard rather than the current State requirement that is based on the OSHA Standard.

A written program that is compliant with the current State requirements needs to be developed and implemented. Once this program is in place, site-specific worker training will need to be conducted and documented. Annually thereafter, the program and permits will need to be reviewed and rescue practice conducted.

CONTROL OF HAZARDOUS ENERGY (LOCKOUT)

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.147	29 CFR 1926.417	Comm 32.50

7. The primary documents required under this regulation are machinery specific energy control procedures, annual certification of these procedures and documentation of worker training. A document dated July 1999 and titled "Lockout/Tagout Program Brown County Highway Department" is available and worker training on this subject has been conducted within the past several years however, no compliant, comprehensive program was noted. As a result, a comprehensive Hazardous Energy Control Program should be developed and implemented for the Department. This program should include the following general elements:
- a) Equipment specific written energy control procedures that specifically describe the energy control process that should be completed before servicing each piece of stationary and mobile equipment;
 - b) Worker training on the proper implementation and use of the Department's energy control procedures;
 - c) Provision of adequate energy control devices; and
 - d) Annual certification of the procedures.

ELECTRICAL - DESIGN SAFETY SYSTEMS

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.302-.308	29 CFR 1926.402-.408	Comm 32.50

8. Electrical installations throughout Department facilities are inconsistently labeled. All electrical disconnects, breakers, etc. should be labeled as to their voltage and what they control. This also enhances the lockout program because personnel performing lockout procedures will know exactly which breaker or disconnect to use.
9. Electrical panels must be accessible and at least three feet of clear space should be maintained in front of these panels. The following are examples where this was not the case.
- In the Blacksmith Shop at the Duck Creek Main Building, beaker panel MDP-31 was blocked from easy access by various materials.
 - In the Repair Shop in the Duck Creek Main Building a face shield was noted hanging on an electrical disconnect near the red vehicle hoist. Disconnects must be kept clear of stored materials so they are readily operable in an emergency.

10. In the blue metal building at the Duck Creek facility near fire extinguisher 52 there was an orange extension cord with taped repairs. This is not an appropriate manner of repair. Dispose of this cord.

ELECTRICAL – SAFE WORK PRACTICES		
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OSHA General Industry 29 CFR 1910.331-.335	OSHA Construction 29 CFR Subpart K	WI Administrative Code Comm 32.50
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11. The Department does employ an electrician. Any workers who may be exposed to live electrical of 50 volts or greater should be provided with documented safety training appropriate to the type and level of exposure. No documentation of this type of training was noted in the documents provided for review.
12. The Department needs to determine if any electrical protective devices (gloves, face shields, etc.) are necessary for the electrical work performed. If so, ensure that all electrical protective devices and personal protective equipment is receiving documented inspection and testing as required by OSHA 29 CFR 1910.137. (Also refer to the latest version of the National Fire Protection Association code 70E regarding electrical protective devices, personal protective equipment and training).

EMERGENCY PLANS, MEANS OF EGRESS, FIRE PREVENTION PLANS		
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OSHA General Industry 29 CFR 1910.37, .38	OSHA Construction 29 CFR 1926.33, .34	WI Administrative Code Comm 32.50
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13. The referenced regulations actually require that two “plans” be developed – an Emergency Action Plan and a Fire Prevention Plan. No emergency action plan was provided for review and although fire prevention is referenced in the Safety Policy booklet, this does not constitute a comprehensive plan. Emergency Action and Fire Prevention Plans containing the required site-specific information should be developed. Once this is complete, worker training based on these plans should be conducted and properly documented.

EMPLOYEE ACCESS TO EXPOSURE AND MEDICAL RECORDS

OSHA General Industry 29 CFR 1910.1020	OSHA Construction 29 CFR 1926.33	WI Administrative Code Comm 32.50
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14. A policy for access to worker medical and exposure records should be drafted. This policy should include request forms that are used by workers and their representatives for requesting this data.
15. An effective way to notify workers of their rights to access these records is by posting a notice near the OSHA and DCOMM Safety Notices. This notice should also include how they can gain access to items such as the Bloodborne Pathogens Exposure Control Plan, the Noise Standard, the written Hazard Communication Program, etc.

EXCAVATIONS

OSHA General Industry	OSHA Construction 29 CFR 1926 Subpart P	WI Administrative Code Comm 32.38
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16. The Department does not have designated "competent persons" as required by the Standard. A designated competent person needs to be involved in all excavation projects in an effort to ensure the safety of the excavation work. The Department needs to designate an adequate number of properly trained and authorized competent persons so that one will always be able to be involved in each excavation project.
17. Although not required by the Standard, it is suggested that a written excavation policy be drafted to document safe excavation procedures to be followed by Department workers as well as describing how the competent person requirement has been implemented.
18. Once the items discussed in the previous two suggestions have been completed, anyone involved in excavation work should be provided with at least a brief training session regarding excavation safety.

FALL PROTECTION

OSHA General Industry	OSHA Construction	WI Administrative Code
	29 CFR 1926 Subpart M	Comm 32.50

19. Although not required by the Standard, it is suggested that a written fall protection plan be developed and implemented. This plan should include specific details regarding the presence and control of fall hazards.

For additional items related to fall protection, please see the section of this Report titled "Walking and Working Surfaces"

FIRE PROTECTION

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.157, .159-.160	29 CFR 1926.150	32.50

20. Red plastic or metal containers of the non-safety type should not be in use for any purpose as flammable liquids are required to be stored in red safety cans and non-flammable liquids should not be in red containers. Red containers were noted at the following locations. Replace these with containers that are appropriate for the contents.
- A red plastic container was noted at the top of the stairs on the mezzanine of the tan metal building at the Duck Creek facility.
 - A red metal container was noted on the floor outside of the flammable liquid storage cabinet across from the break room in the Bridge Crew Building at the Duck Creek Facility.
 - A red plastic container was noted at the Greenleaf shop.
21. It is undesirable to store materials, particularly combustible materials on top of a flammable liquid storage cabinet. Most of the cabinets within Department facilities had materials on top. Advise personnel of the requirement to keep this area clear and consider posting a sign to this affect near all flammable liquid storage cabinets.

HAZARD COMMUNICATION		
OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.1200	29 CFR 1926.59	Comm 32.50

22. A Document dated July 1999 titled "Brown County Hazard Communication Highway Department" was provided for review. This document does touch on each required program element however, it states that the HMIS (Hazardous Materials Information System) labeling method will be used even though this system is not currently in use. The written program should be reviewed and updated in an effort to make sure that it accurately describes the program as it has been implemented.
23. All containers of hazardous materials must be labeled as to the actual contents of the container. The following are labeling issues noted while onsite.
- In the blue metal building at the Duck Creek facility near the sandblaster, white plastic containers that appear to contain crack filler or tar were noted. These had labels on them indicating that the content was car wash concentrate.
 - Detergent containers are used throughout the facilities for oil storage but retain their original labels (Tide, All, etc.).
 - Brine tanks at each location are unlabeled.
 - Windshield washer solution bottles are often used for oil or antifreeze.
 - At Greenleaf, five-gallon metal containers labeled as a flammable solvent are used for windshield washer solvent.
- Develop and implement a consistent method of labeling of secondary containers.
24. Hazard communication documentation must be available at all work reporting locations. It was stated that during the construction season some workers report to a jobsite rather than to a fixed facility. As a result, the MSDS's and related information should be available to these workers on the jobsite.

LADDERS		
OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.25, .26	29 CFR 1926.1060	Comm 32.22, .23

25. Workers who use or may use portable ladders should be provided with information on how to safely use and inspect ladders. (This often is a good topic for short "toolbox" type safety meetings.)

26. A modified wooden stepladder was noted on the mezzanine of the tan metal building at the Duck Creek facility. Ladders should never be modified in any matter. Destroy and dispose of this ladder. If a ladder of this type is needed, a commercial rolling stairway with proper railings would be an appropriate alternative.
27. Wooden ladders are no longer considered appropriate for workplace use. Wooden ladders were noted as follows.
- In the Supply Building the Duck Creek Facility (a brick building along the quarry high wall) 2 straight wooden ladders (one upstairs and one in the basement) and a short wooden stepladder were observed.
 - In the Storage and Garage Building the Duck Creek Facility (containing the paver) a wooden ladder was noted near the paver.
 - In the Bridge Crew Building near the brine machine.
- Destroy and dispose of these ladders.

LOG OF INJURIES AND ILLNESSES		
OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1904.2		Comm 32.50

28. The County is responsible for maintaining this log however, the Department needs to make sure that the summary is posted annually at all work reporting locations for the months of February, March and April.

LOGGING AND SITE CLEARING OPERATIONS		
OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.266	29 CFR 1926.604	Comm 32.50

29. Although this type of work was not observed, it appears that one piece of required personal protective equipment – protective footwear may not be in use as required by the Standard. Please see the section of this report regarding Personal Protective Equipment (General).

MACHINERY AND TOOLS

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR Subparts O, P	29 CFR Subpart I	Comm 32.33, .34

30. On bench or pedestal grinders the tool rest must be adjusted so that it is always no more than 1/8 of an inch from the wheel surface and the tongue guard must be kept within 1/4 inch of the wheel surface. One or more of these guards (often the tongue guard) need to be adjusted on the grinders at the following locations.
- Near brine machine in Bridge Crew Building the Duck Creek Facility
 - In the electrical shop in the Duck Creek Main Building
 - In the Blacksmith Shop at the Duck Creek Main Building, grinder labeled "For Lathe Tools Only" and the Baldor pedestal grinder
 - New Franken Shop
 - Greenleaf Shop
31. In the Blacksmith Shop at the Duck Creek Main Building, the sides of the grinding wheels on the large pedestal grinder on west side are unguarded. Provide proper guarding on the sides of these wheels in an effort to prevent worker injury.
32. In an effort to limit the potential for worker injury, guarding should be enhanced on the following machinery noted in the Blacksmith Shop at the Duck Creek Main Building.
- Hydraulic Press Brake – Point of operation guarding for the operator and a method to limit access to the rear of the machine.
 - Hydraulic Press – Barrier guards to protect personnel from items being ejected while being compressed.
 - Lathe – A chuck guard should be provided.
 - Shear - A method to limit access to the rear of the machine.
33. In the Blacksmith Shop at the Duck Creek Main Building, several right angle handheld grinders were noted without proper wheel guards in place. Replace these guards.

MEDICAL SERVICES AND FIRST AID

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.151	29 CFR 1926.50	ILHR 32.297

34. A periodic inspection program should be implemented for the eye wash facilities in an effort to ensure that they remain clean and in a workable condition. A documented monthly inspection is suggested.

35. Referring to the eyewash bottles provided through the facilities. Some of these are past the expiration date printed on the bottles. If these are to be made available, the bottles should be replaced as they outlive their shelf life. Consideration should be given to including these bottles in the inspection program outlined in the previous suggestion.
36. Although no expiration date could be located on the containers, the Water Jel burn blankets provided at various locations do have a shelf life of five years according to the manufacturer. If these are to be made available, they should be replaced as they exceed this shelf life.

OCCUPATIONAL NOISE EXPOSURE		
OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.95	29 CFR 1926.52	Comm 32.50

37. The Department provides annual audiograms to all workers and training is also provided annually. Although a "written program" is not technically required by the regulation, the Department should consider documenting the hearing conservation efforts.
38. No noise sampling data was provided for review although it was stated that some limited sampling has been conducted in the past. The State typically wants to see a list of tasks or equipment that produces noise levels in excess of the permissible exposure limit. Conduct and document at least sound level meter sampling.

OVERHEAD AND GANTRY CRANES		
OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.179	29 CFR 1926.554	Comm 32.32

39. The Department has an excellent inspection program in place for overhead hoists and cranes however, it was stated that the yard crane is not included in any such program. Have this unit inspected by qualified personnel and then include this unit in the ongoing inspection program.
40. A rated load test record should be available for all cranes and hoists. If these are not currently on file for all cranes and hoists, have them conducted and retain the test records on file. While conducting these tests, it is also a good idea to have the beams and jibs analyzed for deflection (deflection tested). Excess deflection in supports can result in diminished capacity and ultimately failure.

PERSONAL PROTECTIVE EQUIPMENT (GENERAL)		
OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.132 - .136, .138	29 CFR 1926.95	32.50

41. To determine Personal Protective Equipment (PPE) requirements, the Standard requires that a PPE hazard assessment be done and certified. Additionally, PPE operating procedures must be documented and training conducted. None of these documents were provided for review. Conduct and certify the required hazard assessment and develop PPE operating procedures. Once these documents are complete, provide and document PPE training for affected workers based on the contents of these documents.

POWERED INDUSTRIAL TRUCKS		
OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.178	29 CFR 1926.602	Comm 32.50

42. There are holes in the forks on the Clark forklift. This is considered "damage" and the forks should be replaced.

PROCESS SAFETY MANAGEMENT OF HIGHLY HAZARDOUS MATERIALS		
OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.119	29 CFR 1926.64	Comm 32.27

43. Knowledgeable Department personnel should review Appendix A of 29 CFR 1910.119 to determine if any chemicals are present in quantities which exceed the threshold. If this is found to be the case, the requirements of applicable sections of this Standard should be implemented. If this review shows that no chemicals exceed the threshold, a document should be created that verifies the evaluation was completed.

RESPIRATORY PROTECTION

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.134, .139	29 CFR 1926.103	Comm 32.50

44. Any worker using a respirator, which is approved by the National Institute for Occupational Safety and Health (NIOSH) on a voluntary or mandatory basis, must be involved in at least some elements of a formal respiratory protection program per the Standard. The Department has a variety of respirators available and in use. Details regarding respiratory hazards and respirators in use are provided in a separate report titled "Respiratory Hazard Assessment".

An undated document titled "Respiratory Protection Program for General Use of Respirators Brown County" was provided for review. This is a good overview of respiratory program requirements but it lacks specificity regarding respirator use and the implementation of site-specific required activities. The Department will either need to add site-specific information to this document or create a separate, department specific respiratory protection program. Once this process is complete, worker training will need to be done and annual requirements including training, fit testing and program reviews will need to be implemented and documented.

45. Respirators that are not in use should be kept clean by placing them in sealed containers, "zip lock" type bags or similar containment. This is especially important for respirators that use a canister or cartridge in order to preserve the life of the canister or cartridge. This would include the powered air purifying respirators available in the Blacksmith Shop at Duck Creek.
46. A very dirty half-mask respirator was observed in the paint booth at the Duck Creek Facility. Properly dispose of this device.

SAFETY NOTICE

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1903.2		Comm 32.50

47. The State requires two postings at each work reporting location. One is the general workplace safety posting and the other deals with Hazard Communication. These were posted at the Duck Creek facility but were not noted at any other location visited. Make sure that these are posted at every work reporting location.

SCAFFOLD

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.28	29 CFR 1926 Subpart L	Comm 32.50

48. Some scaffold sections were observed. This equipment may not meet current requirements. If this is to be used, the Department will need to
- Ensure that the equipment is “up to code”; and
 - Designate and train a sufficient number of scaffold competent persons to supervise erection, use and dismantling of this equipment.
- If scaffold is not to be used, destroy and dispose of this equipment.

SLINGS AND RIGGING

OSHA General Industry	OSHA Construction	WI Administrative Code
29 CFR 1910.184	29 CFR 1926.251	Comm 32.50

49. The Department has an excellent inspection program in place however, no proof test records are retained for lifting devices. Obtain a proof test record for all of these devices and retain them on file.
50. A “home made” lifting device for sanders was noted at the Langes Corners shop. This was not provided with a proper tag and may be an unrated lifting device. Either have this device rated and properly tagged or remove it from service.

TRAFFIC EXPOSURE AND CONTROL

OSHA General Industry	OSHA Construction	WI Administrative Code
	29 CFR 1926 Subpart G	Comm 32.40

51. A truck with a pickup style cab and a service body (535) was observed backing up at the Duck Creek Facility without a functioning backup alarm. The Department should consider installing backup alarms on vehicles such as this that have very restricted view to the rear.

WALKING AND WORKING SURFACES

OSHA General Industry
29 CFR 1910.21 - 27

OSHA Construction

WI Administrative Code
Comm 32.50

52. Storage mezzanines must be posted with a floor load weight rating (so many pounds per square foot). No posting was noted at the locations listed below.
- Area above the break room in the Bridge Crew Building.
 - Area above the break room in the Blacksmith Shop at the Duck Creek Main Building.
 - Langes Corners Shop.
- Provide the required posting.
53. The mezzanine at the Langes Corners shop is not provided with a permanent means of access. Preferably a standard set of stairs with proper railings should be provided.
54. The railing on the mezzanine of the tan metal building at the Duck Creek facility has no toe board. Because personnel can walk beneath this platform, toe boards should be provided in an effort to limit the potential for items falling from this platform onto workers below.
55. Stairways should always be free of stored materials in an effort to limit the trip/fall hazard. Remove the items from the stairs that lead to the mezzanine of the tan metal building at the Duck Creek facility.
56. The fence along the high wall of the quarry adjacent to the Duck Creek property is damaged/missing in several areas. This poses a serious fall hazard to workers and vehicles that operate nearby. Repair/replace this fence.
57. There is a platform along the front of the Supply Building at the Duck Creek Facility (a brick building along the quarry high wall) that is not provided with a standard railing. Provide an adequate railing on the open side of this platform in an effort to prevent falls from this area. If this platform is used as a loading dock, railing sections could be made so that they are removable or chains or other suitable materials could protect openings in the railings.

58. There are two potential falling hazards at the fuel island at the Duck Creek Facility.
- A ladder with railings provides access to the top of a fuel truck but no protection is provided when workers are on top of a truck. Options for protection include providing retractable railings for the top of the truck or by requiring the use of a personal fall arrest system.
 - When no vehicle is parked at the island, a falling hazard exists. Options for dealing with this issue include providing removable railings or physically restricting access to the platform when no vehicle is present.
59. Referring to the landing provided in the Duck Creek Main Building Storage Garage for the door to the electrical shop, only one side of this platform has a proper railing. Provide a railing on the open side.
60. Housekeeping should be improved in the Duck Creek Main Building Electrical shop, especially the piles of boxes, which also pose a fire hazard.
61. The Department needs to make sure that the lube pit in the Lube Shop at the Duck Creek Main Building is covered when no vehicle is parked over this opening. Although it was stated that covers are available, these were not observed in the immediate area of the lube pit. Posting warning signs alone is not adequate protection.
62. In an effort to prevent tip over, industrial type shelving that is used for storage in several buildings should be mechanically secured to the floor using the holes in the "feet" of the shelf uprights.

WORK OVER WATER		
OSHA General Industry	OSHA Construction	WI Administrative Code
	29 CFR 1926.106	Comm 32.50

63. It was stated that some "work over water exposure" could occur in conjunction with work on bridges. The Department needs to confirm that anyone exposed to a drowning hazard should be required to wear a properly rated personal flotation device.
64. Ring buoys with at least 90 feet of line should be provided and readily available for emergency rescue operations wherever the potential for drowning exists. Distance between ring buoys should not exceed 200 feet.

City of New Holstein and Utilities
Compliance Calendar

2007	January	February	March	April	May	June	July	August	September	October	November	December
Bloodborne Pathogens												
Written Program Review												X
Training*												X
Confined Space Entry												
Written Program Review											X	
Permit Review											X	
First Aid/CPR Training *												
Rescue Practice*												X
Emergency Action/Fire Prevention Plans												
Plan Development												
Training^												
Hazard Communication												
Written Program Review												X
Training^												X
Hearing Conservation												
Noise Sampling											X	
Program Review												X
Audiograms											X	
Training*												X
Lockout												
Written Program Review												X
Procedure Updates												X
Certification											X	
Training^												
General Personal Protective Equipment												
Written Program Review											X	
Assessment Review											X	
Training^												
Respiratory Protection¹												
Program Development												
Training & Fit Tests												
Injury/Illness Log												
Posting												
Mail to State (Due 3/1)												

Notes:

¹ Respiratory program has not been established based on evaluation and clients recommendation

- Other considerations for 2007
- Seasonal employee training
 - Ladder safety training
 - Excavation program development and training
 - Emergency Action Plan Development

*Indicates required periodically (often annually) after initial training has been completed
 ^Indicates that training is required initially and in any one of the following situations:
 -Change in program or procedures
 -Changes in personnel
 -Worker lack of knowledge

Indicates that this item still needs to be addressed



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Website: www.alphaterra.net
E-mail: alphaterra@alphaterra.net

Staff Resumes

Following are the resumes of the Alpha Terra Science Safety & Health Division. Robert N. Cooke, CSP, CPEA is the Manager of the division. Bob's experience and background in the insurance and construction fields help to define him as an extremely knowledgeable service provider in the municipal sector.

Gordy Koch, CHCM, Senior Safety & Health Specialist, with over 34 years of experience assists Bob Cooke in providing safety management and consulting services.

Also assisting Mr. Cooke is Benjamin Nickel, Safety & Health Specialist whose emphasis over the last 3 years has been to provide regulatory compliance support to small and mid-size municipal entities.

Mr. Cooke will oversee all provided services to the City of Menasha. Benjamin Nickel will be the primary provider of the requested services.

Qualifications, education, and experience that qualify this team of professionals can be found on the attached resumes.

ROBERT N. COOKE, CSP, CPEA

EDUCATION

M.B.A. Keller Graduate School of Management, 1988

B.S. in Occupational Safety, University of Wisconsin - Platteville, 1979

PROFESSIONAL HISTORY

Alpha Terra Science, Inc. Current Position:	Plymouth, Wisconsin Mgr. Safety & Health Division	1997 - 2007
Robert Cooke Enterprises, Inc. Most Recent Position:	Menomonee Falls, Wisconsin President	1996 - 1997
Construction Resources Mgmt., Inc. Most Recent Position:	Waukesha, Wisconsin Corporate Safety Director	1987 - 1996
Johnson Controls, Inc. Most Recent Position:	Milwaukee, Wisconsin Industrial Hygiene & Safety Supervisor	1986 - 1987
Home Insurance Companies Most Recent Position:	Brookfield, Wisconsin Loss Control - Senior Technical Representative/ Industrial Hygiene Specialist	1980 - 1986
USF&G Insurance Companies Most Recent Position:	Decatur, Illinois Loss Control Representative	1979 - 1980

EXPERIENCE

Robert Cooke has over 28 years of experience in occupational safety and health that includes safety management positions and consulting assignments in manufacturing, mining and construction companies.

Prior to joining Alpha Terra Science, Mr. Cooke was an independent safety management consultant and trainer. During this time he worked as a mine safety trainer for the Wisconsin Department of Commerce and provided a variety of safety services to small and medium-sized businesses.

Before starting his consulting career, Mr. Cooke was Corporate Safety Director for a group of companies in the construction, mining and road materials manufacturing industries involving over 1,400 employees at several locations in two states.

RELEVANT PROJECT EXPERIENCE

- Created and implemented a comprehensive safety and health program that reduced employer's workers compensation modification factor by 37 percent.
- Successfully processed and resolved several regulatory audits and inspections by a variety of federal and state safety agencies.
- Investigated and managed various workplace accidents and injuries, including two fatalities. No regulatory action or litigation resulted from the fatalities.
- Conducted mine safety refresher training for the Wisconsin Department of Commerce under the MSHA State Training Grants Program. Training attendees regularly commented that this was the best safety training they ever attended.
- Developed numerous compliance programs in response to OSHA, MSHA, DOT and other requirements including written programs, training and related documentation.
- Developed computerized method for tracking and totaling MSHA quarterly mine hours saving several hours of clerical time and improving accuracy of reporting.
- Conduct detailed safety audits for an international foundry company.

PUBLICATIONS AND PRESENTATIONS

Author of article titled "MSHA Overview," published in the American Society of Safety Engineers Construction Division newsletter, October 1997.

Author of "Prioritizing Safety Requirements," published in the Wisconsin Mine Safety News, February 1997.

Created and presented a program titled: "Jobsite Employment Practices" at the Associated General Contractors Safety Days, February 1997.

Presented a program titled "Involving Employees in Compliance Programs" at the fall conference of the Wisconsin Council of Safety.

Guest presenter at the 2006 National Safety Conference in San Diego, CA. The topic presented was entitled: Regulatory Compliance, Policies, Program Administration: Periodic Requirements in OSHA Standards.

Robert N. Cooke, CSP, CPEA

CERTIFICATIONS

Certified Safety Professional, Board of Certified Safety Professionals

Certified Mine Safety Instructor, Mine Safety & Health Administration

Certified Professional Environmental Auditor in Health and Safety

AFFILIATIONS

Professional Member of the American Society of Safety Engineers

Wisconsin Council of Safety

National Safety Council

GORDON J. KOCH, CHCM, CLSP

EDUCATION

B.S. in Criminal Justice, Mount Senario College - Ladysmith, WI. - 2001

A.A.S. in Safety Technology, Community College of the Air Force - 2001

PROFESSIONAL HISTORY

Alpha Terra Science, Inc. Current Position:	Plymouth, WI Safety & Health Specialist	2002 - 2007
Hazardfree-Safety Resources, LLC Current Position:	Sheboygan, WI Founder & Owner	2000 - 2002
U. S. Federal Government (Department of Defense) Retired:	Milwaukee, WI Safety & Occupational Health Manager Superintendent of Aerospace Ground Equipment Maintenance	1966 - 2002
U. S. Air Force (Wisconsin Air National Guard) Retired:	Milwaukee, WI Chief of Ground Safety Electrical Power Production Superintendent	1966 - 2002

EXPERIENCE

Gordon Koch has over 35 years experience in safety management and consulting, which includes safety oversight in the federal, state and military areas.

Prior to joining Alpha Terra Science, Mr. Koch founded his own safety consulting business. During this time he audited the health and safety status of a number of clients.

Mr. Koch was a career employee of the U. S. Federal Government Department of Defense as a Military Technician for the Wisconsin Air National Guard. Mr. Koch managed occupational safety and health programs for federal, state, and military employees.

While employed by the U. S. Federal Government Department of Defense he was responsible for managing the installation, maintenance, repair, inspection and troubleshooting of complex portable electrical power production equipment, air conditioning, heating, ventilating and air compressor equipment, while managing and conducting training on this equipment for national guard reservists.

RELEVANT PROJECT EXPERIENCE

- Conducted safety culture surveys and physical plant inspections of a broad range of facilities, including water treatment facilities in Maine, Massachusetts and Ohio.
- Conducted hazard and risk analysis and job safety assessments in the U.S., Europe Canada and Japan.
- Developed written standard operating practices for new processes, including chemical operations and electrical safety.
- Developed written programs, and conducted safety training, hazard and risk assessments, mishap investigation and analysis, ergonomics and contractor safety requirements for both private and public sector entities.
- Responsible for conducting skills training for military personnel in diesel, gasoline, gas turbine engine systems and components.
- Managed installation, maintenance, repair, inspection and troubleshooting of complex portable electrical power production equipment, air conditioning, heating, ventilating and air compressor equipment.

CERTIFICATIONS

Certified Hazard Control Manager, Senior Level (CHCM)

Certified Lightning Safety Professional (CLSP), National Lightning Safety
Institute

Mine Safety and Health Administration Competent Person

Certified State of Wisconsin First Responder and Emergency Management
Contingency Planner

Certified State of Wisconsin Instructor – Hazmat, Terrorism-WMD Awareness

Certified American Heart Association Cardiopulmonary Resuscitation/Automated
External Defibrillator/First Aid Instructor

Certified Air Force Occupational Safety Manager

Gordon J. Koch, CHCM, CLSP

PUBLICATIONS AND PRESENTATIONS

Koch, Gordy, "Private Car Infractions Affect CDL's", Livelines, Vol. 50, No 12

Municipal Electrical Utilities of Wisconsin

Presenter, 2000 National Construction Safety Council: "Foreign Object Damage During Airport Construction"

Author of local and national level Air National Guard Safety Directives

Co-Author of U.S. Air Force Permit-Required Confined Space Program

Author of local newspaper articles on Safety Responsibility and Accountability

AFFILIATIONS

Sheboygan Area Safety Council - Board of Directors

American Heart Association Emergency Cardiovascular Care - Committee member,

Rockets for Schools – Former Safety Coordinator,

American Society of Safety Engineers - Professional Member

Corporate member of Wisconsin Council of Safety and National Safety Council

BENJAMIN J. NICKEL

EDUCATION

B.S. in Health Promotion and Wellness, minor in Safety and Health Protection, University of Wisconsin-Stevens Point, 2003

PROFESSIONAL HISTORY

Alpha Terra Science, Inc. Current Position:	Plymouth, Wisconsin Safety and Health Specialist	2003 - 2007
Kohler Co. (Cast Iron Division) Most Recent Position:	Kohler, Wisconsin Safety Intern	2003
Schierl Inc. Most Recent Position:	Stevens Point, Wisconsin Safety Practicum	2002

EXPERIENCE

Ben Nickel has been active in servicing the needs of public and private clients in their efforts to comply with OSHA and the Department of Commerce regulations. Some of his experience includes: compliance auditing, hazard and risk assessments, program development, safety training, and noise monitoring.

RELEVANT PROJECT EXPERIENCE

- Conducted ergonomic assessments and developed corrective actions for high risk jobs in foundry
- Conducted thorough accident investigations
- Responsible for providing safety training for foremen, supervisors, managers, and general laborers
- Worked with vendors to obtain and test new safety related equipment
- Responsible for respirator program including training, fit testing and general program adherence
- Developed written programs, safety training, hazard and risk assessments for various municipalities and private industries
- Conducted onsite compliance audits

Benjamin J Nickel

CERTIFICATIONS

- Humantech-Ergonomic Design for Engineers

AFFILIATIONS

- National Safety Council
- Wisconsin Council of Safety
- Sheboygan Area Safety Council



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Safety & Health Services Available from Alpha Terra Science

Comprehensive appraisals, assessments and audits

Records review (*OSHA 300 log & summary, SBD-10710 DCOMM form*)
In-depth physical inspection
Ergonomic Assessments

Management Systems

Customized Program development
Program reviews
Employee involvement
Job safety analysis
PPE Hazard assessments
Injury/accident analysis
Compliance calendars

Performance-Based Site-Specific training General Awareness training

Industrial Hygiene Services

Air monitoring
Noise monitoring

Project management

Oversight and technical support
Confined Space Permit reviews
Lockout procedure certifications
Bloodborne Pathogens Exposure Control Plan review
Safety committee oversight
Part-time Safety Coordinators

Regulatory compliance

Wisconsin Department of Commerce Code 32 (Public Sector)
OSHA general industry and Construction
MSHA (Mine Safety & Health)
IDOL (Illinois Department of Labor)
IOSHA (Iowa OSHA)



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Training Topics Provided by Alpha Terra Science

The Alpha Terra Science Safety & Health Division provides both “general awareness” and “site-specific” regulatory compliance training. General awareness training is a good way to introduce your workers to the concepts of regulatory compliance. What OSHA/DCOMM standards really require is that you develop programs which address the specific requirements in a Standard that are applicable to your work environment and then to train your personnel based on your written programs.

Site-specific training following proper program development must be done in an effort to meet the requirements of Standards such as Confined Space Entry, Control of Hazardous Energy (Lockout), Hazard Communication, etc.

Training Topics Available

- | | |
|---------------------------------------|---------------------------------|
| Bloodborne Pathogens | Confined Space Entry |
| Hazard Communication | Hearing Conservation |
| Control of Hazardous Energy (Lockout) | Forklift Safety |
| Emergency Action/Fire Prevention | Personal Protective Equipment |
| Respiratory Protection | Hazardous Material Handling |
| HAZWOPER (Refresher training) | Hazardous Waste |
| Ergonomics | First Aid/CPR |
| Fall Protection | Trenching/Shoring Refresher |
| Excavation Refresher | Scaffolding |
| Machine Guarding | Spill Prevention and Control |
| Chlorine Awareness | Back Safety |
| Electrical Safety | Cutting, Welding, Brazing |
| Hand & Power Tools | Compressed Gas Cylinders |
| Safe Chemical Handling | Lead Exposure |
| Lymes Disease | Asbestos Exposure |
| Silica Exposure | Heat Stress |
| Cold Weather Safety | Ladder Safety |
| Torch Safety | Work Zone Safety |
| Effective Safety Committees | MSHA 8-hour Refresher |
| Seasonal Employee | Fire Safety & Fire Extinguisher |

Additional topics can be provided upon request.



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Municipal Experience

Alpha Terra provides services to towns, villages, cities, counties, highway departments, electric utilities, water utilities, wastewater treatment plants, and school districts. We have gained valuable experience working with these public entities, which translates into efficiency and cost savings for you, the business partner, in delivering the service requested. Our approach to providing municipal sector regulatory compliance is adaptable to any size municipal entity.

Alpha Terra has performed over **250** safety & health related services to over **170** municipal sector entities over the last nine years. Many of these relationships still retain our services on an ongoing basis or as a part-time safety coordinator.

We have established a very good working relationship with regulatory compliance inspectors so that we can be effective when asked to be a facilitator between our partnering relationship and the regulatory agency.

The following pages provide you with a list of municipal entities that Alpha Terra has provided or is currently providing Comm 32 services to.

Public Employee Safety & Health Activity

HIGHWAY DEPARTMENTS

- ◆ Sheboygan County Highway Department - Ongoing Safety & Health Compliance, Ongoing Technical Support, and MSHA Refresher Training
- ◆ Lafayette County Highway Department – Safety Program Development, Ongoing Technical Support, and MSHA Refresher Training
- ◆ Waupaca County Highway Department - Safety Assessment, MSHA Refresher Training & Safety Day Training
- ◆ Grant County Highway Department - Safety Program Development
- ◆ Ozaukee County Highway Department - Safety Program Development
- ◆ Jefferson County Highway Department - MSHA Part 46 Plan Development and MSHA Refresher Training
- ◆ Crawford County Highway Department - Safety Program Development, Ongoing Technical Support, and MSHA Refresher Training
- ◆ Iowa County Highway Department - Safety Program Development, Ongoing Technical Support, and MSHA Refresher Training
- ◆ Columbia County Highway Department – MSHA Refresher Training
- ◆ Sauk County Highway Department - MSHA Refresher Training
- ◆ Manitowoc County Highway Department – Safety Program Development and Ongoing Technical Support
- ◆ Winnebago County Highway Department - MSHA Refresher Training and Safety Program Development
- ◆ Oconto County Highway Department – Safety Assessment, Safety Program Development, and Ongoing Technical Support

- ◆ Kendall County, IL Highway Department – Site-specific Training and Safety Program Development
- ◆ Washington County Highway Department – Safety Assessment and Safety Program Development
- ◆ Marquette County Highway Department – MSHA Refresher Training
- ◆ Clayton County, Iowa Secondary Road Department – Safety Program Development
- ◆ Kewaunee County Highway Department – MSHA Refresher Training, Safety Appraisal, and Safety Program Development
- ◆ Fond du Lac County Highway Department – Safety Day Training
- ◆ Taylor County Highway Department – MSHA Refresher Training
- ◆ Dunn County Highway Department – Safety Day Training
- ◆ Rock County Highway Department – Safety Appraisal and Safety Day Training
- ◆ Racine County Highway Department – Safety Program Coordinator
- ◆ Brown County Highway Department – Safety Appraisal, Safety Program Development and General Awareness Training
- ◆ Wood County Highway Department – Industrial Hygiene Sampling (Silica)
- ◆ Adams County Highway Department – Safety Assessment, Safety Program Development, Ongoing Technical Support, and MSHA Refresher Training
- ◆ Green County Highway Department – Safety Appraisal and Safety Program Development
- ◆ Dodge County Highway Department – Safety Assessment and Safety Program Development
- ◆ Lincoln County Highway Department – Safety Appraisal and Safety Program Development

TOWNS, VILLAGES, CITIES, AND COUNTIES

- ◆ City of Jefferson - Annual 1-day Seminar Presentation, City-Wide Program Updates, and City-wide Safety Program Development
- ◆ Winnebago County - Countywide Safety Assessment, Forklift and Safety Day Training, and Countywide Safety Program Development
- ◆ Racine County – Countywide Safety Coordinator
- ◆ City of West Bend – City-wide Safety Appraisal, Safety Program Updates and Development
- ◆ Eau Claire County - Countywide Safety Assessment and Safety Program Development
- ◆ Ozaukee County – Safety Program Development for the Parks Department
- ◆ City of Manitowoc WWTF – Safety Program Development
- ◆ Village of Bayside - Village-wide Safety Assessment, Safety Program Development, and Ongoing Technical Support
- ◆ Village of Roberts – Village-wide Safety Program Development
- ◆ Village of St. Nazianz – Village-wide Safety Program Development
- ◆ Village of Fox Point - Assessment of the Village DPW, Safety Program Development, and Ongoing Technical Support
- ◆ Village of Fox Point Municipal Swimming Pool – Safety Program Development
- ◆ City of Fond du Lac – Safety Program Development and Seasonal Employee Training
- ◆ City of Waterloo – DPW Safety Program Development
- ◆ City of Merrill – Site-Specific Training and Safety Program Development
- ◆ Village of Cross Plains - Village-wide Safety Program Development
- ◆ Village of Arena - Village-wide Safety Program Development

- ◆ Marathon County - Countywide Safety Assessment
- ◆ Oconto County – Countywide Safety Assessment and County-wide Safety Program Development
- ◆ Adams County – Countywide Safety Assessment and County-wide Safety Program Development
- ◆ Green County Solid Waste Department – Safety Appraisal and Safety Program Development
- ◆ City of Wisconsin Rapids - Forklift Training & Site-Specific Program Training
- ◆ City of Stevens Point – General Awareness Training and Safety Program Development
- ◆ City of Marshfield – Safety Program Development for WWTP
- ◆ City of Marshfield - General Awareness Training for DPW
- ◆ City of Marshfield – Safety Program Development for Streets Department
- ◆ Village of Hales Corners - Village-wide Safety Program Development
- ◆ Manitowoc County - Countywide Assessment, Safety Program Development, and Ongoing Technical Support
- ◆ City of North Chicago – Safety Program Development, Site-Specific Training, and Ongoing Technical Support
- ◆ City of Westby - City-wide Safety Program Development and Ongoing Technical Support
- ◆ City of Kiel – City-wide Safety Program Development
- ◆ Village of Allouez - Village-wide Safety Assessment, Safety Program Development, and Ongoing Technical Support
- ◆ Village of Sussex – Village-wide Safety Program Development
- ◆ City of Hartford - City-wide Assessment, Safety Program Development, and Ongoing Technical Support
- ◆ Village of Belgium - General Awareness Training
- ◆ Village of Grafton - General Awareness Training, Written Program Review, and Safety Program Development

- ◆ Village of West Milwaukee - Village-wide Safety Assessment, Safety Program Development and Ongoing Technical Support
- ◆ City of Chilton - City-wide Safety Program Development
- ◆ City of Lake Mills - City-wide Safety Program Development and Ongoing Technical Support
- ◆ City of Mequon - City-wide Safety Program Development and Ongoing Technical Support
- ◆ City of Beaver Dam - City-wide Safety Program Review, Program Updates, and Ongoing Technical Support
- ◆ City of Port Washington - City-wide Safety Program Development
- ◆ Village of Sharon – Village-wide Safety Program Development
- ◆ Village of Hilbert – Village-wide Safety Program Development
- ◆ Village of Hartland - Safety Program Development
- ◆ Village of Wonewoc - Village-wide Safety Program Development
- ◆ Village of Silver Lake - Village-wide Safety Program Development and Ongoing Technical Support
- ◆ Village of Jackson - CSE Program Development
- ◆ City of Boscobel – City-wide Appraisal and Safety Program Development
- ◆ Village of Muscoda – Village-wide Appraisal and Village-wide Safety Program Development
- ◆ Village of Hustisford - Village-wide Safety Program Development and Ongoing Technical Support
- ◆ Village of Mount Prospect, Illinois - Public Works Department Assessment and Safety Program Development
- ◆ Village of Butler - Site-Specific Training & Safety Program Development
- ◆ City of Waupaca - City-wide Assessment, Safety Program Development, and Ongoing Technical Support
- ◆ Village of West Baraboo - Village-wide Safety Program Development and Ongoing Technical Support
- ◆ City of Oconomowoc – Annual Site-Specific Training

- ◆ City of Lancaster – Industrial Hygiene Sampling (Noise monitoring)
- ◆ City of Delafield - City-wide Safety Program Development and Ongoing Technical Support
- ◆ Village of Pewaukee - Confined Space Entry Program Update
- ◆ City of Lodi - Forklift Training
- ◆ Waukesha County- Written Program Review, Policy Development and Training, PPE Hazard Assessment, Safety Program Development
- ◆ Village of Little Chute - Village-wide Safety Program Development and Ongoing Technical Support
- ◆ Village of Howards Grove - Village-wide Safety Program Development and Ongoing Technical Support
- ◆ City of Watertown Parks, Recreation & Forestry – Safety Program Development
- ◆ City of Watertown Street Department – Safety Program Development and Ongoing Technical Support
- ◆ City of Watertown Recycling Center – Safety Program Development and Ongoing Technical Support
- ◆ Village of River Hills – Village-wide Assessment
- ◆ City of Middleton – City-wide Assessment & Safety Program Development
- ◆ Village of Bellevue –Village-wide Assessment & Safety Program Development
- ◆ City of Two Rivers – Comm 32 Compliance Presentation
- ◆ Fox Lake Inland Lake Protection & Rehabilitation District – Site-Specific Training and Safety Program Development
- ◆ Village of McFarland – Village-wide Safety Assessment and Safety Program Development
- ◆ Village of Kohler – Village-wide Safety Program Development and Ongoing Technical Support
- ◆ City of Columbus – City-wide Safety Program Development
- ◆ Village of New Glarus – Village-wide Safety Program Development
- ◆ Village of Black Earth – Safety Program Development

- ◆ City of Brodhead – City-wide Safety Program Development
- ◆ City of Neenah – City-wide Safety Program Development
- ◆ Town of Ledgeview – Town-wide Safety Program Development
- ◆ Town of Sheboygan – Site-Specific Training and Ongoing Technical Support
- ◆ Town of Grand Chute – Town-wide Safety Program Development
- ◆ Town of Middleton – Town-wide Safety Program Development
- ◆ Town of Menasha – Town-wide Safety Appraisal and Safety Program Development
- ◆ Village of Kewaskum – Site-Specific Training
- ◆ City of Mosinee – Written Program Assessment and Safety Program Development
- ◆ Village of Orfordville – Village-wide Safety Program Development
- ◆ Village of Elkhart Lake – Village-wide Safety Program Development
- ◆ Village of Edgar – Written Program Review and Safety Program Development
- ◆ Town of Brazeau – General Awareness Safety Training
- ◆ Village of Slinger – General Awareness Safety Training and Safety Program Development
- ◆ City of Clintonville – “Train-the-Trainer” training, City-wide Safety Program Development, and Ongoing Technical Support
- ◆ Village of Deerfield – Village-wide Safety Program Development
- ◆ Sheboygan Area School District – Ongoing Technical Support
- ◆ Little Chute School District – Safety Appraisal and Ongoing Technical Support
- ◆ Kiel Area School District – Safety Appraisal
- ◆ Village of Shorewood – Desktop Audit of Written Safety Programs and Safety Program Development
- ◆ Lincoln County Maintenance Department – Safety Program Development
- ◆ Lincoln County Forestry, Parks, and Land Department – Safety Program Development

- ◆ Lincoln County Solid Waste Division – Safety Program Development

UTILITIES AND DPW's

- ◆ Municipal Electric Utilities of Wisconsin (MEUW) - General Awareness Training, Assessments, Program Reviews, Program Development, Site-Specific Training and Technical Support
- ◆ Sheboygan Falls Utilities - Safety Program Development, PCB Management Program, Safety Management System, and Ongoing Technical Support
- ◆ Mt. Horeb Utilities – Safety Program Development and Annual Site-Specific Training
- ◆ City of Sheboygan Water Utility – Safety Assessment
- ◆ City of Oshkosh Utilities – Safety Program Development
- ◆ Menasha Utilities - Forklift Training and PCB Documentation
- ◆ Rice Lake Utilities – Safety Program Review and Report
- ◆ Sturgeon Bay Utilities – Safety Program Development, Management System Development, and Ongoing Technical Support
- ◆ Manitowoc Public Utilities - Site-Specific Training, Forklift Training, Written Program Audit and PCB Assessment and Utility-wide Safety Program Development
- ◆ Lake Mills Light & Water Dept. - PCB Research and Documentation
- ◆ River Falls Municipal Utility - Utility-wide Assessment
- ◆ City of Richland Center - City-wide Assessment, Safety Program Development, and Ongoing Technical Support
- ◆ Evansville Water & Light Dept. - PCB Assessment and Safety Program Development
- ◆ Village of Grafton Utilities – Site-Specific Training
- ◆ Village of Grafton DPW – Written Program Review
- ◆ Brodhead Water & Light Commission - Safety Assessment and Safety Program Development
- ◆ City of Juneau – Safety Program Development, PCB Assessment, and Ongoing Technical Support

- ◆ Arcadia Electric Utility - Compliance Program Update
- ◆ Plymouth Utilities - Safety Assessment & Safety Program Development
- ◆ Muscoda Light & Water Commission - Site-Specific Training
- ◆ Two Rivers Water & Light Utility - Forklift Training
- ◆ Whitehall Municipal Electric Utility - Compliance Program Update
- ◆ Kiel Electric Utility - PCB Assessment, Database Tracking System, and Safety Program Development
- ◆ City of Watertown WWTP/Water Utility – Safety Program Development and Ongoing Technical Support
- ◆ City of Tomah – Safety Program Development
- ◆ Waterloo Water & Light - Site-Specific Training
- ◆ Wisconsin Rapids Water Works & Lighting Com. - Forklift Training, PCB Documentation, and Safety Program Development
- ◆ Stoughton Municipal Utilities - Program Review, Safety Program Development, and Ongoing Technical Support
- ◆ Marshfield Electric & Water Department – Safety Program Development and Ongoing Technical Support
- ◆ Mazomanie Electric Utility – Safety Program Development
- ◆ Kaukauna Electric Utilities – Safety Program Development
- ◆ Shawano (Wolf River Treatment Plant) – Safety Program Development
- ◆ Reedsburg Utility Commission - PCB Assessment, Annual Reporting, Safety Program Development, and Ongoing Technical Support
- ◆ New Holstein Utilities – Safety Program Development and Ongoing Technical Support
- ◆ Village of Stratford - Village-wide Safety Program Development and Ongoing Technical Support
- ◆ Wisconsin Water Association - Group Training Sessions
- ◆ City of Waukesha WWTF – Facility Assessment and Safety Program Development
- ◆ Gresham Municipal Water & Electric – Safety Program Development

- ◆ Stevens Point Water and Wastewater Utility – Facility-wide Safety Assessment
- ◆ Waunakee Water & Light Commission – Safety Program Development



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Exhibit 2 - Fee Schedule and Conditions

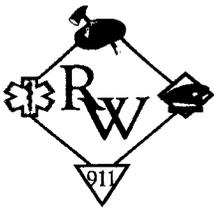
PROFESSIONAL CLASSIFICATION	LEVEL	HOURLY RATE
Engineers, Hydrogeologists, Environmental Scientists, & Safety & Health Specialists	I	\$65 - \$80
	II	\$75 - \$85
	III	\$85 - \$125
Technician	I	\$50
	II	\$65
Draftsman		\$50
Administrative Assistant	I	\$30
	II	\$35
	III	\$40



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CLIENT REFERENCES: SAFETY & HEALTH SERVICES

<p>Ms. Lisa Schaitz Personnel Director City of Mequon 11333 N. Cedarburg Road. W Mequon, WI 53092-1930 Phone: (262) 242-3100 Service provided: Development of a city-wide customized safety program, site-specific training, and ongoing technical support.</p>	<p>Mr. Don Quarford Utility Director City of Beaver Dam 108 Myrtle Road Beaver Dam, WI 53916 Phone: (920) 887-4625 Service provided: Development of a citywide customized safety program, site-specific training, and ongoing technical support.</p>
<p>Mr. Jeff Elrick Street Superintendent Village of Little Chute 108 W. Main Street Little Chute, WI 54140 Phone: (920) 788-7380 Service provided: Development of a village-wide customized safety program, site-specific training, and ongoing technical support.</p>	<p>Ms. Sue Foxworthy Village Administrator Village of Allouez 1649 S. Webster Avenue Allouez, WI 54301 Phone: (920) 448-2800 Service provided: Safety assessment, development of a village-wide customized safety program, site-specific training, and ongoing technical support.</p>
<p>Mr. Pat Scanlan County Highway Commissioner Oconto County Highway Department P.O. Box 138 Oconto, WI 54153 Phone: (920) 832-6885 Service provided: Safety assessment, development of a village-wide customized safety program, site-specific training, and ongoing technical support.</p>	<p>Mr. Steve Bacalzo Electric Distribution Manager Manitowoc Public Utilities 1303 S. 8th. Street Manitowoc, WI 54220 Phone: (920) 686-4300 Service provided: Written program review, development of a customized safety program, site-specific training, and ongoing technical support.</p>



RW Management Group, Inc.

Public Safety Specialists

March 6, 2007

Attorney Jeff Brandt
City of Menasha
140 Main St.
Menasha, WI 54952-3190

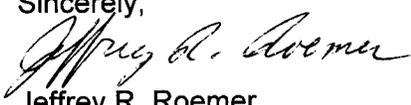
Dear Attorney Brandt:

Thank you for the opportunity for RW Management Group, Inc. (RW) to respond to your "Safety Consulting Services" proposal request for the City of Menasha (City). RW understands that the purpose of this project is to provide the City with safety coordination and project management. Accordingly, RW has prepared the enclosed proposal including details regarding our approach for completing the required project management. The proposal allows for the continued utilization of RW's services in a phased approach, which will allow the City to determine the next steps of the process based on the project status and situational changes.

RW believes that our extensive operational and strategic experience in the public safety area uniquely qualifies us for a project of this nature. RW has served the City as Safety Coordinator for over three (3) years and is familiar with the City of Menasha's safety program, department heads and administration. RW has developed and written the City's current Safety Program and has worked closely with all City Departments and Safety Committees throughout this time period. The City has consistently improved its safety evaluation and risk management evaluations, performed by CVMIC during these three years. RW has also developed a good working relationship with CVMIC and has coordinated CVMIC's safety training for the City, the last 3 years.

Our proposal is based on the safety needs of the City, which we have worked with and observed over the past three years. City management and supervisory personnel confirm the need to provide on-site training, equipment review and hands on site training to maintain and improve their safety practices. RW will provide the City a certificate of insurance naming the City as an additional insured per the RFP if awarded the contract.

Thank you again for the opportunity. If you have any questions regarding the enclosed material, please feel free to contact me at (920) 727-1000. We look forward to continuing to work with the City, on this important engagement.

Sincerely,

Jeffrey R. Roemer
President
RW Management Group, Inc.

VENDOR INFORMATION SHEET

IN ADDITION TO THE INFORMATION SUPPLIED IN THE PROPOSAL, PLEASE COMPLETE THE FOLLOWING, WHICH WILL BE USED IF YOU ARE AWARDED A CONTRACT.

PAYMENT TERMS:

FEDERAL ID NUMBER:

Due 1st day of each month

39-2031790

SEND ORDERS TO: RW Management Group, Inc.

Address: 1245 Appleton Rd.
Suite 2
Menasha, WI 54952

Phone: 920-727-1000

INVOICES WILL BE FROM: Same as above

Address:

PERSON TO CONTACT IN

REFERENCE TO CONTRACT: Jeffrey R. Roemer

Name: Address: Phone: RW Management Group, Inc
1245 Appleton Rd., Suite 2

Fax: () Menasha, WI 54952
920-727-1000

Fax 920-727-1003

ANY SPECIAL ORDERING INFORMATION:

COMPANY NAME

RW Management Group, Inc.

SIGNATURE

Jeffrey R. Roemer

VENDOR REPLY COVER SHEET

Proposals are due at 2:00 p.m., Friday, March 9, 2007 at the Menasha City Human Resources Department, 140 Main Street, Menasha, WI 54952.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

Facet	Hr Rate	Total
#1	\$ 75	\$ 600 per month
#2	\$ 75	\$ 600 per month
#3	\$ 75	\$ 600 per month
#4	\$ 75	\$ 600 per month
#5	\$ 75	\$ 600 per month
Total	\$ 75	\$3 000 per month

Type or Print Name *Jeffrey R. Roemer* Company *Rw Management Group, Inc.*

Title *President*

Address *1295 Appleton Rd Suite 2
Menasha, WI 54952*

Authorized Signature *Jeffrey R. Roemer*

Date *3-5-07*

Telephone Number / Fax
920-727-1000 / 920-727-1003

CITY OF MENASHA



**Organizational
Management
Studies**

**Equipment
Analysis**

**Emergency
Medical Plans**

**Response
Time Analysis**

**Accreditation
Management**

**Consolidation
Studies**

**Executive and
Staff Selection**

**Project
Management**

SAFETY

CONSULTING

SERVICES

ORIGINAL
Jeffrey R. Roemer

**RW Management Group, Inc.
1295 Appleton Rd., Suite 2
Menasha, WI 54952
Phone – 920.727.1000
Fax – 920.727.1003**

Jroemer@RWManagementGroup.com



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

TABLE OF CONTENTS	Page
RW Management Group Qualifications	2
Principal Officer.....	3
Assigned Staff.....	5
RW Management Group Methodology	6
Detailed Work Plan	7
Cost Quotation.....	10
Recent Engagements.....	11
Previous Client Work.....	13
Personal Services Contracts.....	15



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

RW MANAGEMENT GROUP QUALIFICATIONS

RW Management Group, Inc. (RW) is a Wisconsin based consulting firm providing professional, high quality fire, police, emergency medical service, dispatch and emergency management, safety management consulting, project management and other related services to organizations throughout the United States. RW consultants have serviced the needs of several municipalities and emergency services in the United States. RW consultants remain very active with several public safety and government related organizations including the Wisconsin City/County management Association, International Association of Fire Chiefs, Association of Public Safety Communications Officials, American Academy of Certified Public Managers, Paramedic Systems of Wisconsin, National Emergency Number Association, National Fire Protection Association, Wisconsin Society of Certified Public Managers, National Safety Council, Wisconsin State Fire Chiefs Association and Wisconsin Association of Public Safety Communications Officials.

RW's mission statement is to "To provide the highest quality, independent professional public safety consulting, project management and services, as measured by the successful implementation of recommendations and services to our clients." We will accomplish this by providing a team of professionals committed to the needs and issues of public safety and government. RW's consultants are active practitioners in the public safety area and understand the issues, challenges, standards and responsibilities of public safety and provide proven methods to improve efficiency and effectiveness.

RW brings experienced technical consultants with in-depth knowledge of all relevant aspects of emergency services administration, communications, organization, labor relations, economics and standards. This allows RW to provide the clients with an independent and objective analysis of the desired scope of work, so that the policy boards can make knowledgeable and informed decisions.

The project progress is measured against a work plan, timetables, budget and deliverables. The project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated and logical. The project team members are also available throughout the duration of the project.



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

PRINCIPAL OFFICER

**Jeffrey R. Roemer, CPM
President
RW Management Group, Inc.**

Professional Summary

Mr. Roemer has an extensive background in the Public Safety area. For 28 years he has served municipal governments in various duties, including Fire Chief for the City of Menasha, WI. Before serving with the City of Menasha, he was Public Safety Director for the Village of Allouez, WI. He has worked in nearly all facets of Public Safety, as a Police Officer, Firefighter, and Emergency Medical Technician, and as a supervisor and department head in each of the disciplines.

As Police and Fire Chief, Mr. Roemer was responsible for all activities in the municipal Public Safety environment. He has provided departmental support for planning and implementing Information Systems, Dispatch Centers, Emergency Operations Centers, Budgeting, Shared Services, and Command Post and ICS operations, along with many other administrative and supervisory duties. His broad knowledge base allows a unique perspective and understanding of the varied requirements found in the municipal environment. Serving at this level of the organization provided Mr. Roemer with the opportunity to recommend, plan and manage change within the organization and often times, outside of his organization.

As a Public Safety Consultant, Mr. Roemer has been a project manager for numerous Public Safety related organizational, communication, dispatch center, consolidation, information and geographic information systems, operational, and emergency operation center projects. Mr. Roemer also serves as an active member of the International Association of Fire Chiefs, the Wisconsin Society of Public Managers, the American Academy of Public Managers, Wisconsin City/County Managers Association and the Associated Public Safety Communications Organizations.

Mr. Roemer's knowledge of Public Safety in a municipal setting has gained him recognition both at a local and national level. He has served as State Representative to the Great Lakes Division of the International Association of Fire Chiefs, the Secretary-Treasurer and President Elect of the Wisconsin Society of Certified Public Managers and numerous other positions with Police, Fire and Rescue Boards and Committees. Mr. Roemer has been recognized as the 2001 "Manager of the Year" by the Wisconsin Society of Certified Public Managers.

Education

Northeast Wisconsin Technical College
Associate Degree in Police Science

National Fire Academy
Executive Fire Officer Graduate

University of Wisconsin
Certified Public Manager

Northwestern University
School of Police Staff and Command
Graduate



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

**Amy Lynn Samuels-Suha, P.E.
Consultant – Project Manager**

Professional Summary

Ms. Samuels-Suha is the Public Education Coordinator and a Firefighter with the Hilbert, Wisconsin Fire Department. She is a Wisconsin Fire Instructor, and certified as Firefighter II and Driver/Operator. Additionally, she is an OSHA Authorized Trainer for General Industry and Construction, a Wisconsin Paper Council Authorized OSHA 10+ Instructor, and a Hazardous Materials Training and Research Institute (HMTRI) Community and College Consortium for Health and Safety Training (CCCHST) trainer. She is also an adjunct instructor with Fox Valley Technical College, Appleton, Wisconsin.

As an engineer, Ms. Samuels-Suha worked in a variety of situations, including: municipal landfills, petroleum contaminated sites, and environmental clean-up projects. Building upon the practical skills learned in the field, she continued her education into Industrial Health and Safety. Working in the Environmental, Health, and Safety field, she assisted in the development and evaluation of hazardous and non-hazardous waste materials management programs, Process Safety Management and Risk Management Planning, and Spill Prevention Containment and Countermeasures Programs.

As a trainer, Ms. Samuels-Suha provides customized training as well as OSHA, HMTRI, and Wisconsin Fire Service courses. With her background as a consulting engineer, an EH&S engineer in industry, and as a firefighter, she has developed the skills to provide assessments and training in a wide variety of areas. One of these areas is response planning and training for industrial response teams. These teams typically respond to the following: facility evacuation; fire, heat, and smoke alarms; medical emergencies including entrapment; chemical spills; confined space rescue; and rescue from elevation (rope rescue).

As a Public Safety Consultant, Ms. Samuels-Suha has worked on organizational, safety, and emergency operation center projects. Ms. Samuels-Suha also serves as a member of the Hazardous Materials Training Institute, the Badgerland Firemen's Association, Wisconsin State Fire Instructors Association and the Fox Valley Safety Council.

Education

University of Wisconsin - Platteville
Platteville, WI
B.S. Civil Engineering
Environmental Emphasis

Lakeshore Technical College
Cleveland, WI
Advanced Technical Certificate – Industrial
Health and Safety



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

ASSIGNED STAFF

Personnel assigned to this project are selected from the staff of RW Management Group, Inc. and other personnel who are formally engaged in an ongoing relationship with RW. The project manager supervises the project team and clerical support personnel support the team. The combined resources assure that the client receives the best possible combination of professional attention.

ROLES AND RESPONSIBILITIES

Project Manager

The project manager will oversee, direct, coordinate and control all work that is done on the project. The project manager will also provide liaison with the client project team, be responsible for the content and quality of the project, make necessary presentations and ensure that the project is completed according to the time line established.

Project Team Members

The project staff is selected for their relevant experience in the service to be provided. Each is assigned with specific responsibilities related with the elements of the project. The work of the project staff is provided to the project manager for review, collation and for interface with the client's project team.

Project Manager: Ms. Amy Lynn Samuels-Suha – Ms. Samuels-Suha has worked for 8 years in public safety. Ms. Samuels-Suha is the Public Education Coordinator and a Firefighter with the Hilbert, Wisconsin Fire Department. She is a Wisconsin Fire Instructor. Additionally, she is an OSHA Authorized Trainer for General Industry and Construction, a Wisconsin Paper Council Authorized OSHA 10+ Instructor, and a Hazardous Materials Training and Research Institute (HMTRI) Community and College Consortium for Health and Safety Training (CCCHST) trainer.

Project Team Member: Mr. Jeffrey R. Roemer – Mr. Roemer has over 28 years of experience in public safety. Mr. Roemer served as a shift commander for the Village of Ashwaubenon and then as Public Safety Director for the Village of Allouez and Fire Chief for the City of Menasha. He has worked on numerous public safety projects for the last nine (9) years, as project manager, in communities nationwide.



CITY OF MENASHA
SAFETY CONSULTING SERVICES

RW MANAGEMENT GROUP METHODOLOGY

Our approach to this project requires a clear understanding of the current City of Menasha safety environment and related coordination concerns. The key elements of our methodology include:

- A clear understanding of the City's safety background, community profile and the goals and objectives of the project.
- A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

Client Input – In order to perform quality project management and assist with the implementation of specific recommendations, it is critical that we receive quality information from officials, staff and members of the City. Accordingly, our approach includes meetings with individuals of the City Departments.

Practical Recommendations – Our ultimate goal is to provide our client with coordination, recommendations and direction, which will improve the efficiency and effectiveness of the safety environment in the City of Menasha.

Project Management – A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and that finding and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear project team assignments and frequent communications with the client.

Overall Project Approach

The most effective method for presenting RW's methodology when approaching a project of this nature is to provide a work plan for its completion. The following plan has been developed to accomplish the objectives of safety coordination and project management of the safety program in the City of Menasha.

Overview

RW has developed a proposal that approaches project management in a flexible manner. RW realizes that any number of unknown tasks may occur during the implementation period and understands that it is important to the City that a flexible coordination and management response is provided. This will ensure that all issues that may occur during the coordination period will be efficiently and effectively addressed in a timely manner.

The following work plan has been developed to accomplish the ongoing coordination and project management of the safety program for the City of Menasha. The work tasks listed below reflect several of the items that will be completed, or managed, by RW during the project period. The initial project period will be from April 1, 2007 through December 31, 2007. Continuation of



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

the project beyond 2007 will be based on the need and determination of the City. RW will hold the proposed annual price through 2009.

RW anticipates that the RW Project Manager will 20 – 30 hours per month on this project. Our current project schedule and staffing allows us to be in a position to provide the City with this type of on-site project management.

Support facilities for the RW Project Team such as office space, telephone and internet connectivity will be from the RW office located at 1295 Appleton Road in the City of Menasha.

DETAILED WORK PLAN

Safety Committees

1. Prepare for, take minutes, schedule, research issues and provide safety expertise for three separate City of Menasha Safety Committees. These meetings will occur monthly and at least 10 meetings per committee will take place each year.
2. Coordinate safety program discussions with all City departments.
3. Coordinate and manage the development of the recommended policies, procedures and standard operating guidelines for the safety program.
4. Facilitate the safety poster review and utilization plan.

Safety Training

5. Coordinate and plan all safety training. This training will be coordinated with Cities and Villages Mutual Insurance Company (CVMIC), who will provide the required safety training. RW will also manage and maintain safety training matrix's and will provide department heads with up to date matrix's of their departments. Safety training will be coordinated in the following areas:
 - Ergonomics
 - Hot Work and Fire Watch
 - Fire Prevention and Fire Safety
 - Emergency Plans and Evacuation Drills
 - Powered Industrial Truck
 - Lockout/Tagout
 - Confined Space
 - Excavation
 - Hazardous Communications
 - Personal Protective Equipment
 - Noise Control and Hearing Protection
 - Material Handling
 - Fall protection



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

- Vehicle Safety
 - MUTCD
 - Other safety issues to be addressed
6. Coordinate and manage discussions, pricing and scheduling issues relating to the presentation of safety training.
 7. Coordinate the long range training plan for the safety program.

Employee Safety Manual

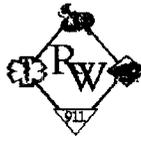
8. Maintain, review, draft and update the Employee Safety Manual pursuant to Occupational Health and Safety Agency (OSHA), Wisconsin Department of Commerce, American National Standards Institute (ANSI) standards, National Fire Protection Agency standards and current best practices.

CVMIC Coordination

9. Coordinate and work as a liaison with CVMIC at the annual work plan meeting, the risk assessment meeting, and safety training events.

General Safety Activities

10. Establish procedures for documenting and resolving project issues. Develop procedures for monitoring daily internal staff activities and the activities of others involved in the ongoing safety program activities.
11. Prepare for and facilitate monthly project status meetings to schedule the weekly activity and to review the next steps of the projects.
12. Coordinate and monitor the progress, development, and implementation of standard operating guidelines and work procedures based upon the safety programs.
13. Coordinate and monitor the progress, development, and review of programs which require annual audits, including but not limited to the following; these audits may include monitoring and testing, which is not included in the cost of this proposal.
 - Confined Space, 29 CFR 1910.146
 - Lock Out/Tag Out, 29 CFR 1910.147
 - Hearing Conservation, 29 CFR 1910.95
 - Respiratory Protection, 29 CFR 1910.134
14. Coordinate and monitor the progress, development, and agency review of the electronic safety records.



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

15. Assist with the preparation of the safety budget.
16. Prepare for and attend required board, committee or planning meetings as necessary.
17. The preparation, review and submittal or posting of the required OSHA forms (OSHA 300, 300-A, and 301) is not included. This activity is currently conducted through the Human Resource Department.
18. The Exposure Control Plan required under 29 CFR 1910.1030 is currently maintained by the Health Department. Required training is also provided by the Health Department.
19. Review significant injuries with the safety committees. RW would not be performing accident investigation.
20. Safety related personnel records will not be maintained by RW. Related records will be reviewed by RW and then sent to Human Resources for review as needed and filing. Examples of such records include audiometric results and medical evaluation results required under the respiratory program.
21. Review and update Job Hazard Analysis (JHA) and Personal Protective Equipment (PPE) requirements and perform JHA when new or upgraded equipment is purchased. This should be completed before the equipment goes into service.



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

Deliverables

RW will be responsible for the following specific deliverables in keeping with the schedule described below:

1. Comprehensive safety program coordination and project management for the period of April 1, 2007 through December 31, 2007.
2. On site project management, with dedicated project management time of 20 – 40 hours per month throughout the contracted period.

<u>COST QUOTATION</u>	<u>Annual Not-To-Exceed Amount</u>
Safety Coordination and Project Management	\$ 36,000
Expenses	<u>Included</u>
Total	\$ 36,000
2007 – 9 month total	\$ 27,000

Payment Schedule:

- Payments due by the first of each month in equal amounts of \$3,000, beginning April 1, 2007.

RW will complete the work tasks as defined in our proposal for the not-to-exceed amount presented in the proposal. Additional hours would be billed only if the scope of the project changes. These changes in project costs would only occur after approval by appropriate City personnel. Either party may terminate the agreement by giving 30 days written notice.



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

RECENT ENGAGEMENTS

City of Menasha, WI

RW Management Group is currently providing a Safety Coordination and Management for the City of Menasha. The goals of this project are to coordinate and manage all safety related training, programs, committees and activities.

Contact: Personnel Director Jeff Brandt
City of Menasha
140 Main St.
Menasha, WI 54952
Phone 920-967-5117

Kimberly Clark, Northwest Facility, Neenah, WI

RW consultants provided training to the Industrial Emergency Response Team at the KC Northwest facility. Topics include: Joint training exercises with the Town of Menasha Fire Department, Fall Protection and Rescue, Severe Weather Response, and Fire Watch.

Contact: Emergency Response Team Leader Terry Springer
Kimberly Clark – Northwest Facility
777 Kuehn Court
Neenah, WI 54956
Phone (920) 721-6013

H2O Under Pressure Inc., Dale, WI

RW has provided and is currently providing on-going training in Confined Space Entry and Rescue for H2O Under pressure, in addition to having provided the Wisconsin Paper Council OSHA 10+ training to their staff.

Contact: Chris Koga – President
H2O Under Pressure, Inc.
N892 Depot Road
PO Box 289
Dale, WI 54931
Phone (920) 779-4397



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

Presto Products Company, Appleton, WI

RW is currently providing Industrial Emergency Response Team training along with safety management assistance to Presto Products.

Contact: Dan Armstrong
Presto Products Company
670 N. Perkins Street
Appleton, WI 54914
920-739-9471

Stora Enso North America, Kimberly, WI

RW is currently providing Industrial Emergency Response Team training along with safety management assistance to Stora Enso.

Contact: Pam Fritz
Stora Enso North America
433 N. Main St.
Kimberly, WI 54136
920-788-8505

Appleton Marine, Appleton, WI

RW is currently providing Industrial Emergency Response Team training along with safety management assistance to Appleton Marine.

Contact: Thomas J. Smejkal
Appleton Marine
3030 E. Pershing St.
P.O. Box 9020
Appleton, WI 54911-9020
920-738-5432, ext. 118



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

PREVIOUS CLIENT WORK

RW Management employees have performed public safety consulting services, for the following clients over the last nine years:

Allouez, WI	Menomonee Tribal EMS, WI
Algoma, WI	Miller, Wagner, Coenen, McMahon, Neenah, WI
Arlington, WI	Morton Grove, IL
Ashland, WI	Mundelein, IL
Baraboo, WI	Neenah, WI
Bay City, MI	Neenah-Menasha Fire Rescue, WI
Beloit, WI	New Berlin, WI
Brown County, WI	Oconto County, WI
Bristol-Kendall Fire Protection District, IL	Ogden Plumbing, Neenah, WI
Calumet County, WI	Oneida Tribe of Indians, Oneida, WI
Chicago, IL	Para Tran Medical Transport, Door Co., WI
Dane County, WI	Police Executive Research Forum, Washington, D.C.
DeKalb, IL	Presto Products, Appleton, WI
East Chicago, IN	Racine, WI
Energy Control and Design, Inc. Appleton, WI	RED Center, IL
Evanston, IL	Reedsburg, WI
Fishers, IN	Royal Oak, MI
FOXCOMM, Appleton, WI	St. Mary's Medical Center, Racine, WI
Freedom, Town of, WI	Sandy Springs, GA
Gary, IN	Sarasota County, FL
Grand Chute, WI	SEECOM, IL
Gries Architectural Group, Neenah, WI	SESCO, LLC, Manitowoc, WI
Hamilton County 9-1-1 Communications District, Chattanooga, TN	Shifman Law Firm, Birmingham, MI
Hammond, IN	Stora Enso North America
Hanover Park, IL	Tri-State Fire, IL
Hazel Crest, IL	Viking Rescue, Denmark, WI
Hobart, IN.	



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

Johnson Creek Fire Protection District, WI	Walworth County, WI
Kaukauna, WI	Waukesha County, WI
Kenosha Medical Center, Kenosha, WI	Wausau Hospital, Wausau, WI
Lake Mills, WI	Wausau Insurance, WI
Lincoln County, WI	WESCOM, IL
Lindner & Marsack, S.C., WI	West Chicago, IL
Lodi EMS, Lodi, WI	Whiting, IN
Madison, Town of, WI	Will County, IL
Maximus, Reston, VA	Winnebago County, WI
Menasha, City of, WI	Wooddale, IL
McFarland, Village of, WI	Yuma, AZ



**CITY OF MENASHA
SAFETY CONSULTING SERVICES**

PERSONAL SERVICES CONTRACT

This agreement made this _____ day of _____, 2007, by and between the City of Menasha (City), and RW Management Group, Inc. (RW) doing business as a corporation in Menasha, Wisconsin.

WITNESSETH

That for and in consideration of the payment and agreements hereinafter mentioned and attached to be made and performed by the City and RW, hereby agree to commence and complete the consultation and to provide the work described in the proposal and comply with the terms of the contract documents for the:

2007 SAFETY COORDINATOR AND PROJECT MANAGEMENT

Hereafter called the " Safety Coordinator" for the sum not to exceed, which includes expense:
\$27,000

RW will furnish all labor and other services necessary to complete the work relating to, and including, the development and administration of the planning process. RW hereby agrees to perform the work as specified by the City.

The City shall pay RW:

- Payments due by the first of each month in equal amounts of \$3,000, beginning April of 2007.

This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

The laws of the State of Wisconsin shall govern this agreement.

The agreement is an integrated writing, executed by the parties after negotiation and discussions of all material provisions. Either party has relied upon no inducements, concessions or representations of the fact, except as set forth in this agreement and the RW proposal.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, the agreement is two (2) copies, each of which shall be deemed an original, on the first date written above.

City of Menasha

RW Management Group, Inc.

By: _____
Signature

By: _____
Jeffrey R. Roemer, President



Table of Contents

1. Original Signed Proposal
 - a. Vendor Reply Cover Sheet
 - b. Vendor Information Sheet
 - c. Bidding Certification
 - d. Proposal Body
 - i. Scope of work
 - ii. Principal support staff
 - iii. List of services and fees
 - iv. Organization experience
 - v. Itemized cost proposal
 - e. References
2. Two Copies of Proposal
3. Attachments
 - a. Sample safety committee meeting minutes
 - b. Sample training roster
 - c. Resume for Bruce Morton
 - d. Resume for Josh Retzleff
 - e. List of services
 - f. Price list

Menasha City RFP #1-07 Safety Consulting Services

VENDOR REPLY COVER SHEET

Proposals are due at 2:00 p.m., Friday, March 9, 2007 at the Menasha City Human Resources Department, 140 Main Street, Menasha, WI 54952.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

Facet	Hr	Rate	Total
#1 – Safety Committee Meetings	13.5	\$100	\$1,350
#1a – Travel to meetings	45	\$50	\$2,250
#2 – Safety Training	14	\$487.50	\$6,825
#2a – Travel to Training	45	\$50	\$2,250
#3 – Maintain Safety Manual	30	\$100	\$3,000
#4 – Attend Annual Work Plan Meeting	4	\$100	\$400
#4a – Travel to meeting	5	\$50	\$250
#5 – Maintain Records of Activities	40	\$100	\$4,000
Total			\$20,325

Type or Print Name – Bruce Morton, CHST

Company – Platt Safety Services

Title – Safety Consultant

Address – 7407 S. 27th St., Franklin, WI, 53132

Authorized Signature



Date – 3-7-07

Telephone Number – 414-761-3868/ Fax – 414-761-3591

VENDOR INFORMATION SHEET

IN ADDITION TO THE INFORMATION SUPPLIED IN THE PROPOSAL, PLEASE COMPLETE THE FOLLOWING, WHICH WILL BE USED IF YOU ARE AWARDED A CONTRACT.

PAYMENT TERMS: \$2,258.33 per month for 9 months.

FEDERAL ID NUMBER: 39-1368357

SEND ORDERS TO:

Address: 7407 S. 27th St., Franklin, WI, 53132

Phone: 414-761-3868

INVOICES WILL BE FROM: Platt Safety Services

Address: 7407 S. 27th St., Franklin, WI, 53132

PERSON TO CONTACT IN

REFERENCE TO CONTRACT: Bruce Morton

Name: Address: Platt Safety Services, 7407 S.
27th St., Franklin, WI, 53132

Phone: 414-761-3868 Fax: (414) 761-3591

ANY SPECIAL ORDERING INFORMATION:

COMPANY NAME: Platt Safety Services

SIGNATURE:

A handwritten signature in black ink, appearing to be 'Bruce Morton', written over a horizontal line.

BIDDING CERTIFICATION

General Municipal Law .h 103-d

- (a) **By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief.**

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

- (2) **Unless otherwise required by Law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;**

No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

- (b) **A bid shall not be considered for award nor shall any award be made where (a)-(1), (2) and (3) have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a)-(1), (2) and (3) have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.**

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same time prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph (a) of this certification.

By submission of this bid, the undersigned hereby affirms the truth of the foregoing certification under the penalties of perjury.

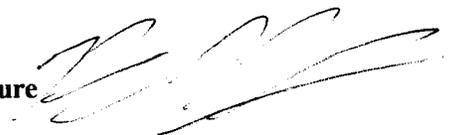
Company – Platt Safety Services

Type or Print Name – Bruce Morton

Date – 3-7-07

Title – Safety Consultant

Authorized Signature



City of Menasha Safety Consulting Proposal Body

1. Scope of Work

A. Safety Committee Meeting and Safety Training

- The safety committee meeting and safety training will be held on the 2nd Wednesday of each month starting in April. The safety committee meeting will start at 8:30a.m. and the Safety training will start at 10a.m. We recommend holding the committee meeting and safety trainings on the same day to reduce cost.
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- June 13, 2007 – 1-hour safety committee meeting and 3 hours of forklift training.
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- Recommendations
 - i. Trenching and excavation course – 2-4 hours. Price is per person for a competent person class.
 - ii. Traffic Control - \$800
- Our Proposal includes one session of each class. Make-up or additional classes will be scheduled and billed separately.

* Samples of Safety committee meeting and training roster attached.

B. Maintain, review, and update the employee safety manual.

- After the first safety committee meeting Platt Safety will take a hard copy and a disk copy of the safety manual with them to review and update. Platt Safety will review the manual with the safety committee and implement applicable parts into the safety training. The update could take 3-4 months.

C. Attend and act as a liaison at the annual work plan meeting.

- Annual work plan meeting to be held on October 17, 2007.

D. Maintain all records of activities as appropriate.

- Records and minutes to be sent after each meeting or training within one week. This documentation to be sent via e-mail/fax/or standard mail.

2. Principal and Support Staff

- Bruce Morton, CHST and Josh Retzleff will be performing the safety committee meeting and safety training.
- * Resumes are attached for Bruce and Josh.
- Beth Hastings will be handling all the accounting, billing, reports and training records. She does this with all current clients.

3. Services offered to clients.

- Our clients vary from those on yearly or monthly contracts and those on an "as needed" basis for our services.
- * Attached is a complete list of services we offer with pricing.

4. Municipal Experience.

- Platt Safety Services has provided training for various municipalities including: the League of Wisconsin Municipalities Mutual Insurance, the city of Milwaukee, the city of Waukesha, united water, Milwaukee metropolitan sewage district, state of Wisconsin (water and wastewater operators), city of Milwaukee inspectors.
- At this time Platt Safety has 80 clients that we provide services to. Our clients include specialty trade construction contractors, general contractors, associations, manufacturing, engineers, surveyors, etc.



Professional References

1. Wisconsin Underground Contractors Association
Richard Wanta
2835 N. Mayfair Rd.
Milwaukee, WI 53222
414-778-1050
Services Provided – Platt Safety is their safety consultant. Attend monthly safety committee and common ground alliance meetings, various safety training for members, OSHA inspection and informal assistance.
2. JFK Builders, Inc.
Kieth Burg
325 Forest Grove Dr.
Pewaukee, WI 53072
262-691-9449
Services Provided – weekly jobsite inspections, foreman meetings, annual meetings, various safety training, OSHA inspection and informal assistance.
3. Parisi Construction Co. Inc.
Jeff Parisi
508 S Nine mound Rd. Suite A.
Verona, WI 53593
608-848-5991
Services Provided – monthly jobsite inspections, shop inspections, annual meetings, various safety training, OSHA inspection and informal assistance.
4. Mechanical Contractors of Southeastern Wisconsin
Roger Caron
300 Fifth St.
Racine, WI 53403
262-634-1931
Services Provided – Platt Safety is their safety consultant. Jobsite inspections, shop inspections, safety book updates, various safety training.



Table of Contents

1. Original Signed Proposal
 - a. Vendor Reply Cover Sheet
 - b. Vendor Information Sheet
 - c. Bidding Certification
 - d. Proposal Body
 - i. Scope of work
 - ii. Principal support staff
 - iii. List of services and fees
 - iv. Organization experience
 - v. Itemized cost proposal
 - e. References
2. Two Copies of Proposal
3. Attachments
 - a. Sample safety committee meeting minutes
 - b. Sample training roster
 - c. Resume for Bruce Morton
 - d. Resume for Josh Retzleff
 - e. List of services
 - f. Price list

Menasha City RFP #1-07 Safety Consulting Services

VENDOR REPLY COVER SHEET

Proposals are due at 2:00 p.m., Friday, March 9, 2007 at the Menasha City Human Resources Department, 140 Main Street, Menasha, WI 54952.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

Facet	Hr	Rate	Total
#1 – Safety Committee Meetings	13.5	\$100	\$1,350
#1a – Travel to meetings	45	\$50	\$2,250
#2 – Safety Training	14	\$487.50	\$6,825
#2a – Travel to Training	45	\$50	\$2,250
#3 – Maintain Safety Manual	30	\$100	\$3,000
#4 – Attend Annual Work Plan Meeting	4	\$100	\$400
#4a – Travel to meeting	5	\$50	\$250
#5 – Maintain Records of Activities	40	\$100	\$4,000
Total			\$20,325

Type or Print Name – Bruce Morton, CHST

Company – Platt Safety Services

Title – Safety Consultant

Address – 7407 S. 27th St., Franklin, WI, 53132

Authorized Signature



Date – 3-7-07

Telephone Number – 414-761-3868/ Fax – 414-761-3591

VENDOR INFORMATION SHEET

IN ADDITION TO THE INFORMATION SUPPLIED IN THE PROPOSAL, PLEASE COMPLETE THE FOLLOWING, WHICH WILL BE USED IF YOU ARE AWARDED A CONTRACT.

PAYMENT TERMS: \$2,258.33 per month for 9 months.

FEDERAL ID NUMBER: 39-1368357

SEND ORDERS TO:

Address: 7407 S. 27th St., Franklin, WI, 53132

Phone: 414-761-3868

INVOICES WILL BE FROM: Platt Safety Services

Address: 7407 S. 27th St., Franklin, WI, 53132

PERSON TO CONTACT IN

REFERENCE TO CONTRACT: Bruce Morton

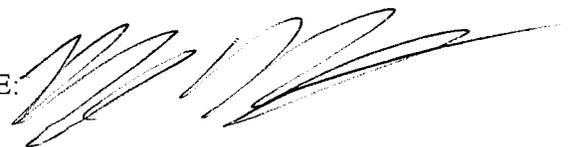
Name: Address: Platt Safety Services, 7407 S.
27th St., Franklin, WI, 53132

Phone: 414-761-3868 Fax: (414) 761-3591

ANY SPECIAL ORDERING INFORMATION:

COMPANY NAME: Platt Safety Services

SIGNATURE:



City of Menasha RFP #1-07 Safety Consulting Services NON-COLLUSIVE

BIDDING CERTIFICATION

General Municipal Law .h 103-d

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief.

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

- (2) Unless otherwise required by Law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;

No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

- (b) A bid shall not be considered for award nor shall any award be made where (a)-(1), (2) and (3) have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a)-(1), (2) and (3) have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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**TOWN & COUNTRY UNDERGROUND UTILITY
CONSTRUCTION, INC.**

Safety Meeting Minutes

January 10, 2007

PRESENT: Dan Griswold, Dan Drake, Troy Muche, Rick Schneider, Darren Muche, Gordon Weiss, Wendall Muche, Cathy Billington, Curt Remich, Bruce Morton (Platt Safety Services) and Pat McClone (McClone Insurance)

TOPIC	DISCUSSION	ACTION
INSURANCE CLAIMS	Committee reviewed recent claims. There were no Work Comp claims in December, 2006.	Continue to monitor WC and other claims.
HAND CLEANING	Committee followed-up on ways for employees working off-site to be able to wash their hands before eating. It was suggested that we provide antibacterial wipes or soap (Purel) for employee use.	Dan Drake said we have the wipes in the shop and that all Foremen are now aware of this.
DRUG TESTING	Committee followed-up on adding office staff and drivers to the list of employees to be drug tested.	Cathy and Troy will monitor to make sure these people are included in the Drug Testing list.
OSHA VISIT	Bruce mentioned that due to the Falk accident in Milwaukee, OSHA has been very busy working at this site. He also noted that OSHA is still stopping to inspect trench work.	Bruce reminded the Safety Committee that if OSHA stops at any of the job-sites, the Foreman and Safety Committee are to notify Platt Services right away.
HEPATITUS B SHOTS	It was noted that the last time the Hepatitis B shots were administered was in 2000. The first shot was 6-2-00; second was 7-7-00; and third was 12-1-00. It was noted that the company works through the County Nurse to handle the Hepatitis B shots.	Hepatitis B shots will again be scheduled for all crews. This will be facilitated by Cathy and Troy.
WINTER DRIVING	Discussed Toolbox Topics on Winter Driving. The Foremen will make sure and communicate the Toolbox Talks to their crew.	No Action Needed

TOPIC	DISCUSSION	ACTION
MEDICAL CARDS	All employees who received their medical cards before 1996 are grandfathered from having to have these updated. It is the employee's responsibility to have their medical cards updated as needed.	Town & Country has communicated to all employees that it is the employee's responsibility to update medical cards.
MAINTENANCE OF VEHICLES	Dan Drake noted that there is a log kept on all vehicles for maintenance. Drivers are also told to notify the Shop Foreman of any repairs or maintenance work needed.	Will continue to monitor Vehicle Maintenance.
CPR AND FIRST AID	Troy will be setting up this training in February. This should be done every 2 – 3 years.	Troy will facilitate CPR and First Aid training.
MANDATORY EMPLOYEE SAFETY MEETING	Mandatory Employee Safety Meeting will be held in March, 2007. The date has not yet been established. The mandatory safety meeting will take the place of the March Safety Committee Meeting.	Troy will communicate date of mandatory employee training when available.
CLAY PONDS	A concern was brought up about holes that are left open with no fencing. Bruce Morton said he would write up a procedure for proper guarding of clay ponds and other holes. Rick noted that we will need to evaluate the type of protection or guarding based on each situation and location.	Bruce to provide a procedure for proper guarding of clay ponds.
NEXT MEETING	MAY, 2007 6:30 A.M.	DATE TO FOLLOW

Minutes of Common Ground Alliance Regional Damage Prevention Committee
Friday November 12, 2004 at the office of the Diggers Hotline, 8112 W. Blue
mound Rd., Suite 200, Wauwatosa, Wisconsin.

Present:

Jim Owen, SBC Communications
Jim Zalewski, City of Milwaukee Water Dept.
Bruce Morton, Platt Safety Services
Dick Schraufnagle, Super X
Mark Greenhalgh, Henshue Construction
Richard W. Wanta, Executive Director WUCA
Chad Krueger, Digger Hotline
Richard Eberhardt, Ruekert & Mielke
Jamie Dretzka, UPI
Jake David, Musson Bros.
George Glocka, R.A. Smith

- I. The meeting was called to order at 8:30 a.m. with an introduction of all present.
- II. The Agenda was distributed.
 1. New Business: The Goal of the WI RCGA is to get the best practices out to the design, excavating and all companies dealing with underground work.
 2. The contractor believes that they must dig every inch around and length of the utility to avoid legal responsibility.
 - The contractor's goal is to avoid hits and serious incidents.
 - When the contractor is pot holing a utility what should be the distance between the potholes?
 - The CGA says to dig with "reasonable" care to avoid damages. There is no definition of "reasonable". It would be nice to have a set of guidelines on how often to pothole when around certain utilities. Examples = every 25 feet when around fiber or high-pressure gas. Every 50 feet when around water and sewer.
 - Should there be a separate contractor just to locate utilities before the work starts and this is part of everybody's bid? Companies lose bids because they bid in potholing.
 - Use subsurface engineering or GPS to get more accurate information.
 - A Subcommittee is to be formed after Jake and Jim attend other meetings to see what their thoughts are. The subcommittee should include utilities, contractors and the WTBA.

CGA Regional Partnership Committee Page 2
November 12, 2004

3. Subcommittee – Jim and Richard Eberhart are putting together a Damage Prevention meeting on January 12, 2004. It will be a ½ day starting in the morning at the Ruekert & Mielke office. Design firms, locators, excavating companies and utilities are encouraged to attend.
4. The group looked at a book from Georgia about what the excavator should do when digging. The group agreed the book was a good example of what would help the crew dig safely.
5. Jim to ask the National CGA for some money for developing our book.
6. Diggers hotline explained that it is not considered an Emergency locate if the crew is shut down because they are waiting for the utility company to move a utility.
7. Update on the Trans 220 program. The contractor should talk to utility not the project owner if there is a violation of Trans 220. They are starting a follow-up list to make sure Trans 220 is being followed. The special provisions are better.

A. Other comments:

1. The Operating Engineers would like to host a meeting.
2. Jim Owen to report back from the National Damage Prevention meeting.

III. Next meeting – It was agreed that the committee would meet on **Friday December 10, 2004** at 8:30 a.m., at Office of Wisconsin Underground Contractors Association, 2835 N. Mayfair Road, Suite 35, Milwaukee, Wisconsin. The topic will be Excavating in the CGA book and the Georgia book.

IV. There being no further business, the meeting adjourned at 10:15 a.m.

Minutes prepared by Bruce Morton, Platt Safety Services 414/406-6744 or safety@plattcon.net.

TRAINING ROSTER

COMPANY: **City of Menasha**

CLASS: _____ DATE: _____

INSTRUCTOR(S): **Bruce Morton**

TRAINING LOCATION: _____

No.	Name (Please Print Clearly)	Signature		
1			XXX-	-
2			XXX-	-
3			XXX-	-
4			XXX-	-
5			XXX-	-
6			XXX-	-
7			XXX-	-
8			XXX-	-
9			XXX-	-
10			XXX-	-
11			XXX-	-
12			XXX-	-
13			XXX-	-
14			XXX-	-
15			XXX-	-
16			XXX-	-
17			XXX-	-
18			XXX-	-
19			XXX-	-
20			XXX-	-
21			XXX-	-
22			XXX-	-
23			XXX-	-
24			XXX-	-
25			XXX-	-

Instructor Signature(s): _____
 Comments: _____

Bruce Morton, CHST

2321 N. 115th St.

Wauwatosa, WI 53226

Home: (414) 259-9131

Cellular: (414) 588-7941

E-mail address: bmorton@wi.rr.com

Education: University of Wisconsin-Whitewater, May 1999 Graduate

*Bachelor of Science in Occupational Safety

Employment:

Platt Safety Services, a division of Platt Construction – Safety Consultant

Franklin, WI (July 2001 – Present)

*Safety & Health Consulting for Platt and other company operations including:

- *Underground sewer and water
- *Underground tunnel shafts
- *Drywall, painting and ceiling
- *Masonry
- *Ready mix plants
- *General contractor jobs
- *Steel erection
- *Lambeau field
- *Residential and commercial stick building
- *Road and saw cutting
- *Telecommunications
- *Concrete, paving and gutter

*Site Safety Inspections and Audits

*OSHA court cases and hearings

*Client Correspondence and Follow-up

*Market Safety Services to Other Co's.

*Partner with Insurance Companies to implement programs

*OSHA Site Inspections and Informals

*Tool Box Talk Implementation

*Contract Creation

*Customized Safety & Health Programs

*Training:

- *OSHA Outreach Trainer
- *Trenching and Excavating
- *Trench Rescue
- *1st Aid & CPR
- *Scaffolding
- *Hydromobile
- *Confined Space Rescue
- *Steel Erection Sub Part R
- *Forklift Training
- *Horizontal Directional Drilling
- *Commercial & Residential Fall Protection
- *Swing Stage
- *Confined Space
- *Accountability and Responsibility

Arby Construction, Inc. a Quanta Services Company – Safety Coordinator

New Berlin, WI (Oct. 1999 – May 2001)

*125 Crews in 5 States

*Utility & Property Damage Investigation

*Workers Compensation

*Confined Space Training

*Annual Training for 350 Employees

*Traffic Control/ Flagger Training

*Managed Sewer Camera

*Certified Breath Alcohol Technician

*Crew Safety Inspections and Visits

*Industrial Hygiene/ Ventilation

*Daily Job Task Safety Analysis

*Asbestos Operations & Maintenance

*Forklift Training

*Aerial Fall Protection

*Alcohol & Drug Prevention

Payne & Dolan/ Zenith Tech. Waukesha, WI (May 1999-Sept.1999) – **Safety Intern**

- *Hearing Conservation
- *Silica Sampling
- *Conducting Weekly Safety Meetings
- *Site Audits
- *Lockout/ Tagout
- *Noise Monitoring and Analysis
- *Job Safety Analysis
- *Fall Protection

Galland Henning Nopak, Inc., Milwaukee, WI (Dec. 98-Feb. 99) – **Safety Intern**

- *Writing and Developing Various OSHA and Safety Related Programs.

Professional Membership:

- *Wisconsin Underground Contractors Association (WUCA) Safety Task Force
- *WUCA Directional Drill Committee
- *Southeastern Diggers Hotline Damage Prevention Committee
- *Council in Accreditation in Occupational Hearing Conservation (CAOCH) Certification
- *National Utilities Contractors Association Damage Prevention
- *Associated General Contractors Safety Directors Forum
- *Common Ground Alliance
- *Metropolitan Builders Association
- *American Subcontractors Association
- *Plumbers and Sheet Metal Associations
- *National Safety Council
- *Construction Safety Council
- *Wisconsin Safety Council
- *American Society of Safety Engineers

Computer Skills:

- *Microsoft Word
- *Microsoft Excel
- *WordPerfect
- *Microsoft Access
- *Microsoft Power Point
- *Microsoft Outlook

***References available on request.**

Josh Retzleff

7407 South 27th Street P.O. Box 320160 Franklin, WI 53132 w cell ph (414)-349-9325 w ph. (414) 761-3868

- Education** **University of Wisconsin Whitewater** **September 1999- May 2004**
- Bachelor of Science in Occupational/ Environmental Safety and Health
- Experience** **Safety Director** **Platt Construction, Franklin, WI** **November 04- Present 07**
- Jobsite inspections for both Platt and Platt's Clients
 - Create Customized Safety & Health Programs
 - Tool Box Talk Implementation
 - Incident Investigations and Reporting
 - Enforces Light Duty Program
 - Onsite OSHA inspections
 - OSHA Recordkeeping and Reporting
 - Completed 10 hour Certified OSHA Training
 - Forklift Training and Testing
 - New Hire Safety Training (General Safety Topics, Company policies, etc.)
 - Industrial Hygiene/ Ventilation
 - Lead & Asbestos Jobsite Evaluations
 - Perform Drug Testing
 - Maintain the MSDS files
- Continued Education:
- OSHA 10 hour Training
 - Confined Space Training
 - Trenching & Excavation Training
 - First Aid & CPR Training
 - Scaffolding Training
 - Fall Protection Training (Commercial & Residential)
 - Asbestos Training
- Safety Intern** **Clack Corporation, Windsor, WI** **May 2004- November 2004**
- LO/TO Procedures for new and existing manufacturing equipment
 - Emergency Preparedness Plan
 - Personal Protective Equipment Program
 - Complete Hazardous Communication Training with Wisconsin's Council of Safety
 - Accident Investigations and Reporting
 - Safety Committee
 - Facilitated Fire Extinguisher Training with local Fire Department
 - New Hire Safety Training (Blood borne pathogens training, Company policies, etc.)
 - Plant inspections, reporting & corrective action
 - OSHA Recordkeeping and Reporting
 - Workers Compensation Claim management
- Professional Memberships**
- Wisconsin Underground Contractors Association (WUCA)
 - Common Ground Alliance (CGA)
 - Metropolitan Builders Association (MBA)
 - American Subcontractors Association (ASA)
 - Plumbers Association



Safety Training and Consulting

Training Topics

- Construction Safety Awareness and Responsibilities
- “OSHA’s On Site” – What do I do now?
- Hazardous Material Communication
- Personal Protective Equipment
- Respiratory Protection
- Lock-Out/Tag-Out
- Assured Grounding
- Confined Space Entry Awareness
- Trenching and Excavation Safety
- Horizontal Directional Drilling Safety
- Steel Erection – Subpart R
- Forklift Safety Training
- Scaffolding Erection Safety Training
- Aerial Platform Safety
- Crane Safety and Rigging
- OSHA Certification and State of Wisconsin CEU credits available
- Residential and Commercial Stick Building Fall Protection

Special Training

- Jobsite Specific Safety Training
- First Aid and CPR
- Confined Space Rescue
- Trenching and Excavation Rescue
- Collapse Rescue Training
- 10 Hr. and 30 Hr. OSHA

Consulting Services

- 3rd Party Jobsite Inspections
- Written Safety Programs
- OSHA Compliance
- Drug and Alcohol Programs
- Recordkeeping Requirements
- DOT Requirements and Regulations
- Motivational Speaking

"Safety isn't a Goal - It's a Requirement"



SAFETY SERVICES

RATES EFFECTIVE 01/01/07

SAFETY CLASSES

2 Hour Course

#of People	Rate per Person
1-5	\$90.00
6-10	\$80.00
11-20	\$70.00
21-30	\$65.00
31-45	\$60.00

4 Hour Course

#of People	Rate per Person
1-5	\$100.00
6-10	\$90.00
11-20	\$80.00
21-30	\$75.00
31-45	\$70.00

6 Hour Course

#of People	Rate per Person
1-5	\$130.00
6-10	\$120.00
11-20	\$100.00
21-30	\$90.00
31-45	\$80.00

8 Hour Course

#of People	Rate per Person
1-5	\$155.00
6-10	\$135.00
11-20	\$115.00
21-30	\$105.00
31-45	\$95.00

4 Hour First Aid Refresher

#of People	Rate per Person
1-10	\$100.00
11-20	\$90.00
21-30	\$80.00

6 Hour First Aid Course

#of People	Rate per Person
1-10	\$155.00
11-20	\$135.00
21-30	\$115.00

Forklift Refresher

#of People	Rate per Person
1-5	\$80.00
6-10	\$70.00
11-20	\$60.00
21-30	\$55.00
31-45	\$50.00
On Site	\$80.00

OSHA 10 Hour Course

#of People	Rate per Person
1-5	\$175.00
6-10	\$150.00
11-20	\$125.00
21-30	\$110.00

OSHA INSPECTIONS

\$150.00/hr (onsite)
\$100.00/hr (offsite/paperwork)

EXPERT WITNESS / COURT

On Stand Off Stand
\$150.00/hr \$100.00/hr

OSHA 30 Hour Course

#of People	Rate per Person
1-5	\$550.00
6-10	\$475.00
11-20	\$400.00
21-30	\$350.00

JOBSITE INSPECTIONS

\$100.00/hr

1 Hour Seminar

\$550.00

SAFETY PROGRAMS

\$550.00 each for standard programs (1 hard copy & 1 CD)

Additional research for specialty items to be billed at \$100/hr.

Extra travel for training & jobsite inspections: \$50/hr.

TO SCHEDULE SAFETY SERVICES, PLEASE CALL (414) 761-3868

**TOWN & COUNTRY UNDERGROUND UTILITY
CONSTRUCTION, INC.**

Safety Meeting Minutes

January 10, 2007

PRESENT: Dan Griswold, Dan Drake, Troy Muche, Rick Schneider, Darren Muche, Gordon Weiss, Wendall Muche, Cathy Billington, Curt Remich, Bruce Morton (Platt Safety Services) and Pat McClone (McClone Insurance)

TOPIC	DISCUSSION	ACTION
INSURANCE CLAIMS	Committee reviewed recent claims. There were no Work Comp claims in December, 2006.	Continue to monitor WC and other claims.
HAND CLEANING	Committee followed-up on ways for employees working off-site to be able to wash their hands before eating. It was suggested that we provide antibacterial wipes or soap (Purel) for employee use.	Dan Drake said we have the wipes in the shop and that all Foremen are now aware of this.
DRUG TESTING	Committee followed-up on adding office staff and drivers to the list of employees to be drug tested.	Cathy and Troy will monitor to make sure these people are included in the Drug Testing list.
OSHA VISIT	Bruce mentioned that due to the Falk accident in Milwaukee, OSHA has been very busy working at this site. He also noted that OSHA is still stopping to inspect trench work.	Bruce reminded the Safety Committee that if OSHA stops at any of the job-sites, the Foreman and Safety Committee are to notify Platt Services right away.
HEPATITIS B SHOTS	It was noted that the last time the Hepatitis B shots were administered was in 2000. The first shot was 6-2-00; second was 7-7-00; and third was 12-1-00. It was noted that the company works through the County Nurse to handle the Hepatitis B shots.	Hepatitis B shots will again be scheduled for all crews. This will be facilitated by Cathy and Troy.
WINTER DRIVING	Discussed Toolbox Topics on Winter Driving. The Foremen will make sure and communicate the Toolbox Talks to their crew.	No Action Needed

TOPIC	DISCUSSION	ACTION
MEDICAL CARDS	All employees who received their medical cards before 1996 are grandfathered from having to have these updated. It is the employee's responsibility to have their medical cards updated as needed.	Town & Country has communicated to all employees that it is the employee's responsibility to update medical cards.
MAINTENANCE OF VEHICLES	Dan Drake noted that there is a log kept on all vehicles for maintenance. Drivers are also told to notify the Shop Foreman of any repairs or maintenance work needed.	Will continue to monitor Vehicle Maintenance.
CPR AND FIRST AID	Troy will be setting up this training in February. This should be done every 2 – 3 years.	Troy will facilitate CPR and First Aid training.
MANDATORY EMPLOYEE SAFETY MEETING	Mandatory Employee Safety Meeting will be held in March, 2007. The date has not yet been established. The mandatory safety meeting will take the place of the March Safety Committee Meeting.	Troy will communicate date of mandatory employee training when available.
CLAY PONDS	A concern was brought up about holes that are left open with no fencing. Bruce Morton said he would write up a procedure for proper guarding of clay ponds and other holes. Rick noted that we will need to evaluate the type of protection or guarding based on each situation and location.	Bruce to provide a procedure for proper guarding of clay ponds.
NEXT MEETING	MAY, 2007 6:30 A.M.	DATE TO FOLLOW

Minutes of Common Ground Alliance Regional Damage Prevention Committee
Friday November 12, 2004 at the office of the Diggers Hotline, 8112 W. Blue
mound Rd., Suite 200, Wauwatosa, Wisconsin.

Present:

Jim Owen, SBC Communications
Jim Zalewski, City of Milwaukee Water Dept.
Bruce Morton, Platt Safety Services
Dick Schraufnagle, Super X
Mark Greenhalgh, Henshue Construction
Richard W. Wanta, Executive Director WUCA
Chad Krueger, Digger Hotline
Richard Eberhardt, Ruekert & Mielke
Jamie Dretzka, UPI
Jake David, Musson Bros.
George Glocka, R.A. Smith

- I. The meeting was called to order at 8:30 a.m. with an introduction of all present.
- II. The Agenda was distributed.
 1. New Business: The Goal of the WI RCGA is to get the best practices out to the design, excavating and all companies dealing with underground work.
 2. The contractor believes that they must dig every inch around and length of the utility to avoid legal responsibility.
 - The contractor's goal is to avoid hits and serious incidents.
 - When the contractor is pot holing a utility what should be the distance between the potholes?
 - The CGA says to dig with "reasonable" care to avoid damages. There is no definition of "reasonable". It would be nice to have a set of guidelines on how often to pothole when around certain utilities. Examples = every 25 feet when around fiber or high-pressure gas. Every 50 feet when around water and sewer.
 - Should there be a separate contractor just to locate utilities before the work starts and this is part of everybody's bid? Companies lose bids because they bid in potholing.
 - Use subsurface engineering or GPS to get more accurate information.
 - A Subcommittee is to be formed after Jake and Jim attend other meetings to see what their thoughts are. The subcommittee should include utilities, contractors and the WTBA.

CGA Regional Partnership Committee Page 2
November 12, 2004

3. Subcommittee – Jim and Richard Eberhart are putting together a Damage Prevention meeting on January 12, 2004. It will be a ½ day starting in the morning at the Ruekert & Mielke office. Design firms, locators, excavating companies and utilities are encouraged to attend.
4. The group looked at a book from Georgia about what the excavator should do when digging. The group agreed the book was a good example of what would help the crew dig safely.
5. Jim to ask the National CGA for some money for developing our book.
6. Diggers hotline explained that it is not considered an Emergency locate if the crew is shut down because they are waiting for the utility company to move a utility.
7. Update on the Trans 220 program. The contractor should talk to utility not the project owner if there is a violation of Trans 220. They are starting a follow-up list to make sure Trans 220 is being followed. The special provisions are better.

A. Other comments:

1. The Operating Engineers would like to host a meeting.
2. Jim Owen to report back from the National Damage Prevention meeting.

III. Next meeting – It was agreed that the committee would meet on **Friday December 10, 2004** at 8:30 a.m., at Office of Wisconsin Underground Contractors Association, 2835 N. Mayfair Road, Suite 35, Milwaukee, Wisconsin. The topic will be Excavating in the CGA book and the Georgia book.

IV. There being no further business, the meeting adjourned at 10:15 a.m.

Minutes prepared by Bruce Morton, Platt Safety Services 414/406-6744 or safety@plattcon.net.

TRAINING ROSTER

COMPANY: **City of Menasha**

CLASS: _____

DATE: _____

INSTRUCTOR(S): **Bruce Morton**

TRAINING LOCATION: _____

No.	Name (Please Print Clearly)	Signature
1		XXX-
2		XXX-
3		XXX-
4		XXX-
5		XXX-
6		XXX-
7		XXX-
8		XXX-
9		XXX-
10		XXX-
11		XXX-
12		XXX-
13		XXX-
14		XXX-
15		XXX-
16		XXX-
17		XXX-
18		XXX-
19		XXX-
20		XXX-
21		XXX-
22		XXX-
23		XXX-
24		XXX-
25		XXX-

Instructor Signature(s): _____

Comments: _____

Bruce Morton, CHST

2321 N. 115th St.
Wauwatosa, WI 53226

Home: (414) 259-9131
Cellular: (414) 588-7941

E-mail address: bmorton@wi.rr.com

Education: University of Wisconsin-Whitewater, May 1999 Graduate
*Bachelor of Science in Occupational Safety

Employment: Platt Safety Services, a division of Platt Construction – Safety Consultant
Franklin, WI (July 2001 – Present)

*Safety & Health Consulting for Platt and other company operations including:

- *Underground sewer and water
- *Underground tunnel shafts
- *Drywall, painting and ceiling
- *Masonry
- *Ready mix plants
- *General contractor jobs
- *Steel erection
- *Lambeau field
- *Residential and commercial stick building
- *Road and saw cutting
- *Telecommunications
- *Concrete, paving and gutter

- *Site Safety Inspections and Audits
- *OSHA court cases and hearings
- *Client Correspondence and Follow-up
- *Market Safety Services to Other Co's.
- *Partner with Insurance Companies to implement programs
- *OSHA Site Inspections and Informals
- *Tool Box Talk Implementation
- *Contract Creation
- *Customized Safety & Health Programs

*Training:

- *OSHA Outreach Trainer
- *Trenching and Excavating
- *Trench Rescue
- *1st Aid & CPR
- *Scaffolding
- *Hydromobile
- *Confined Space Rescue
- *Steel Erection Sub Part R
- *Forklift Training
- *Horizontal Directional Drilling
- *Commercial & Residential Fall Protection
- *Swing Stage
- *Confined Space
- *Accountability and Responsibility

Arby Construction, Inc. a Quanta Services Company – Safety Coordinator
New Berlin, WI (Oct. 1999 – May 2001)

- *125 Crews in 5 States
- *Utility & Property Damage Investigation
- *Workers Compensation
- *Confined Space Training
- *Annual Training for 350 Employees
- *Traffic Control/ Flagger Training
- *Managed Sewer Camera
- *Certified Breath Alcohol Technician
- *Crew Safety Inspections and Visits
- *Industrial Hygiene/ Ventilation
- *Daily Job Task Safety Analysis
- *Asbestos Operations & Maintenance
- *Forklift Training
- *Aerial Fall Protection
- *Alcohol & Drug Prevention

Payne & Dolan/ Zenith Tech. Waukesha, WI (May 1999-Sept. 1999) – **Safety Intern**

- *Hearing Conservation
- *Silica Sampling
- *Conducting Weekly Safety Meetings
- *Site Audits
- *Lockout/ Tagout
- *Noise Monitoring and Analysis
- *Job Safety Analysis
- *Fall Protection

Galland Henning Nopak, Inc., Milwaukee, WI (Dec. 98-Feb. 99) – **Safety Intern**

- *Writing and Developing Various OSHA and Safety Related Programs.

Professional Membership:

- *Wisconsin Underground Contractors Association (WUCA) Safety Task Force
- *WUCA Directional Drill Committee
- *Southeastern Diggers Hotline Damage Prevention Committee
- *Council in Accreditation in Occupational Hearing Conservation (CAOCH) Certification
- *National Utilities Contractors Association Damage Prevention
- *Associated General Contractors Safety Directors Forum
- *Common Ground Alliance
- *Metropolitan Builders Association
- *American Subcontractors Association
- *Plumbers and Sheet Metal Associations
- *National Safety Council
- *Construction Safety Council
- *Wisconsin Safety Council
- *American Society of Safety Engineers

Computer Skills:

- | | | |
|------------------|-------------------|------------------------|
| *Microsoft Word | *WordPerfect | *Microsoft Power Point |
| *Microsoft Excel | *Microsoft Access | *Microsoft Outlook |

***References available on request.**

Josh Retzleff

7407 South 27th Street P.O. Box 320160 Franklin, WI 53132 w cell ph (414)-349-9325 w ph. (414) 761-3868

- Education** **University of Wisconsin Whitewater** **September 1999- May 2004**
- Bachelor of Science in Occupational/ Environmental Safety and Health
- Experience** **Safety Director** **Platt Construction, Franklin, WI** **November 04- Present 07**
- Jobsite inspections for both Platt and Platt's Clients
 - Create Customized Safety & Health Programs
 - Tool Box Talk Implementation
 - Incident Investigations and Reporting
 - Enforces Light Duty Program
 - Onsite OSHA inspections
 - OSHA Recordkeeping and Reporting
 - Completed 10 hour Certified OSHA Training
 - Forklift Training and Testing
 - New Hire Safety Training (General Safety Topics, Company policies, etc.)
 - Industrial Hygiene/ Ventilation
 - Lead & Asbestos Jobsite Evaluations
 - Perform Drug Testing
 - Maintain the MSDS files
- Continued Education:
- OSHA 10 hour Training
 - Confined Space Training
 - Trenching & Excavation Training
 - First Aid & CPR Training
 - Scaffolding Training
 - Fall Protection Training (Commercial & Residential)
 - Asbestos Training
- Safety Intern** **Clack Corporation, Windsor, WI** **May 2004- November 2004**
- LO/TO Procedures for new and existing manufacturing equipment
 - Emergency Preparedness Plan
 - Personal Protective Equipment Program
 - Complete Hazardous Communication Training with Wisconsin's Council of Safety
 - Accident Investigations and Reporting
 - Safety Committee
 - Facilitated Fire Extinguisher Training with local Fire Department
 - New Hire Safety Training (Blood borne pathogens training, Company policies, etc.)
 - Plant inspections, reporting & corrective action
 - OSHA Recordkeeping and Reporting
 - Workers Compensation Claim management
- Professional Memberships**
- Wisconsin Underground Contractors Association (WUCA)
 - Common Ground Alliance (CGA)
 - Metropolitan Builders Association (MBA)
 - American Subcontractors Association (ASA)
 - Plumbers Association



Safety Training and Consulting

Training Topics

- Construction Safety Awareness and Responsibilities
- “OSHA’s On Site” – What do I do now?
- Hazardous Material Communication
- Personal Protective Equipment
- Respiratory Protection
- Lock-Out/Tag-Out
- Assured Grounding
- Confined Space Entry Awareness
- Trenching and Excavation Safety
- Horizontal Directional Drilling Safety
- Steel Erection – Subpart R
- Forklift Safety Training
- Scaffolding Erection Safety Training
- Aerial Platform Safety
- Crane Safety and Rigging
- OSHA Certification and State of Wisconsin CEU credits available
- Residential and Commercial Stick Building Fall Protection

Special Training

- Jobsite Specific Safety Training
- First Aid and CPR
- Confined Space Rescue
- Trenching and Excavation Rescue
- Collapse Rescue Training
- 10 Hr. and 30 Hr. OSHA

Consulting Services

- 3rd Party Jobsite Inspections
- Written Safety Programs
- OSHA Compliance
- Drug and Alcohol Programs
- Recordkeeping Requirements
- DOT Requirements and Regulations
- Motivational Speaking

"Safety isn't a Goal - It's a Requirement"



RATES EFFECTIVE 01/01/07

SAFETY CLASSES

2 Hour Course

<u>#of People</u>	<u>Rate per Person</u>
1-5	\$90.00
6-10	\$80.00
11-20	\$70.00
21-30	\$65.00
31-45	\$60.00

4 Hour Course

<u>#of People</u>	<u>Rate per Person</u>
1-5	\$100.00
6-10	\$90.00
11-20	\$80.00
21-30	\$75.00
31-45	\$70.00

6 Hour Course

<u>#of People</u>	<u>Rate per Person</u>
1-5	\$130.00
6-10	\$120.00
11-20	\$100.00
21-30	\$90.00
31-45	\$80.00

8 Hour Course

<u>#of People</u>	<u>Rate per Person</u>
1-5	\$155.00
6-10	\$135.00
11-20	\$115.00
21-30	\$105.00
31-45	\$95.00

4 Hour First Aid Refresher

<u>#of People</u>	<u>Rate per Person</u>
1-10	\$100.00
11-20	\$90.00
21-30	\$80.00

6 Hour First Aid Course

<u>#of People</u>	<u>Rate per Person</u>
1-10	\$155.00
11-20	\$135.00
21-30	\$115.00

Forklift Refresher

<u>#of People</u>	<u>Rate per Person</u>
1-5	\$80.00
6-10	\$70.00
11-20	\$60.00
21-30	\$55.00
31-45	\$50.00
On Site	\$80.00

OSHA 10 Hour Course

<u>#of People</u>	<u>Rate per Person</u>
1-5	\$175.00
6-10	\$150.00
11-20	\$125.00
21-30	\$110.00

OSHA INSPECTIONS

\$150.00/hr (onsite)
 \$100.00/hr (offsite/paperwork)

EXPERT WITNESS / COURT

On Stand Off Stand
 \$150.00/hr \$100.00/hr

OSHA 30 Hour Course

<u>#of People</u>	<u>Rate per Person</u>
1-5	\$550.00
6-10	\$475.00
11-20	\$400.00
21-30	\$350.00

JOBSITE INSPECTIONS

\$100.00/hr

1 Hour Seminar

\$550.00

SAFETY PROGRAMS

\$550.00 each for standard programs (1 hard copy & 1 CD)
 Additional research for specialty items to be billed at \$100/hr.
 Extra travel for training & jobsite inspections: \$50/hr.

TO SCHEDULE SAFETY SERVICES, PLEASE CALL (414) 761-3868



Table of Contents

1. Original Signed Proposal
 - a. Vendor Reply Cover Sheet
 - b. Vendor Information Sheet
 - c. Bidding Certification
 - d. Proposal Body
 - i. Scope of work
 - ii. Principal support staff
 - iii. List of services and fees
 - iv. Organization experience
 - v. Itemized cost proposal
 - e. References
2. Two Copies of Proposal
3. Attachments
 - a. Sample safety committee meeting minutes
 - b. Sample training roster
 - c. Resume for Bruce Morton
 - d. Resume for Josh Retzleff
 - e. List of services
 - f. Price list

Menasha City RFP #1-07 Safety Consulting Services

VENDOR REPLY COVER SHEET

Proposals are due at 2:00 p.m., Friday, March 9, 2007 at the Menasha City Human Resources Department, 140 Main Street, Menasha, WI 54952.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

Facet	Hr	Rate	Total
#1 – Safety Committee Meetings	13.5	\$100	\$1,350
#1a – Travel to meetings	45	\$50	\$2,250
#2 – Safety Training	14	\$487.50	\$6,825
#2a – Travel to Training	45	\$50	\$2,250
#3 – Maintain Safety Manual	30	\$100	\$3,000
#4 – Attend Annual Work Plan Meeting	4	\$100	\$400
#4a – Travel to meeting	5	\$50	\$250
#5 – Maintain Records of Activities	40	\$100	\$4,000
Total			\$20,325

Type or Print Name – Bruce Morton, CHST

Company – Platt Safety Services

Title – Safety Consultant

Address – 7407 S. 27th St., Franklin, WI, 53132

Authorized Signature



Date – 3-7-07

Telephone Number – 414-761-3868/ Fax – 414-761-3591

VENDOR INFORMATION SHEET

IN ADDITION TO THE INFORMATION SUPPLIED IN THE PROPOSAL, PLEASE COMPLETE THE FOLLOWING, WHICH WILL BE USED IF YOU ARE AWARDED A CONTRACT.

PAYMENT TERMS: \$2,258.33 per month for 9 months.

FEDERAL ID NUMBER: 39-1368357

SEND ORDERS TO:

Address: 7407 S. 27th St., Franklin, WI, 53132

Phone: 414-761-3868

INVOICES WILL BE FROM: Platt Safety Services

Address: 7407 S. 27th St., Franklin, WI, 53132

PERSON TO CONTACT IN

REFERENCE TO CONTRACT: Bruce Morton

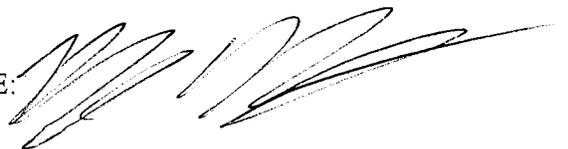
Name: Address: Platt Safety Services, 7407 S.
27th St., Franklin, WI, 53132

Phone: 414-761-3868 Fax: (414) 761-3591

ANY SPECIAL ORDERING INFORMATION:

COMPANY NAME: Platt Safety Services

SIGNATURE:

A handwritten signature in black ink, appearing to be 'B. Morton', written over a horizontal line.

BIDDING CERTIFICATION

General Municipal Law .h 103-d

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief.

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

- (2) Unless otherwise required by Law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;

No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

- (b) A bid shall not be considered for award nor shall any award be made where (a)-(1), (2) and (3) have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a)-(1), (2) and (3) have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same time prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph (a) of this certification.

By submission of this bid, the undersigned hereby affirms the truth of the foregoing certification under the penalties of perjury.

Company – Platt Safety Services

Type or Print Name – Bruce Morton

Date – 3-7-07

Title – Safety Consultant

Authorized Signature



City of Menasha Safety Consulting Proposal Body

1. Scope of Work

A. Safety Committee Meeting and Safety Training

- The safety committee meeting and safety training will be held on the 2nd Wednesday of each month starting in April. The safety committee meeting will start at 8:30a.m. and the Safety training will start at 10a.m. We recommend holding the committee meeting and safety trainings on the same day to reduce cost.
- April 11, 2007 – 1-hour safety committee meeting and a 1-hour fire safety training.
- May 9th, 2007 – 1-hour safety committee meeting and 1-hour fall protection training.
- June 13, 2007 – 1-hour safety committee meeting and 3 hours of forklift training.
- July 11, 2007 – 1-hour safety committee meeting and 1-hour lockout/tagout training.
- August 8, 2007 – 1-hour safety committee meeting and 2 hour confined spaces training.
- September 12, 2007 – 1-hour safety committee meeting and 1-hour hazard communication and blood borne pathogens training.
- October 10, 2007 – 1-hour safety committee meeting and 1-hour PPE training.
- November 14, 2007 – 1-hour safety committee meeting and 1-hour material handling/rigging training.
- December 12, 2007 – 1-hour safety committee meeting and 1-hour vehicle safety.
- Recommendations
 - i. Trenching and excavation course – 2-4 hours. Price is per person for a competent person class.
 - ii. Traffic Control - \$800
- Our Proposal includes one session of each class. Make-up or additional classes will be scheduled and billed separately.

* Samples of Safety committee meeting and training roster attached.

B. Maintain, review, and update the employee safety manual.

- After the first safety committee meeting Platt Safety will take a hard copy and a disk copy of the safety manual with them to review and update. Platt Safety will review the manual with the safety committee and implement applicable parts into the safety training. The update could take 3-4 months.

C. Attend and act as a liaison at the annual work plan meeting.

- Annual work plan meeting to be held on October 17, 2007.

D. Maintain all records of activities as appropriate.

- Records and minutes to be sent after each meeting or training within one week. This documentation to be sent via e-mail/fax/or standard mail.

2. Principal and Support Staff

- Bruce Morton, CHST and Josh Retzleff will be performing the safety committee meeting and safety training.
- * Resumes are attached for Bruce and Josh.
- Beth Hastings will be handling all the accounting, billing, reports and training records. She does this with all current clients.

3. Services offered to clients.

- Our clients vary from those on yearly or monthly contracts and those on an "as needed" basis for our services.
- * Attached is a complete list of services we offer with pricing.

4. Municipal Experience.

- Platt Safety Services has provided training for various municipalities including: the League of Wisconsin Municipalities Mutual Insurance, the city of Milwaukee, the city of Waukesha, united water, Milwaukee metropolitan sewage district, state of Wisconsin (water and wastewater operators), city of Milwaukee inspectors.
- At this time Platt Safety has 80 clients that we provide services to. Our clients include specialty trade construction contractors, general contractors, associations, manufacturing, engineers, surveyors, etc.



Professional References

1. Wisconsin Underground Contractors Association
Richard Wanta
2835 N. Mayfair Rd.
Milwaukee, WI 53222
414-778-1050
Services Provided – Platt Safety is their safety consultant. Attend monthly safety committee and common ground alliance meetings, various safety training for members, OSHA inspection and informal assistance.
2. JFK Builders, Inc.
Kieth Burg
325 Forest Grove Dr.
Pewaukee, WI 53072
262-691-9449
Services Provided – weekly jobsite inspections, foreman meetings, annual meetings, various safety training, OSHA inspection and informal assistance.
3. Parisi Construction Co. Inc.
Jeff Parisi
508 S Nine mound Rd. Suite A.
Verona, WI 53593
608-848-5991
Services Provided – monthly jobsite inspections, shop inspections, annual meetings, various safety training, OSHA inspection and informal assistance.
4. Mechanical Contractors of Southeastern Wisconsin
Roger Caron
300 Fifth St.
Racine, WI 53403
262-634-1931
Services Provided – Platt Safety is their safety consultant. Jobsite inspections, shop inspections, safety book updates, various safety training.

**TOWN & COUNTRY UNDERGROUND UTILITY
CONSTRUCTION, INC.**

Safety Meeting Minutes

January 10, 2007

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Mark Greenhalgh, Henshue Construction
Richard W. Wanta, Executive Director WUCA
Chad Krueger, Digger Hotline
Richard Eberhardt, Ruckert & Mielke
Jamie Dretzka, UPI
Jake David, Musson Bros.
George Glocka, R.A. Smith

- I. The meeting was called to order at 8:30 a.m. with an introduction of all present.
- II. The Agenda was distributed.
 1. New Business: The Goal of the WI RCGA is to get the best practices out to the design, excavating and all companies dealing with underground work.
 2. The contractor believes that they must dig every inch around and length of the utility to avoid legal responsibility.
 - The contractor's goal is to avoid hits and serious incidents.
 - When the contractor is pot holing a utility what should be the distance between the potholes?
 - The CGA says to dig with "reasonable" care to avoid damages. There is no definition of "reasonable". It would be nice to have a set of guidelines on how often to pothole when around certain utilities. Examples = every 25 feet when around fiber or high-pressure gas. Every 50 feet when around water and sewer.
 - Should there be a separate contractor just to locate utilities before the work starts and this is part of everybody's bid? Companies lose bids because they bid in potholing.
 - Use subsurface engineering or GPS to get more accurate information.
 - A Subcommittee is to be formed after Jake and Jim attend other meetings to see what their thoughts are. The subcommittee should include utilities, contractors and the WTBA.

CGA Regional Partnership Committee Page 2
November 12, 2004

3. Subcommittee – Jim and Richard Eberhart are putting together a Damage Prevention meeting on January 12, 2004. It will be a ½ day starting in the morning at the Ruekert & Mielke office. Design firms, locators, excavating companies and utilities are encouraged to attend.
4. The group looked at a book from Georgia about what the excavator should do when digging. The group agreed the book was a good example of what would help the crew dig safely.
5. Jim to ask the National CGA for some money for developing our book.
6. Diggers hotline explained that it is not considered an Emergency locate if the crew is shut down because they are waiting for the utility company to move a utility.
7. Update on the Trans 220 program. The contractor should talk to utility not the project owner if there is a violation of Trans 220. They are starting a follow-up list to make sure Trans 220 is being followed. The special provisions are better.

A. Other comments:

1. The Operating Engineers would like to host a meeting.
2. Jim Owen to report back from the National Damage Prevention meeting.

III. Next meeting – It was agreed that the committee would meet on **Friday December 10, 2004** at 8:30 a.m., at Office of Wisconsin Underground Contractors Association, 2835 N. Mayfair Road, Suite 35, Milwaukee, Wisconsin. The topic will be Excavating in the CGA book and the Georgia book.

IV. There being no further business, the meeting adjourned at 10:15 a.m.

Minutes prepared by Bruce Morton, Platt Safety Services 414/406-6744 or safety@plattcon.net.

TRAINING ROSTER

COMPANY: **City of Menasha**

CLASS: _____

DATE: _____

INSTRUCTOR(S): **Bruce Morton**

TRAINING LOCATION: _____

No.	Name (Please Print Clearly)	Signature		
1			XXX-	-
2			XXX-	-
3			XXX-	-
4			XXX-	-
5			XXX-	-
6			XXX-	-
7			XXX-	-
8			XXX-	-
9			XXX-	-
10			XXX-	-
11			XXX-	-
12			XXX-	-
13			XXX-	-
14			XXX-	-
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20			XXX-	-
21			XXX-	-
22			XXX-	-
23			XXX-	-
24			XXX-	-
25			XXX-	-

Instructor Signature(s): _____

Comments: _____

Bruce Morton, CHST

2321 N. 115th St.
Wauwatosa, WI 53226

Home: (414) 259-9131

Cellular: (414) 588-7941

E-mail address: bmorton@wi.rr.com

Education: University of Wisconsin-Whitewater, May 1999 Graduate

*Bachelor of Science in Occupational Safety

Employment:

Platt Safety Services, a division of Platt Construction – Safety Consultant

Franklin, WI (July 2001 – Present)

*Safety & Health Consulting for Platt and other company operations including:

- *Underground sewer and water
- *Underground tunnel shafts
- *Drywall, painting and ceiling
- *Masonry
- *Ready mix plants
- *General contractor jobs
- *Steel erection
- *Lambeau field
- *Residential and commercial stick building
- *Road and saw cutting
- *Telecommunications
- *Concrete, paving and gutter

*Site Safety Inspections and Audits

*OSHA court cases and hearings

*Client Correspondence and Follow-up

*Market Safety Services to Other Co's.

*Partner with Insurance Companies to implement programs

*OSHA Site Inspections and Informals

*Tool Box Talk Implementation

*Contract Creation

*Customized Safety & Health Programs

*Training:

- *OSHA Outreach Trainer
- *Trenching and Excavating
- *Trench Rescue
- *1st Aid & CPR
- *Scaffolding
- *Hydromobile
- *Confined Space Rescue

*Steel Erection Sub Part R

*Forklift Training

*Horizontal Directional Drilling

*Commercial & Residential Fall Protection

*Swing Stage

*Confined Space

*Accountability and Responsibility

Arby Construction, Inc. a Quanta Services Company – Safety Coordinator

New Berlin, WI (Oct. 1999 – May 2001)

*125 Crews in 5 States

*Utility & Property Damage Investigation

*Workers Compensation

*Confined Space Training

*Annual Training for 350 Employees

*Traffic Control/ Flagger Training

*Managed Sewer Camera

*Certified Breath Alcohol Technician

*Crew Safety Inspections and Visits

*Industrial Hygiene/ Ventilation

*Daily Job Task Safety Analysis

*Asbestos Operations & Maintenance

*Forklift Training

*Aerial Fall Protection

*Alcohol & Drug Prevention

Payne & Dolan/ Zenith Tech. Waukesha, WI (May 1999-Sept.1999) – Safety Intern

- *Hearing Conservation
- *Silica Sampling
- *Conducting Weekly Safety Meetings
- *Site Audits
- *Lockout/ Tagout
- *Noise Monitoring and Analysis
- *Job Safety Analysis
- *Fall Protection

Galland Henning Nopak, Inc., Milwaukee, WI (Dec. 98-Feb. 99) – Safety Intern

- *Writing and Developing Various OSHA and Safety Related Programs.

Professional Membership:

- *Wisconsin Underground Contractors Association (WUCA) Safety Task Force
- *WUCA Directional Drill Committee
- *Southeastern Diggers Hotline Damage Prevention Committee
- *Council in Accreditation in Occupational Hearing Conservation (CAOCH) Certification
- *National Utilities Contractors Association Damage Prevention
- *Associated General Contractors Safety Directors Forum
- *Common Ground Alliance
- *Metropolitan Builders Association
- *American Subcontractors Association
- *Plumbers and Sheet Metal Associations
- *National Safety Council
- *Construction Safety Council
- *Wisconsin Safety Council
- *American Society of Safety Engineers

Computer Skills:

- *Microsoft Word
- *Microsoft Excel
- *WordPerfect
- *Microsoft Access
- *Microsoft Power Point
- *Microsoft Outlook

***References available on request.**

Josh Retzleff

7407 South 27th Street P.O. Box 320160 Franklin, WI 53132 w cell ph (414)-349-9325 w ph. (414) 761-3868

- Education** **University of Wisconsin Whitewater** **September 1999- May 2004**
- Bachelor of Science in Occupational/ Environmental Safety and Health
- Experience** **Safety Director** **Platt Construction, Franklin, WI** **November 04- Present 07**
- Jobsite inspections for both Platt and Platt's Clients
 - Create Customized Safety & Health Programs
 - Tool Box Talk Implementation
 - Incident Investigations and Reporting
 - Enforces Light Duty Program
 - Onsite OSHA inspections
 - OSHA Recordkeeping and Reporting
 - Completed 10 hour Certified OSHA Training
 - Forklift Training and Testing
 - New Hire Safety Training (General Safety Topics, Company policies, etc.)
 - Industrial Hygiene/ Ventilation
 - Lead & Asbestos Jobsite Evaluations
 - Perform Drug Testing
 - Maintain the MSDS files
- Continued Education:
- OSHA 10 hour Training
 - Confined Space Training
 - Trenching & Excavation Training
 - First Aid & CPR Training
 - Scaffolding Training
 - Fall Protection Training (Commercial & Residential)
 - Asbestos Training
- Safety Intern** **Clack Corporation, Windsor, WI** **May 2004- November 2004**
- LO/TO Procedures for new and existing manufacturing equipment
 - Emergency Preparedness Plan
 - Personal Protective Equipment Program
 - Complete Hazardous Communication Training with Wisconsin's Council of Safety
 - Accident Investigations and Reporting
 - Safety Committee
 - Facilitated Fire Extinguisher Training with local Fire Department
 - New Hire Safety Training (Blood borne pathogens training, Company policies, etc.)
 - Plant inspections, reporting & corrective action
 - OSHA Recordkeeping and Reporting
 - Workers Compensation Claim management
- Professional Memberships**
- Wisconsin Underground Contractors Association (WUCA)
 - Common Ground Alliance (CGA)
 - Metropolitan Builders Association (MBA)
 - American Subcontractors Association (ASA)
 - Plumbers Association



Safety Training and Consulting

Training Topics

- Construction Safety Awareness and Responsibilities
- “OSHA’s On Site” – What do I do now?
- Hazardous Material Communication
- Personal Protective Equipment
- Respiratory Protection
- Lock-Out/Tag-Out
- Assured Grounding
- Confined Space Entry Awareness
- Trenching and Excavation Safety
- Horizontal Directional Drilling Safety
- Steel Erection – Subpart R
- Forklift Safety Training
- Scaffolding Erection Safety Training
- Aerial Platform Safety
- Crane Safety and Rigging
- OSHA Certification and State of Wisconsin CEU credits available
- Residential and Commercial Stick Building Fall Protection

Special Training

- Jobsite Specific Safety Training
- First Aid and CPR
- Confined Space Rescue
- Trenching and Excavation Rescue
- Collapse Rescue Training
- 10 Hr. and 30 Hr. OSHA

Consulting Services

- 3rd Party Jobsite Inspections
- Written Safety Programs
- OSHA Compliance
- Drug and Alcohol Programs
- Recordkeeping Requirements
- DOT Requirements and Regulations
- Motivational Speaking

"Safety isn't a Goal - It's a Requirement"



RATES EFFECTIVE 01/01/07

SAFETY CLASSES

2 Hour Course

#of People	Rate per Person
1-5	\$90.00
6-10	\$80.00
11-20	\$70.00
21-30	\$65.00
31-45	\$60.00

4 Hour Course

#of People	Rate per Person
1-5	\$100.00
6-10	\$90.00
11-20	\$80.00
21-30	\$75.00
31-45	\$70.00

6 Hour Course

#of People	Rate per Person
1-5	\$130.00
6-10	\$120.00
11-20	\$100.00
21-30	\$90.00
31-45	\$80.00

8 Hour Course

#of People	Rate per Person
1-5	\$155.00
6-10	\$135.00
11-20	\$115.00
21-30	\$105.00
31-45	\$95.00

4 Hour First Aid Refresher

#of People	Rate per Person
1-10	\$100.00
11-20	\$90.00
21-30	\$80.00

6 Hour First Aid Course

#of People	Rate per Person
1-10	\$155.00
11-20	\$135.00
21-30	\$115.00

Forklift Refresher

#of People	Rate per Person
1-5	\$80.00
6-10	\$70.00
11-20	\$60.00
21-30	\$55.00
31-45	\$50.00
On Site	\$80.00

OSHA 10 Hour Course

#of People	Rate per Person
1-5	\$175.00
6-10	\$150.00
11-20	\$125.00
21-30	\$110.00

OSHA INSPECTIONS

\$150.00/hr (onsite)
 \$100.00/hr (offsite/paperwork)

EXPERT WITNESS / COURT

On Stand Off Stand
 \$150.00/hr \$100.00/hr

OSHA 30 Hour Course

#of People	Rate per Person
1-5	\$550.00
6-10	\$475.00
11-20	\$400.00
21-30	\$350.00

JOBSITE INSPECTIONS

\$100.00/hr

1 Hour Seminar

\$550.00

SAFETY PROGRAMS

\$550.00 each for standard programs (1 hard copy & 1 CD)

Additional research for specialty items to be billed at \$100/hr.

Extra travel for training & jobsite inspections: \$50/hr.

TO SCHEDULE SAFETY SERVICES, PLEASE CALL (414) 761-3868

*Statement of Qualifications
Safety Services*

Safety Consultant Services

RFP# 1-07

City of Menasha, Wisconsin

March 7, 2007



Multidisciplined. Single Source.
Trusted solutions for more than 75 years.



March 7, 2007

RE: Statement of Qualifications
Safety Consultant Services
SEH No. MENAS0702.00

Jeffrey S. Brandt
Human Resources Director
City of Menasha
Menasha, WI 54952

Dear Mr. Brandt:

We understand that the City of Menasha is seeking professional safety training services that will cover several facets of safety consulting. These services will include providing safety expertise to the City's three safety committees, coordinating all safety related training, maintaining training records, maintaining and updating the Employee Safety Manual pursuant to all related regulations, acting as a liaison between Department heads and the Human Resource Director, and maintaining records of all activities as appropriate.

Short Elliott Hendrickson Inc. (SEH[®]) offers the experience and knowledge needed to assist the City in achieving its goals for its safety program. Our team members have participated in similar projects throughout Wisconsin and the Midwest. These projects have included developing safety programs from the ground up, auditing facilities for hazard analysis, collating all training files into a well-defined easy to use database and determining and providing the required training programs. Our team members are also trained in various vulnerability assessment tools that are used for utilities and that can be beneficial for municipal facilities. These have proven valuable in assisting in walk-through safety audits and job hazard analysis.

We are committed to an interactive process of stakeholder participation that will result in a planning and implementation process that not only reflects best practices, but that will also fully involve all Safety Committee members and City Department Heads. We will work closely with these stakeholders to build consensus regarding the real needs of the City's a safety program through an interactive teaming process. This will provide the best value to the City over time and result in a coordinated and successful safety program.

Thank you for the opportunity to present our statement of qualifications. You may reach me at the office (608.270.5364), on my cell phone (608.345.1412) or via email at narendt@sehinc.com if you have any questions or would like additional information. We look forward to working with you.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Norm Arendt", written over a horizontal line.

Norm Arendt
Project Manager

Table of Contents

Corporate Overview and Firm History..... 1

Project Team and Qualifications..... 4

Project Methodology 10

Municipal Project Experience..... 11

Fulfilling the Scope of Work 12

City of Menasha Specifications..... 13

References 14

Required Forms/Hourly Rates 15

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.



We provide a **single**
source **contact** for
your convenience.

Corporate Overview and Firm History

Short Elliott Hendrickson Inc. (SEH[®]) is a well-established firm with more than 78 years experience in the safety, engineering and environmental fields. Our firm employs more than 750 professionals with approximately 35 being involved, directly or indirectly, in safety services. Please see the Corporate Overview attached for additional firm information.

Norm Arendt, Ph.D. will be the single source contact for the City of Menasha and serve as Project Manager and Client Service Manager for providing safety services. This will allow you to immediately contact the most knowledgeable person within our organization regarding the best safety interests for the City of Menasha. We believe this enables us to provide superior client service by streamlining communications. Norm can be reached in the following ways:

Mail: Norm Arendt, Ph.D.
6418 Normandy Lane, Suite 100
Madison, Wisconsin 53719

Phone: 608.274.5364 Office
608.345.1412 Cell

Email: narendt@sehinc.com





SEH *corporate overview*



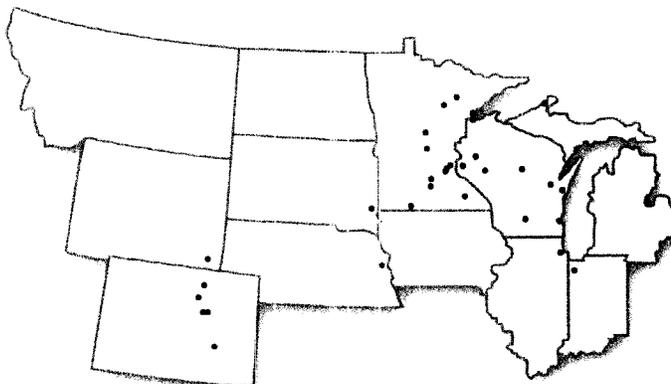
Short Elliott Hendrickson Inc. (SEH®) is a multidisciplinary firm of engineers, architects, planners, and scientists known for our comprehensive technical capabilities and for our superior client service. As a privately held, employee-owned firm, SEH also ranks as one of the top 100 largest design firms according to the *Engineering News Record* (ENR).

Founded in 1927, SEH continues to grow in size and abilities by anticipating and meeting client expectations. To do this requires a clear understanding of the concerns and goals of each project from the client's perspective. Our prerequisites to providing superior client service are listening and communicating. We enhance this approach with a high level of personal, professional efficiency—the thread of continuity that enables all work to flow more smoothly, with highly successful results. On time, on budget, no surprises. We hold this philosophy in the highest regard. Client service is our guiding principle.

Currently, SEH has a full-time staff of more than 750 qualified professionals who are located in 30 plus offices in 9 states. Our team environment is dynamic and inspires continuous skill and personal development.

As an equal opportunity/affirmative action employer, SEH embraces diversity in our corporate culture and recognizes the benefits diversity brings to our clients.

Service that exceeds client expectations is a key benefit of SEH's multidisciplinary, single source approach. We provide superior client satisfaction — *always*.



Multidisciplinary. Single Source.
Trusted solutions for more than 75 years.

EASTERN REGION

Illinois

Chicago | 312.588.0940

Indiana

Lake County | 219.513.2500

Michigan

Houghton | 906.483.4750

Wisconsin

Appleton | 888.413.4214

Chippewa Falls | 800.472.5881

Madison | 800.732.4362

Milwaukee | 414.465.1200

New Richmond | 888.881.4281

Rice Lake | 800.903.6970

Sheboygan | 920.452.6603

Superior | 715.399.3225

Wausau | 800.613.4410

**Additional offices located
in Colorado, Minnesota,
Nebraska, South Dakota,
and Wyoming.**

www.sehinc.com



Multidisciplined. Single Source.

At SEH we have a talented pool of architects, engineers, scientists, planners and technology experts who provide a wide array of professional services **and solutions you can trust**. You choose the delivery method that best fits your needs...Whether you prefer the traditional design/bid/build method or favor design/build services which offer turnkey solutions from concept through construction, we're flexible in our approach to ensure you receive the best product *and* exceptional service. To exceed your expectations...that's our goal.

Architectural

- Aviation buildings and control towers
- City halls
- Community centers
- Educational institutions
- Government centers
- Interior design and planning
- Landscape architecture
- Parking facilities
- Public safety facilities
- Religious institutions

Aviation

- Airport planning and design
- Airspace, lighting and navigational analysis and systems
- Runway and taxiway planning and design

Energy & Power

- Comprehensive utility planning
- Distributed energy generation
- Power plant/substation planning, design and upgrades

Environmental

- Acoustical engineering
- Air quality assessment and services
- Environmental assessments and studies
- Landfill planning, design and energy generation
- Site investigation, analysis and remediation services

- Solid and hazardous waste management and energy generation
- Wetland protection, delineation and mitigation

Heavy Civil

- Dams
- Flood control/navigation and levees
- Geotechnical engineering
- Marinas

Municipal

- City engineering services
- Comprehensive utility planning
- Construction services
- HVAC systems
- Infiltration and inflow studies, and system design
- Sewer system planning and design
- Street design and pavement maintenance
- Storm water management
- Wastewater treatment facilities
- Water system planning and design
- Water treatment facilities
- Water towers

Planning

- Community planning
- Downtown and neighborhood revitalization planning
- Economic development
- Industrial and commercial planning and development

- Parks and recreation planning and design
- Urban design

Specialty Services, Studies, Safety and Security

- Asset management
- Expert testimony
- Grant writing services
- Homeland security
- Marketing communications
- Protective coatings
- Public involvement services
- Real estate services
- Land surveying

Technology

- Geographic Information Systems (GIS)
- Telecommunication planning and design
- Web-based portal application development

Transportation

- Bridge design and inspection
- Corridor studies and planning
- Highway and road planning and design
- Intelligent transportation systems
- Railroad and transit operations planning and design
- Traffic signals and design
- Transit and parking facilities

Project Team and Qualifications

The SEH core project team will consist of the following safety professionals. They will be supported by SEH Safety Leadership Team members Jeremy Phillips and Ryan Schanhofer, who are both based in the SEH Appleton office.



Norm Arendt, PhD

Norm will be the Project Manager for this project. As a Certified Competent Person, Ergonomist and Accident Investigator, he is recognized as an “expert” in the area of code compliance. Norm is also an OSHA authorized instructor in general industry and construction. He instructs many classes on OSHA codes and teaches approximately 40 different topics in OSHA compliant courses. He has both internal and external clients in a variety of fields as diverse as radio frequency radiation to permit required confined space. He develops the content for all his classes and regularly authors columns published in safety related trade magazines. He has developed training programs on bombs, bomb threats and bioterrorism for municipalities and the general public. He has also developed courses on water system safety and cyberterrorism. Norm is well-versed in all facets of municipal safety procedures, regulations, and best practices.



Kay Curtin

Ms. Kay Curtin specializes in wastewater and water microbiology, process control, water vulnerability and risk assessments, and safety. Kay serves on SEH’s Safety, Operations, Water Vulnerability Assessment and Training Teams. She teaches exam certification, laboratory, process control, quality assurance and many other classes in Wisconsin and Minnesota for water and wastewater operators. She also teaches Vulnerability Assessment, Emergency Management, and other safety-related classes and conducts vulnerability/risk assessment surveys for utilities.

Certifications

SEH employees hold numerous certifications and memberships relating to safety issues. The following are the most relevant to the City of Menasha’s goals for its safety program:

- Authorized OSHA Outreach Trainer in General Industry
- Authorized OSHA Outreach Trainer in Construction
- Certified Asbestos Inspector
- Certified Bloodborne Pathogen Instructor
- Certified Confined Space Instructor
- Certified Ergonomist
- Certified Fire Explosion Investigator Instructor
- Certified Hazardous Materials Manager
- Fire Service Instructor
- HAZWOPER Instructor
- Process Safety Management Instructor
- Pyrotechnologist
- Nuclear Density Gauge Instructor



Recognized Mine Safety and Health Administration Instructor
RF Radiation Instructor
Risk Management Instructor
Smith System Defensive Driving Instructor

Professional Memberships

American Industrial Hygienist Association
American Society of Industrial Security
American Society of Safety Engineers
Infragard
International Software Security Association
Minnesota Safety Council
National Safety Council
National Fire Protection Association
Wisconsin Council of Safety
Wisconsin Water Association
Wisconsin Rural Water Association
Western Wisconsin Water Professionals
Wisconsin Wastewater Operators Association

Additional Organizational Memberships

Air and Waste Management Association
Alliance for Environmental Regulatory Communications
American Association of Airport Executives
American Concrete Institute
American Council of Engineering Companies
American Geophysical Union
American Institute of Certified Planners
American Institute of Chemical Engineers
American Institute of Mining Engineers
American Institute of Professional Geologists
American Institute of Steel Construction
American Public Power Association
American Public Works Association
American Road and Transportation Builders Association
American Society of Training and Development
American Society of Civil Engineers
Association of Groundwater Scientists and Engineers
Association of State Dam Safety Officials
Construction Specifications Institute
Federation of Environmental Technologists
InfraGard (FBI and Business Association)
Institute of Hazardous Materials Managers
Institute of Transportation Engineers
International Association of Arson Investigators
International Photographers Association
National Society of Professional Engineers
National Volunteer Fire Council
North Central Chiefs Association
Roof Consultants Institute



Society of American Military Engineers
Society of Human Resource Managers
Society of Mining Engineers
Water Environmental Federation
Western Wisconsin Water Professionals
Wisconsin Wastewater Operators Association
Wisconsin Automation Users Group
Wisconsin Chapter IAAI
Wisconsin Department of Commerce PECFA
Registered Tank Specialty Firm
Site Assessor Certification
Wisconsin Ground Water Association
Wisconsin Road Builders Association
Wisconsin Rural Water Association
Wisconsin Society of Professional Engineers

University Affiliations

Advisory Board for the Center for Human Performance and Risk Analysis (CHPRA) UW-Madison School of Engineering

Advisory Board for the Center for Risk and Economic Analysis of Terrorist Events (CREATE) UW-Madison School of Engineering

Herzing College Advisory Board – Madison



Norm J. Arendt

Safety Director, OSHA Authorized Trainer

Education

*Ph.D and Master of Science
Safety Engineering
Kennedy Western University
University of Wisconsin-
Madison*

*Bachelor of Science
English, Mathematics, Geology
University of Wisconsin-
Platteville*

*CFEI Explosions Institute
CFII NAFI/NFPA
Hazardous Materials
Disaster Preparedness
Arson Investigation, MATC
Many C.E. courses, MATC*

Professional Registrations

*Certified Fire Explosion
Investigator/Instructor
Engineer Intern
Certified Fire Fighter II
Wis. Certified Emergency
Medical Technician
Certified Prof. Ergonomist
Certified Accident Investigator*

Professional Associations

*National Fire Protection Assn.
International Assn. of Arson
Investigators
National Assn. of Fire
Investigators
Guns & Hoses Arson Assn.
American Society of Safety Eng.
National Safety Council*

Credentials

*OSHA Authorized Instructor
MSHA Instructor
IFSTA Instructor for Fire
Services
Certified Fire Explosion
Investigator/Instructor
NFPA Advisory Council 1995-
2001
Lieutenant Shorewood Hills Fire
Department*

General Background

Mr. Norm Arendt has extensive experience in the area of safety and code compliance. He is an OSHA authorized instructor and is certified to teach more than 40 different topics concerning safety issues. He is a certified fire and explosion investigator, He is recognized as a leader and "expert" in the fire investigation profession. As a Certified Competent Person and Ergonomist/Accident Investigator, he is recognized as an "expert" in the area of code compliance. Norm is also an OSHA authorized instructor in general industry and construction. He instructs many classes on OSHA codes.

Experience

As an instructor in OSHA codes, he teaches approximately 40 different topics in OSHA compliant courses. He has both internal and external clients in a variety of fields from as diverse as radio frequency radiation to permit required confined space. He has been certified as a competent person by Federal OSHA and as a professional ergonomist and accident investigator by Minnesota OSHA. He is highly regarded in the safety field and recently was named as a professional by the American Society of Safety Engineers. He develops the content for all his classes and writes columns in several trade magazines. He was named Safety Director at SEH due to his credentials. Due to the terrorist attacks recently, he has developed training programs on bombs, bomb threats, and bioterrorism for the general public similar to courses he instructs within the fire service. He has also developed courses on water system safety and cyberterrorism. Norm serves clients in all industries, from food and dairy to steel fabrication and industrial painting facilities.

Norm's knowledge and skills in the determination of both fire and explosions area of origin, cause, and the responsibility of the incident, have been utilized in all varieties of fires and explosions from structures to wild fires. He has investigated fires caused by appliances, bioterrorism, faulty wiring, pyrolysis, explosions, arson, and others. Norm has testified in court cases and provided depositions in several others as an "expert witness". Drawing on his engineering and fire fighting skills, provides him with a combination of knowledge and skills not readily found in other investigators.

As a Fire Protection Specialist, he investigates fire protection systems failures and losses. As a County Board Supervisor, served as chair of the committee that installed enhanced 911 in Dane County, Wisconsin.

As an instructor in mine, safety and health administration (MSHA), he teaches the 8-hour refresher on surface mines.



Kay M. Curtin

Senior Professional Specialist

General Background

Ms. Curtin has been involved in the environmental field since 1976. She specializes in wastewater and water laboratory operation, certification and design, microbiology, process control, wastewater start-up and operations, and safety issues. As a former Environmental Laboratory Director, Wastewater Operator, and Wisconsin Rural Water Training and Wastewater Specialist, she has a broad range of expertise in the wastewater field. Kay holds a Wisconsin Grade 4 wastewater operator license in all subclasses and a Minnesota Class C license.

Experience

Kay has provided on-site operational, training, and laboratory assistance to more than 100 water/wastewater systems including:

Wisconsin

- Abbotsford
- Adams-Friendship
- Ashland
- Baldwin
- Beloit, Town of
- Bloomer
- Chetek
- Chelsea
- Cumberland
- Elk Mound
- Hillsboro
- Holmen

- New Richmond
- Rice Lake
- Superior

Minnesota

- Dover-Eyota-St. Charles
- Gilbert
- Glencoe
- Hutchinson
- Litchfield
- Mountain View Laboratories
- UC Labs of Janesville

Kay has assisted with the design and set-up of several wastewater laboratory facilities including:

Wisconsin

- Osceola
- Roberts
- Frederic

- Black River Falls
- Red Cliff

Minnesota

- Hutchinson

Education

Biology, University of Wisconsin Richland Center (1993) and Rock Valley College Rockford, Illinois (1980)

Psychology, Highland Community College Freeport, Illinois (1978)

Professional Registrations

WI Grade 4 Wastewater Operator

WI Water/Supply Operator

MN Class C Wastewater Operator

Register Circuit Rider

RAW-W Certified for Risk Assessment

Professional Associations

*Wisconsin Wastewater Operators Association-NW District
District Chair 2001
Director 2001-2005
President-2006*

*Water Environment Federation
Society of Water Professionals*

National Rural Water Association

Minnesota Wastewater Operations Association

*MWOA Laboratory Committee
Member of:*

Wisconsin DNR Technical Assistance Committees, including CMAR revision, Certification Exam Revision, and Ammonia Regulations

Wisconsin Wastewater Operators Association, Operator Development Committee, Chair

Publicity Committee Chair (2001-present)

Regional Coordinator (2001 - present)



Kay is also responsible for new plant start-up assistance, and writing Operation and Maintenance Manuals and Standard Operating Procedures for wastewater facilities. She has conducted training for organizations that include Wisconsin Water Association, Wisconsin Wastewater Operators' Association, Minnesota Wastewater Operators' Association, Wisconsin Rural Water Association, MWOA-CSEA Laboratory Workshops, and numerous municipalities, and is part of the SEH Training Team.

Other areas of expertise include:

- Assistance with laboratory issues and certification, and provides communication and mediation services with state regulatory agencies.
- Assists in design of new wastewater facilities for SEH.
- Develops spreadsheets for various water and wastewater uses, such as laboratory quality assurance, energy usage, and process evaluation.
- Provides one-on-one training for wastewater examinations, microbiological examinations, process control, safety, trouble-shooting, system optimization, management, and water and wastewater laboratory procedures with emphasis on quality assurance. Conducts vulnerability/risk assessment surveys for utilities.
- Member of several Wisconsin DNR Technical Assistance Committees, including CMAR revision, Certification Exam Revision, and Ammonia Regulation Revisions.
- Serves on SEH's Safety, Operations, Water Vulnerability Assessment, and Training Teams.

Experience prior to joining SEH

Wisconsin Rural Water Association - Wastewater Technician and Wastewater Trainer. Provided hands-on technical assistance and to wastewater personnel in all communities in the state with a population of less than 10,000; over 600 utilities. Served over 400 facilities per year with on-site technical assistance. Wrote articles on wastewater issues, wrote a wastewater math manual, provided microbiological evaluations for wastewater treatment facilities, assisted laboratories in obtaining and keeping state certification, assisted new operators in obtaining licensing, served on decision-making committees, worked closely with WDNR. Conducted classroom training statewide for wastewater and water operators.

AgSource - Director, Environmental Laboratory. Set up an environmental testing laboratory of water and wastewater for AgSource, formerly DHIA, and was acting director. Certified the laboratory in 22 different water and wastewater analytes. Developed quality control and quality assurance system for the laboratory and managed business development. Developed computerized laboratory information system (LIMS) for analyses, quality assurance, reporting, and billing.



Project Methodology

All SEH project managers are required to complete a variety of training that occurs on both an initial and an ongoing basis. This training prepares our project managers to monitor and track budgets, personnel, project progress and customer satisfaction. SEH provides a unique methodology that ensures that projects are completed on budget and on time. Our Service Approach goes beyond providing needed safety expertise through our trainers and safety professionals, as we have earned a reputation for excellence in client services by:

Knowing The Client. We take it upon ourselves to learn each client's needs and concerns. Knowing how our clients "think" and understanding their goals, management processes and risk parameters makes a positive difference in client service.

Establishing A Relationship Team. We serve clients best by working alongside them in a collaborative relationship. This approach facilitates effective communication and the efficient assignment of project tasks. Because our firm culture is based on working together as a team, we are especially well suited to working with municipal Department Heads to help them achieve their safety objectives.

Providing Preventive Counseling. Avoiding client problems on a timely basis is essential to good client service. That is why our safety professionals challenge themselves to stay abreast of safety developments and the ever-changing regulatory world. Our preventive counseling includes giving specific client advice, issuing client alerts and conducting client seminars/brown bags on developing issues.

Meeting Service Expectations. Understanding the client's expectations and putting together the right team of professionals to meet those expectations has been our hallmark. Our client teams are focused on delivering quality work, responding on a timely basis and finding creative solutions to difficult problems. Bringing value to our clients is how we measure our service performance.



Municipal Project Experience

We have listed some of our project experience below to allow you to see the depth and breadth of our safety experience. Unless otherwise noted, all locations listed are in the state of Wisconsin.

City of Eagle River – Perform a Job Hazard Analysis and a Safety Audit. Create a Safety Manual and a Safety Handbook. Collate all training records and create an easy to use database to handle all Department of Commerce citations.

Beloit Public Works Department – Provide HAZWOPER, safety-refresher, trailer backing and defensive driving training.

Town of Linn – Perform a Job Hazard Analysis and Safety Audit. Create a Safety Manual for Town personnel.

Village of Winneconne – Perform a Job Hazard Analysis and Safety Audit. Create a Safety Manual and provide Safety and Safety Refresher Training.

Jackpot Junction Casino – SW Minnesota – This complex covers a golf course, tribal meeting grounds, casino, amphitheater, trailer park and a service station. Provided Safety Training, evacuation planning and training and provide safety manual updates.

Town of Minocqua – Perform a Job Hazard Analysis and a Safety Audit of all departments and then provide a Safety Handbook.

City of Merrill – Provide a Job Hazard Analysis, create a Safety Handbook and the city employees are currently scheduled for safety training.

City of Whitehall – Perform a Job Hazard Analysis, ensure safety compliance to Department of Commerce Citations and provide a Safety Manual.

Wisconsin Water Association – Provide Safety Training throughout Wisconsin on Various Topics.

Wisconsin Rural Water Association – Provide Vulnerability Assessment Training for Municipalities.



Our experience means
**no Learning
Curve** for you.

Our project team has
**Extensive
Experience** in many
different safety
disciplines to **Meet All
of Your Needs.**



Fulfilling the Scope of Work

SEH appreciates the opportunity to help you build a strong, interconnected and functional Safety training and management program for the City of Menasha. We understand the importance of a Safety Program that continues to evolve and be updated. We have extensive experience in creating Safety Programs, conducting training, updating Employee Safety Manuals for municipalities and businesses. This experience will benefit Menasha by not only providing a better end product, but in also preventing the need for a “learning curve”.

The SEH Team is built on the premise that while knowledge, experience of sound safety programs, proven training techniques and implementation principles are important, they are not enough to ensure success. A working knowledge of all standards and their context, as well as recognition of the unique characteristics of the City of Menasha’s workforce also are important.

Project Manager Norm Arendt, Ph.D. has worked on similar safety projects throughout Wisconsin and is an authorized OSHA outreach trainer in general industry and construction, a recognized MSHA trainer and a certified fire explosion investigator instructor. He also presents safety topics at numerous trade shows around the Midwest, including the Society of Human Resource Managers, Wisconsin Waste Water Operators Association, Wisconsin Water Association, Western Wisconsin Water Professionals, Wisconsin Society of Professional Engineers and Infragard.

Kay Curtin also has extensive experience with safety and safety program design, including HAZWOPER and other environmental training program. We have assembled an experienced team with a proven collaborative history on creating safety programs, performing training, conducting audits and inspections, and working with municipal Safety Committees.

Finally, we are focused on implementation. We will develop a safety program that will leverage public investment while serving as a tool to prepare for, guide and promote a quality safety culture according the City’s and objectives. By addressing the issues and proposing training and documentation strategies that support the City’s vision, this safety program will help the City make decisions today that will have a positive impact on its future while providing compliance as required.

We believe the people in our team and their experience allows us to provide a “total safety package” to the City of Menasha. We look forward to the opportunity to work with the City and all stakeholders. We are excited about helping the City reach its safety goals.

Sample Reports

Although the City requested that sample safety reports be included as part of this proposal, we feel that the proprietary and confidential nature of sample reports prepared for SEH clients precludes us from providing sample reports at this time.

City of Menasha Specifications

Specification One

SEH representatives will be available to prepare agendas, take minutes, schedule, research issues and provide safety expertise for the three City of Menasha Safety Committees. We routinely fill this role as a safety consultant for those municipal clients. We will utilize administrative personnel for these functions whenever possible to minimize expenses.

Specification Two

Project Manager Norm Arendt, an OSHA-Certified Safety Trainer for General Industry and Construction, will coordinate all safety-related training with the Cities and Villages Mutual Insurance Company (CVMIC). He will also coordinate and arrange any training that can be provided by the Fire Department or a manufacturer again with the goal of reducing costs.

Specification Three

SEH routinely maintains, reviews, and updates Employee Safety Manuals pursuant to OSHA, Department of Commerce, and ANSI regulations, as well as to incorporate evolving best practices for clients throughout Wisconsin. Feedback from various agencies has indicated that these manuals are typically among the best of those reviewed.

Specification Four

Again, SEH has served as liaison between Department Heads and other municipal managers for municipal safety clients throughout the Midwest. This has also included conducting audits for code compliance and risk assessment.

Specification Five

Developing and maintaining databases to track training activities and meet medical monitoring requirements is also routinely provided by SEH's Safety Leadership Team. In working with the City of Menasha, our goal will be to identify the most economical method for maintaining the City's database. This would be another task that could be completed by administrative personnel to reduce costs.



References

Village of Winneconne

Carroll Vizecky, Director of Public Works

30 S. 1st Street

P. O. Box 650

Winneconne, Wisconsin 54986-0650

Phone 920.582.4632

Email cvizecky@winneconnewi.gov

City of Eagle River

Joe Tomlanovich, Director of Public Works

Lon Bushey, City Administrator

525 Maple Street

P. O. Box 1269

Eagle River, Wisconsin 54521-1269

Phone 715.479.8682 ext 27 (Joe)

715.479.8682 ext 23 (Lon)

Lon Bushey email lbushey@wppisys.org

Joe Tomlanovich email erdpwjoe@newnorth.net

Town of Minocqua

Robert "Butch" Welch Superintendent of Public Works

P. O. Box 168

Minocqua, Wisconsin 54548

Phone 715.356.5296

Pager 715.892.9138



Required Forms/Hourly Rates



VENDOR INFORMATION SHEET

IN ADDITION TO THE INFORMATION SUPPLIED IN THE PROPOSAL, PLEASE COMPLETE THE FOLLOWING, WHICH WILL BE USED IF YOU ARE AWARDED A CONTRACT.

PAYMENT TERMS:

FEDERAL ID NUMBER:

30 days from invoice date

41-1251208

SEND ORDERS TO: Norm Arendt

Address: Short Elliott Hendrickson Inc.
6418 Normandy Lane, Suite 100
Madison, WI 53719

Phone: 608.270.5364 Office
608.345.1412 Cell

INVOICES WILL BE FROM: Kim Stanek

Address: 6418 Normandy Lane, Suite 100
Madison, WI 53719

PERSON TO CONTACT IN

REFERENCE TO CONTRACT: Norm Arendt

Name: **Address:** **Phone:** 6418 Normandy Lane, Suite 100, Madison, WI 53719 608.270.5364

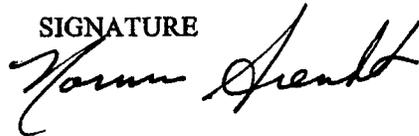
Fax: (608) 274-2026

ANY SPECIAL ORDERING INFORMATION:

COMPANY NAME

Short Elliott Hendrickson Inc. (SEH)

SIGNATURE



VENDOR REPLY COVER SHEET

Proposals are due at 2:00 p.m., Friday, March 9, 2007 at the Menasha City Human Resources Department, 140 Main Street, Menasha, WI 54952.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

*	Facet	Hr Rate	Total
	#1	Norm Arendt/Kay Curtin/Jeremy Phillips/Ryan Schanhofer	
	#2	Norm Arendt/Kay Curtin	
	#3	Norm Arendt/Kay Curtin	
	#4	Norm Arendt	
	#5	Naomi Giddley/Mary Squires	

Total

Travel costs will be billed at 50 percent of actual travel costs for SEH personnel not located in the SEH Appleton office. Whenever possible, client visits will be conducted in accordance with other business in the area to keep costs at a minimum.

Type or Print Name Norm Arendt Company Short Elliott Hendrickson Inc. (SEH)

Title Safety Director Address 6418 Normandy Lane, Suite 100
Madison, WI 53719-1149

Authorized Signature 

Date March 8, 2007

Telephone Number / Fax

608.270.5364

608.274.2026 Fax

* Of the options available, SEH recommends utilizing hourly rates for SEH personnel as the best approach to minimizing costs. The individual rates for the proposed SEH personnel are:

Project Team		Administrative Staff	
Norm Arendt	\$115	Naomi Giddley	\$60
Kay Curtin	\$100	Kim Stanek	\$76 **
Jeremy Phillips	\$85	Mary Squires	\$50
Ryan Schanhofer	\$100		

** Kim will complete Accounting and Invoicing.

Naomi Giddley and Mary Squires will be available to complete routine administrative tasks in an effort to minimize costs.

SEH Hourly Billable Cost Range

Classification ⁽¹⁾ Rate⁽¹⁾	Billable
Office Staff	
Principal	\$133.80 - \$192.20
Project Manager	\$109.80 - \$178.50
Project Engineer/Architect/Planner/Scientist	\$93.10 - \$161.30
Staff Engineer/Architect/Planner/Scientist	\$81.20 - \$127.00
Lead Technician	\$82.40 - \$130.40
Senior Technician	\$78.90 - \$110.00
Technician	\$58.30 - \$99.50
Associate Technician	\$52.30 - \$74.20
Word Processor	\$56.00 - \$82.65
General Clerical	\$49.75 - \$82.65
Graphic Designers	\$75.20 - \$102.80
Field Staff	
Lead Project Representative	\$89.20 - \$135.00
Sr. Project Representative	\$85.80 - \$120.10
Project Representative	\$65.00 - \$103.00
Survey Party Chief	\$73.05 - \$133.45
Survey Instrument Operator	\$62.50 - \$77.95
Survey Assistant	\$46.00 - \$76.00

⁽¹⁾ The actual rate charged is dependent upon the hourly rate of the employee assigned to the project. The rates shown are subject to change.

Effective: January 1, 2007
Expires: December 31, 2007



ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
10/20/06

PRODUCER
Acordia
952-830-3000

4300 MarketPointe Dr #600
Bloomington, MN 55435

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY A Federal Insurance Co
COMPANY B Nationwide Mutual Insurance Co
COMPANY C Cincinnati Insurance Co
COMPANY D

INSURED
SEH Inc.
Short-Elliott-Hendrickson, Inc.
3535 Vadnais Center Drive
St Paul MN 55101

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	35829618	10/01/06	10/01/07	GENERAL AGGREGATE \$ 2000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG \$ 2000000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1000000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$ 1000000
					FIRE DAMAGE (Any one fire) \$ 1000000
					MED EXP (Any one person) \$ 10000
B	AUTOMOBILE LIABILITY	BA7101965099	10/01/06	10/01/07	COMBINED SINGLE LIMIT \$ 1000000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input checked="" type="checkbox"/> HIRED AUTOS				
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				
	Comp \$500				
	Coll \$500				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
					AGGREGATE \$
C	EXCESS LIABILITY	CCC1151890	10/01/06	10/01/07	EACH OCCURRENCE \$ 5000000
	<input checked="" type="checkbox"/> UMBRELLA FORM				AGGREGATE \$ 5000000
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	71720101	5/11/06	5/11/07	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE:				EL EACH ACCIDENT \$ 1000000
	<input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EL DISEASE - POLICY LIMIT \$ 1000000
	OTHER				EL DISEASE - EA EMPLOYEE \$ 1000000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

CERTIFICATE HOLDER

TO WHOM IT MAY CONCERN

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Chris Baldwin

DATCP Agent of the State Fees

<u>Category</u>	<u>Current</u>	<u>Proposed 2007</u>
Food sales \$1,000,000 + and process PHF with or without a full food service unit.	\$1034	\$1086
Food sales \$25,000 or more but less than \$1,000,000 and processes PHF.	\$340	\$357
Food sales \$25,000 + and processes non-PHF	\$245	\$257
Food sales less than \$25,000 and processes PHF or non-PHF	\$171	\$180
No food processing but engages in selling PHF or unpackaged food.	\$119	\$125
Mobile retail food unit	New	\$125
Temporary retail food unit	\$80	\$84
Pre-Inspection fee	\$225	\$225
Re-inspection fee	\$100	\$100
Late fee	\$100	\$100
Penalty Fee for Operating Without a Valid Permit	New	Double the per-establishment fee

DHFS Agent of the State Fees

<u>Category</u>	<u>Current</u>	<u>Proposed 2007</u>
Full Food Service Simple	\$300	\$315
Full Food Service Moderate	\$353	\$371
Full Food Service Complex	\$408	\$428
Limited Food Service	\$176	\$185
No Food Service	\$137	\$144
Mobile Full Food Service Restaurant	\$300	\$315
Mobile Limited Food Service Restaurant	\$176	\$185
Mobile Full Food Service Serving Base	\$300	\$315
Mobile Limited Food Service Serving Base	\$176	\$185
School Food Service Base	\$120	\$126
School Food Service Satellite	\$90	\$95
Special Organization Serving Meals	\$148	\$155
Temporary Restaurant	\$85	\$89
Swimming Pool/Whirlpool	\$240	\$252
Additional Pool/Whirlpool	\$120	\$126
Swimming Pool With Waterslide	New	\$335
Pre-inspection Fee	\$225	Same
Re-inspection Fee	\$100	Same
Late Fee	\$100	Same
Penalty Fee for Operating Without a Valid Permit	New	Double the applicable establishment fee.

Tattoo Parlor/Body Piercing Establishments

<u>Category</u>	<u>Current</u>	<u>2007 Proposed</u>
Body Piercing	\$240	\$252
Tattooing	\$240	\$252
Combined Body Piercing/Tattooing	\$353	\$371
Temporary (per event)	\$240	\$252
Pre-inspection Fee	\$225	\$225
Re-inspection Fee	\$100	\$100
Late Fee	\$100	\$100
Penalty Fee for Operating Without a Valid Permit	New	Double the appropriate per category fee.

Non-Profit Temporary Restaurant

Current

\$25.00 (3 events)

Proposed – 2007

\$25.00 (3 events)
Prerequisite training required.

\$50 (3 events)
No prerequisite training,
inspection required.

New

Penalty Fee for Operating Without a Valid Permit.

\$100

(This is a seasonal permit Jan to Dec. Permit is good for three events in one calendar year.)



Paul Hemmer Companies
3675 Darlene Court
Aurora, IL 60504
630-820-2018
630-820-3330 Fax
www.paulhemmer.com
info@paulhemmer.com

April 10, 2007

City of Menasha – City Hall
Jeff Brandt
140 Main St.
Menasha, WI 54952

RE: Purchase Contract Extension – SEC Jennie St & Oneida St

Dear Mr. Brandt and members of the City Council:

Our initial contract review time came to an end on April 10th, whereupon we would need to extend our review time for an additional 60 days.

The original Ace Hardware Retailer we were hoping to locate on this property has decided to not be a part of the Ace family. Since then it has been challenging for Ace Hardware to match another Retailer to this market, however Ace has since restructured their corporate responsibilities and now one individual is in charge of just Wisconsin. This is great. He tells me that within the next 4 months he will certainly have somebody lined up to be an Ace Retailer in Menasha.

I am asking for an additional 120 days to let Ace iron out the details and match a Retailer to this site. Upon your approval I will send to you an amendment to the purchase contract that reflects changing our initial review period from 180 days to 300 days.

I am confident that a deal will be struck with Ace Hardware now that their corporate shift is in place.

Please let me know that the City Council members have approved my request and I will forward to you a simple amendment for signatures.

Thank you for your time and consideration,

A handwritten signature in black ink, appearing to read "Kevin Sadowski".

Kevin Sadowski
Development Manager
Paul Hemmer Companies

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 4/5/07-4/12/07 Checks # 11984-12146	\$1,963,252.89
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Payroll Checks for 4/5/07-4/12/07 Checks # 31498-31708	<u>134,263.94</u>
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Total	\$2,097,516.83
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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.

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 1 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01315 AIRGAS NORTH CENTRAL	105411287	31731	54	10-149-300	58.66	OXYGEN CYLINDERS
	Check Date 4/5/2007	Check Nbr	011984		Check Total:	58.66
01745 APPLETON HYDRAULIC COMPONENTS	14206	31731	54	10-149-294	543.09	HYDRAULIC CYLINDER REPAIR
	Check Date 4/5/2007	Check Nbr	011985		Check Total:	543.09
02040 BADGER HIGHWAYS CO INC	134588	31482	54	10-124-821	67.57	SALT SHED
	134632	31100	54	10-121-300	92.61	COLD MIX/CITY WIDE
	C134791	31100	54	10-134-300	-34.46	DUMP CHARGE WASTE MATERIAL
	Check Date 4/5/2007	Check Nbr	011986		Check Total:	125.72
02259 BAYCOM INC	170722	31100	52	08-101-295	207.40	VIDEO RECORDER REPAIR
	Check Date 4/5/2007	Check Nbr	011987		Check Total:	207.40
02335 BECK ELECTRIC INC	D65	31731	54	10-149-240	49.69	BULB
	Check Date 4/5/2007	Check Nbr	011988		Check Total:	49.69
02407 BERGSTROM GM OF NEENAH	203534-1	31731	54	10-149-383	115.42	HARNES
	Check Date 4/5/2007	Check Nbr	011989		Check Total:	115.42
02410 BERGSTROM NEENAH-MENASHA FORD	94459	31731	54	10-149-383	99.44	HOSE
	94507	31731	54	10-149-383	99.44	HOSE
	Check Date 4/5/2007	Check Nbr	011990		Check Total:	198.88
02684 BOWERS & SONS CONSTRUCTION INC	2004-4(FINAL)	31482	21	04-205-000	5,000.00	BARKER FARM SUBDIVISION
	2004-4(FINAL)	31482	54	10-134-822	24.00	BARKER FARM SUBDIVISION
	Check Date 4/5/2007	Check Nbr	011992		Check Total:	5,024.00

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 2 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02730 BRAZEE ACE HARDWARE	55084	31100	55	07-202-240	109.94	PAINT/HART PARK
	55043	31827	53	09-212-300	17.04	DOWEL RODS/HANGERS/NAILS/MISC
	55071	31100	55	07-202-313	3.98	2 SCOTCH PADS
	55508	31100	55	07-202-313	8.94	6 GALLONS BLEACH
Check Date	4/5/2007	Check Nbr	011993		Check Total:	139.90
02765 CHERYL BROUILLARD	032907	31100	22	04-101-000	62.50	REFUND/PARK CANCELLATION
	Check Date	4/5/2007	Check Nbr	011994		Check Total:
02780 BRUCE MUNICIPAL EQUIPMENT INC	5070960	31100	54	10-123-315	6.45	SPACER BAR/WEATHER STRIP
	5070934	31100	54	10-123-315	101.41	SPACER BAR/WEATHER STRIP
	Check Date	4/5/2007	Check Nbr	011995		Check Total:
02796 BUBRICK'S	18480	31100	52	08-101-310	167.43	OFFICE SUPPLIES
	Check Date	4/5/2007	Check Nbr	011996		Check Total:
03145 CAREW CONCRETE & SUPPLY CO INC	713037	31100	54	10-134-300	905.50	BROAD/MILWAUKEE
	713716	31100	54	10-134-300	176.40	MORTAR TYPE CONCRETE
	713264	31100	54	10-134-300	439.75	801 MELISSA/CONCRETE
	Check Date	4/5/2007	Check Nbr	011997		Check Total:
06410 CHRISTENSEN HEATING & A/C &	040407	31263	56	03-207-701	2,925.00	CDBG REHAB PROGRAM
	Check Date	4/5/2007	Check Nbr	012002		Check Total:

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 3 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
04125 DAVIES WATER #1476	0001414	31100	54	10-134-300	33.84	FERNCO
	0001370	31100	54	10-134-300	747.94	MANHOLE CASTING
	0001356	31100	54	10-134-300	630.00	CATCHBASIN INLET CASTING
	0001617	31100	54	10-134-300	1,292.00	RUBBER RISER RINGS/CATCH BASIN
	0001541	31100	54	10-134-300	325.00	CATCHBASIN CASTINGS
	0001559	31100	54	10-134-300	480.00	CATCHBASIN CASTINGS
Check Date	4/5/2007	Check Nbr	011998		Check Total:	3,508.78
04275 DIGICORPORATION	48842	31100	51	04-101-291	1,491.00	HORIZON NEWSLETTER
	48842	31266	54	10-307-291	1,740.75	IN THE WORKS NEWLETTER
	48875	31100	13	04-113-000	-74.75	HEALTH/ENVELOPES
	48875	31100	53	09-102-291	150.75	HEALTH/ENVELOPES
	48874	31100	13	04-113-000	-230.50	ENVELOPES/LETTERHEAD
	48874	31100	51	04-106-291	183.90	ENVELOPES/LETTERHEAD
	48874	31100	52	08-101-291	81.90	ENVELOPES/LETTERHEAD
	48874	31100	52	08-101-291	70.40	ENVELOPES/LETTERHEAD
	48874	31100	54	10-111-291	81.90	ENVELOPES/LETTERHEAD
	48874	31100	54	10-111-291	70.40	ENVELOPES/LETTERHEAD
	48873	31100	13	04-113-000	-26.32	BUSINESS CARDS
	48873	31100	51	04-109-291	101.16	BUSINESS CARDS
	48873	31100	52	08-101-291	62.16	BUSINESS CARDS
	Check Date	4/5/2007	Check Nbr	011999		Check Total:
06115 FERRELLGAS	1014973485	31731	54	10-149-300	41.78	LIQUEFIED PETROLUEM GAS
Check Date	4/5/2007	Check Nbr	012000		Check Total:	41.78
06365 FORCE AMERICA INC	02075416	31731	54	10-149-383	14.14	SWITCH ROCKER ON/OFF
Check Date	4/5/2007	Check Nbr	012001		Check Total:	14.14
06520 FOX STAMP SIGN & SPECIALTY	133581	31100	52	08-101-310	33.70	GINGER K TRALONGO
Check Date	4/5/2007	Check Nbr	012003		Check Total:	33.70

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 4 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
07010 G&K SERVICES INC	1011537849	31731	54	10-149-201	222.83	MAT/MOP/TOWEL/CLOTHING SERVICE
	1011541258	31731	54	10-149-201	222.83	CLOTHING/TOWEL/MAT/MOP SERVICE
	1011544672	31731	54	10-149-201	222.83	CLOTHING/MAP/MOP SERVICE
	1011548073	31731	54	10-149-201	116.91	CLOTHING/MAT/MOP SERVICE
	1011551497	31731	54	10-149-201	80.42	CLOTHING/MAT/MOP SERVICE
	Check Date 4/5/2007	Check Nbr 012004			Check Total: 865.82	
07361 GRANT COUNTY CLERK OF COURTS	032707	31100	21	04-229-000	243.00	BOND
		Check Date 4/5/2007	Check Nbr 012005		Check Total: 243.00	
09180 INTAB INC	117814A	31100	51	02-117-310	63.10	I VOTED STICKERS
		Check Date 4/5/2007	Check Nbr 012006		Check Total: 63.10	
09330 IOD INCORPORATED	0022-AG-30690	31100	52	08-101-215	4.03	THEDA CLARK
	0022-AG-30696	31100	52	08-101-215	1.24	THEDA CLARK/POLICE
		Check Date 4/5/2007	Check Nbr 012007		Check Total: 5.27	
11113 KILLOREN COMMUNICATIONS INC	07-1009	31100	51	04-109-214	600.00	LABOR/FIBER CONN PHONE UPGRADE
	07-1008	31100	51	04-109-315	5,858.74	FIBER EQUIP/LABOR PHONE UPGRAD
		Check Date 4/5/2007	Check Nbr 012008		Check Total: 6,458.74	

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA

Page: 5 of 13
 Report: 03630Alt.rpt
 Company: 31100

Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
11155 KITZ & PFEIL INC	022114-0004	31100	55	07-202-300	57.93	SCREWS/MANITOWOC BOAT LAUNCH
	022114-0050	31100	55	07-202-300	13.31	SCREWS/MANITOWOC BOAT LAUNCH
	022214-0061	31100	54	10-131-300	25.63	BOLTS/SIGN SHOP
	022214-0071	31100	55	07-203-243	4.22	SEAL FOR POOL VALVE
	022214-0122	31100	53	09-212-240	56.69	FAUCET/SENIOR CENTER
	022314-0031	31100	51	10-115-313	15.44	WASTEBASKETS
	022314-0036	31731	54	10-149-383	5.87	SS U-BOLT
	022314-0044	31100	55	07-202-315	8.56	SNO BLOWER SHEAR PIN TOOLS
	022314-0072	31100	53	09-212-240	6.28	CONNECTORS/SENIOR CENTER
	022314-0146	31100	55	07-202-240	4.31	ADHESIVE
	022414-0075	31731	54	10-149-383	11.46	BUSHING/COUPLING
	022714-0041	31100	51	10-115-300	2.69	BORING BIT
	022714-0069	31731	54	10-149-383	6.29	SHOP SUPPLIES
	022814-0151	31731	54	10-149-300	1.29	SINGLE SIDED KEY
	030114-0024	31100	55	07-202-240	42.28	PAINT/STAIN SMITH PARK
	030114-0035	31100	51	10-115-300	8.45	HARDWARE MISC
	030214-0104	31100	53	09-212-240	2.16	BULLETIN BOARD POST
	030609-0009	31100	51	10-115-313	9.88	BULB/ELEVATOR
	030609-0016	31100	55	07-202-300	43.43	SPRAY BRIDGE RAILING/SMITH PAK
	030714-0102	31100	52	08-101-240	8.63	LIGHTS/POLICE DEPT
	030714-0112	31100	55	07-202-300	38.77	PAINT SMITH PARK BRIDGE RAILS
	030814-0003	31731	54	10-149-300	10.04	STARTING FLUID
	030814-0008	31100	55	07-202-300	9.22	SUPPLIES/PAINT SMITH RAILS
	030909-0010	31100	55	07-202-240	42.10	PAINT/BRIDGE RAILINGS SMITH PK
	030914-0031	31100	55	07-202-240	3.82	SCREWS SMITH PARK
	030914-0040	31100	51	10-115-300	4.64	TACK CLOTH
	030914-0112	31100	55	07-202-315	44.99	HEATER FOR BOILER/JEFFERSON
	031314-0005	31731	54	10-149-300	7.33	SHOP AIR LINE SUPPLIES
	031314-0027	31100	54	10-121-300	22.63	BITS/BLADE
	031314-0033	31100	55	07-202-240	2.33	PAINT/BRIDGE RAILINGS/SMITH
	031314-0045	31100	54	10-121-300	-0.23	HARDWARE MISC
031314-0030	31100	55	07-202-240	19.39	BRIDGE RAILINGS/SMITH PARK	
0316	31100	55	07-202-240	9.69	BRIDGE RAILINGS/SMITH PARK	

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 6 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
	031614-0131	31731	54	10-149-383	5.53	HARDWARE MISC
	031914-0021	31100	55	07-202-240	3.86	RAILINGS/SMITH PARK
	031914-0123	31100	55	07-202-240	5.39	KOSLO LIGHT FIXTURE
	032014-0009	31100	51	10-115-300	2.96	EPOXY ADHESIVE
	032014-0106	31100	55	07-202-240	44.98	BOLTS/BRIDGE/JEFFERSON PK
	Check Date 4/5/2007	Check Nbr	012012		Check Total:	612.24
11365 KUNDINGER FLUID POWER INC	P-38476-0	31731	54	10-149-383	98.07	MISC PARTS
	Check Date 4/5/2007	Check Nbr	012013		Check Total:	98.07
12055 JEFF LACEY	032707	31100	51	04-109-337	40.00	TRAINING
	Check Date 4/5/2007	Check Nbr	012014		Check Total:	40.00
12092 LAKE PARK VILLAS HOMEOWNERS	032607	31482	54	10-143-223	30.29	
	032607	31482	55	07-202-216	12.00	
	032607	31482	55	07-202-223	54.09	
	032607	31482	54	10-143-223	-30.29	
	032607	31482	55	07-202-216	-12.00	
	032607	31482	55	07-202-223	-54.09	
	032607	31482	54	10-143-223	30.29	MENASHA UTILITIES
	032607	31482	55	07-202-216	12.00	LAKE & POND SOLUTIONS
	032607	31482	55	07-202-223	54.09	MENASHA UTILITIES
	Check Date 4/5/2007	Check Nbr	012015		Check Total:	96.38
12505 LOCAL GOVERNMENT PROPERTY	15240	31733	51	02-116-513	82.00	226 MAIN STREET
	Check Date 4/5/2007	Check Nbr	012016		Check Total:	82.00
13043 MANAWA TELEPHONE CO	040107	31100	51	04-109-221	39.95	CABIN DSL SERVICE
	Check Date 4/5/2007	Check Nbr	012017		Check Total:	39.95

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 7 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13095 MARSHALL & ILSLEY TRUST CO	040507	31100	21	04-415-000	157.38	FLEX MEDICAL
	040507	31100	21	04-417-000	96.15	DEPENDENT CARE
	Check Date 4/5/2007	Check Nbr	012018		Check Total:	253.53
13097 MARSHALL & ILSLEY TRUST-MILW	5103108	31100	51	02-105-216	256.00	MONTHLY FEE
		Check Date 4/5/2007	Check Nbr	012019	Check Total:	256.00
13149 MATTHEWS COMMERCIAL TIRE CTR	019515	31731	54	10-149-382	24.76	REPAIR TRUCK FLAT
	019522	31731	54	10-149-382	501.86	MOUNT TIRES
	Check Date 4/5/2007	Check Nbr	012020	Check Total:	526.62	
13345 MENARDS-APPLETON EAST	39396	31100	54	10-124-300	49.98	MAILBOX AND POST
		Check Date 4/5/2007	Check Nbr	012021	Check Total:	49.98
13360 MENASHA ELECTRIC & WATER UTILI	032807	31100	12	04-399-000	5.80	
	032807	31100	54	10-131-223	172.58	
	032807	31201	54	10-301-223	48.81	
	032807	31100	55	07-202-223	469.52	
	032807	31100	55	07-202-223	12.06	
	032807	31100	55	07-202-225	55.43	
	010807	31100	54	10-143-223	14,122.56	STREET LIGHTING/DEC 8-JAN 8
	Check Date 4/5/2007	Check Nbr	012022	Check Total:	14,886.76	
13370 MENASHA EMPLOYEES CREDIT UNION	040507	31100	21	04-299-020	1,785.00	DEDUCTIONS
		Check Date 4/5/2007	Check Nbr	012023	Check Total:	1,785.00
13375 MENASHA EMPLOYEES LOCAL 1035	040507	31100	21	04-299-031	192.00	UNION DUES
		Check Date 4/5/2007	Check Nbr	012024	Check Total:	192.00

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 8 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13455 CITY OF MENASHA SENIOR CENTER	040207	31100	21	04-289-000	9.15	CARD CLASS SUPPLIES
	040207	31827	53	09-212-300	15.49	MARCH PARTY SUPPLIES
	040207	31827	53	09-212-300	7.28	MAY BANQUET SUPPLIES
	040207	31827	53	09-212-300	35.40	DOOR PRIZES
	040207	31827	53	09-212-300	9.00	GREETING CARDS
	Check Date 4/5/2007	Check Nbr	012025		Check Total:	76.32
14010 N&M AUTO SUPPLY	159465	31731	54	10-149-383	-168.05	SINGLE FLINTS/CORE DEPOSIT
	162733	31731	54	10-149-383	2.77	U BOLT
	162824	31731	54	10-149-300	18.75	FUEL HOSE
	162772	31731	54	10-149-383	478.28	REAR BRG
	163343	31731	54	10-149-300	19.98	SHOP SUPPLIES
	163665	31731	54	10-149-383	25.66	FUEL FILTERS
	163571	31731	54	10-149-383	23.88	TRASH PUMPS
	163719	31731	54	10-149-383	5.45	RAD CAP
	Check Date 4/5/2007	Check Nbr	012026		Check Total:	406.72
14215 NEENAH-MENASHA MUNICIPAL COURT	032707	31100	21	04-229-000	726.00	BOND
	032707	31100	21	04-229-000	182.00	BOND
	040407	31100	21	04-229-000	156.80	BOND
	Check Date 4/5/2007	Check Nbr	012027		Check Total:	1,064.80
14220 NEENAH-MENASHA SEWERAGE COMM	2007-058	31201	54	10-302-250	16,378.00	APRIL INTEREST/BOND ISSUES
	2007-052	31201	54	10-302-250	53,364.79	APRIL WASTEWATER TREATMENT
	2007-044	31201	54	10-301-211	2,618.00	FOX RIVER CLEANUP/DAVIS & KUEL
	Check Date 4/5/2007	Check Nbr	012028		Check Total:	72,360.79
14230 NEENAH-MENASHA UNITED WAY	032807	31100	21	04-229-000	217.00	DONATION CHRISTMAS FD/DENTAL
	Check Date 4/5/2007	Check Nbr	012029		Check Total:	217.00

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 9 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
14322 NEW TITLE SERVICES &	040407	31263	56	03-207-701	5,000.00	CDBG PROGRAM
	Check Date 4/5/2007	Check Nbr	012030		Check Total: 5,000.00	
14325 NEWMAN TRAFFIC SIGNS	TI-0173052	31100	54	10-131-300	810.00	BRACKET SUPPORT/CANTILEVER
	TI-0173195	31100	54	10-131-300	4,425.75	SHEETING/FILM
	Check Date 4/5/2007	Check Nbr	012031		Check Total: 5,235.75	
14363 NIELSON COMMUNICATIONS	APP07-20908	31731	54	10-149-315	2,758.84	POWERCOM PLUS/ANTENNA
	Check Date 4/5/2007	Check Nbr	012032		Check Total: 2,758.84	
14395 NORTH AMERICAN SALT CO	70033926	31100	54	10-124-300	4,676.44	BULK HIGHWAY COARSE SALT
	Check Date 4/5/2007	Check Nbr	012033		Check Total: 4,676.44	
16025 PACKER CITY INTERNATIONAL	3270670018	31731	54	10-149-383	21.48	CABLE
	3270670043	31731	54	10-149-383	18.60	LOOM SPLIT TYPE
	3270670045	31731	54	10-149-383	4.48	HYDRAULI/LUBEFILT
	3270710036	31731	54	10-149-383	6.64	ADAPTERS
	3270740022	31731	54	10-149-383	-14.61	
	Check Date 4/5/2007	Check Nbr	012034		Check Total: 36.59	
16320 PITNEY BOWES	4842044-MR07	31100	51	10-115-243	375.00	RENTAL INVOICE
	Check Date 4/5/2007	Check Nbr	012035		Check Total: 375.00	
16465 POSTAL ANNEX	110541	31100	52	08-101-311	21.49	POSTAGE/POLICE
	110719	31100	55	07-202-291	7.51	COLOR COPIES/PARK
	110953	31100	52	08-101-311	6.94	POSTAGE/POLICE
	110980	31100	52	08-101-311	6.58	POSTAGE/POLICE
	111369	31100	52	08-101-311	11.63	POSTAGE/POLICE
	Check Date 4/5/2007	Check Nbr	012036		Check Total: 54.15	

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 10 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
16805 PRO-X SYSTEMS LAWCARE	83149	31100	55	07-202-206	56.90	FERTILIZER
Check Date	4/5/2007	Check Nbr	012037		Check Total:	56.90
19356 SHERWIN-WILLIAMS CO	0277-3	31100	54	10-131-300	43.56	NEEDLE FOR 21M GUN/GASKET
Check Date	4/5/2007	Check Nbr	012038		Check Total:	43.56
19373 SHONI DEVELOPMENT LLC	032807	31100	46	04-157-000	186.00	RETURNED REFUSE CONTAINER
Check Date	4/5/2007	Check Nbr	012039		Check Total:	186.00
19605 SR BLOCK IRON & SUPPLY COMPANY	156043	31100	51	10-115-240	227.08	LOCK CYLINDERS
Check Date	4/5/2007	Check Nbr	012040		Check Total:	227.08
02430 STANLEY SECURITY SOLUTIONS INC	MN-437551	31100	55	07-202-240	185.64	KEYS/CORES PARK FACILITIES
Check Date	4/5/2007	Check Nbr	011991		Check Total:	185.64
19725 STREICHERS PROF POLICE EQUIPME	I420623	31100	52	08-101-300	62.50	HOLSTERS
	I420623	31100	52	08-101-315	308.75	HOLSTERS
	CM217939	31100	52	08-101-315	-180.00	PISTOL
	CM217938	31100	52	08-101-315	-52.00	PATCHES
Check Date	4/5/2007	Check Nbr	012041		Check Total:	139.25
19775 SUPERIOR CHEMICAL CORP	16374	31100	13	04-106-000	717.20	VEG KILLER/HAND RINSE
Check Date	4/5/2007	Check Nbr	012042		Check Total:	717.20
19787 SWIDERSKI EQUIPMENT INC	R002207	31731	54	10-149-294	1,633.31	STEAM CLEAN HYDRAULIC PUMP
Check Date	4/5/2007	Check Nbr	012043		Check Total:	1,633.31

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 11 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
20075 TEL/COM	10061921	31100	51	04-109-221	7.95	PAGER/IS JAMES
	10061921	31100	51	10-115-221	7.95	PAGER/ROEMER
	10061921	31100	55	06-101-221	7.95	PAGER/POWELL
	10061921	31100	55	07-202-221	55.65	PAGERS/PARK
Check Date 4/5/2007		Check Nbr	012044	Check Total:		79.50
21205 US CELLULAR	204594076-012	31100	51	01-102-221	39.18	LAUX
	204594076-012	31100	51	02-103-221	39.18	BRANDT
	204594076-012	31100	51	04-106-221	9.64	STOFFEL
	204594076-012	31100	51	04-109-221	67.33	JAMES/LACEY
	204594076-012	31100	51	10-115-221	39.18	ALIX
	204594076-012	31100	52	08-101-221	422.79	POLICE
	204594076-012	31100	53	09-103-221	39.18	DREW
	204594076-012	31100	53	09-119-221	26.35	NETT
	204594076-012	31100	53	09-212-221	-0.76	SENIOR CENTER
	204594076-012	31100	54	10-111-221	109.63	ENG
	204594076-012	31731	54	10-149-221	66.71	JACOBSON
	204594076-012	31201	54	10-301-221	8.87	CONFINED SPACE
	204594076-012	31100	55	07-201-221	60.22	TUNGATE
	204594076-012	31100	55	07-202-221	54.11	HUSS
	204594076-012	31100	56	03-202-221	74.76	BECKENDORF
Check Date 4/5/2007		Check Nbr	012045	Check Total:		1,056.37
21227 US OIL CO INC	L30588	31731	54	10-149-242	24.00	WATER AF FUEL
Check Date 4/5/2007		Check Nbr	012046	Check Total:		24.00
21260 US TIRE & EXHAUST	8115866	31731	54	10-149-300	-4.00	EMPTY DRUM
	7332388	31731	54	10-149-300	169.60	SHOP SUPPLIES
Check Date 4/5/2007		Check Nbr	012047	Check Total:		165.60

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 12 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
21280 USCM PAYROLL PROCESSING	040507	31100	21	04-419-000	1,092.50	DEFERRED COMP
	Check Date 4/5/2007	Check Nbr	012048		Check Total: 1,092.50	
22130 VALLEY SURVEYING INSTRUMENTS	16023	31100	54	10-111-243	42.00	LASER ESTIMATE FEE
	Check Date 4/5/2007	Check Nbr	012049		Check Total: 42.00	
23135 WAYNE ENGINEERING CORP	57979	31731	54	10-149-383	75.01	BOOT/TOGGLE SWITHC/JOYSTICK
	Check Date 4/5/2007	Check Nbr	012050		Check Total: 75.01	
23152 WE ENERGIES	032007	31100	54	10-143-223	1,864.02	STREET LIGHTS
	030507	31100	55	07-202-203	33.61	CONSERVANCY 10 & 114
	032707	31100	55	07-202-223	7.82	NORTH STREET
	032707	31100	55	07-202-223	7.82	NORTH STREET
	032707	31100	55	07-202-224	104.62	999 BRIGHTON DR
	Check Date 4/5/2007	Check Nbr	012051		Check Total: 2,017.89	
23215 WIL-KIL PEST CONTROL	1081636	31731	54	10-149-207	62.00	COMMERCIAL CONTRACT
	Check Date 4/5/2007	Check Nbr	012052		Check Total: 62.00	
23250 WINNEBAGO COUNTY CLERK OF COUR	032707	31100	21	04-229-000	150.00	BOND
	040407	31100	21	04-229-000	301.00	BOND
	Check Date 4/5/2007	Check Nbr	012053		Check Total: 451.00	
23275 WINNEBAGO COUNTY TREASURER	MARCH	31310	57	04-101-610	2,341.08	WINN IND DEV/PRINCIPAL
	MARCH	31310	57	04-201-620	658.92	WINN IND DEV/INTEREST
	MARCH	31310	57	04-101-610	1,520.58	WINN IND DEV/PRINCIPAL
	MARCH	31310	57	04-201-620	629.42	WINN IND DEV/INTEREST
	Check Date 4/5/2007	Check Nbr	012054		Check Total: 5,150.00	

Date: Thursday, April 05, 2007
 Time: 10:06AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 13 of 13
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23295 AMY WINNINGHOFF	033107	31100	53	09-113-336	37.83	WIR TRAINING/MILEAGE
	Check Date 4/5/2007	Check Nbr	012055		Check Total:	37.83
23455 WISCONSIN SUPPORT COLLECTIONS	040507	31100	21	04-299-015	436.31	CHILD SUPPORT DEDUCTIONS
	040507	31100	21	04-299-016	138.40	SPOUSAL SUPPORT
	Check Date 4/5/2007	Check Nbr	012056		Check Total:	574.71
23560 WPRA	040407	31100	55	07-201-320	135.00	MEMBERSHIP DUES
	Check Date 4/5/2007	Check Nbr	012057		Check Total:	135.00
23565 WRIGHT INDUSTRIAL INC	0574839-IN	31100	13	04-106-000	184.62	FLOOR FINISH
	Check Date 4/5/2007	Check Nbr	012058		Check Total:	184.62
Grand Total:					151,702.18	

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 1 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01054 ACCENT FLORAL & GIFTS LLC	7662	31100	55	04-221-316	30.00	SYMPATHY PLANT/JIM STURN
Check Date	4/12/2007	Check Nbr	012059		Check Total:	30.00
01075 ACCURATE SUSPENSION WAREHOUSE	7004400	31731	54	10-149-383	72.88	STOCK
Check Date	4/12/2007	Check Nbr	012060		Check Total:	72.88
01157 ADVANTAGE POLICE SUPPLY INC	375	31100	52	08-101-315	371.42	SWAT SUPPLIES
Check Date	4/12/2007	Check Nbr	012061		Check Total:	371.42
01315 AIRGAS NORTH CENTRAL	105429275	31731	54	10-149-300	30.76	CUTTING TIP
Check Date	4/12/2007	Check Nbr	012062		Check Total:	30.76
01675 AMT	041207	31100	21	04-299-022	150.00	WAGE ASSIGNMENT
Check Date	4/12/2007	Check Nbr	012063		Check Total:	150.00
01760 APPLETON SCHOOL DISTRICT	041107	31100	21	04-304-000	58,856.68	TAX COLLECTION PAYMENTS
Check Date	4/12/2007	Check Nbr	012064		Check Total:	58,856.68
01790 ARING EQUIPMENT CO INC	354132	31731	54	10-149-383	21.90	2 BULBS
Check Date	4/12/2007	Check Nbr	012065		Check Total:	21.90
01805 ARROW AUDIO	3044	31100	51	10-115-240	252.50	TRAVEL TIME/SERVICE PERFORMED
Check Date	4/12/2007	Check Nbr	012066		Check Total:	252.50
01876 ATLANTIC TACTICAL	SI-225299	31100	52	08-101-315	19.95	MACE HOLDER
Check Date	4/12/2007	Check Nbr	012067		Check Total:	19.95
02040 BADGER HIGHWAYS CO INC	134681	31482	54	10-124-821	488.69	SALT SHED
Check Date	4/12/2007	Check Nbr	012068		Check Total:	488.69

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 2 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02335 BECK ELECTRIC INC	C350	31100	54	10-131-216	899.00	CITY ELECTRIC LOCATES
	C206	31208	54	10-121-822	3,902.86	SIGNAL HEADS/RIVER & WASHINGTN
	Check Date 4/12/2007	Check Nbr	012069		Check Total: 4,801.86	
02351 NORM BECKMAN	040507	31827	53	09-212-205	50.00	DONATION MAY BANQUET ENTERTAIN
		Check Date 4/12/2007	Check Nbr	012070	Check Total: 50.00	
02410 BERGSTROM NEENAH-MENASHA FORD	FOCS96556	31100	52	08-101-295	238.29	REPLACE CONVERTOR ASSEMBLY
		Check Date 4/12/2007	Check Nbr	012071	Check Total: 238.29	
02565 BOARDMAN LAW FIRM	161653	31100	51	02-103-211	107.15	JOINT CABLE TV FRANCISE RENEW
		Check Date 4/12/2007	Check Nbr	012072	Check Total: 107.15	
02630 LARRY BONNEVILLE	032707	31100	52	08-101-338	7.44	INSERVICE/MEALS
		Check Date 4/12/2007	Check Nbr	012073	Check Total: 7.44	
02670 RON BOUCHARD	031407	31100	52	08-101-338	21.81	TRAINING/MILW/MEALS
	031407	31100	52	08-101-339	5.00	TRAINING/MILW/PARKING
		Check Date 4/12/2007	Check Nbr	012074	Check Total: 26.81	
02684 BOWERS & SONS CONSTRUCTION INC	2005-06(2)	31485	21	04-205-000	15,419.37	SAN SEWER/WATER MAIN/PROVINCE
	2005-06(2)	31485	54	10-121-822	648.00	SAN SEWER/WATER MAIN/PROVINCE
	2005-06(2)	31485	54	10-303-822	892.50	SAN SEWER/WATER MAIN/PROVINCE
	2005-06(FINAL)	31485	21	04-205-000	5,323.13	SAN SEWER/WATER MAIN/PROVINCE
	2005-06(FINAL)	31485	54	10-301-822	1,993.00	SAN SEWER/WATER MAIN/PROVINCE
	2005-06(FINAL)	31485	54	10-303-822	-1,605.00	SAN SEWER/WATER MAIN/PROVINCE
	Check Date 4/12/2007	Check Nbr	012075	Check Total: 22,671.00		
02780 BRUCE MUNICIPAL EQUIPMENT INC	5071015	31731	54	10-149-383	94.00	POSITION SENDER
		Check Date 4/12/2007	Check Nbr	012076	Check Total: 94.00	

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 3 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
03070 CALUMET COUNTY TREASURER	041107	31100	21	04-300-000	45,340.28	TAX COLLECTION-CALUMET CO
	041107	31100	21	04-309-000	1,967.51	TAX COLLECTION-STATE
	Check Date 4/12/2007	Check Nbr 012077			Check Total: 47,307.79	
03225 CB SUPPLY COMPANY INC	0131088-IN	31731	54	10-149-383	59.02	BEARINGS
	Check Date 4/12/2007	Check Nbr 012078			Check Total: 59.02	
03240 CCPLEA	041007	31824	52	08-101-332	150.00	BOWLING TOURNAMENT REGISTRATIO
	Check Date 4/12/2007	Check Nbr 012079			Check Total: 150.00	
03630 COMPLETE PLUMBING	040507	31100	44	04-303-000	30.00	REIMBURSE PERMIT FEES/ERROR
	Check Date 4/12/2007	Check Nbr 012080			Check Total: 30.00	
04130 DAVIS & KUELTHAU	041107	31100	51	04-101-332	54.00	SEMINAR MICHALKIEWICZ/PACK
	Check Date 4/12/2007	Check Nbr 012081			Check Total: 54.00	
04135 DAVIS & KUELTHAU SC	278047	31100	51	02-103-211	1,429.90	WISCO ENTERPRISES LLP
	278014	31201	54	10-301-211	372.00	INSURANCE MATTER
	041107	31100	51	04-101-332	-54.00	VENDOR/DIFFERENT ADDRESS
	Check Date 4/12/2007	Check Nbr 012082			Check Total: 1,747.90	
04450 DWD-UI	040507	31100	51	04-107-162	141.57	ASSESSOR
	040507	31100	51	10-115-162	120.26	DPW
	040507	31100	55	10-215-162	5,095.58	BRIDGE
	Check Date 4/12/2007	Check Nbr 012083			Check Total: 5,357.41	
06115 FERRELLGAS	1015098764	31731	54	10-149-300	42.15	PRESSURE WASHER GARAGE
	Check Date 4/12/2007	Check Nbr 012084			Check Total: 42.15	

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 4 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
06223 FIREMAN'S FUND INSURANCE COMP	MCG000017395	31733	51	02-116-516	3,300.00	POLICY RENEWAL
	Check Date 4/12/2007	Check Nbr	012085		Check Total: 3,300.00	
06615 FOX VALLEY TECHNICAL COLLEGE	041107	31100	21	04-303-000	153,787.13	TAX COLLECTION-WINNEBAGO CO
	041107	31100	21	04-303-000	18,663.62	TAX COLLECTION-CALUMET CO
	Check Date 4/12/2007	Check Nbr	012086		Check Total: 172,450.75	
07080 GANNETT WISCONSIN NEWSPAPERS	0002695302	31100	51	04-101-292	1,024.21	LEGALS
	Check Date 4/12/2007	Check Nbr	012087		Check Total: 1,024.21	
07295 GOSS AUTO BODY INC	34467	31100	52	08-101-295	57.50	TOW STOLEN CAR
	Check Date 4/12/2007	Check Nbr	012088		Check Total: 57.50	
07580 GUNDERSON UNIFORM & LINEN RENT	1193989	31100	51	10-115-201	25.74	MAT/MOP SERVICE
	1193989	31100	53	09-212-313	3.19	MAT/MOP SERVICE
	1193989	31100	55	07-202-313	3.19	MAT/MOP SERVICE
	1193988	31100	52	08-101-313	29.95	TOWEL/MAT SERVICE
	1192097	31100	52	08-101-313	29.95	TOWEL/MAT SERVICE
	Check Date 4/12/2007	Check Nbr	012089		Check Total: 92.02	
08235 HEARTLAND LABEL PRINTERS INC	IVC000150975	31100	51	04-109-243	582.00	NEW FIREWALL MAINT/EMER REPLAC
	Check Date 4/12/2007	Check Nbr	012090		Check Total: 582.00	
08465 HOME DEPOT CREDIT SERVICES	8122757	31100	53	09-212-240	87.22	KITCHEN FAUCET
	3574823	31100	53	09-212-240	61.51	MEN'S RESTROOM SINK
	2123003	31100	52	08-101-240	46.30	WOMEN'S LOCKER ROOM TILE FLOOR
	1561010	31100	51	10-115-313	9.30	ADH REMOVER
	Check Date 4/12/2007	Check Nbr	012091		Check Total: 204.33	

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 5 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
09105 INDEPENDENT INSPECTIONS LTD	16092	31100	52	03-301-216	19,710.62	MARCH 2007 PERMITS ISSUED
Check Date	4/12/2007	Check Nbr	012092		Check Total:	19,710.62
09290 INTERSTATE BATTERY OF GREEN BA	90036282	31731	54	10-149-383	105.90	BATTERIES
	90036252	31731	54	10-149-383	56.95	BATTERIES
Check Date	4/12/2007	Check Nbr	012093		Check Total:	162.85
09330 IOD INCORPORATED	0022-AG-30727	31100	52	08-101-215	3.72	THEDA CLARK
Check Date	4/12/2007	Check Nbr	012094		Check Total:	3.72
10030 J&J ELECTRONICS OF APPLETON IN	700056	31731	54	10-149-294	86.00	SHOP SERVICE-INTEC MONITOR
Check Date	4/12/2007	Check Nbr	012095		Check Total:	86.00
10335 JX ENTERPRISES INC	D270670053	31731	54	10-149-383	290.89	
	D270680072	31731	54	10-149-383	24.39	LAMP
	D270670053	31731	54	10-149-383	-290.89	
	D270670053	31731	54	10-149-383	290.89	FAN HOUSING REPAIR KIT
	D270790074	31731	54	10-149-383	105.24	SUPPORT ARMREST ASSMBLY
	D270750116	31731	54	10-149-383	105.24	SUPPORT ARMREST ASSEMBLY
	D270740108	31731	54	10-149-383	162.87	STOCK REPAIR PARTS
	D270740109	31731	54	10-149-383	169.84	BRAKE SLACK ADJUSTER
Check Date	4/12/2007	Check Nbr	012096		Check Total:	858.47
11050 JAMAL KAWAR	032707	31100	52	08-101-333	40.00	COURT/MEALS
	033107	31100	52	08-101-338	28.82	TRAINING/MEALS
Check Date	4/12/2007	Check Nbr	012097		Check Total:	68.82
11165 KJ WASTE SYSTEMS INC	040107	31266	54	10-307-216	1,504.25	CORRUGATE/CO-MINGLE CONT RENT
Check Date	4/12/2007	Check Nbr	012098		Check Total:	1,504.25

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 6 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
11175 LORETTA KJEMHUS	040207	31100	53	09-102-331	24.88	MARCH MILEAGE
	Check Date 4/12/2007	Check Nbr	012099		Check Total:	24.88
12344 MATT LENSS	032307	31100	52	08-101-338	29.90	SWAT SCHOOL/MEALS
	Check Date 4/12/2007	Check Nbr	012100		Check Total:	29.90
12450 LINCOLN CONTRACTORS SUPPLY INC	10348430	31266	54	10-308-315	846.00	WORK LIGHT/LEVEL
	10348680	31731	54	10-149-383	56.35	QUICK COUPLER FOR HOSE
	Check Date 4/12/2007	Check Nbr	012101		Check Total:	902.35
13083 MARSH ELECTRONICS INC	211438301	31731	54	10-149-383	228.00	SWITCH/SANITATION TRUCKS
	Check Date 4/12/2007	Check Nbr	012102		Check Total:	228.00
13095 MARSHALL & ILSLEY TRUST CO	041207	31100	21	04-415-000	1,713.35	FLEX SPEND MEDICAL
	041207	31100	21	04-417-000	173.08	FLEX SPEND DEPENDENT
	041207	31100	21	04-619-003	315.00	1035B MEDICAL REIMBURSE
	Check Date 4/12/2007	Check Nbr	012103		Check Total:	2,201.43
13149 MATTHEWS COMMERCIAL TIRE CTR	019616	31731	54	10-149-382	247.86	6 PLY ULTRA TRAC TURF TIRE
	Check Date 4/12/2007	Check Nbr	012104		Check Total:	247.86
13345 MENARDS-APPLETON EAST	42197	31100	55	07-202-240	7.94	HART PARK BULLETIN BOARD
	Check Date 4/12/2007	Check Nbr	012105		Check Total:	7.94
13360 MENASHA ELECTRIC & WATER UTILI	040807	31100	54	10-143-223	12,677.01	STREET LIGHTING
	Check Date 4/12/2007	Check Nbr	012106		Check Total:	12,677.01
13370 MENASHA EMPLOYEES CREDIT UNION	041207	31100	21	04-299-020	21,735.06	DEDUCTIONS
	Check Date 4/12/2007	Check Nbr	012107		Check Total:	21,735.06

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 7 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13375 MENASHA EMPLOYEES LOCAL 1035	041207	31100	21	04-299-031	200.00	UNION DUES
	Check Date 4/12/2007	Check Nbr	012108		Check Total:	200.00
13377 MENASHA EMPLOYEES LOCAL 1035B	041207	31100	21	04-299-032	237.60	UNION DUES
	Check Date 4/12/2007	Check Nbr	012109		Check Total:	237.60
13400 MENASHA JOINT SCHOOL DISTRICT	040907	31100	41	04-103-000	7,072.56	MOBILE HOME LOTTERY CREDIT
	041107	31100	21	04-302-000	814,795.02	TAX COLLECTION-WINNEBAGO CO
	041107	31100	21	04-302-000	34,044.79	TAX COLLECTION-CALUMET CO
	Check Date 4/12/2007	Check Nbr	012110		Check Total:	855,912.37
13445 MENASHA PUBLIC WORKS FACILITY	041007	31266	54	10-307-311	39.00	POSTAGE
	041007	31100	55	10-215-311	19.52	POSTAGE
	Check Date 4/12/2007	Check Nbr	012111		Check Total:	58.52
13685 MINNESOTA MUTUAL LIFE INSURANC	MAY2007	31100	21	04-618-000	2,215.71	MAY PREMIUM
	Check Date 4/12/2007	Check Nbr	012112		Check Total:	2,215.71
13750 MORTON PHARMACY	03051743	31100	51	04-106-310	16.64	TYLENOL/TUMS
	03047456	31100	53	09-102-300	11.77	EPINEPHRINE
	Check Date 4/12/2007	Check Nbr	012113		Check Total:	28.41
13755 MORTON SAFETY	158167	31100	55	07-202-315	22.52	PPE EQUIPMENT
	Check Date 4/12/2007	Check Nbr	012114		Check Total:	22.52
14010 N&M AUTO SUPPLY	163864	31731	54	10-149-383	3.75	U-BOLT
	164087	31731	54	10-149-383	5.27	HANDLE/POLICE
	164434	31731	54	10-149-383	44.56	REMAN PUMP/CORE DEPOSIT
	164599	31731	54	10-149-383	7.21	SEAL
	Check Date 4/12/2007	Check Nbr	012115		Check Total:	60.79

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 8 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
14325 NEWMAN TRAFFIC SIGNS	TI-0173380	31100	54	10-131-300	1,800.12	BLANK SIGNS
	Check Date 4/12/2007	Check Nbr	012116		Check Total:	1,800.12
14385 NOFFKE LUMBER INC	070320802479	31100	51	02-105-804	23.22	PERSONNEL FILE SHELVES
	070320802723	31100	51	04-107-315	155.70	ASSESSOR AREA SHELVING
	070320802752	31100	51	04-107-315	9.24	ASSESSOR AREA SHELVING
	Check Date 4/12/2007	Check Nbr	012117		Check Total:	188.16
23257 NORTHEAST WISCONSIN	040907	31100	53	09-113-337	20.00	REGISTRATION/VALERIE DAVIS
	Check Date 4/12/2007	Check Nbr	012142		Check Total:	20.00
15080 OFFICEMAX CONTRACT INC	734218	31100	53	09-102-310	43.93	OFFICE SUPPLIES/HEALTH
	734218	31100	53	09-103-310	6.99	OFFICE SUPPLIES/HEALTH
	672072	31100	54	10-111-310	42.02	OFFICE SUPPLIES/DPW
	672072	31100	55	07-201-310	56.58	OFFICE SUPPLIES/PARK & REC
	672072	31100	56	03-202-310	36.61	OFFICE SUPPLIES/COM DEV
	Check Date 4/12/2007	Check Nbr	012118		Check Total:	186.13
15090 OGDEN PLUMBING & HEATING INC	51381	31731	54	10-149-240	1,563.60	FIX GAS LEAKS PER QUOTE
	Check Date 4/12/2007	Check Nbr	012119		Check Total:	1,563.60
15241 OSHKOSH PUBLIC LIBRARY	10172006	31100	55	06-101-205	1,200.00	JOINT PROGRAM
	Check Date 4/12/2007	Check Nbr	012120		Check Total:	1,200.00

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 9 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
16025 PACKER CITY INTERNATIONAL	3270740022	31731	54	10-149-383	14.61	
	3270740036	31731	54	10-149-383	128.71	FILTERS/BLADE/LAMP
	3270750008	31731	54	10-149-383	4.96	4WAYPLUG
	327074002	31731	54	10-149-383	14.61	OIL FILTERS
	3270780044	31731	54	10-149-383	155.16	STROBE
	3270780046	31731	54	10-149-383	28.16	ELECTRICAL TRAILER PLUGS
	Check Date 4/12/2007	Check Nbr	012121		Check Total:	346.21
16395 POLK DIESEL & MACHINE INC	104021	31731	54	10-149-383	35.61	GASKET GEAR COVER
		Check Date 4/12/2007	Check Nbr	012122	Check Total:	35.61
16462 MARTY PORTO	040507	31827	53	09-212-205	30.00	ENTERTAINMENT SPRING BANQUET
		Check Date 4/12/2007	Check Nbr	012123	Check Total:	30.00
16782 POYNETTE IRON WORKS INC	13521	31100	54	10-304-315	1,532.00	DUMPSTER RENTALS
		Check Date 4/12/2007	Check Nbr	012124	Check Total:	1,532.00
19235 SCHULER & ASSOCIATES INC	040607	31100	56	03-202-216	70.45	PLAT REVIEW FEES/SOUTHFIELD W
		Check Date 4/12/2007	Check Nbr	012125	Check Total:	70.45
19327 SERVICEMASTER BUILDING MTNCE	115386	31100	52	08-101-201	1,395.00	JANITORIAL CONTRACT APRIL 2007
		Check Date 4/12/2007	Check Nbr	012126	Check Total:	1,395.00
19440 SOMMERVILLE FLAG	031907	31100	55	07-202-300	399.00	7 FLAGS
		Check Date 4/12/2007	Check Nbr	012127	Check Total:	399.00
19623 STAFFORD ROSENBAUM LLP	033107	31100	51	02-103-211	1,375.80	SCA TISSUE MATTER
		Check Date 4/12/2007	Check Nbr	012128	Check Total:	1,375.80

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 10 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
19725 STREICHERS PROF POLICE EQUIPME	1424978	31100	52	08-101-300	39.90	1000 COTTON PATCHES
	Check Date 4/12/2007	Check Nbr	012129		Check Total: 39.90	
19775 SUPERIOR CHEMICAL CORP	17240	31100	55	07-202-313	168.00	GRAFITTI WIPES
	17226	31731	54	10-149-300	213.65	BREAK AWAY LUBRICANT/GEL
	Check Date 4/12/2007	Check Nbr	012130		Check Total: 381.65	
19787 SWIDERSKI EQUIPMENT INC	007722	31731	54	10-149-383	34.64	FILTER ASSY
	Check Date 4/12/2007	Check Nbr	012131		Check Total: 34.64	
20075 TEL/COM	10061837	31262	52	08-101-221	237.95	PAGER
	Check Date 4/12/2007	Check Nbr	012132		Check Total: 237.95	
20405 TRI-COUNTY OVERHEAD DOOR INC	18574	31100	52	05-201-240	646.00	GEN MAINTENANCE OVERHEAD DOORS
	18574	31100	52	08-101-240	323.00	GEN MAINTENANCE OVERHEAD DOORS
	18574	31731	54	10-149-240	1,284.16	GEN MAINTENANCE OVERHEAD DOORS
	Check Date 4/12/2007	Check Nbr	012133		Check Total: 2,253.16	
21060 UNITED PAPER CORPORATION	50098	31100	13	04-106-000	161.75	FOAM ANTIBAC
	Check Date 4/12/2007	Check Nbr	012134		Check Total: 161.75	
21095 UNITED WAY FOX CITIES	041207	31100	21	04-299-021	99.50	CONTRIBUTIONS
	Check Date 4/12/2007	Check Nbr	012135		Check Total: 99.50	
21226 US OIL CO INC	499795	31100	13	04-101-000	-92.60	CONTRACT PREPAY
	511492	31100	13	04-103-000	18,736.37	NO LEAD GASOLINE/FUEL OIL
	511361	31100	13	04-101-000	-500.00	CONTRACT PREPAY
	511360	31100	13	04-101-000	-300.20	CONTRACT PREPAY
	Check Date 4/12/2007	Check Nbr	012136		Check Total: 17,843.57	

Date: Thursday, April 12, 2007
 Time: 12:36PM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 11 of 12
 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
21280 USCM PAYROLL PROCESSING	041207	31100	21	04-419-000	24,221.78	DEFERRED COMP
	Check Date 4/12/2007	Check Nbr	012137		Check Total: 24,221.78	
23085 WATER CARE SERVICES	15254	31100	51	10-115-201	17.85	APR RENT COOLER
	15254	31731	54	10-149-313	5.95	APR RENT COOLER
	Check Date 4/12/2007	Check Nbr	012138		Check Total: 23.80	
23125 WAVERLY BEACH SHELL	1060	31100	52	08-101-295	50.00	10 CAR WASHES
	Check Date 4/12/2007	Check Nbr	012139		Check Total: 50.00	
23130 WAVERLY SANITARY DISTRICT	041107	31100	21	04-307-000	6,111.70	TAX COLLECTIONS PAYMENTS
	Check Date 4/12/2007	Check Nbr	012140		Check Total: 6,111.70	
23140 WAYNE'S TOWING INC	1389-8	31100	52	08-101-295	121.00	STOLEN CAR TOWING
	Check Date 4/12/2007	Check Nbr	012141		Check Total: 121.00	
23270 WINNEBAGO CO REGISTER OF DEEDS	RD100872	31100	51	02-104-218	36.00	HWR ANNEXATION
	Check Date 4/12/2007	Check Nbr	012143		Check Total: 36.00	
23275 WINNEBAGO COUNTY TREASURER	041107	31100	21	04-301-000	491,186.22	TAX COLLECTION PAYMENTS-WINN
	041107	31100	21	04-309-000	17,028.82	TAX COLLECTION PAYMENTS-STATE
	Check Date 4/12/2007	Check Nbr	012144		Check Total: 508,215.04	
23371 WISCONSIN DEPARTMENT OF JUSTIC	L7101T	31100	52	08-101-216	35.00	NAME SEARCHES
	Check Date 4/12/2007	Check Nbr	012145		Check Total: 35.00	

Date: Thursday, April 12, 2007
Time: 12:36PM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 12 of 12
Report: 03630Alt.rpt
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23455 WISCONSIN SUPPORT COLLECTIONS	041207	31100	21	04-299-015	1,423.23	CHILD SUPPORT DEDUCTIONS
	041207	31100	21	04-299-016	138.40	SPOUSAL SUPPORT
Check Date	4/12/2007	Check Nbr	012146	Check Total:	1,561.63	
Grand Total:					1,811,505.64	