

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

AMENDED

**CITY OF MENASHA**  
**Common Council Meeting**  
**Council Chambers, 3rd Floor- 140 Main St., Menasha**  
February 5, 2007

7:00 PM

AGENDA

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**I. CALL TO ORDER**

A. -

**II. PLEDGE OF ALLEGIANCE**

A. -

**III. ROLL CALL/EXCUSED ABSENCES**

A. -

**IV. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

A. Common Council, 1/15/07

[Attachments](#)

**Minutes to receive:**

B. Minutes to receive (1-13)

[Attachments](#)

**Communications:**

1. Communications (1-21)

[Attachments](#)

**V. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**

**Five (5) minute time limit for each person**

A. -

**VI. APPOINTMENTS**

A. Mayor's Appointment to the Neenah-Menasha Joint Fire Commission  
1. Elizabeth Nevitt, 858 6th St., Menasha to replace Dale Weber for the term of February 6, 2007 to May 1, 2007

**VII. CLAIMS AGAINST THE CITY**

A. -

## VIII. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

### A. Plan Commission:

1. None

### B. Administration Committee:

1. License: Class "B" Application of Carmen Zamudio, d/b/a La Fiesta Mexican Restaurant, for the premises at 14 Tayco Street, for the 2006-2007 licensing year  [Attachments](#)

2. Approval of Proposal to extend contract for Information Technology Services for 2007 with Schenck Technology Solutions and authorized signature  [Attachments](#)

3. Menasha Health Department proposed 2007-2008 Parochial School Fees  [Attachments](#)

4. Agreement and Contract between Advocap, Inc. and City of Mensha, Committee on Aging with Menasha Senior Center, January 1, 2007 - December 31, 2007, and authorized signature  [Attachments](#)

5. Request for Proposal for 4th of July Fireworks (Ald. Taylor)

6. RFP for Safety Coordination  [Attachments](#)

7. Accounts payable and payroll for the period of 1-18-07/2-1-07 for the amount of \$1,272,094.31  [Attachments](#)

### C. Board of Public Works:

1. Recommendation to Eliminate 4-Way Stop Traffic Control at Deerhaven Drive and Southfield Drive  [Attachments](#)

2. Recommendation to Maintain 4-Way Stop Traffic Control at First Street and Appleton Street; 500-600 Blocks of First Street  [Attachments](#)

3. Change Order--Vinton Construction Co.; River Street Relocation Roadway Construction; Contract Unit No. 2006-06; ADD: \$13,177.20 (Change Order No. 2)  [Attachments](#)

4. Payment--Dorner, Inc.; Nature's Way; Contract Unit No. 2006-08; \$44,849.35 (Payment No. 3)  [Attachments](#)

5. Payment-Vinton Construction Co.; River Street Relocation Roadway Construction; Contract Unit No. 2006-06; \$23,019.17  [Attachments](#)

6. Recommendation to Move Street Light from Pole #1161 to #1160 because of the Trees, Fourth Street (Ald. Taylor)

7. Recommendation to Move Street Light from Pole # 1163 to #1162 because of the Trees, Fourth Street (Ald. Taylor)

8. Recommendation to Move Street Light from Pole #1179 on th Corner of Fourth and DePere to Pole #1164 (Ald. Taylor)

9. Recommendation to Move Street Light from Pole #1195, Northeast Corner, Sixth and DePere to Pole #1196 (Ald. Taylor)

10. Authorization to Participate in County Trunk Highway AP Project (Winnebago County)  [Attachments](#)

## IX. ORDINANCES AND RESOLUTIONS

A. O-1-07 - An Ordinance Relating to City of Menasha Purchasing Policy  [Attachments](#)

- B. O-2-07 - Substitute 1 to Ordinance Relating to "Dry Nights" at Licensed Premises (Held 1/15/07)  [Attachments](#)
- C. O-3-07 - An Ordinance Amending Title 13 by Making Certain Changes in the District (Drifka Rezoning)  [Attachments](#)
- D. R-4-07 - A Resolution Congratulating Hannah Rasmussen  [Attachments](#)

#### X. HELD OVER BUSINESS

- A. Recission of ss74.33(1)(f)-Agricultural Use Status of Calumet County Parcel #7-00002-01 (Held 1/15/07)  [Attachments](#)
- B. RW Management Contract for Safety Coordination and Project Management for the term of January 2, 2007 to March 31, 2007 and authorize signature  [Attachments](#)

#### XI. COUNCIL DIRECTIVES

- A. CA/HRD Brandt - Status of Gatehouse property (Ald. Hendricks)
- B. CA/HRD Brandt - Status of Heckrodt Annexation (Ald. Chase)
- C. CDD Keil - Status of 535 1st St. (Ald. Taylor)
- D. CDD Keil - Status of 81 & 87 Racine St. (Ald. Taylor)
- E. CDD Keil - Update on the Comprehensive Planning process (Ald. Merkes)
- F. CDD Keil - Status of grocery store (Ald. Taylor)
- G. CDD Keil - Zoning code issues for Province Terrace (Ald. Merkes)
- H. CDD Keil - Status of Theater project (Ald. Hendricks)
- I. DPW Radtke - Status of hiring at Public Works Facility (Ald. Merkes)

#### XII. CITIZEN REPRISE (People from the gallery to be heard; only pertaining to matters on the agenda - five (5) minute time limit for each person)

- A. -

#### XIII. ADJOURNMENT

- A. -

**MEETING NOTICE -**  
Monday, February 19, 2007, Council Chambers

Common Council – 7:00 p.m.  
Administration Committee – 6:00 p.m.  
Board of Public Works – 6:30 p.m.

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

**DRAFT**

**CITY OF MENASHA  
Common Council Meeting  
Council Chambers, 3rd Floor- 140 Main St., Menasha  
January 15, 2007**

**MINUTES**

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**I. CALL TO ORDER**

A. -

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Meeting called to order by Mayor Laux at 8:50 p.m.

**II. PLEDGE OF ALLEGIANCE**

A.

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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A moment of silence to observe Dr. Martin Luther King, Jr Day.

**III. ROLL CALL/EXCUSED ABSENCES**

A. -

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Present: Ald. Taylor, Wisneski, Hendricks, Michalkiewicz, Chase, Merkes. Excused: Ald. Pack, Eckstein

Also Present: Mayor Laux, CA/HRD Brandt, Lt. Brunn, DPW Radtke, CDD Keil, PRD Tungate, Comp/Treasurer Stoffel, Clerk Galeazzi and the Press. Dept. Heads  
Excused: PHD Nett

**IV. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE****Minutes to approve:**

A. Common Council, 1/2/07

  
**Attachments**  
**Item Action:**  
Approved

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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**DRAFT**

Move	To approve minutes of 1/2/07	Alderman Michalkiewicz	Alderman Wisneski	Passed
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Motion carried on voice vote.

**Minutes to receive:****B. Minutes to Receive**

 [Attachments](#)  
**Item Action:**  
Approved

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Move	To approve Minutes to Receive A-G. Motion carrie on voice vote.	Alderman Michalkiewicz	Alderman Chase	Passed

**Communications:****1. Communications**

 [Attachments](#)  
**Item Action:**  
Approved

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Move	To approve Communications 1-18. Motion carried on voice vote.	Alderman Michalkiewicz	Alderman Chase	Passed

**V. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY****Five (5) minute time limit for each person****A. -**

**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
	A. Anthony Bevers, 1130 Lakeshore Drive. O-2-07, Dry Night Ordinance.			
	B. Mike Prokash, 198 Main Street, O-2-07, Dry Night Ordinance.			
	C. Kevin Benner, 1190 Fieldview Drive. O-3-07, Rezoning of Province Terrace.			
	D. Jerry Wittmann, 1290 Fieldview Drive. O-3-07, Rezoning of Province Terrace.			

**VI. APPOINTMENTS****A. Accept letter of resignation from Dorothy Hoks for Committee on Aging**

**Item Action:**  
Approved

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Move	To accempt letter of	Alderman	Alderman	Passed

**DRAFT**

resignation. Wisneski Michalkiewicz  
 Motion carried on voice vote.

**B. Mayor's Appointment to the Committee on Aging:**

1. Roy Rogers, 821 Arthur St., to replace Dorothy Hoks for the term of January 18, 2007 to February 1, 2008

**Item Action:**  
Approved

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To approve appointment.	Alderman Michalkiewicz	Alderman Hendricks	Passed
Motion carried on voice vote.				

**VII. CLAIMS AGAINST THE CITY**

A. -

**Item Action:**  
None

**VIII. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

A. -

**Item Action:**  
None

**IX. REPORT OF COMMITTEES/BOARDS/COMMISSIONS****A. Plan Commission:**

1. 1/2/07; Recommends approval of the rezoning as proposed with the condition that the adequacy of existing ordinance language and enforcement is reviewed within 60 days and request that adequate resources be applied if necessary.

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No Action.			

**B. Administration Committee:**

1. Steam Plant Noise

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No Action.			

2. Request of Associated Appraisers to change in-office hours

 [Attachments](#)

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To reject request.	Alderman Markes	Alderman Hendricks	Passed
Motion carried on roll call 6-0.				

**DRAFT**

3. **Rescission of Tax §74.33(1)(a) and (f) - Agricultural Use Status of Calumet County Parcels #7-00001-00, 7-00002-01**

 [Attachments](#)

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To approve Rescission of Tax on Parcel #7-00001-00 Motion carried on roll call 6-0.	Alderman Michalkiewicz	Alderman Wisneski	Passed
Move	To hold Rescission of Tax on Parcel #7-00002-01.	Alderman Wisneski	Alderman Merkes	Passed

4. **Approve Buddi Sagar Subedi as agent for Bulk Petroleum Corp & Gurpal Wisconsin Station LLC, d/b/a Marathon, 209 Racine Street**

 [Attachments](#)

**Item Action:**  
Approved

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To approve. Motion carried on voice vote.	Alderman Wisneski	Alderman Michalkiewicz	Passed

5. **RW Management Contract for Safety Coordination and Project Management for the term of January 2, 2007 to March 31, 2007 and authorize signature**

 [Attachments](#)

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No Action.			

6. **Accounts payable and payroll for the period of 1-4-07 to 1-11-07 for the amount of \$7,350,281.13**

 [Attachments](#)

**Item Action:**  
Approved

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To approve. Motion carried on roll call 6-0.	Alderman Wisneski	Alderman Michalkiewicz	Passed

**C. Board of Public Works:**

1. **Change Order—CD Smith Construction, Inc. Water Treatment Plant Modifications; Contract Unit No. M002-940266.02; DEDUCT: \$5,981.00 (Change Order No.4)**

 [Attachments](#)

# DRAFT

**Item  
Action:**  
Approved

## Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To Approve.	Alderman Taylor	Alderman Merkes	Passed
Motion carried on roll call 6-0.				

2. **Payment – Dorner, Inc.; Nature's Way; Contract Unit No. 2006-08\$104,729.62 (Payment No. 2)**

 Attachments

**Item  
Action:**  
Approved

## Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To Approve.	Alderman Taylor	Alderman Wisneski	Passed
Motion carried on roll call 6-0.				

3. **Request to Reinstall Street Light near 852 Fifth Street; Pole No. 2067**

**Item  
Action:**  
Approved

## Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To approve.	Alderman Taylor	Alderman Hendricks	Passed
Motion carried on roll call 6-0.				

4. **Authorization to Execute Agreement for Engineering Services; Wastewater Collection System Rehabilitation Improvements; Phase 3**

 Attachments

**Item  
Action:**  
Approved

## Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To Approve.	Alderman Taylor	Alderman Hendricks	Passed
Motion carried on roll call 6-0.				

## X. ORDINANCES AND RESOLUTIONS

- A. **O-1-07 - An Ordinance Relating to City of Menasha Purchasing Policy**

 Attachments  
**Item Action:**  
None

## Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Held in Administration Committee.				

- B. **O-2-07 - An Ordinance Relating to "Dry Nights" at Licensed Premises**

 Attachments  
**Item Action:**

**DRAFT**

None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Move	To suspend the rules and take up O-2-07.	Alderman Taylor		Died for lack of Second

**C. O-3-07 - An Ordinance Amending Title 13 by Making Certain Changes in the District (Drifka Rezoning)**

 Attachments  
**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Move	To Adopt O-3-07 as amended in Administration Committee.	Alderman Michalkiewicz	Alderman Wisneski	
Move	To amend O-3-07 to add Mayor Laux as the author of the ordinance. Motion to amend carried on roll call 5-1. Ald. Merkes, Wisneski, Hendricks, Michalkiewicz, Chase - yes Ald. Taylor - no	Alderman Wisneski	Alderman Michalkiewicz	Passed
Move	To amend to re-enforce recommendations from Plan Commission. Motion withdrawn.	Alderman Wisneski	Alderman Michalkiewicz	Withdrawn
Move	To direct Community Development Director to review the adequacy of existing zoning ordinance, to review enforcement of zoning ordinance, and to ensure that adequate resources are devoted to accomplish this within 60 days. Motion carried on roll call 6-0.  Requested by Ald. Wisneski and Ald. Taylor to hold for two weeks pursuant to Section 2-2-1b (d)(2)(b) of the City Code.	Alderman Wisneski	Alderman Taylor	Passed

**D. R-2-07 - Resolution Relating to Reduction of Poll Workers**

 Attachments  
**Item Action:**  
Approved

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Move	To adopt R-2-07. Motion carried on roll call 6-0.	Alderman Wisneski	Alderman Michalkiewicz	Passed

**E. R-3-07 - A Resolution Declaring Official Intent to Reimburse Expenditures for Clean Water Fund Loan Program**

 Attachments  
**Item Action:**  
Approved

**Motions**

# DRAFT

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To adopt R-3-07	Alderman Taylor	Alderman Wisneski	Passed

Motion carried on roll call 6-0.

## XI. HELD OVER BUSINESS

A. -

Item Action:  
None

## XII. COUNCIL DIRECTIVES

A. ALL DEPT. HEADS - Merging of supply vendors (Ald. Hendricks)

Item Action:  
None

### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Ald. Hendricks will be talking to each department on ordering supplied from one vendor.			

B. CA/HRD Brandt - Status of Heckrodt Annexation (Ald. Chase)

Item Action:  
None

### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CA/HRD Brandt reported he has the correct legal description and will be preparing the Notice of Intent for publishing.			

C. CA/HRD Brandt - Tax exempt status of SCA Tissue (Ald. Eckstein)

Item Action:  
None

### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CA/HRD Brandt reported no new news on this topic. A hearing is scheduled for April for the cities of Green Bay and De Pere. He provided copies of a news article from WI State Journal.			

D. CA/HRD Brandt - Status of Gatehouse property (Ald. Hendricks)

Item Action:  
None

### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CA/HRD Brandt reported the closing documents have been sent to Evans Title for review. A closing date will be scheduled.			

E. CDD Keil - Status of 535 1st St. (Ald. Taylor)

Item Action:  
None

### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CDD Keil reported that Winnebago County Treasurer had been informed of the Common Council action to approve the acquisition of this property. The County			

Corporation Counsel is to prepare the documents to transfer the property from the County to the City.

**F. CDD Keil - Status of 81 & 87 Racine St. (Ald. Taylor)**

**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
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CDD Keil reported that bids were received by the Dept. of Natural Resources for removal of soil contaminations and were advanced to the Dept of Commerce for funding approval. The telephone company was contacted regarding removal of the telephone pole.

**G. CDD Keil - Zoning code issues for Province Terrace (Ald. Merkes)**

**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
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Addressed earlier in meeting.

**H. CDD Keil - Status of Theater project (Ald. Hendricks)**

**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
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CDD Keil reported the owners of the theater are expecting to open around the first of February.

**I. CDD Keil - Status of Larson Study (Ald. Michalkiewicz)**

**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
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CDD Keil reported the study has been completed and Larsen Engineering will be making recommendations for changes to building codes.

**J. DPW Radtke- Status of hiring at Public Works Facility (Ald. Merkes)**

**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
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DPW Radtke reported the deadline for submitting employment applications is Jan. 26 then staff will review the applications and schedule interviews. So far they have received a number of applications by only advertising on the City website and word of mouth.

Next Agenda: Ald. Merkes - 1) Zoning code issues for Province Terrace; 2) Status of hiring at PWF. Ald. Hendricks - 1) Status of Gatehouse property; 2) Status of movie theater. Ald. Taylor - 1) Status of 535 1st Street; 2) Status of 81 and 87 Racine Street; 3) Status of Grocery Store; 4) 540 Broad Street - various zoning violations. Ald. Chase - HWR Annexation.

**XIII. CITIZEN REPRISE (People from the gallery to be heard; only pertaining to matters on**

**DRAFT**

the agenda - five (5) minute time limit for each person)

A. -

**Item Action:**  
None**XIV. ADJOURNMENT**

A. -

**Item Action:**  
None**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Move	To adjourn at 9:39 p.m. Motion carried on voice vote.	Alderman Michalkiewicz	Alderman Wisneski	Passed

*Deborah A. Galeazzi*  
Deborah A. Galeazzi  
City Clerk

**CITY OF MENASHA**  
**Administration Committee**  
**Council Chambers, 3rd Floor, 140 Main Street, Menasha**  
 January 15, 2007

**DRAFT****MINUTES**

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**I. CALL TO ORDER****A. Call to Order**

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Meeting called to order by Vice-Chairman Wisneski at 6:20 p.m.

Present: Ald. Taylor, Wisneski, Hendricks, Michalkiewicz, Chase, Merkes. Excused: Ald. Pack, Eckstein

Also Present: Mayor Laux, CA/HRD Brandt, Lt. Brunn, DPW Radtke, CDD Keil, PRD Tungate, Comp/Treasurer Stoffel, MU GM Young, Clerk Galeazzi and the Press.

**II. DISCUSSION****A. Update on Steam Utility Project and Water Treatment Plant Project (Discussion Only)**

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Steam Utility Project: GM Young reported there was an issue with the No. 3 Boiler. It was taken off-line for maintenance work. The in-house development team have prepared and sent out the RFPs to coal suppliers. Water Treatment Plant: GM Young reported the decorative wall panels continue to be installed. Equipment is on site and it will be installed over the next few weeks. The deck over the back part of the building (settling basin) is almost completed.

**B. Steam Plant Noise**

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Dick Sturm, Steam Plant Manager, reported the noise at the Steam Plant the neighbors are concerned about is coming from the guillotine type damper of the fan. The president of the company that manufactures this type of damper will be visiting the Steam Plant in February to discuss a solution. The Steam Plant staff has worked to reduce the noise level. Mr. Sturm has been working on the issue with the neighbors

**C. Request of Associated Appraisers to change in-office hours.**

  
[Attachments](#)  
**Item Action:**  
None

**DRAFT****Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
	Comp/Treasurer Stoffel explained the request of Associated Appraisers is to change the in-office hours from Tuesday mornings and Thursday afternoons to Tuesday and Thursday mornings (8-noon each day). Discussion ensued on the hours should be set for benefit of the residents.			

- D. Rescission of Tax §74.33(1)(a) and (f) - Agricultural Use Status of Calumet County Parcels #7-00001-00, 7-00002-01**

 [Attachments](#)  
**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
	CDD Keil explained when the City entered into a development agreement with the owner of this property, it provided that this property would be zoned agricultural. That was not done, and the tax assessment was incorrect. The request is to adjust the 2006 tax assessment for the two parcels. CA/HRD Brandt explained the attorney representing the owner has contacted him with questions on Parcel #7-00002-01.			

- E. Approve Buddi Sagar Subedi as agent for Bulk Petroleum Corp & Gurpal Wisconsin Station LLC, d/b/a Marathon, 209 Racine Street.**

 [Attachments](#)  
**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
	No Questions or Discussion.			

- F. RW Management Contract for Safety Coordination and Project Management for the term of January 2, 2007 to March 31, 2007 and authorize signature**

 [Attachments](#)  
**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
	CA/HRD Brandt explained RW Management has done some safety coordination work for the City in 2007.			

- G. O-1-07 An Ordinance Relating to City of Menasha Purchasing Policy**

 [Attachments](#)  
**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Move	To hold for two weeks. Discussion ensued on this ordinance being a starting point to work from. Amendments to the ordinance were discussed. It was suggested staff present list of items that would require an RFP and how it would impact the business of the City.	Alderman Taylor	Alderman Chase	Passed

**DRAFT****H. O-2-07 An Ordinance Relating to "Dry Nights" at Licensed Premises**[Attachments](#)**Item Action:**

None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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CA/HRD Brandt explained this ordinance was prepared in accordance with the State Statue. The holder of the liquor license is responsible to enforce the rules in accordance with the City code. No alcoholic beverages will be consumed, sold or given away on the premise on "dry night". Discussion ensued on the youth of the City needing a safe place to gather and socialize.

**I. O-3-07 - An Ordinance Amending Title 13 by Making Certain Changes in the District (Drifka Rezoning)**[Attachments](#)**Item Action:**

None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Move	To amend to sever C-3 Business and Office section from the ordinance.	Alderman Wisneski	Alderman Merkes	Passed
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CDD Keil explained this ordinance covers the area between Oneida Street and Providence Terrance. The proposed rezoning of this area would be from R-1 Single Family to C-1 General Commercial and C-3 Business and Office. Discussion ensued on the concerns of the residents from the neighboring subdivisions and the failure to enforce City ordinances. Suggestion was made to tighten up City ordinances before rezoning.

Motion to amend carried on roll call 5-1. Ald. Taylor - no.

**J. R-2-07 Resolution Relating To Reduction Of Poll Workers.**[Attachments](#)**Item Action:**

None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

No Questions or Discussion.

**K. Accounts payable and payroll for period 1-4-07 to 1-11-07 for \$7,350,281.13**[Attachments](#)**Item Action:**

None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

	CK. #10864-Faith Technologies-\$4,500 – camera installation on lift bridges. Reimbursed by State.			
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	CK. #10899-Schmidt Engineering-\$152.27 – parts for snow plows.			
--	---	--	--	--

	CK. #10933-Beck Electric-\$3,824.39 – poles for lift bridge cameras. Reimbursed by State.			
--	---	--	--	--

**DRAFT**

CK. #10947-Davel Engineering-\$2,208.75 – preparation of HWR Annexation documents.

CK. #10986-Neenah Foundry-\$218.00 – storm sewer inlet grate.

CK. #10917-Winn. Cty. Treasurer-\$50,000 – work done on County P.

CK. #10997-Schmidt Engineering-\$1,686.49 – parts for snow plows.

CK. #10933-Beck Electric-\$1,094.00 – convert double street lights to single.

CK. #10905-Tri-County Overhead Door-\$97.50 – repair door opener, Marina Place parking ramp lower level.

CK. #10907-US Cellular-\$1,071.02 – covers billing period 11/14/06-12/13/06.

**III. ADJOURNMENT**

**A. Adjournment**

**Item Action:**  
None

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Move	To adjourn at 8:35p.m. Motion carried on voice vote.	Alderman Taylor	Alderman Hendricks	Passed

*Deborah A. Galeazzi*  
Deborah A. Galeazzi  
City Clerk

**CITY OF MENASHA**  
**Board of Public Works Meeting**  
**Third Floor Council Chambers, 140 Main St., Menasha**  
 January 15, 2007

**DRAFT****MINUTES**

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**I. ROLL CALL/EXCUSED ABSENCES**

A. -

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

Meeting called to order by Chairman Taylor at 8:45 p.m.

Present: Ald. Taylor, Wisneski, Hendricks, Michalkiewicz, Chase, Merkes. Excused: Ald. Pack, Eckstein

Also Present: Mayor Laux, CA/HRD Brandt, Lt. Brunn, DPW Radtke, CDD Keil, PRD Tungate, Comp/Treasurer Stoffel, Clerk Galeazzi and the Press.

**II. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE****Minutes to approve:**

A. January 2, 2007 Minutes to Approve

  
[Attachments](#)  
**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

Move	To approve minutes	Alderman Merkes	Alderman Wisneski	Passed
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Motion carried on voice vote.

**III. ACTION ITEMS**

A. **Change Order -- CD Smith Construction, Inc. Water Treatment Plant Modifications; Contract Unit No. M002-940266.02; DEDUCT: \$5,981.00 (Change Order No. 4)**

  
[Attachments](#)  
**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

No Questions or Discussion.

B. **Payment -- Dorner, Inc.; Nature's Way; Contract Unit No. 2006-08; \$104,729.62 (Payment No. 2)**

  
[Attachments](#)  
**Item Action:**  
None

**DRAFT**

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No Questions or Discussion.			

- C. Request to Reinstall Street Light near 852 Fifth Street; Pole No. 2067

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

DPW Radtke explained this request was from Ald. Eckstein and a resident. He checked out the situation and recommends reinstalling this light to maintain consistent light spacing along Fifth Street

- D. Authorization to Execute Agreement for Engineering Services; Wastewater Collection System Rehabilitation Improvements; Phase 3

  
Attachments  
**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

DPW Radtke explained this is an amendment to Phase 3 of the project. Staff will be able to do some of the engineering work, which will reduce costs.

**IV. ORDINANCES AND RESOLUTIONS**

- A. Resolution No. R - 3- 07 Declaring Official Intent to Reimburse Expenditures for Clean Water Fund Loan Program

  
Attachments  
**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

DPW Radtke explained this resolution needs to be in place to get reimbursed for funds advanced for the Clean Water Fund Loan Program.

**V. ADJOURNMENT**

- A. Adjournment

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

Move To adjourn at 8:49 p.m. Alderman Michalkiewicz Alderman Hendricks Passed  
Motion carried on voice vote.

*Deborah A. Galeazzi*  
Deborah A. Galeazzi  
City Clerk

**DRAFT**

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha**  
 January 16, 2007

MINUTES

 [← Back](#)  [Print](#)

**I. CALL TO ORDER**

A. -

**Item Action:**  
None

## Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

Mayor Laux called the meeting to order at 3:32 p.m.

**II. ROLL CALL/EXCUSED ABSENCES**

A. -

**Item Action:**  
None

## Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
-------------	-------------	---------	-------------	---------------

PLAN COMMISSION MEMBERS PRESENT: Mayor Joseph Laux, DPW Mark Radtke, Ald. Don Merkes, and Commissioners Norm Sanders, Dick Sturm, Catherine Cruickshank, and Dave Schmidt. OTHERS PRESENT: CDD Greg Keil, AP Jessica Beckendorf, Bob Acord, Greg Muller, and Doug Schmidt.

**III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE****Minutes to approve:**

A. January 2, 2007 Plan Commission Meeting Minutes

[Attachments](#)

**Item Action:**  
None

## Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the January 2, 2007 Plan Commission meeting minutes.	Comm Schmidt	Comm Sanders	Passed

**IV. DISCUSSION**

A. Concept Plan -- 222 Washington Street -- Redevelopment

[Attachments](#)

**Item Action:**  
None

## Motions

**DRAFT**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CDD Keil described the proposed concept to redevelop 222 Washington Street as Class A office space. Bob Acord, one of the prospective developers, described the building as structurally sound with some roof leakage and access issues. Should this development proposal proceed, a new pitched roof would be added and plans will be made to provide better access to the rear parking lot. The developers are looking for TIF funding to help carry out this project. CDD Keil added that the building needs to be upgraded to make it functional. For instance, there is a need for heating duct space which the proposed pitched roof would provide. The acquisition of the house to the north would give the office building better presentation to the street and create better parking lot traffic circulation. There as some discussion regarding extending a possible new TIF in the Gilbert Paper Mill vicinity to include this property. Ald. Merkes stated that when the plans are brought back, they should show landscaping additions and pedestrian connections. No action was taken on this item.			

**V. ADJOURNMENT**

A. -

**Item Action:**  
None**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to adjourn at 3:56 p.m.	DPW Radtke	Comm Cruickshank	Passed



## MENASHA POLICE COMMISSION MEETING MINUTES

DATE: January 18, 2007

Commissioner Liebhauser called the regular monthly meeting to order at 5:00pm at the Menasha Safety Building, 430 First Street, Menasha.

Present: Barb Ballard, Lt. Brunn, Larry Buck, Joe Cruickshank, and Jim Liebhauser.

Absent: Amy Ristow and Chief Stanke.

- I. Minutes of the last meeting: M/S/C Cruickshank/Buck to accept the 11/16/2006 Meeting Minutes.
- II. Police Report – Lt. Brunn.
  1. Training Certificates:
    - Jeff Jorgenson – 2006 Crime Prevention Annual Training Symposium.
    - Dennis Perschbacher – Employee Performance Evaluations, County Village Municipal Insurance Corporation, (CVMIC).
    - Larry Bonneville - Employee Performance Evaluations, CVMIC.
    - Aaron Zemlock – School Crisis Preparedness, Office of Justice Assistance, (OJA).
    - Ron Bouchard – Internal Affairs Investigation at College of DuPage, IL.
    - Michael Brunn – Delinquent Fine Collections, Open Records, State of Wisconsin Resource Sharing, 4<sup>th</sup> Class Cities Police Chief Committee.
    - Chuck Sahr - Delinquent Fine Collections, Open Records, State of Wisconsin Resource Sharing, 4<sup>th</sup> Class Cities Police Chief Committee.
    - Angela Hanchek – Investigating Domestic Abuse, OJA.
    - Christopher Groeschel – Investigating Domestic Abuse, OJA.
    - Mike Hopfensperger – Investigating Domestic Abuse, OJA.
    - Matt Lenss – Investigating Domestic Abuse, OJA.
    - Ginger Tralongo - Investigating Domestic Abuse, OJA.
    - Jamal Kawar - Investigating Domestic Abuse, OJA.
    - Stephanie Gruss – Officer Mental Health, Fox Valley Technical College.
  2. Communication regarding Matt Albrecht's involvement in the Winnebago County Tobaccos Free Coalition.
  3. Award of \$1,550 from Wisconsin Department of Justice from Lt. Brunn's grant proposal regarding digital recorded interview and interrogation rooms.
  4. Changes in the CSO program have occurred. Menasha is no longer consolidated with Neenah and the hours are reduced.

M/S/C Buck/Cruickshank to accept the Police Department Report.
- III. Old Business: Commissioners reviewed the guidelines for appointing a hearing examiner.
- IV. New Business: Police Commission Minutes and Agenda may soon be appearing on the City of Menasha website.
- V. Correspondence: None.
- VI. Schedule next meeting: Thursday, March 15, 2007 at 5:00pm.
- VII. Adjournment: M/S/C Cruickshank/Buck at 5:44pm.

Respectfully submitted,

Barb Ballard  
Commissioner, Secretary



**CITY OF MENASHA  
CITY HALL, HEALTH, LIBRARY AND SENIOR CENTER SAFETY COMMITTEE**

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**Safety Committee Meeting Minutes, 12/04/2006**

Safety Committee Members

Jeff Roemer	RW Management Group, Inc: Safety Coordinator	
Amy Lynn Samuels-Suha	RW Management Group, Inc: Safety Coordinator	Present
Jeff Brandt	City of Menasha, City Attorney	
Adam Alix	City of Menasha, Asst. Superintendent of Buildings	Present
Tom Stoffel	City of Menasha, City Comptroller	Present
Susan Nett	City of Menasha, Public Health Director	Present
Todd Drew	City of Menasha, Sanitarian	
Sylvia Bull	City of Menasha, Senior Center Coordinator	
Tasha Saecker	Menasha Public Library, Director	
Kris Seefeldt	Menasha Public Library	
Kristi Heim	City of Menasha, Secretary	Present
Darlene Kraus	Menasha Police Department, Complaint Clerk	
Guests:		
Brian Tungate		Present
Mark Radtke		Present

A. Review and Approval of Minutes

Minutes were accepted.

B. Training for 2007

- The Health Department has requested ergonomics assessments for their offices/workstation. The topics should include keyboard alignment and training on chair adjustment and alignment. A training session and walkthrough will be scheduled with Bruce in 2007.
- Office Ergonomic training will be made mandatory for applicable City of Menasha staff. Additional ergonomics training will be offered for other staff, such as sanitation and equipment operators. Two sessions will be scheduled in the 1<sup>st</sup> quarter of 2007, on consecutive dates.



**CITY OF MENASHA**  
**CITY HALL, HEALTH, LIBRARY AND SENIOR CENTER SAFETY COMMITTEE**

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- Adams staff does not perform tasks which would result in asbestos materials becoming an exposure concern, and therefore need only asbestos awareness training. As established by the City Training Matrix, refresher training should be scheduled every 3 years.
- Hearing testing was removed from the 2007 Safety Budget as a cost savings measure. Additional discussion of this topic will follow, including review of the requirements of Comm. 32, 29CFR1910.95, and 29CFR1926.101.

C. Facility Security

The Committee recommended that this topic be discussed at the Department Head Meeting, then return to the safety committee.

General discussion on this topic included:

- The current state of public and employee access to facilities
- The need to develop a list of security concerns, including employee safety, public safety, and theft.
- The feasibility of photo identification and “carding” in and out
- The basement of City Hall is supposed to a secure area without access by the general public, yet several instances of non-employees having access to the basement and gaining access to other floors through the basement were mentioned.
- From the 3<sup>rd</sup> floor of City Hall there is free access to the stairway leading to the penthouse; however the door into the penthouse is secured. There is a lock box at the door for Cellcom employees.
- Areas in facilities which currently are accessible to the public, and the need to limit access. In some areas this can be done by locking doors providing access from the rear stairwell onto the floors. This option did raise some questions regarding exiting the stairway in the event of an emergency.

Monies transfer from the Aquatic Center was also brought up as a Security concern. More detail is provided below in the section on the Aquatic Center.

D. City Hall Roof and Penthouse area

Cellcom provided the City with a sign to post on the access door to the roof with a warning about radio frequency exposure exceeding public acceptable levels. This has raised some concerns about worker exposure on the roof. Cellcom’s workers maintain the tower, but others work on the roof for flag pole and general maintenance and HVAC system management.

Sue, Todd, and Adam will work together on this concern.



**CITY OF MENASHA**  
**CITY HALL, HEALTH, LIBRARY AND SENIOR CENTER SAFETY COMMITTEE**

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Sue Nett invited Dennis Hilbray, WI Sanitarian, to comment. Dennis will be providing Sue with more information. Dennis did point out that the issue was radio wave exposure, not EMF (magnetic field) exposure as would be associated with high voltage transmission.

There is also a tower located at the City Garage.

#### E. Aquatic Center

John Larsen is not returning as the manager of the Aquatic Center for 2007. It is believed that this is an appropriate time to revise the employee manual, and address other issues. It is anticipated that the revised handbook will be reviewed by a portion of this safety committee.

Bob Huss is working on a facility maintenance schedule, which will include replacing doors.

Brain Tungate and Todd Drew will be working together on the licensing and sanitation concerns. There have been several code changes going into 2007.

Access, stair and ladder safety, for the slides and diving board is being addressed, including posting signs so that only 1 person is on the ladder at a time and adding non-slip materials to additional surfaces.

Required entries for the daily logs will be reviewed, and criteria developed for reporting events and accidents to the safety committee.

#### Transfer of Monies and Money Handling

- Because of the rotation scheduled utilized by the life guards, who also collect money, cash box security and fund accountability has not been addressed in a detailed manner. At this time, there is not tracking of amounts collected by individual.
- The cash box is located in an area readily accessible to the public; someone could easily reach over the counter and pick it up.
- The demographics of the area in which the Center is located has raised questions of safety, especially when a staff member is alone at the facility after close. There are times that a single staff member waits for the Community Service Officer to collect the cash box.

#### F. Audiometric Testing

A memo was issued about hearing testing. Supervisors with staff needing their 2006 test will need to coordinate with Sue Nett to have the testing conducted through Affinity.

#### G. Injury Reviews

No injuries were reported or reviewed at this meeting.



**CITY OF MENASHA  
CITY HALL, HEALTH, LIBRARY AND SENIOR CENTER SAFETY COMMITTEE**

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H. Other Issues and Notes

Topics to be addressed in February.

- The configuration of the TORO lawn mower blade control/activation.

Summary of 2007 schedule

Wednesday: February 7, March 7, April 4, May 2, June 6

Moved due to Holiday: Wednesday, June 27,

Wednesday: August 1, September 5, October 3, November 7, December 5

Meeting adjourned: 1300

Next Meeting: February 7, 2007, 1:00 pm, Library Meeting Room



Board of Health  
Minutes  
December 13, 2006

Members Present: Dr. Teresa Shoberg, Candyce Rusin, Susan Nett

Members Excused: Lori Asmus, Dorothy Jankowski

Meeting called to order at 8:15AM by Chairman C. Rusin.

1) Motion to approve minutes from November 8, 2006 meeting made by T. Shoberg and seconded by C. Rusin. Motion carried.

2) Communications

- A. October 2006 Communicable Disease Monthly report distributed and discussed.
- B. Update Ill pandemic planning report from HHS distributed.
- C. Wisconsin County Health Rankings 2006 distributed.
- D. Wisconsin Behavioral Risk Factor Survey Brief distributed and discussed.
- E. Health Counts in Wisconsin: Behavioral Risk Factors 2005 distributed and discussed.
- F. S. Nett reviewed the mass clinic exercise where flu vaccine was distributed to employees of the city, schools, and utility. Average time for a vaccine recipient from start to finish was 5 min.
- G. 2007 Budget approved with 100% of the wts./measures expenditures covered by program revenues.
- H. Consolidated Contract 2007 update given. All objectives accepted. Waiting for state to finalize contract.
- I. Wisconsin Medicaid Measures of Dental Services FY 2005 distributed. Discussion on continuing problem with access to dental care by low income families on Medicaid.
- J. Wisconsin Center for Nursing report on 2006 WI Nursing Facts distributed.

3) Old Business

None

4) New Business

None

City of Menasha  
Board of Health Minutes  
Wednesday, December 13, 2006  
Page 2

- 5) Motion to adjourn at 9:25AM made by T. Shoberg and seconded by S. Nett.  
Motion  
carried.

Submitted by

Susan Nett , RN MPA  
Secretary

**City of Menasha  
Information Technology Steering Committee  
Gegan Room  
Menasha Public Library  
Wednesday December 13, 2006  
8:15 A.M.  
Minutes**

**I. Call to Order**

Meeting called to order at 8:21 AM by VICE-CHAIRMAN Wisneski.

Present: VICE-CHAIRMAN Wisneski, AP Beckendorf, CA/PD Brandt, COMP Stoffel, DPW Radtke and ITMgr Lacey

Absent: PC Stanke

Also Present: ITSupv James, PL Brunn and Mr. Larry Schmitz of Schenck Technology Solutions.

**II. Approval of Minutes of November 15, 2006 meeting.**

Motion by ITMgr Lacey, seconded by DPW Radtke to approve the minutes of the November 15, 2006 meeting. Motion carried.

**III. Information Technology Department Update – Committee monthly update on status of projects/operations/costs**

ITMgr Lacey explained what is happening with “spam” and what the City is doing to prevent it from entering employee’s email. In the last four months the City received approximately 2,000,000 emails, 95% of which are “spam” that are caught but still some make it through. “Spammers” are getting very skillful at learning how to circumvent spam-blocking software. A meeting is planned with Time Warner to discuss wireless internet installation. The Committee also discussed the financial position of the IT Department’s 2006 Budget.

**IV. Review of Replacement Programs – Committee update on status of *Novus Agenda* software**

ITSupv James updated the Committee on the status of the software, Training sessions are set for 12/12 and 12/20 which will be co-taught by ITSupv James and Clerk Galeazzi. This should put the City on track to present the new agenda

software at the 01/02/07 Common Council meeting. : ITSupv James also gave an explanation on how the agenda and minutes will look. There was further Committee discussion on how all the others bodies that produce agendas and minutes will be brought on line as time and training allow.

Review of Replacement Programs –Committee update on status of  
*Govern Software*

AP Beckendorf reported that a user manual is being compiled and that the software is on track to be used starting on 01/02/07. The City also needs to purchase the *Crystal Reports* reporting software so reports can be printed from the new software. It is hoped that funds will be available in the 2006 budget to make that purchase.

**V.** Information Technology Administrative Matters – None

**VI.** Communications – None

**VII.** Determine next Meeting Date – January `7<sup>th</sup>, third Wednesday

The next Information Technology Steering Committee meeting has been scheduled for 8:15 AM on Wednesday, January 17<sup>th</sup>, 2007 in the Gegan Room of the Menasha Public Library.

**VIII.** Adjournment

Motion by DPW Radtke, seconded by CA/PD Brandt to adjourn. Motion carried.  
Meeting adjourned at 9:21 AM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary

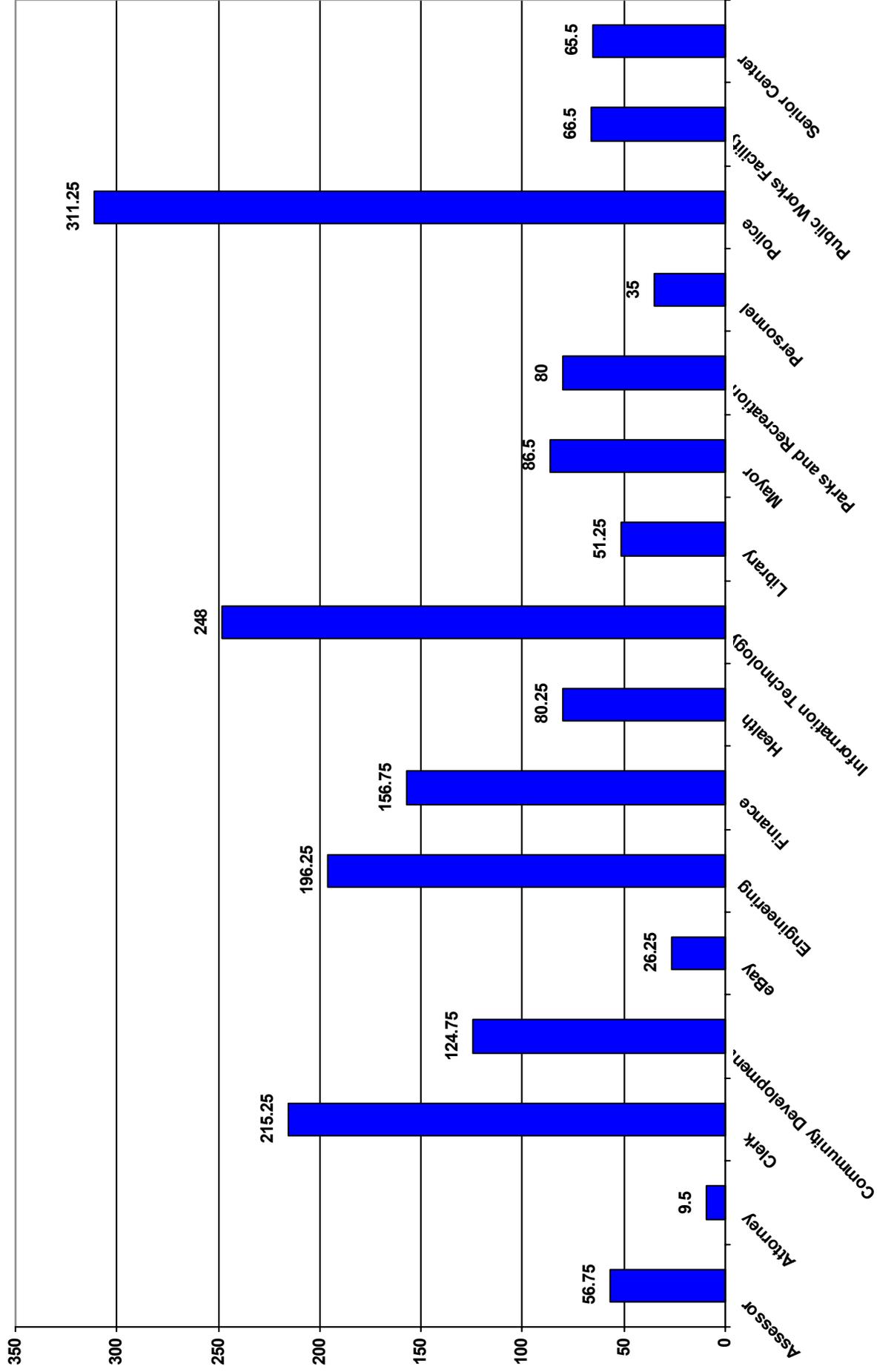
	<b>Budget \$</b>	<b>YTD \$</b>	<b>% used YTD</b>
<b>Total Budget</b>	<b>\$351,984.00</b>	<b>\$294,364.00</b>	<b>84.4%</b>

January 2006 through December 2006

**I.T. Department  
Projects  
December 13, 2006 through January 16, 2007**

- Novus Agenda implementation, documentation, and staff training.
- Planning for hosting City Website internally.
- Continue monitoring virus activity and block SPAM e-mail.
- Monitor and administrate City Network.
- Monitor and administrate City phone system.
- Project planning for 2007.
- Planning of Sneakernet project for 1st Quarter.
- Explore with Time Warner the possibility of Wireless Internet access on City Hall meeting rooms and Council Chambers.
- Explore the Copier usage and replacement costs for the Menasha Library.
- Review new Cemetery Software.
- Work with Assessor Consultants on Assessor database.
- Coordinate network connectivity in Police Breathalyzer room and integrated DVR microphones for Cell Block.
- Govern building permit preparation.
- Planning for Phone System Upgrade for February.
- Purchase, configure and deploy Crime Prevention Coordinator laptop.
- Purchase and deploy 17" LCD display for Health Services Director.
- Purchase, configure and deploy Finance printer.
- Explore Network Security Management services from Time Warner Cable.

# Year to Date Hours by Department



The hours represented on the graph do not include administration time or time spent on the Network as a whole, encompassing all departments. All hours not accounted for on the graphs will be categorized as Global time. Global time can fluctuate depending on the projects being accomplished and emergencies that arise.

**DRAFT**

**MINUTES OF REGULAR MEETING  
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**

**January 16, 2007**

**Call to order and roll call** at 4:03 p.m. by Pres. O'Brien

Present: Butler, Eckstein, Englebert, Foth, Fuchs, LaFaive, O'Brien

Absent: Stanke

Also present: Dir. Saecker, M. Loch-Wouters (Head of Children's Services), C. Morris (Head of Acquisitions & Adult Services), K. Seefeldt (Administrative Assistant).

**Authorization of Bills**

1. Motion to authorize payment of December lists of bills from the 2006 budget by Fuchs, seconded by Foth, and carried unanimously.
2. Motion to authorize payment of January list of bills from the 2007 budget by LaFaive, seconded by Foth, and carried unanimously.

**Consent Business**

3. Approve minutes from the Library Board meeting of November 21, 2006.

**Motion**

Motion to approve minutes from the Library Board meeting of November 21, 2006 by Foth, seconded by Englebert, and carried unanimously.

4. Adopt 2007 Library budget of \$1,367,460 as approved by the Common Council.

**Motion**

Motion to adopt the Library budget for 2007 as presented for \$1,367,460 by LaFaive, seconded by Foth, and carried unanimously.

Eckstein arrived at 4:06 p.m.

**Director's Report/Information Items**

5. Statistics. December lending of 28,818 was up 1.1% from last year. For the year, we had a total circulation of 445,017 items -- a 9.7% increase over 2005.
6. Gifts. We received a gift of \$100 from Patrick and Susan Morrissey, which they designated for the Building Fund. We also received \$300 from Alan and Marvel Williamson and \$100 from Margaret Charbonneau.
7. LSCA Grant for Digitization. We received a grant for \$3512 for digitizing historical materials, including books and photographs. The items will be searchable on a national OCLC database as well as on the WI Heritage Online website.
8. Changes in Children's Department Staffing. Ellie Maynard retired in early January. Her 32-hour per week position was converted into three Aide III positions to allow for more flexibility in scheduling. The Aides will be responsible for staffing the circulation desk and shelving items. The librarians will staff the department's reference desk, as well as provide support and backup to new staff members. Additional hours were also given to two of the department's staff members.
9. Janitorial Staff Changes. The Police Department's recent decision to outsource their custodial responsibilities impacted on the Library. Custodians Charlie Pfister and Alan

Gear were dismissed as a result that decision. City Hall custodian George Roemer will replace them. We were able to retain full-time custodian Dave Powell.

### **Discussion/Action Items**

10. Change in Board Bylaws. Dir. Saecker recommended adding State Statute 43.54(1)(e) to the Library's policies in light of on-going problems we've had in meeting our existing quorum requirements. This statute allows a library board to meet and vote despite the lack of a majority quorum if at least 3 members are present. Those in attendance must vote to allow the meeting to proceed.

#### **Motion**

Motion to approve the addition of State Statute 43.54(1)(e) to the Library's Policies Chapter VI section 5 by Foth, seconded by Butler and carried unanimously.

11. Board Recognition of Staff. Dir. Saecker read a letter from a staff member who requested that the Board embrace the Christmas spirit by continuing the annual tradition of staff appreciation gifts, which have been meaningful to many employees. Discussion ensued. On behalf of the Staff Recognition Ad Hoc Committee, Englebert recommended that the Board provide a catered breakfast to employees prior to their April 17 quarterly staff meeting as a means of acknowledging staff contributions throughout the year. In addition, they recommended that each employee be allowed to select a book of their choice for the library's collection that would include a nameplate. There also was a consensus to send annual letters of appreciation to each employee.

#### **Motion**

Motion to approve Board recognition of staff in 2007 which will include each employee's choice of a book with a nameplate, a special breakfast prior to a quarterly staff meeting, and a note of appreciation from the Board during the first quarter of the year by Englebert, seconded by Foth, and carried unanimously.

12. Summer Saturdays. Dir. Saecker explained the reason for paying employees time and a half for summer Saturdays. These hours are considered to be over and above the contracted hours for staff positions for the year. Reinstatement of Sunday hours was discussed. Dir. Saecker noted that we would need an increase in our annual budget to reinstate those hours or a reduction in current open hours. We will collect data to identify current peak use hours for the library. This information will be taken into consideration when preparing our budget request for 2008.

13. Moving Funds in the Endowment. Dir. Saecker recommended moving the Charbonneau and Williamson's gifts into the Endowment's Building Fund.

#### **Motion**

Motion to approve moving the \$100 donation from Margaret Charbonneau and \$300 donation from Alan and Marvel Williamson into the Endowment's Building Fund by Foth, seconded by Englebert, and carried unanimously.

14. Toastmaster's Meetings. The Toastmaster's requested permission to meet twice a month in the Library's meeting room. Our policy states that regularly monthly meetings are permitted, but regular daily or weekly meetings are not. Discussion ensued. There was a consensus to continue abiding by our current policy.

15. Director's Evaluation. Policies & Personnel Committee Chair Fuchs recommended that the Board conduct an evaluation of the Director in September or October of 2007. Prior to that, the Committee will decide what type of review format to use. Dir. Saecker requested that staff input at the supervisory level be included.

**Motion**

Motion to accept the recommendation of the Policies and Personnel Committee to conduct the Director's annual review in September or October, 2007 by Foth, seconded by Butler, and carried unanimously.

16. Director's Goals for 2007. Dir. Saecker presented her list of goals for 2007.

**Motion**

Motion to approve the Director's list of goals for 2007 by Englebert, seconded by Foth, and carried unanimously.

**Motion**

Motion to adjourn into closed executive session pursuant to WI Statute 19.85(1)(c) for the purpose of considering promotion, compensation or performance evaluation of employees by Foth, seconded by Fuchs, and carried unanimously.

Loch-Wouters, Morris and Seefeldt left the meeting at 4:45 p.m.

17. Staff Promotions. The following employees are scheduled and budgeted for salary or wage step promotions: Kathy Beson, Karen Drechsel, Chuck Morris, Julie Wing, and Ann Hardginski.

**Motion**

Motion to promote Kathy Beson Libn. III step 8 to 9, Karen Drechsel Library Assistant I step 8 to 9, Chuck Morris Libn. III Supervisor step 8 to 9, Julie Wing Library Assistant II Step. 8 to 9, and Ann Hardginski Libn. II step 4 to 5 by Fuchs, seconded by LaFaive, and carried unanimously.

18. Director's Cost of Living Adjustment.

**Motion**

Motion to approve two 1.5% Cost of Living Adjustments for Library Director Tasha Saecker effective January 1, 2007 and September 1, 2007 by LaFaive, seconded by Englebert, and carried unanimously.

**Adjournment**

Motion to adjourn closed session and reconvene in open session by Foth, seconded by Fuchs, and carried unanimously.

Motion to adjourn the meeting at 4:55 p.m. by Englebert, seconded by LaFaive, and carried unanimously.

**Future meeting dates**

The next regular Board meeting will be held in the Gegan Room on February 20 at 4:00 p.m.

Respectfully submitted,  
Charlotte Foth, Secretary  
Kris Seefeldt, Recording Secretary

**Elisha D. Smith Public Library  
Building and Grounds Committee Meeting  
Minutes  
Monday, January 15<sup>th</sup>  
3:00 pm**

**DRAFT**

Present: O'Brien and Butler  
Also Present: Director Saecker  
Absent: Englebert

The committee met to look at plans submitted by both Appleton Sign and Orde Sign. Prices from both companies were comparable and ranged from \$18,000 to \$22,000. It was decided that the Orde designs were the better choice because they incorporated themes from the building itself. However, the committee asked that Director Saecker go back to Orde and ask for some changes to the design.

Changes included removing the black brick from the design, having a solid base rather than legs, finding out if there is a possibility of 5 inch rather than 10 inch type on the message center, seeing if there could be 4 lines of text rather than 2, and looking at other options for colors behind the wording on the sign itself.

The committee also requested that firmer and clearer pricing information be requested from Orde so that the committee would know for sure whether masonry and electricity were included in the provided price. Additionally, they would like to know what their changes in the sign design do to the pricing.

Director Saecker will report back with new designs from Orde as well as firmer price information.

Meeting adjourned at 3:50 pm.

Respectfully submitted,

Tasha Saecker

Neenah-Menasha Fire Rescue  
Finance & Personnel Committee Meeting  
Tuesday, January 23, 2007  
Hauser Room – City of Neenah

Chairman Stevenson called the meeting to order at 5:30 p.m.

Present: Ald. Sue Wisneski, Steve Pack, Mark Lange, John Ahles, and Todd Stevenson.

Also Present: Chief Len Vander Wyst, Director Mike Easker and Administrative Assistant Tara Theisen.

Excused: Tom Michalkiewicz

**Approval of Minutes: MSC Lange/Pack to approve the minutes from the meeting on December 19, 2006, all voting aye.**

**Month End Budget Report:** Director Easker explained that they were not done with December financials. A year-end report for 2006 should be available at next month's meeting.

**Activity Report:** December's activity reports were reviewed by the Committee. Chief Vander Wyst did mention that the department is working on an annual report. **MSC Lange/Pack to accept December's activity report, all voting aye.**

**Automatic Aid Discussions with Appleton:** Chief Vander Wyst had another meeting with Chief Cameron. At this time, Chief Cameron will be having discussions for possible changes within his department. Once he can move forward with these changes he will contact Chief Vander Wyst and they will proceed with moving forward in setting up an automatic aid agreement.

**Zoll Medical Clinic Trial:** Chief Vander Wyst reported that City Attorney Godlewski has reviewed the contract and did speak to the City of Appleton regarding their review on the contract. Both City Attorneys agreed to move forward with the contract, however, adding the following changes to the contract:

1. No cost/overtime or otherwise to the department and that Zoll would pick up any unexpected cost.
2. Any miscellaneous associated costs to be picked up by Zoll.
3. If the program ends early a discount on equipment is provided.

The Committee members discussed the contract and asked once the final changes are made to the contract that they receive a copy of the new contract for them to review. Ald. Stevenson said because this contract has no monetary value the Committee has the authority to make a decision without it going to the represented City Councils for approval. The Committee did approve this contract in December and gave permission to

Chief Vander Wyst to move forward with the contract, as long as the appropriate changes are made to the contract.

Open Burning: Chief Vander Wyst explained that the Menasha City Council did review their open burning ordinance and there were some requests to make changes to the ordinance, however, these changes didn't pass. One of the alderman requested that more information be given out to the public, as many seem to not know the restrictions. Chief Vander Wyst did explain that both City Clerks do review the ordinance and provide a copy of it to all residents who apply for a permit. Ald. Wisneski said the Town of Menasha has a simple brochure that they hand out to all of their residents. She will get a copy of that to Administrative Assistant Theisen to review and possibly adapt for our Cities.

Chief Vander Wyst explained that our department is working on a brochure that explains different programs that our department offers. The goal is to have these available at the stations, both City Halls and on the trucks. Since these are in color they are more costly to print so we will not print up a lot of them.

**MSC Pack/Ahles to adjourn at 6:10 p.m., all voting aye.**

Respectfully Submitted,

Len Vander Wyst  
Chief

LV/tt

# DRAFT

Neenah-Menasha Fire-Rescue  
Joint Fire Commission Meeting  
Wednesday, January 24, 2007 –12:00 p.m.  
Hauser Room, City of Neenah City Hall

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

Present: Commissioners Jim Liebhauser, Dave Brotski, Bill Mattes, Jim Prosser, and Nancy Barker

Also Present: Fire Chief Len Vander Wyst and Administrative Assistant Tara Theisen

Approval of Minutes: **MSC Mattes/Barker to approve the minutes of the October 25, 2006 meeting, all voting aye.**

## FIRE CHIEF'S REPORTS

Activity Reports: The November and December 2006 activity reports were reviewed by the Commission. This is informational only for the Commission and no action is required.

January & February Month End Budget Report: There were no financial reports to review due to Finance not having year-end numbers finalized.

Joint Finance & Personnel Committee Meeting: The Commission reviewed the minutes from the Finance & Personnel Committee on December 19, 2006. This is informational only for the Commission and no action is required.

## OLD BUSINESS

Automatic Aid Discussions With Appleton: Chief Vander Wyst had another meeting with Chief Cameron. At this time, Chief Cameron will be having discussions for possible changes within his department. Once he can move forward with these changes he will contact Chief Vander Wyst and they will proceed with moving forward in setting up an automatic aid agreement.

Hearing Examiner: The Commission reviewed the hearing examiner guidelines. Commissioner Prosser explained these guidelines originally came from the City of Madison and the Neenah Police Commission recently adopted these guidelines, with one small change. He also said these guidelines have been approved by the Wisconsin State Supreme Court and that these guidelines do not have to be adopted for every hearing. It would be up to the Commission to decide what hearings they would use a hearing examiner for. Commissioner Liebhauser questioned if this was implemented for a hearing if any of the Commissions can still attend the proceedings and can the defendant ask for a hearing examiner not to be appointed. Commissioner Prosser said if a hearing examiner was appointed then none of the members could attend the proceedings. Everyone needs to be presented with the same information. He also said the defendant cannot ask for a hearing examiner not to be appointed. Commissioner Brotski asked that the wording

either be changed from “Board” to “Commission” or have “Commission” in parenthesis after the word “Board” to make it less confusing for people when they read this since our body is officially called a Commission. Commissioner Prosser said he would make that change. Commissioner Prosser said the only change the Neenah Police Department made was to state that all hearings shall be videotaped. The Commission agreed that this should also be changed. **MSC Mattes/Liebhauser to adopt the hearing examiner guidelines with changes, all voting aye.**

#### NEW BUSINESS

Filling of Vacancy: Chief Vander Wyst said he did speak to Mayor Laux and he indicated he will appoint a new commissioner by April. The Commissioners directed Chief Vander Wyst to ask Mayor Laux to work on filling this vacancy as soon as possible and they prefer to not wait until April if a need should arise to fill vacancies or any possible discipline issue should arise.

Election of New Vice Chair: The Commission discussed the structure of the Committee. It was decided to leave the Chair position open and new elections will be held for the Chair position once a new person is appointed. In the meantime, Vice-Chair Brotski will fill in when needed.

**MSC Mattes/Libehauser to adjourn at 1:00 p.m., all voting aye.**

Respectfully Submitted,

Len Vander Wyst  
Chief

LV/tt

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday December 19, 2006

Meeting called to order by Commission President W. Zelinski at 8:00 a.m.

**Present:** Commissioners R. Zielinski, J. Jurgenson, W. Zelinski, K. Bauer, W. Helein, G. Cowling, R. Handevitd; Manager Much, Accountant Voigt.

**Also Present:** Mike Sambs (Waverly S.D.), Chad Olson (McMahon Associates), Teri Stecker (Diversified Insurance Services), Paul Much (MCO).

Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to approve the minutes of the Regular Meeting of November 28, 2006. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

1. December 1, 2006 letter from Roger Voigt, NMSC to NMSC Contracting Users.  
RE: Return of funds received from Sonoco Contracting Users.
2. December 12, 2006 letter from Waverly S.D. to Roger Voigt, NMSC.  
RE: Reappointment of William Helein to NMSC Commission.
3. December 13, 2006 letter from Lisa Wolf, Victim Witness Support, Winnebago County to the NMSC.  
RE: Notice of Disposition for Graffiti on May 29, restitution ordered.

## Budget, Finance, Personnel

Teri Stecker (Diversified Insurance Services) presented and discussed the Commercial Insurance Proposal for renewal of the NMSC property and liability insurances for 2007. Based on the quotes received, the quotes for the insurance coverage's generally came in at the same rate or at a lower rate compared to the 2006 premiums. The premiums for the property coverage and equipment breakdown are higher than the 2006 premium paid due to the increased values of the plant and equipment. The actual rate paid per \$1,000 of value actually decreased from 2006. After reviewing and discussing the coverage's, motion was made by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to approve the renewal of the NMSC Commercial Insurance Package as quoted with the coverage to include the optional Terrorism coverage. Motion carried unanimously.

Accountant Voigt presented the Snow Plowing and Removal Contract for the 2006 – 2007 snow plowing season with AMTruck/Levenhagen Corp. The renewal includes no changes in the rates from the previous contract. Motion was made by Commissioner R. Handevitd, seconded by

Commissioner J. Jurgenson to approve the Snow Plowing and Removal Contract as presented. Motion carried unanimously.

Accountant Voigt presented to the Commission the unaudited financial statements for November 2006. The year-to-date operations income is \$114,580 through November. The adjustment to the rates for December should decrease the year-to-date operating income by about one-half. Moved by Commissioner G. Cowling, seconded by Commissioner R. Zielinski to accept the unaudited financial statements for the month of November 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented to the Commission the First Quarter 2007 rates for Operations, Maintenance, Replacement, and Depreciation based on the approved 2007 budget. These rates will be used for the First and Second Quarters 2007. The rates are: Flow - \$160.16/MG, BOD - \$0.2258/lb, SS - \$0.1094/lb. No action is necessary.

Accountant Voigt presented MCO invoice #11350 in the amount of \$31,474.00. This invoice has been generated due to MCO incorrectly billing the NMSC for the 2006 contract amount. During 2006 the billings from MCO to the NMSC did not include the approved contract increase to the contract. After discussion, motion made by Commissioner R. Handevitd, seconded by Commissioner W. Helein to approve MCO invoice #11350 in the amount of \$31,474.00 for the incorrect billing from MCO to the NMSC for the approved 2006 contract increase. Motion carried unanimously.

Manager Much presented to the Commission the Amendment of Management, Supervision, Operations, and Maintenance Contract to the current agreement between the NMSC and MCO. This amendment is to add to the MCO contract the cost for the employee retiring from the NMSC and coming to work for MCO. The amount of the amendment is \$87,000 which includes the health and liability insurance costs. After discussion, motion made by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to approve the Amendment of Management, Supervision, Operations and Maintenance Contract as presented. Motion carried unanimously.

Manager Much presented the proposed contract adjustment for 2007. The CPI-U increased 2.1%; MCO is requesting to increase the contract amount by 2.1% or \$19,545 for 2007. Motion made by Commissioner R. Handevitd, seconded by Commissioner W. Helein to approve the contract adjustment for 2007 as proposed. Motion carried unanimously.

Accountant Voigt presented MCO invoice #11367 in the amount of \$94,455.54 for the month of January 2007. This invoice does not include the contract amendment or the contract increase amounts; they will be added to the February invoice. Commissioner R. Zielinski request to have a summary prepared of the 2007 contract with the adjustments to be able to see what the monthly invoice amounts should be for 2007. Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve MCO invoice #11367 in the amount of \$94,455.54 for the month of January 2007 and to pay the invoice after January 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of November 2006. The short-term rates earned on our money market deposits did not change from October. Motion made by Commissioner R. Handevidt, seconded by Commissioner R. Zielinski to accept the Accountants Report for the month of November 2006. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#33993	Heating System Improvements – Design	\$630.00.
#33994	Heating System Improvements – Construction	\$ 20.50.

Motion made by Commissioner W. Helein, seconded by Commissioner J. Jurgenson to approve for payment invoices #33993 and invoice #33994 to McMahon Associates. Motion carried unanimously.

### **Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of November 2006. The plant is operating well. Some of the electrical panels are being rebuilt by MCO employees who are some of the recent hires to work at the NMSC facility. The electrical rates increased in November; the full impact of the rate increase will be seen in December. The plant water meter has not been operating correctly since about July; a new water meter has been installed by Menasha Utilities and an estimated billing has been received. Motion made by Commissioner R. Handevidt, seconded by Commissioner J. Jurgenson to approve the operating report for the month of November 2006 and to place the report on file. Motion carried unanimously.

Chad Olsen presented and discussed his report on the sludge-to-sludge heat exchanger. He has received plans from Soltech for a pilot unit to install at the NMSC to help determine if grease would be a problem with the operation of this unit at the NMSC. One of the challenges with this pilot unit is to obtain a pump to provide 100 gpm pumping capacity; the NMSC would also need to provide some work to modify the pilot unit. When more details are obtained for the pilot unit, Chad will determine what costs the NMSC would incur for the pilot unit.

Accountant Voigt presented to the Commission a comparison of billing rates received from two Engineering firms and compared them to the current rates from McMahon Associates.

### **Old Business**

Door access control system update. Work is progressing on the installation.

Manager Much updated the Commission on the status of the Engine/Genset system. The ordered replacement spring for the engine is scheduled to be installed on Wednesday.

Ordinance Contract incorporate revisions update. No additional information to report.

Sewer ownership update. No additional information to report – The City of Menasha will be looking at this issue sometime in the future.

Electronic DMR submittal. The DNR recommends that the NMSC should get signed up for the electronic submittal, even if it will be using the data entry method. The NMSC can always switch to the machine-to-machine transfer method at a later date.

**Vouchers**

Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski, to approve Operating Fund Vouchers #127431 thru #127486 in the amount of \$244,144.96 for the month of November 2006 and Payroll Vouchers #20582 thru #20585 in the amount of \$4,053.87 for the month of November 2006. Motion carried unanimously.

Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:50 a.m.

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President

Secretary

**THE NEXT REGULAR MEETING IS ON TUESDAY JANUARY 23<sup>RD</sup>, 2007.**

**DRAFT**

**DRAFT**

**CITY OF MENASHA  
Parks and Recreation Board  
Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha  
January 8, 2007**

**MINUTES**

[← Back](#) [Print](#)

**I. CALL TO ORDER**

**A. -**

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting was called to order at 6:05 p.m. by Vice Chair T. Konetzke.			
	Members Present			
	Vice Chairman Tom Konetzke, Ald. Sue Wisneski, Mary Francis, George Korth			
	Members Absent			
	Chr. Dick Sturm, Ron Suttner, Nancy Barker (all excused)			
	Others Present			
	Tom Robinson, Paul Fluette, Erv Willes, Cliff Fischer, Clem Van Gompel, Dave Thiede, Dick Meyer from the local VFW, PRD Tungate			

**II. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. Minutes of the December 11, 2006 Meeting**

Attachments  
**Item Action:**  
Approved

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the revised minutes of November 13, 2006. Motion carried 6-0.	Alderman Wisneski	Mary Francis	Passed
Approve w/ Conditions	Motion to approve the minutes of the December 11, 2006 meeting with one revision, the words Holiday Hayride will be referenced in item V. C. Motion carried 6-0.	George Korth	Alderman Wisneski	Passed

**Communications:**

**1. -**

**Item Action:**  
None

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

A. -

**Item Action:**  
None**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
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A. Mary Francis—graffiti on play equipment on Hart Park, asked about placing a light near the equipment.

B. Ald. S. Wisneski and G. Korth would like an update on the new park near Lake Park Villas

C. G. Korth—fencing by Municipal Beach parking area in poor shape.

**IV. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**A. **2007 Park Fees Recommendation on Agenda for February 12, 2007 Meeting****Item Action:**  
None**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
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2007 Park Fees to be reviewed during the February meeting.

B. **Peanut Island Cannon Rehabilitation Project -- PRD Tungate****Item Action:**  
None**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
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Peanut Island cannon project is going well. A carriage maker from Greenville has agreed to help rebuild the wheels at his cost. Fundraising is being proposed. An Appleton veterans group will repaint the cannon. Cannon will be removed next week and should be completed by this summer.

C. **Park Project Update -- PS Huss****Item Action:**  
None**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
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PS Huss was not available to explain current park projects. Marina pier redecking and typical table and bench work is being done. The ice rink will be made as soon as colder temperatures arrive.

D. **Snow Sculpture Contest Added to Winter Gala Event -- February 9-10 -- PRD Tungate****Item Action:**  
None**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
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Snow sculpting will be part of Smith Park Winter Gala scheduled for February 9-10. The Doty Island Development Council is sponsoring a professional sculptor who will be at the Memorial Building on Friday and Saturday.

**DRAFT****V. DISCUSSION****A. Town of Neenah Dog Park -- N. Barker****Item Action:**  
Tabled**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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This item was held until next month.

**B. Marina Project Update -- Harbormaster Schabach & Staff**

**Attachments**  
**Item Action:**  
None
**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Discussion was held on several significant Marina related issues. The possibility of stray voltage is being explored. The downtown business group may work with Harbormaster Schabach to have a Marina Day on August 11.

**C. Medal of Honor Memorial Project Update -- VFW & Staff****Item Action:**  
Approved**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to accept the location and conceptual plans described at the meeting was made.	Alderman Wisneski	George Korth	Passed
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Several veterans were on hand to give the Board an update on their plans to install a Medal of Honor monument on the Island behind the Memorial Building. Miron Construction has agreed to assist with the project. Martenson and Eisle is donating all the engineering and architectural planning. PRD Tungate has contacted neighbors in the area. A consensus for placing the monument in the center of the island has been reached. Motion carried 4-0.

**D. New Agenda Software****Item Action:**  
None**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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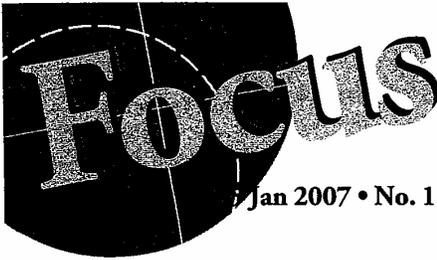
New agenda software was mentioned. Items will be listed in a different order.

**VI. ACTION ITEMS****A. -****Item Action:**  
None**VII. HELD OVER BUSINESS****A. -****Item Action:**  
None**VIII. ADJOURNMENT****A. -****Item Action:**  
Approved

**DRAFT**

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Other	Motion to adjourn at 7:55 p.m.	George Korth	Alderman Wisneski	Passed



## brief

Net property taxes for 2006-07 are estimated to rise 3.3% vs. 2.3% last year. Gross levies—before subtracting state levy credits—were up 4.6% vs. 2.2% in 2005-06. School districts (5.4%) and “tech” colleges (4.6%) had the largest increases.

## Capitol notes

State elected officials were sworn in on January 3. Here are excerpts from some of their remarks:

- **Governor James Doyle (D):** “We may not always agree on everything, but as a first step, let’s agree on this: in Wisconsin, every child should have access to affordable, comprehensive health care.”
- **Attorney General J.B. Van Hollen (R):** “Our first question as elected officials should be what is the right course of action—not if an idea was the product of a Republican or Democrat.”
- **Senate Majority Leader Judy Robson (D):** “With this power comes great responsibility: the awesome responsibility to protect and reaffirm the public’s confidence and trust in its government.”
- **Senate Minority Leader Scott Fitzgerald (R):** “I look forward to a vigorous debate on whether the answer to the health care crisis is more regulation and policies that move us closer to socialized medicine or if the solutions lie in promoting private sector innovation....”

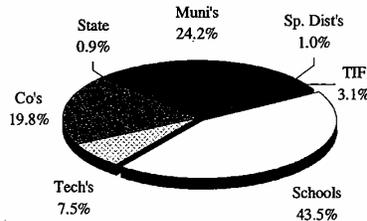
## Net property taxes projected to rise 3.3%

Net Wisconsin property taxes for 2006-07 are projected to grow 3.3% to \$8.12 billion (b). Last year, they rose 2.3%. The increases are for the entire state and vary by community.

### Gross levies by type

Increases in gross levies are estimated at 4.6% this year vs. 2.2% in

**Dividing the 2006-07 Property Tax**  
Estimated Total Gross Levy, \$8.71b



2005-06. They are projected to total about \$8.71b. (Gross levies less state levy credits yield the net amount. The net increase is less than the gross because the state increased levy credits for the first time in a decade.)

□ **Schools.** The local governments that generally levy the most property taxes are school districts. This year they will collect \$3.79b, or 43.5% of the gross total (see pie chart).

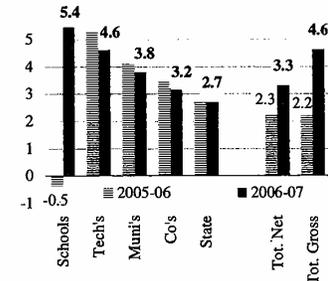
Of the five major governmental units that use the property tax, schools also had the largest increase (5.4%). Last year, school levies dropped 0.5% as the state boosted school aid to “buy down” the levy (see bar chart).

Whether school taxes rise or fall is largely determined by state law and local referendum activity. State revenue “caps” limit the allowable increase in combined revenues from taxes and state aid, unless local voters approve an exception. If aid increases are large, property taxes tend to fall—as was the case last year. If aid in-

creases are moderate, as was the case this year, property taxes tend to rise.

□ **Municipalities.** Towns, villages, and cities together account for the second largest share of the property tax (\$2.11b, or 24.2%). The percentage has grown in recent years, as state aid to schools has increased and aid to municipalities and counties has stagnated.

**Tax Increases Vary by Government**  
Gross Levies, 2005-06 vs. 2006-07



With over 1,800 municipalities, some have yet to report final tax information, so these estimates are subject to change. Levies are projected to increase 3.8%, compared to 4.1% last year. For both years, state law limited municipal and county tax increases to 2%, or the percentage increase in values due to new construction, whichever was greater.

□ **Counties.** Of local governments, counties as a group had the smallest property tax increase this year (3.2% vs. 3.5% last year). County taxes total \$1.72b, or 19.8% of estimated gross levies. Among local governments, counties are, more or less, unique in their taxing powers, since they can collect both property and optional sales taxes.

□ **Technical colleges.** These levies rose 4.6% for 2006-07 vs. 5.3% last year. The total tax to be collected is \$650.6 million. “Tech college” taxes are a relatively small portion of the typical property tax bill (7.5%), but they

have been among the fastest growing of the local levies. Unlike school districts, municipalities, and counties, their levy growth has not been restricted by state law, other than by a less stringent rate limit.

The remaining property taxes levied are relatively small (about 5% of the total). They are used by various special districts and the state.

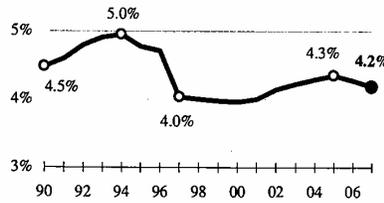
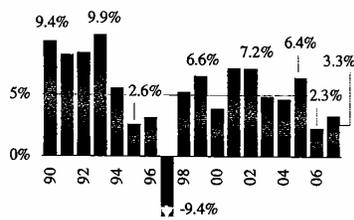
### Trends since 1990

Although this year's 3.3% net tax increase is larger than last year's, it is less than in recent history. During 1997-2006, net levy increases averaged 5.4%; over the 2002-06 period, they averaged 4.6%.

□ *Annual changes.* The bar graph (above, left) summarizes annual changes since 1990. The largest increases came in the early 1990's before state limits on school revenues and compensation were imposed, and before 1996-97 when state school aids jumped \$1.2b and net taxes dropped.

□ *Income share.* Another way to think about net property taxes is relative to state personal income. When levies grow faster than income, the tax burden relative to the state's overall ability to pay grows. Property taxes claimed a rising share of income dur-

**Property Tax Trends: Annual Chgs. (l.) and as % of Personal Income (rt.)**  
Net Levies, 1989-90 to 2006-07; Income for Prior Calendar Year



ing the early 1990's (above, right). The percentage dropped considerably when the state committed to providing two-thirds of school revenues but has since edged up again.

With a jump in school aids last year and tax credits this year, tax increases have moderated and the property tax share of income has temporarily stabilized at about 4.2%. Research shows public anxiety over property taxes mounts as the percentage approaches 5.0%.

### Local changes vary

Overall changes in tax bills for an individual county or municipality—not to mention an individual home or business—can vary considerably from the norm. Although net levy increases last year averaged 2.3%, the difference between increases and decreases at the local level was dramatic, ranging from a jump of 164.5% in the Manitowoc County town of Two Creeks to a 34.0% drop in the Town of Hallie in Chippewa County. Although the range for this year is not yet known, several developments are clear.

□ *Schools.* First, the range of tax changes among school districts (see *Focus* 26-06) was large: +120.4% in Washington-Caldwell to -21.3% in Seneca. Significant increases were especially common in

Racine County, where special education was moved from county to school district responsibility. This also explains the drop in the county levy there.

□ *Counties.* New data for counties show less variability in tax changes. La Crosse (8.0%) and Winnebago (7.4%) had the largest increases. Due to a new sales tax in Rock County (0.2%) and the special education change in Racine County (-8.2%), neither saw property taxes grow.

□ *"Techs."* Levy increases varied even less among technical college districts. Nicolet (6.2%) led the 16 districts in tax growth, while Waukesha (+3.0%) brought up the rear.

□ *Municipalities.* Final information on municipalities is not yet available. As mentioned, sparsely populated localities with part-time staff are often slow to report. Controversy over tax bills in Milwaukee and Green Bay also clouds the picture. The 3.8% growth in municipal taxes assumed here results in the 3.3% net levy increase WISTAX projects.

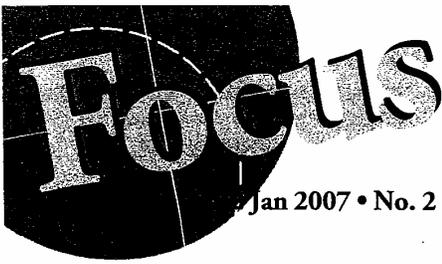
*Focus* is published by the Wisconsin Taxpayers Alliance, 401 N. Lawn Ave., Madison, Wisconsin: three times monthly during March through June; and semi-monthly during other months. Subscriptions are \$49 for one year and \$99 for three years. WISTAX contributors of \$75 or more receive a free copy. Media reprinting is encouraged with credit to WISTAX requested.

10074 Focus #01-07 7/31/07  
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Jan 2007 • No. 2

**brief**

Wisconsin last raised its cigarette tax in 2001 to 77¢ per pack. An increase to \$1.77 is proposed. Proponents say the increase will reduce smoking and help fund health programs. In addition to philosophical and smuggling concerns, others worry that using stagnant cigarette tax revenues to fund rapidly rising health costs will exacerbate state budget problems.

**Capitol notes**

■ *New appointments by Governor James E. Doyle (D) to his cabinet include Kevin Hayden (Health & Family Svcs.), Roger Ervin (Revenue), and Michael Morgan (Administration). Tourism remains vacant.*

■ *State Controller for 18 years, William J. Raftery retires on February 15. During his tenure, the state first published its award-winning Comprehensive Annual Fiscal Report that reports state finances using generally accepted accounting principles.*

**Cigarette Tax Rates Compared**

Highs, Lows, & Region (Present or Pending)

Lowest		Region		Highest	
State	Rate	State	Rate	State	Rate
SC	0.07	IA <sup>a</sup>	0.36	AK	1.80
MO	0.17	WI	0.77	AZ	2.00
MS	0.18	IL	0.98	ME	2.00
TN	0.20	MN	1.49	WA	2.03
VA	0.30	WI <sup>b</sup>	1.77	RI	2.46
KY	0.30	MI <sup>c</sup>	2.00	NJ	2.58

(a) Iowa also among 10 lowest; (b) Wis. with \$1.00 increase; (c) Mich. also among 10 highest.

**A “healthy” tax hike?**

With the November elections over, there is renewed Capitol talk of tax increases. More sales taxes to fund schools and higher vehicle registration fees have been suggested. But a \$1.00-per-pack cigarette tax hike to fund health programs is drawing the most attention. Both the governor and some legislators sound receptive.

**Tax facts**

Over the past 25 years, Wisconsin’s cigarette tax has been raised seven times, most recently in 2001, when it went from 59¢ to 77¢ per pack. In 1980, the tax was 16¢. In 2005-06, the cigarette tax yielded \$301.5 million (m) in general purpose revenue (GPR), or about 2.5% of all GPR tax collections.

Because it is a fixed-rate tax and smoking is declining, the cigarette tax—unlike income or sales taxes—does not automatically grow. The graph below shows that after the tax hikes of 1981-83, 1987, 1997, and 2001, revenues rose briefly but then stagnated and declined.

To collect the tax, the Wisconsin Department of Revenue sells tax stamps to manufacturers and distributors, who must put them on each package before sale. Other tobacco products are taxed at 25% of manufacturer’s list price, and the sellers file monthly returns. Annual revenues exceed \$16m, or about 5% of what cigarettes bring in.

At 77¢ per pack, Wisconsin’s tax is 30th highest in the U.S. Five years ago, that rate put the state in the top 10.

States with the highest and lowest rates, as well as those in the upper Midwest are shown in the table (see Capitol Notes). Of the four neighbor states, Wisconsin’s rate (77¢) is higher than Iowa’s (36¢), but lower than Illinois’s (98¢), Minnesota’s (\$1.49), and Michigan’s, which at \$2.00 is one of the highest in the nation.

**The case for . . .**

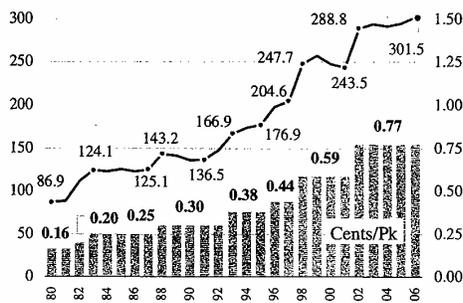
Those backing a state cigarette tax increase point to a societal consensus that smoking carries a number of health risks, including lung cancer, heart disease, and addiction. State attorneys general have successfully made that argument in court and have won damage suits against tobacco firms.

Advocates are at their most passionate when it comes to children and teens, arguing that high cigarette taxes can cut youth smoking. “Numerous economic studies in peer-reviewed journals have documented that cigarette tax or price increases reduce adult and underage smoking” (Campaign for Tobacco-Free Kids, CTFK).

The result, they suggest, is long-term economic and health benefits for all. U.S. Center for Disease Control statistics are cited that put the health-related costs of smoking at \$10.28 per pack. Reducing or eliminating these

costs, advocates maintain, eases the burden on businesses and governments to whom the cost of covering uninsured and underinsured smokers is shifted.

**Cigarette Tax History: Collections and Rates**  
Fiscal Yr. Collections (\$m, line); Tax (¢/pack, bars)



Other arguments for a tax increase center on survey and ballot results that show “broad public and voter support for cigarette-tax increases” (CTFK). This support makes the cigarette tax an easy and “politically safe” source of funds. Because state budget problems are driven in large part by Medicaid (MA) care for low-income people, advocates point to the logic of using cigarette taxes to fund health care.

### And the case against

Arguments against cigarette tax hikes strike a different tone. Those who favor limited government, particularly at federal and state levels, believe all tax increases run the risk of expanding government and eroding individual rights. In a related vein, the behavior modification goals of tax advocates prompt some to ask: Should government decide which personal activities are “good” or “bad”? What distinguishes cigarettes from sexual conduct, alcohol, fatty foods, or polluting cars?

On policy grounds, both budget and tax issues are raised. Those troubled by continuing state budget problems know that using new cigarette tax revenues to expand MA programs is a short-term “fix.” Then, as MA costs—now rising at 11.5% per year—outpace tax growth, shortfalls will result. Given that a disproportionate share of cigarette smokers have below-average incomes, tax analysts also note that cigarette taxes, even more so than sales taxes, are regressive.

### Badger Isle: A Fractured Fairy Tale?



*On an island off the rocky coast, the Badger Colony Council was troubled: Drunk on \$2.00-a-pint “beetle beer,” youth were creating nightly chaos. To stop it, the Council adopted a \$2.00-per-pint tax.*

*The plan worked: Youth couldn’t afford \$4.00 beer, and nights were quiet. Then, two seedy Badgers began buying \$1.00 beer from efficient Mainland Brewing Co., ferrying it to the island, and selling it for \$1.50. Cheaper than ever, beetle beer sold quickly, tax revenues fell, and chaos resumed.*

Though tax proponents call it “relatively minor” (CTFK), large tax differences between states and illegal import of cheap cigarettes raise crime concerns. The General Accounting Office (GAO) noted that “as cigarette taxes increase, so do the incentives for criminal organizations, including terrorist organizations, to smuggle.”

### New research

There is little disagreement among economists that, all things being equal, higher taxes reduce cigarette demand. However, newer research, particularly econometric, is worth noting:

- In a National Bureau of Economic Research (NBER) paper, an MIT economist writes: “I find that the most important policy determinant of youth smoking, particularly among older teens, is price . . . [but] price does not appear

to be an important determinant of smoking in young teens.” He continues: “With youths only smoking 2% of cigarette packs, taxes are a very blunt instrument to address youth smoking issues” (Gruber, NBER, 2000).

- Given GAO estimates that Internet sales of cigarettes would reach \$5 billion (b) by 2005, economists at the Universities of Chicago and Michigan added online “smuggling” to statistical models and found that this has “lessened the revenue generating potential of recent cigarette tax increases by 33%” (Goolsbee & Slemrod, NBER, 2004).

- Although the Internet is the latest tax-avoidance scheme, the practice is not new. Results of a national survey of 3,400 smokers found that 59% avoid high prices in some way, “including 34% who regularly purchase from a low or untaxed venue” (Hyland et al., *Journal of Tobacco Control*, 2005).

- New doctoral work in economics from Michigan finds: the share of consumers buying across state borders ranges from 0% in low-tax Kentucky to 63% in D.C. (Wisconsin is at 8.6%) and that “cross-border sales cause a modest increase in consumption.”

The author concludes that “state-level cigarette taxation may be a poor policy instrument with which to decrease smoking and increase tax revenues.” But he adds that such taxes “could be a useful tool . . . if smuggling were eradicated” (Lovenheim, 2006).

Focus is published by the Wisconsin Taxpayers Alliance, 401 N. Lawn Ave., Madison, Wisconsin, three times monthly during March through June and semimonthly during other months. Subscriptions are \$49 for one year and \$99 for three years. WISTAX contributors of \$75 or more receive a free copy. Media reprinting is encouraged with credit to WISTAX requested.

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Outagamie County Board Meeting  
January 9, 2007

Resolution No. 114—2006-07

Supervisor Culbertson moved, seconded by Supervisor Austin for adoption.

ROLL CALL for adoption: 34 aye; 0 nay; 2 absent.

1 C. SCHMIDT	YES	19 K. VANDENHEUVEL	YES
2 H. NAGLER	YES	20 C. SANDERFOOT	YES
3 J. MAHAN	YES	21 L. HAMMEN	Not Present
4 W. DEFFERDING	YES	22 P. HIRTE	YES
5 J. NELSON	YES	23 R. LAMERS	YES
6 D. KENNEDY	Not Present	24 J. McDANIEL	YES
7 W. ERRINGTON	YES	25 M. McANDREWS	YES
8 P. BECKLEY	YES	26 J. STEINEKE	YES
9 S. MIELKE	YES	27 C. KRAMER	YES
10 A. STRAUCH	YES	28 N. AUSTIN	YES
11 D. HERNER	YES	29 J. SCHUETTE	YES
12 R. GOSSE	YES	30 J. RICHARDSON	YES
13 D. JANSSEN	YES	31 N. HOFACKER	YES
14 S. WARE	YES	32 A. SCHMIDT	YES
15 T. AWOFESO	YES	33 D. CULBERTSON	YES
16 P. STEVENS	YES	34 M. OBRY	YES
17 J. DUNCAN	YES	35 R. THERN	YES
18 HOPFENSBERGER	YES	36 C. ANTHONY	YES
<b>Results</b>	<b>Item 11 Passed (34 YES - 0 NO)</b>		<b>Maj</b>

**RESOLUTION NO. 114—2006-2007**

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

*MAJORITY*

1 Outagamie County maintains a navigation device on property located in the City of  
2 Menasha. This property is serviced via a private road authorized by an ingress/egress  
3 easement. The developer of the Southfield West subdivision has requested that  
4 Outagamie County relinquish the easement and dedicate land to the City of Menasha for  
5 street purposes. Outagamie County agrees to this request provided that the City of  
6 Menasha agrees not to levy special assessments for the street or other infrastructure that  
7 abuts the property.  
8

9 NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and  
10 Economic Development Committee recommend adoption of the following resolution.

11 BE IT RESOLVED, that the Outagamie County Board of Supervisors does agree to relinquish  
12 the easement and dedicate land to the City of Menasha for street purposes in the area depicted on the  
13 attached map which by reference is made a part hereof, and

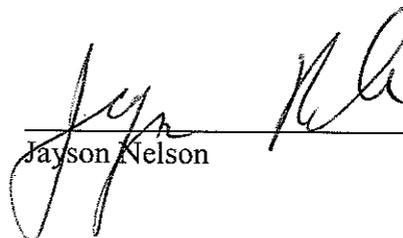
14 BE IT FURTHER RESOLVED, that the City of Menasha agrees not to levy special assessments  
15 for the street or other infrastructure that abuts the property, including the special assessments that were  
16 deferred until such time as the property develops, and

17 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy  
18 of this resolution to the Outagamie County Airport Director, the Outagamie County Corporation  
19 Council, and the City of Menasha.

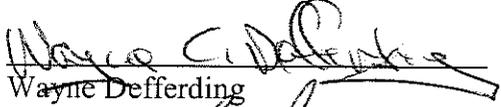
20 Dated this 9 day of January, 2007.

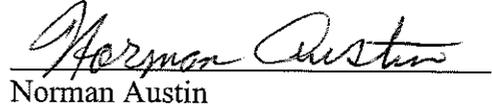
21 Respectfully Submitted,  
22 PROPERTY, AIRPORT, RECREATION &  
23 ECONOMIC DEVELOPMENT COMMITTEE  
24

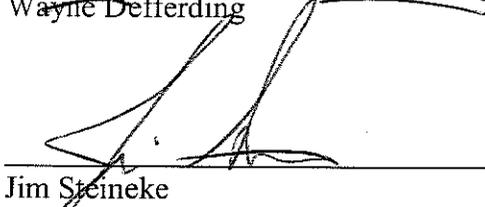
25  
26   
27 \_\_\_\_\_  
28 Dean Culbertson

29   
30 \_\_\_\_\_  
31 Jayson Nelson

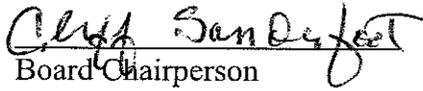
1 **Resolution No. 114—2006-2007, Page 2**

2  
3   
4 Wayne Defferding

  
Norman Austin

5  
6  
7  
8   
9 Jim Steineke

10  
11 Duly and officially adopted by the County Board On: 1-9-07

12 Signed:    
13 Board Chairperson County Clerk

14 Approved: 1-12-07 Vetoed: \_\_\_\_\_

15  
16 Signed:   
17 County Executive

10  
11  
12  
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14  
15  
16  
17  
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19

## OUTAGAMIE COUNTY FISCAL NOTE

**INTRODUCTION:** This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. Subject: Airport Easement and Land Transfer

2. Description: This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

Outagamie County maintains a navigation device on property located in the City of Menasha. This property is serviced via a private road authorized by an ingress/egress easement. The developer of the Southfield West subdivision has requested that Outagamie County relinquish the easement and dedicate land to the City of Menasha for street purposes. Outagamie County agrees to this request provided that the City of Menasha agrees not to levy special assessments for the street or other infrastructure that abuts the property. We are giving up that easement and a portion of land we own in exchange for public road access and a forfeiture of past, present and future assessments that could be levied against the property we own. There is an established cost of deferred sanitary sewer and water installation, future street and infrastructure costs assessment of \$12,000 that will all be waived. There are no outstanding receipts or disbursements or no projected revenue transactions pending. We do not have an appraisal to establish our easement value or the value of the property value that we would be giving up. The cost to establish that value would more than likely exceed the value. There is no budgetary impact.

**Current Year Budget Impact (Check one or more of the following boxes)**

Revenues                       Expenses (Cost)                       None

3. Is the specific cost or revenue included in the current year's budget?      yes ( )    no ( X )    partially ( )
4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item?      yes ( )    no ( X )    n/a ( X )
5. Is the proposal to accept additional revenues only?      yes ( )    no ( X )
6. Does this request modify/adjust the current year budget?      yes ( )    no ( X )    N/A  
If no, skip to question 8 below.
7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
No budgetary impact			

**Annual and Long-Term Impact**

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue?      yes ( X )    no ( )    n/a ( )

9. What is the anticipated annual and/or long-term cost or revenue impact?      Annual Cost      0  
Annual Revenue      0

Fiscal Note Prepared by: Don Hoelt / Brian Massey

**For Financial Services purposes only**

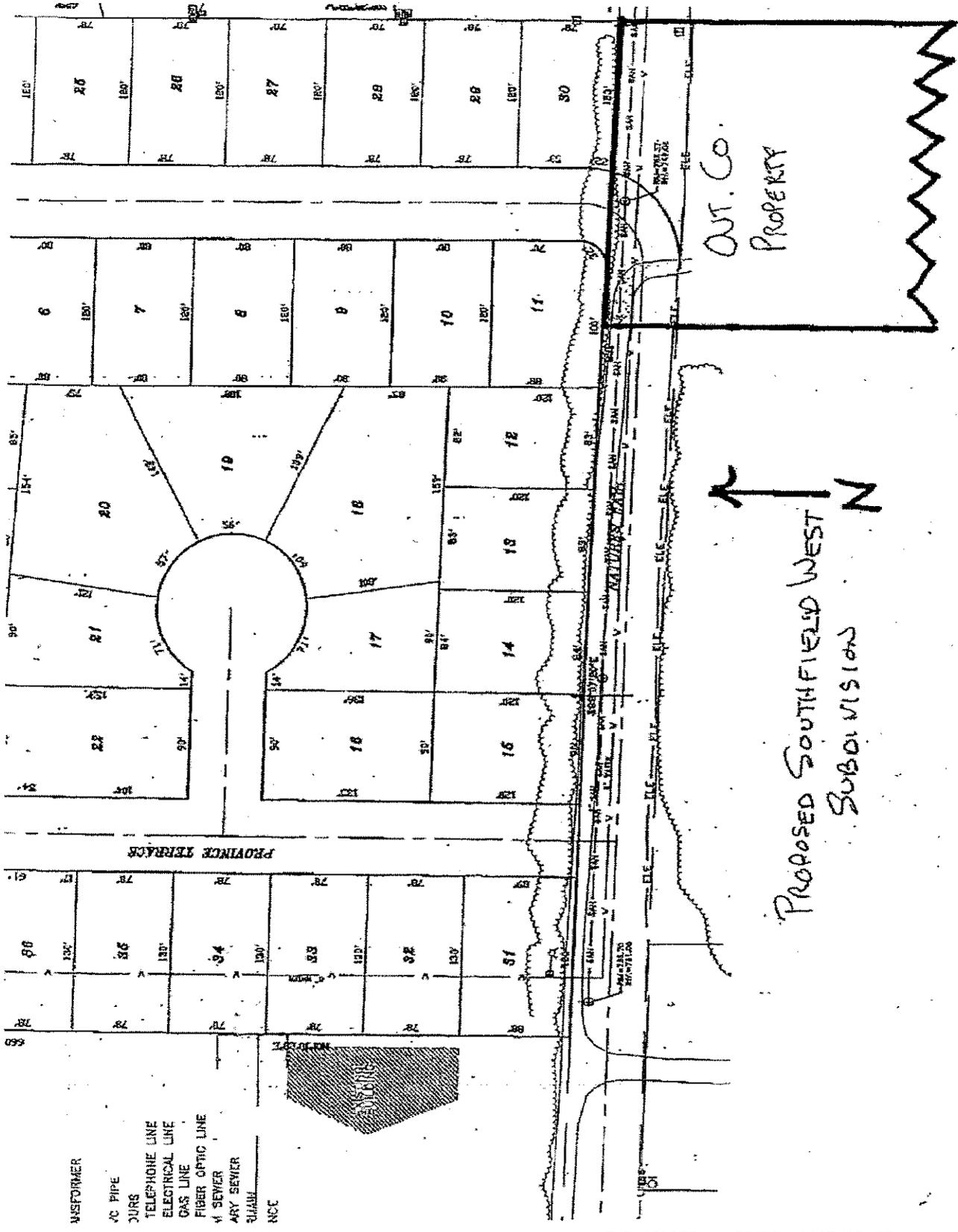
Reviewed By:

*Bm*  
*12/15/06*

If expenditures are recorded in the financial system at a level of detail lower than the level 8 as shown above, indicate the specific account numbers and amounts below:

Detail Expenditures Account Number                      Amount

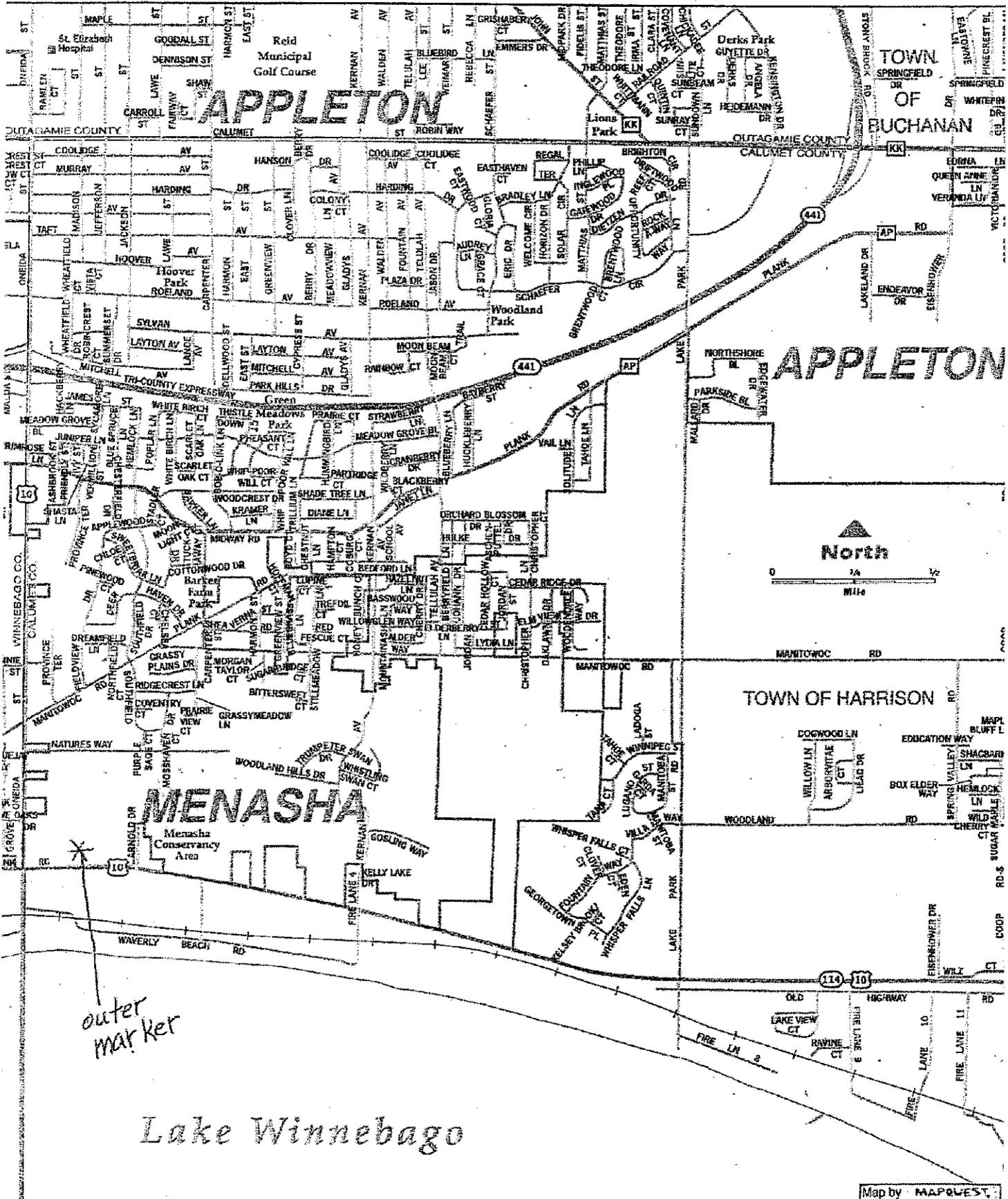




TRANSFORMER  
 AC PIPE  
 CURBS  
 TELEPHONE LINE  
 ELECTRICAL LINE  
 GAS LINE  
 FIBER OPTIC LINE  
 SEWER  
 ARRY SEWER  
 SULLIAM  
 NCC

Proposed Southfield West  
 Subdivision

OUT. CO.  
 PROPERTY



# APPLETON

# APPLETON

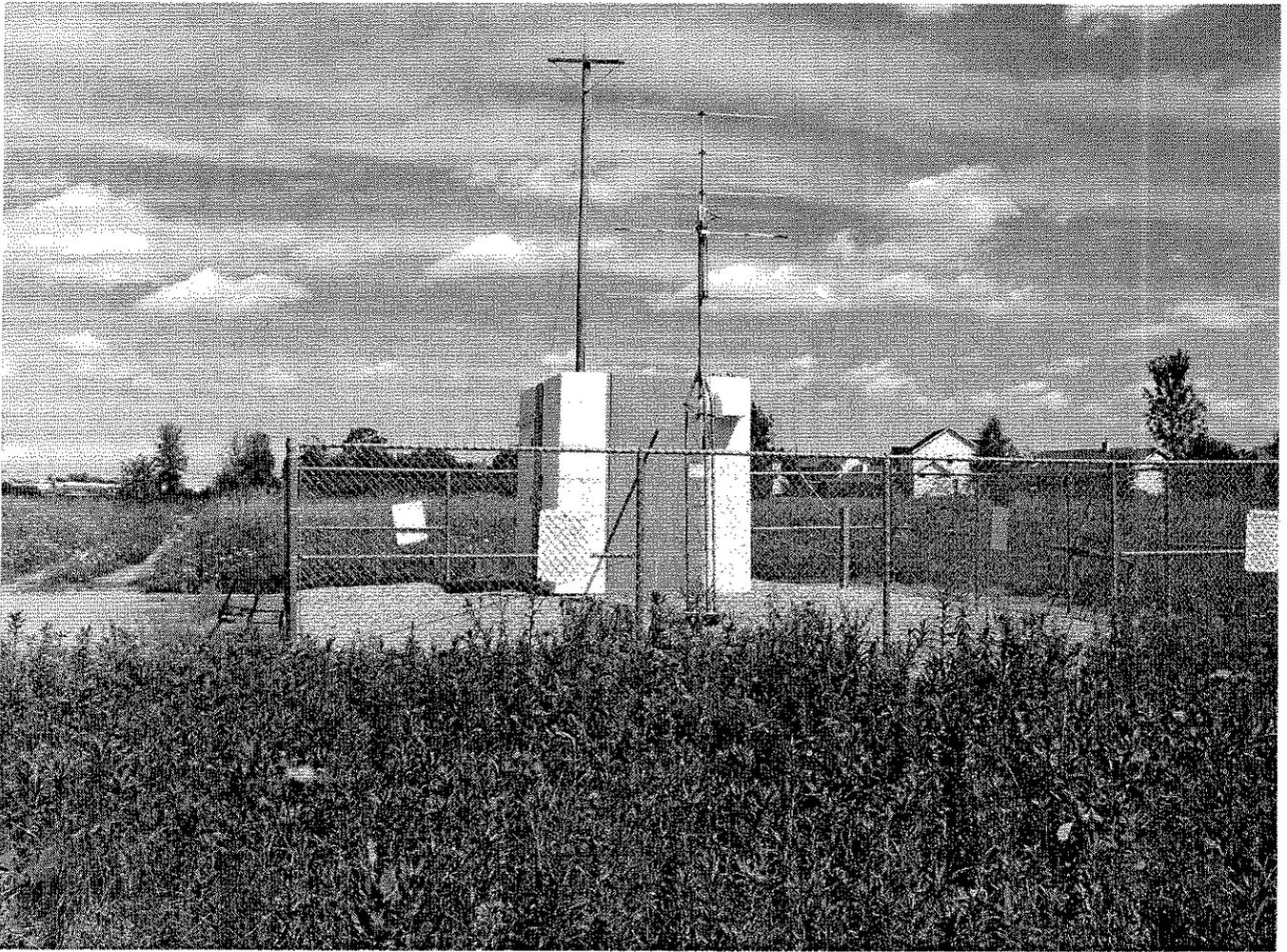
# MENASHA

*outer marker*

*Lake Winnebago*











January 17, 2007

Mayor Joseph Laux  
Menasha Common Council  
City of Menasha  
140 Main Street  
Menasha, WI 54952

RE: Midway Crossing Development  
BFT Investments, LLP

Dear Mayor and Common Council:

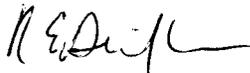
This letter is pursuant to the latest delay in the zoning, to General Commercial, for the above development. I am one-third principal of BFT Investments, LLP ("BFT") and I am asking that the City of Menasha advance the aforementioned zoning for our project as soon as possible.

Currently there are two purchasers that have site plans to submit to the City and will do so shortly after proper zoning of the development is acquired. In addition, BFT has a CSM for the development that I will be submitting to the City for approval. Along with a general proposed development plan. Both which are partially subject to the two purchasers going forward; acquiring proper zoning.

I will be at the February 5<sup>th</sup> meetings to answer any questions. In the meantime, if you have any questions, please feel free to call.

Sincerely,

**DRIFKA GROUP INC.**



Robert E. Drifka

To: Council  
Fr: Mayor

January 19, 2007

Joseph Laux  
City Hall  
140 Main Street  
Menasha, WI 54952

Dear Mr. Laux,

R. R. Donnelley regretfully has reached the decision to undergo a workforce reduction at its facility located at 225 Main Street Menasha, WI 54952-8003. The workforce reduction will be permanent. RR Donnelley recently acquired Banta Corporation, and the workforce reduction is necessitated by the redundancies that resulted from the acquisition.

These actions will result in layoffs at the facility, which will affect approximately 85 employees. The first employee separations are expected to begin on or about March 23, 2007.

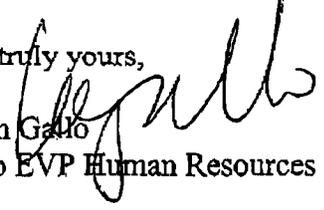
The Company is offering severance pay, subsidized group health insurance coverage, professional outplacement services and other benefits to all affected employees to help their transition to new employment.

We recognize that this news is disappointing, and while we deeply regret having to proceed with this reduction in force, we believe this is a necessary business decision.

To the extent that this action constitutes a covered event under the Worker Adjustment and Retraining Notification Act (WARN Act) or any analogous state or local law, this letter is intended to fulfill any legal notice requirements.

If you have any questions concerning this announcement, please contact Lorien Gallo, Group EVP, Human Resources at 203.854.1975.

Very truly yours,

  
Lorien Gallo  
Group EVP Human Resources

1001 West Kennedy Avenue  
P.O. Box 145  
Kimberly, WI 54136-0145  
Tel (920) 749-1400  
Fax (920) 831-9172



January 22, 2007

Ms. Debbie Galeazzi  
City of Menasha  
140 Main Street  
Menasha, WI 54952-3190

Dear Ms. Galeazzi:

I am writing to inform you that effective with our customer's March 2007 billing statements, the FCC Regulatory Fee, which is currently \$0.06 per month, will be increased to \$0.07 per month. The FCC Regulatory Fee is paid directly to the Federal Communications Commission to recover annual costs of its enforcement, policy and rulemaking, user information and international activities.

We will begin notifying customers through bill messages December 25, 2006 – January 24, 2007. The messages will read:

**“Please be advised that the Federal Communications Commission Fee (FCC Fee) will be increased from \$0.06 per month to \$0.07 per month. This change will be effective with your next billing statement.”**

Please feel free to contact me at (920) 831-9105 should you have any questions or concerns.

Sincerely,

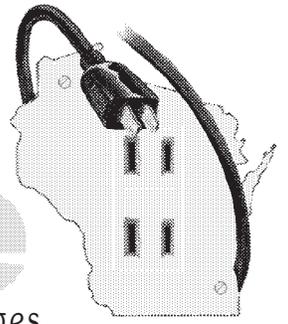
Bill Harke  
Manager of Public Relations

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to preserve  
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## Rail-shipping costs figure in rate hike

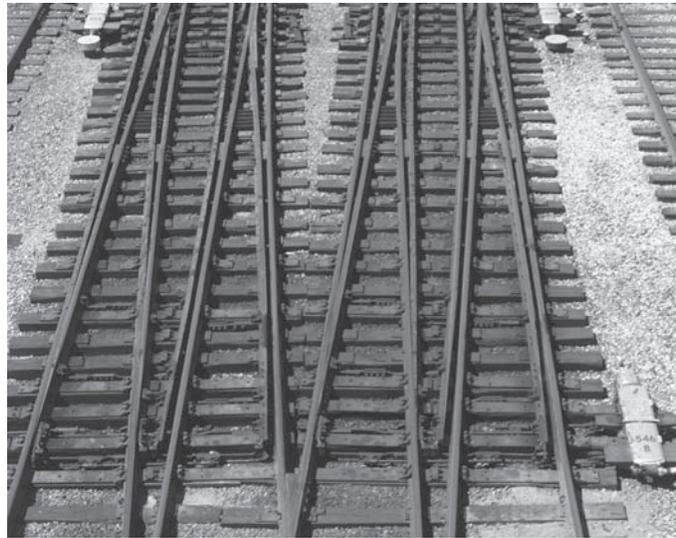
The Public Service Commission of Wisconsin (PSC) has confirmed that higher costs for shipping coal have become a factor in driving up rates for Wisconsin customers of the Northern States Power (NSP) subsidiary of Xcel Energy Corp.

Specifically citing increased rail-shipping costs, the commission at the end of 2006 approved an increase of approximately \$14 million for NSP Wisconsin's electric service as of January. According to the commission, the change translates into a 2.5-percent increase for the average residential customer, or about \$1.70 per month.

In a statement accompanying announcement of the rate hike's approval, the commission said almost 40 percent of the upward adjustment is attributable to increased coal-shipping costs. It noted that the commission is currently reviewing issues related to shipping

cost increases and the reliability of coal deliveries by rail.

"When one rail line that delivers coal from Wyoming washed out [in 2005] and the coal



supplies in the state dropped to dangerously low levels, we realized that incident was just the tip of the iceberg regarding rail shipping problems for Wisconsin utilities," said PSC Chairman Dan

Ebert, who added, "The Xcel Energy rate adjustment today drives home the impact these issues are having on electric rates in Wisconsin."

Early in 2006, the commission authorized new rates for Xcel for a two-year period, leaving open the possibility of revisiting the case for the second year in view of high natural gas prices. In December the commission noted that even though natural gas prices have fallen "substantially

since the beginning of the year," Xcel has experienced an increase in the cost of coal "and an even larger increase in the cost to ship coal by rail."

Wisconsin obtains about 60 percent of its electricity from coal-fired generation, with most of that fuel delivered from Wyoming over a line jointly operated by the Union Pacific and Burlington Northern Santa Fe. Curtailments of coal deliveries after early 2005 derailments on the joint line forced fuel switching with a \$73 million rate impact on Wisconsin consumers that year, according to PSC estimates.

The PSC statement in conjunction with the Xcel rate decision noted that Ebert had recently urged the Federal Railroad Administration to support a federal loan to help the Dakota, Minnesota and Eastern Railroad build a second line serving Wyoming's Powder River Basin, to provide a competitive alternative for shippers. 

## State adds voice on transportation committee

Freshman Congressman Steve Kagen has been assigned a seat on the House Committee on Transportation and Infrastructure, with oversight responsibility for the Surface Transportation Board that monitors railroad business practices and hears rail shippers' complaints.

The Appleton Democrat succeeds Green Bay Republican Mark Green, who vacated the 8<sup>th</sup> district congressional seat to challenge Wisconsin Governor Jim Doyle in last November's election.

Green was not a member of the transportation committee but authored legislation in the 109<sup>th</sup> Congress to crack down on anticompetitive railroad practices by eliminating the railroads' century-old exemption from federal antitrust law. Kagen will now have a voice on one of the committees likeliest to review and possibly advance such legislation.

His constituents include numerous large corporations and business groups with an interest in rail reform and a major presence in the 8<sup>th</sup> district, including Proctor and Gamble, the Wisconsin Paper Council, and the Green Bay Chamber of Commerce. All are members of the Badger-CURE (Consumers United for Rail Equity) organization. 



Rep. Kagen

THE WIRE is a monthly publication of the *Customers First!* Coalition—a broad-based alliance of local governments, small businesses and farmers, environmental groups, labor and consumer groups, retirees and low-income families, municipal electric utilities, rural electric cooperatives, wholesale suppliers, and an investor-owned utility. *Customers First!* is a coalition dedicated to preserving Wisconsin's reliable and affordable electricity.

If you have questions or comments about THE WIRE or the *Customers First!* Coalition, please call 888/960-4778.



## THINKING THINGS THROUGH

By CFC Executive Director John Sumi

Looking at the recent announcements of utility-scale wind energy projects in Wisconsin, it seems more certain that the passage of legislation last spring raising the Wisconsin renewable portfolio standard (RPS) for state utilities will not only produce the environmental benefits and greater energy independence sought by policymakers, but also continue to raise the stature of wind projects among the resources of Wisconsin's energy utilities.

However, as states look to add significant amounts of wind energy to help supply the electricity needs of their residents and businesses, it is not surprising that utilities, Public Service Commissions, regional transmission systems, and others are called on to resolve complicated and important questions. The debate among Wisconsin energy stakeholders in recent years over setting the right RPS level recognized that there are challenges to matching wind generation with the conventional resources providing power over the grid—in order to meet the day-in and day-out demand for energy in a reliable and cost-effective manner.

Minnesota recently tackled these questions in a study requested by its Legislature that examined how wind resources would be integrated into the state's power system.

The good news is the study concluded that wind power could be brought into the electric generation mix of Minnesota in significant amounts and at a low cost. At the same time, the findings of the study hinged the level of success of wind integration on the existence of adequate transmission and well-functioning regional energy market infrastructure among the prerequisites. The study provides a thorough look at key issues and how they are being resolved as wind energy grows as an energy resource. It would be valuable reading for anyone wanting to learn more about how states will implement Renewable Portfolio Standards. For more information about the Minnesota study go to: [http://www.puc.state.mn.us/news\\_events/index.htm#electric](http://www.puc.state.mn.us/news_events/index.htm#electric). 



Sumi

## Garvin leaving PSC

With his six-year term set to expire March 1, Robert Garvin announced last month he would vacate his seat on the Public Service Commission of Wisconsin as of February 23. Garvin only recently returned to the commission, coming home in October from 14 months' active service with the Army National Guard, including a yearlong tour of duty in Iraq. In a January conversation with *The Wire*, he said future plans remained open and no commitments had been made regarding new employment.



Garvin

The departure of Garvin, an appointee of former Governor Tommy Thompson, gives Democratic Governor Jim Doyle a free hand to fill all three commission seats with his own selections. Current PSC Chair Dan Ebert is a Doyle appointee and the remaining seat is held by former Democratic State Senator Mark

Meyer, whom Doyle appointed after Meyer declined to seek re-election in 2004.

Executive assistant to then-PSC Chair Ave Bie at the time of his January 2001 appointment and with past service as a legal counsel to Wisconsin Public Power Inc., Garvin came to the job with a reputation for outspoken candor.

In a discussion of utility restructuring issues prior to his PSC appointment, Garvin credited member groups affiliated with the *Customers First!* Coalition, saying, "You guys have been the truth-tellers in all of this." 

## Energy saver tip

Is your home empty while you're at work? If you don't need to keep it toasty warm during your workday, you may have the opportunity for some real savings. Many energy experts say a 10-degree reduction of your thermostat setting for eight hours daily should make your heating system work about 10-percent less. 

# Shop 'til



# you drop

Way back in the 1990s, Pennsylvania opened up retail electricity competition so customers could shop around for alternative providers. More than in most restructured states, customers accepted the invitation, but nowadays they're finding it doesn't do them much good.

Take the customers of UGI Electric Service, for instance. A rate increase that kicked in last month increased bills about 35 percent.

The state's consumer advocate, Irwin "Sonny" Popowsky, doesn't especially blame UGI, however. The problem seems to lie, rather, with something called "functional segmentation."

That's the feature of many state restructuring laws that turned everyone into shoppers, in this case breaking Pennsylvania utilities into separate generation and distribution companies and sending the distributors into the wholesale market to buy electricity for their retail customers instead of making it themselves.

In UGI's case, "They actually have done better than other companies" in negotiating the wholesale market on behalf of their customers, according to Popowsky in a report published by the *Wilkes-Barre Times Leader*.

Thanks to rising wholesale prices that are passed along to the retail customer, "doing better" means the average monthly bill for a household using 700 kilowatt-hours of electricity only goes up about 26 dollars.

Evidently UGI is doing better, because customers who decide the rate increase is too

much and go shopping for an alternative supplier will find only one in the market, and it's 2-1/2¢ per kilowatt-hour more expensive than UGI.

Like those in other restructured states, retail rates for Pennsylvania utilities were capped when the new utility regime became law, but the caps don't all expire at the same time. Rate caps for UGI expired in 2003; that its rates were still

beating those of its sole competitor may at least show that smart shopping can make the best of a bad situation.

The rate cap for neighboring PPL Electric Utilities doesn't come off until 2010, so its customers, who now pay a bargain-basement kilowatt-hour rate of less than 6¢, will have something to talk about at their New Year's Eve parties in 2009. 💡

## Another tactical retreat

Looking ahead to the increasingly familiar routine of expiring rate caps, a dearth of alternative suppliers, and angry ratepayers, a Virginia utility suggests cutting the losses and backing out early from its state's restructuring scheme.

Whether it's an acknowledgement that things just haven't gone as planned, a crafty way to ward off potential competitors, or a little bit of both, Dominion Virginia Power's (DVP) proposal represents yet another tactical retreat.

It's a retreat from where a decade ago many of the utility industry's deepest thinkers thought everybody should want to be.

Shortly before Christmas, DVP came before a committee of the Virginia General Assembly to pitch the concept of abandoning retail rate caps ahead of their scheduled 2011 expiration, end the pretense of competitive markets for residential customers (there's no competition anyway), restrict retail choice to commercial and industrial loads of five megawatts or more, and ensure rates of return for utilities that build new generation capacity in the state.

A month later, state lawmakers were looking at a draft proposal that would let rates climb and dilute the authority of state regulators to cut them back down. According to the *Richmond Times-Dispatch*, the bill deviates from a return to traditional regulation by building a profit formula into the law, rather than having state regulators set allowable profits as a percentage over and above the cost of providing service.

At press time for *The Wire*, stakeholders were being convened to massage the bill's details. One such stakeholder said it would be the potential competitive power suppliers who are left out in the cold if the measure becomes law. On the other hand, DVP says its bill is the one path to the certainty utilities need before they'll invest in needed expansion of Virginia's generation capacity. 💡

## Freeze gets frosty reception

The proposed extension of Illinois' electric rate freeze—overwhelmingly approved by the state House of Representatives—has hit a brick wall in the Senate as residential customers wait to see if big January 1 rate hikes will hold after all.

The increases, from 22 to as high as 55 percent for residential ratepayers, came as a 10-year rate freeze expired with (wait for it!) no competing suppliers in sight and incumbent utilities anxious to make up lost ground.

The Illinois Citizens Utility Board applauded the 71-29 House passage of the freeze extension, while Commonwealth Edison warned that it, the State of Illinois, and all electricity consumers were on "a dangerous course" leading to losses for the utility of as much as \$4 million per day and eventual bankruptcy.

Among disputed issues is whether lawmakers can undo rates once they're lawfully in place as the current ones are. Thus win or lose, the specter of prolonged litigation hangs over a three-year freeze extension, even though it's already cleared one house. 💡



# Quotable Quotes

*“Deregulation is a failure in every market...I have a lot of stress.”*

—Joel Huguley, Vulcan Materials Co. manager, explaining how his energy procurement responsibilities involving 180 utility suppliers require him to solicit new bids every year in restructured markets and illustrate the appeal of traditional regulation. Quoted in the American Public Power Association’s *Public Power Daily*, December 1, 2006.

Be sure to check out the Customers First! web site at



**www.customersfirst.org**

Help us share our messages with others. If you know of businesses or organizations that would like to learn more about protecting Wisconsin’s reliable and affordable electricity, please feel free to copy and share with them all or part of this newsletter, or you can call 608/286-0784 to arrange an informational meeting.

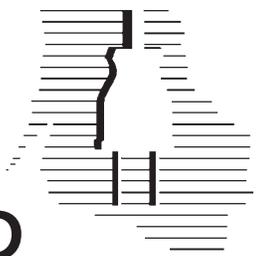
**Customers First!**  
Plugging Wisconsin In



A Coalition  
to preserve  
Wisconsin’s  
Reliable  
and Affordable  
Electricity

P.O. Box 54  
Madison, WI 53701

**Customers First!**



# Monthly Construction Report

## January 2007

### WATER TREATMENT PLANT MODIFICATIONS



Prepared For The  
**MENASHA UTILITIES**  
City Of Menasha, Wisconsin



Prepared By:

**McMAHON**  
**ASSOCIATES**  
ENGINEERS | ARCHITECTS | SURVEYORS | PROJECT MANAGERS

January 18, 2007  
McM. No. M0002-940266.06

DJV:smdt:car

**Monthly  
Construction Report**  
January 2007

**WATER TREATMENT PLANT  
MODIFICATIONS**



Prepared For The  
**MENASHA UTILITIES**  
City Of Menasha, Wisconsin

January 18, 2007  
McM. No. M0002-940266.06

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**Construction Project Team:**

- |  |                                   |
|--|-----------------------------------|
| ■ Jerry Sturm, Plant Manager           | Menasha Utilities                 |
| ■ Donald Voogt, P.E. , Project Manager | McMahon Associates, Inc.          |
| ■ Rodney Manthey, On-Site Rep.         | McMahon Associates, Inc.          |
| ■ Darin Garbisch, Project Manager      | C.D. Smith Construction Co., Inc. |
| ■ Bill Schmitz, Superintendent         | C.D. Smith Construction Co., Inc. |

**Monthly Construction Progress:**

- Roofing on the new building above the sedimentation building is complete. Lights and heat have been installed.
- The CT basing walls are 50% complete, and concrete work continues on the GAC Contactor walls, Contactor gallery walls, and the Contactor Inlet Channel.
- Precast wall panels have been set on the west and north walls, and portions of the east and south walls.
- Steel joist and decking has begun on the main treatment building above the UV area.

**Monthly Construction Progress:** (continued)

- The masons have laid block for the MCC room, the UV room, and the elevator shaft. They are currently working on closing the gap between the old and new buildings.
- Filter inlet piping, filter effluent piping, and GAC Contactor piping installation is ongoing. Air scour piping for the filters is 80% complete.
- The filter inlet channel agitation pump and piping system is complete.
- All vertical turbine pumps have been delivered and installed.
- Mechanical inserts and process piping and plumbing are being installed to coincide with concrete wall and deck construction.
- Installation of the multiwash backwash troughs in the filters has begun.

The following table indicates the status of several major construction categories:

- Demolition ..... 95% Complete
- Loading Dock ..... 100% Complete
- Building Excavation ..... 100% Complete
- Sedimentation Basin Enclosure ..... 100% Complete
- Filter Construction (concrete) ..... 100% Complete
- GAC Construction ..... 40% Complete
- Waste Washwater Basin (concrete) ..... 100% Complete
- CT Basin ..... 30% Complete
- Intermediate Pump Station (concrete) ..... 100% Complete
- Process Piping ..... 20% Complete
- Building Structural ..... 20% Complete
- HVAC ..... 7% Complete
- Plumbing ..... 20% Complete
- Chemical Storage ..... 0% Complete

**Monthly Engineering Progress:**

- Shop Drawings for MCC, flap gates, insulation, reinforcing steel, and aluminum railing systems were processed.
- Engineer answered Requests For Information (RFI's) from the Contractor, and issued Construction Bulletins (CB's), as the need arose.

**Monthly Engineering Progress:** (continued)

- McMahon Associates, Inc. continues to have a resident observer on-site.

Two Bid Packages are currently being advertised, with bid openings scheduled for February 8, 2007:

- Canal Circulation System  
Treatment Plant Landscaping
- Control Panels / Computer Equipment  
SCADA & PLC Software

These two bid packages represent the final construction contracts needed for this project. Contracts must be executed by March to meet the Wisconsin Department of Natural Resources (DNR) Safe Drinking Water Loan schedule. The Utility has decided to perform all of the controls integration, PLC programming, and SCADA programming using in-house staff.

**Construction Look-Ahead:**

Work in the next month will include construction of GAC Contactor gallery walls, GAC Contactor walls, Contactor inlet channel deck and walls, and CT basin walls. Additional structural steel roof joists and decking will be installed. Masonry work will continue as weather permits to close the gap between the old and new treatment buildings. Mechanical work will include installation of air scour piping, filter inlet piping, filter effluent piping, and filter/GAC backwash piping.

**Current Project Concerns:**

Plant staff has discovered four large (24-inch) butterfly valves in the old part of the Treatment Plant, which are completely worn out and one has broken. These valves will need to be replaced, and the estimate for this work is \$30,000. The Utility has decided to replace these valves outside of the C.D. Smith Construction contract.

Plant staff has requested that additional security cameras be installed on the new plant exterior. A quote of \$31,627 for this work has been received. Prices have been received to perform a small portion of this work.

**Current Project Concerns:** (continued)

A problem exists with using the new carbon lift monorail / hoist due to slow lift speeds and occasional motor overload. Prices have been presented for replacing this hoist system.

The Utility is considering reducing the quantity of Granular Activated Carbon (GAC) to put in the new GAC contactors from an 8-foot to a 4-foot depth. The purpose would be to stagger replacement of the GAC media in the years to come by gradually building up to an 8-foot depth with the addition of 4-feet of media to one cell per year. The initial savings to the project would be \$120,627. This concept is endorsed by McMahon Associates, Inc., and the project is waiting for confirmation from the Utility before proceeding with this change.

**Contingency Management / Change Orders:**

There were no Change Orders processed this past month.

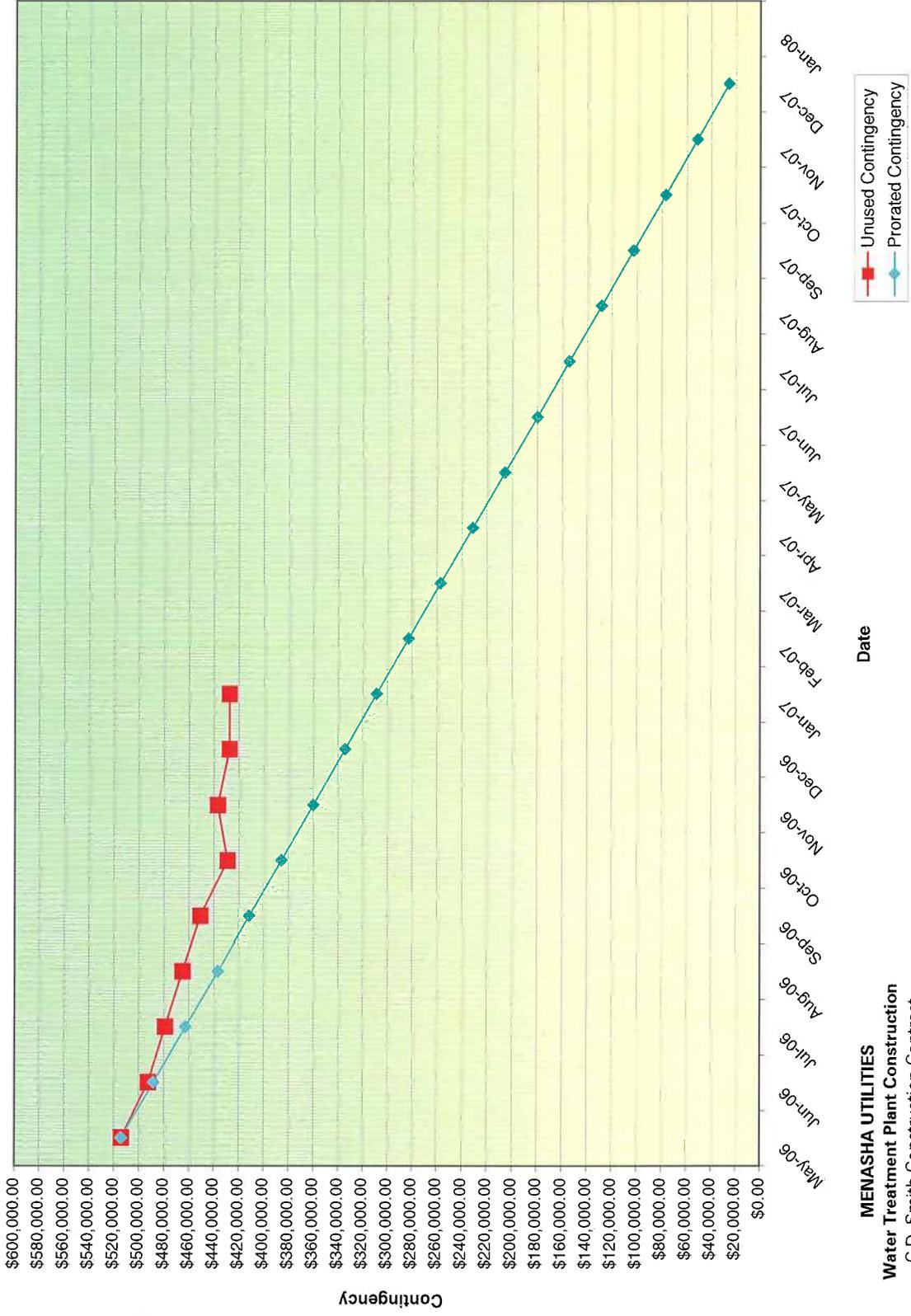
The beginning contingency for this project was \$513,800. Refer to the attached graph of projected contingency use versus actual. Through January 2007, the remaining contingency is \$427,607.

**Attachments:**

- Contingency Management Graph
- Construction Progress Photos

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■ Unused Contingency  
◆ Prorated Contingency

Date

**MENASHA UTILITIES**  
 Water Treatment Plant Construction  
 C.D. Smith Construction Contract  
 Contingency Management

Contingency

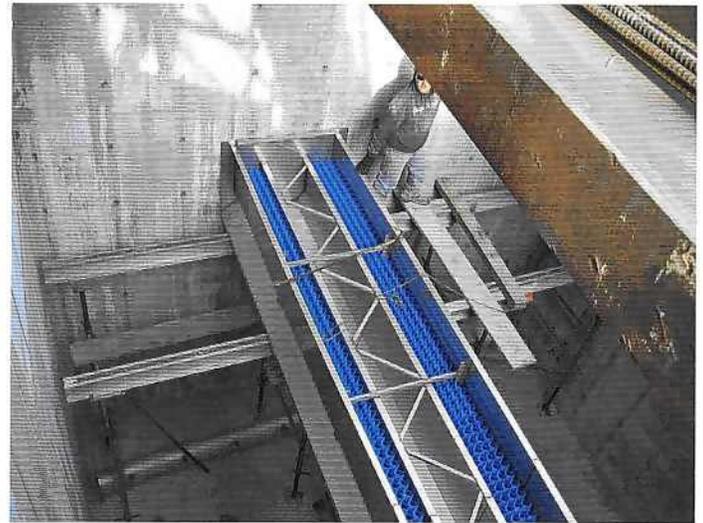
**Monthly  
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January 2007

**Construction Progress Photos**



**Monthly  
Construction  
Report**  
January 2007

Construction Progress Photos



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**CITY OF MENASHA**  
**AP Transactions - Transaction Type**  
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Batch Company ID	Tran Type	Pd En	Ref No Pd Post Acct	Tran Date Subaccount	Vendor	Name	1099 Transaction Description	Unit	Project Task	PC Tr Stat	Qty Unit Price	Debit Amount	Credit Amount
<b>Company: 31100</b>													
300807 31100	CK 04-06 04-06	21	007461 21	4/20/2006 04-201-000	00128	3M	3M				0.00 0.00	3,191.00	0.00
300738 31100	CK 03-06 03-06	21	006873 21	3/9/2006 04-201-000	00130	4X ADVANCED WIRELESS	4X ADVANCED WIRELESS				0.00 0.00	2,765.70	0.00
300676 31100	CK 02-06 02-06	21	006492 21	2/9/2006 04-201-000	01050	ACC PLANNED SERVICE II	ACC PLANNED SERVICE INC				0.00 0.00	8,637.50	0.00
300750 31100	CK 03-06 03-06	21	006962 21	3/16/2006 04-201-000	01050	ACC PLANNED SERVICE II	ACC PLANNED SERVICE INC				0.00 0.00	3,224.84	0.00
300986 31100	CK 08-06 08-06	21	009242 21	8/31/2006 04-201-000	01050	ACC PLANNED SERVICE II	ACC PLANNED SERVICE INC				0.00 0.00	8,770.50	0.00
300653 31100	CK 01-06 01-06	21	006232 21	1/26/2006 04-201-000	01053	ACCENT BUSINESS SOLU	ACCENT BUSINESS SOLUTION				0.00 0.00	10,963.00	0.00
300665 31100	CK 02-06 02-06	21	006417 21	2/2/2006 04-201-000	01053	ACCENT BUSINESS SOLU	ACCENT BUSINESS SOLUTION				0.00 0.00	3,238.00	0.00
300759 31100	CK 03-06 03-06	21	007027 21	3/23/2006 04-201-000	01060	ACCURATE ALIGNMENT IN	ACCURATE ALIGNMENT INC				0.00 0.00	2,743.99	0.00
300780 31100	CK 03-06 03-06	21	007126 21	3/30/2006 04-201-000	01065	ACCURATE APPRAISAL LL	ACCURATE APPRAISAL LLC				0.00 0.00	3,395.00	0.00
300992 31100	CK 09-06 09-06	21	009338 21	9/7/2006 04-201-000	01065	ACCURATE APPRAISAL LL	ACCURATE APPRAISAL LLC				0.00 0.00	13,000.00	0.00
301157 31100	CK 12-06 12-06	21	010776 21	12/28/2006 04-201-000	01065	ACCURATE APPRAISAL LL	ACCURATE APPRAISAL LLC				0.00 0.00	2,500.00	0.00
301157 31100	CK 12-06 12-06	21	010777 21	12/28/2006 04-201-000	01105	ACTIVE NETWORK	ACTIVE NETWORK				0.00 0.00	3,294.00	0.00
300891 31100	CK 06-06 06-06	21	008306 21	6/22/2006 04-201-000	01157	ADVANTAGE POLICE SUP	ADVANTAGE POLICE SUPPLY				0.00 0.00	3,296.75	0.00
301149 31100	CK 12-06 12-06	21	010709 21	12/21/2006 04-201-000	01263	AG-BAG FORAGE SOLUTIK	AG-BAG FORAGE SOLUTIONS				0.00 0.00	13,276.00	0.00
300676 31100	CK 02-06 02-06	21	006496 21	2/9/2006 04-201-000	01425	ALL WEATHER INSULATIO	ALL WEATHER INSULATION				0.00 0.00	3,330.00	0.00
300864 31100	CK 05-06 05-06	21	007993 21	6/1/2006 04-201-000	01610	AMERICAN NATIONAL BAN	AMERICAN NATIONAL BANK &				0.00 0.00	1,509,995.79	0.00
301025 31100	CK 09-06 09-06	21	009599 21	9/28/2006 04-201-000	01613	AMERICAN PAVEMENT SC	AMERICAN PAVEMENT SOLUT				0.00 0.00	20,000.00	0.00
300750 31100	CK 03-06 03-06	21	006965 21	3/16/2006 04-201-000	01680	ANCHOR BANK	ANCHOR BANK				0.00 0.00	40,000.00	0.00
300597 31100	CK 01-06 01-06	21	006034 21	1/12/2006 04-201-000	01760	APPLETON SCHOOL DIST	APPLETON SCHOOL DISTRICT				0.00 0.00	387,441.91	0.00
300689 31100	CK 02-06 02-06	21	006598 21	2/15/2006 04-201-000	01760	APPLETON SCHOOL DIST	APPLETON SCHOOL DISTRICT				0.00 0.00	59,546.34	0.00
300799 31100	CK 04-06 04-06	21	007318 21	4/13/2006 04-201-000	01760	APPLETON SCHOOL DIST	APPLETON SCHOOL DISTRICT				0.00 0.00	41,800.85	0.00

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300962 31100	CK 08-06 08-06	009023 21	01760	8/15/2006 04-201-000	APPLETON SCHOOL DISTI APPLETON SCHOOL DISTRICT			0.00 0.00	55,400.48	0.00	
300676 31100	CK 02-06 02-06	006498 21	01775	2/9/2006 04-201-000	APPLETON-CITY OF CITY OF APPLETON			0.00 0.00	41,136.00	0.00	
300815 31100	CK 04-06 04-06	007512 21	01775	4/27/2006 04-201-000	APPLETON-CITY OF CITY OF APPLETON			0.00 0.00	41,136.00	0.00	
300935 31100	CK 07-06 07-06	008783 21	01775	7/27/2006 04-201-000	APPLETON-CITY OF CITY OF APPLETON			0.00 0.00	41,136.00	0.00	
301065 31100	CK 10-06 10-06	009997 21	01775	10/26/2006 04-201-000	APPLETON-CITY OF CITY OF APPLETON			0.00 0.00	41,135.00	0.00	
300706 31100	CK 02-06 02-06	006682 21	01784	2/23/2006 04-201-000	AQUATICA DESIGN LLC AQUATICA DESIGN LLC			0.00 0.00	2,500.00	0.00	
300891 31100	CK 06-06 06-06	008310 21	01788	6/22/2006 04-201-000	ARENDAL INC ARENDAL INC			0.00 0.00	23,800.00	0.00	
300946 31100	CK 08-06 08-06	008871 21	01788	8/3/2006 04-201-000	ARENDAL INC ARENDAL INC			0.00 0.00	10,200.00	0.00	
300992 31100	CK 09-06 09-06	009341 21	01788	9/7/2006 04-201-000	ARENDAL INC ARENDAL INC			0.00 0.00	23,800.00	0.00	
301065 31100	CK 10-06 10-06	009998 21	01788	10/26/2006 04-201-000	ARENDAL INC ARENDAL INC			0.00 0.00	5,440.00	0.00	
301157 31100	CK 12-06 12-06	010784 21	01842	12/28/2006 04-201-000	ASSOCIATED APPRAISAL ASSOCIATED APPRAISAL			0.00 0.00	4,709.00	0.00	
300900 31100	CK 06-06 06-06	008411 21	01920	6/29/2006 04-201-000	AVASTONE TECHNOLOGI AVASTONE TECHNOLOGIES L			0.00 0.00	4,693.75	0.00	
300695 31100	CK 02-06 02-06	006607 21	02040	2/16/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC			0.00 0.00	20,928.27	0.00	
300927 31100	CK 07-06 07-06	008667 21	02040	7/20/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC			0.00 0.00	12,478.16	0.00	
300935 31100	CK 07-06 07-06	008785 21	02040	7/27/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC			0.00 0.00	4,678.48	0.00	
300946 31100	CK 08-06 08-06	008872 21	02040	8/3/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC			0.00 0.00	8,075.04	0.00	
300956 31100	CK 08-06 08-06	008961 21	02040	8/10/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC			0.00 0.00	34,918.67	0.00	
301010 31100	CK 09-06 09-06	009506 21	02040	9/21/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC			0.00 0.00	30,573.10	0.00	
301025 31100	CK 09-06 09-06	009601 21	02040	9/28/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC			0.00 0.00	4,687.49	0.00	
301033 31100	CK 10-06 10-06	009688 21	02040	10/3/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC			0.00 0.00	35,392.05	0.00	
301041 31100	CK 10-06 10-06	009762 21	02040	10/12/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC			0.00 0.00	35,302.17	0.00	

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301080 31100	CK 11-06 11-06	010082 21	02040	11/2/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC					0.00 0.00	4,612.20	0.00
301140 31100	CK 12-06 12-06	010610 21	02040	12/14/2006 04-201-000	BADGER HIGHWAYS CO II BADGER HIGHWAYS CO INC					0.00 0.00	3,672.32	0.00
300597 31100	CK 01-06 01-06	006037 21	02050	1/12/2006 04-201-000	BADGER LAB & ENGINEEF BADGER LAB & ENGINEERING					0.00 0.00	3,950.00	0.00
300759 31100	CK 03-06 03-06	007031 21	02050	3/23/2006 04-201-000	BADGER LAB & ENGINEEF BADGER LAB & ENGINEERING					0.00 0.00	3,076.00	0.00
300900 31100	CK 06-06 06-06	008413 21	02050	6/29/2006 04-201-000	BADGER LAB & ENGINEEF BADGER LAB & ENGINEERING					0.00 0.00	5,142.00	0.00
301025 31100	CK 09-06 09-06	009602 21	02050	9/28/2006 04-201-000	BADGER LAB & ENGINEEF BADGER LAB & ENGINEERING					0.00 0.00	3,260.00	0.00
300652 31100	CK 01-06 01-06	006202 21	02115	1/26/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	5,342.38	0.00
300760 31100	CK 03-06 03-06	007086 21	02115	3/23/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	3,289.34	0.00
300807 31100	CK 04-06 04-06	007463 21	02115	4/20/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	4,243.02	0.00
300846 31100	CK 05-06 05-06	007787 21	02115	5/18/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	2,503.12	0.00
300890 31100	CK 06-06 06-06	008272 21	02115	6/22/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	3,776.70	0.00
300928 31100	CK 07-06 07-06	008751 21	02115	7/20/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	4,508.79	0.00
300968 31100	CK 08-06 08-06	009032 21	02115	8/17/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	3,038.39	0.00
301012 31100	CK 09-06 09-06	009567 21	02115	9/21/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	2,838.13	0.00
301053 31100	CK 10-06 10-06	009846 21	02115	10/19/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	2,898.81	0.00
301107 31100	CK 11-06 11-06	010339 21	02115	11/22/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	4,168.29	0.00
301147 31100	CK 12-06 12-06	010674 21	02115	12/20/2006 04-201-000	BAKER & TAYLOR INC BAKER & TAYLOR INC					0.00 0.00	7,056.93	0.00
300597 31100	CK 01-06 01-06	006038 21	02260	1/12/2006 04-201-000	BAYCOM INC BAYCOM INC					0.00 0.00	7,785.00	0.00
300676 31100	CK 02-06 02-06	006501 21	02260	2/9/2006 04-201-000	BAYCOM INC BAYCOM INC					0.00 0.00	11,306.00	0.00
300597 31100	CK 01-06 01-06	006039 21	02335	1/12/2006 04-201-000	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	5,060.49	0.00
300665 31100	CK 02-06 02-06	006423 21	02335	2/2/2006 04-201-000	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	14,894.49	0.00
300835 31100	CK 05-06 05-06	007681 21	02335	5/11/2006 04-201-000	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	2,595.94	0.00

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300927 31100	CK	07-06	08668 21	7/20/2006 04-201-000	02335	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	19,878.64	0.00
300935 31100	CK	07-06	08787 21	7/27/2006 04-201-000	02335	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	26,695.96	0.00
300978 31100	CK	08-06	09170 21	8/24/2006 04-201-000	02335	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	3,976.03	0.00
300992 31100	CK	09-06	09345 21	9/7/2006 04-201-000	02335	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	8,957.16	0.00
301002 31100	CK	09-06	09421 21	9/14/2006 04-201-000	02335	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	2,824.59	0.00
301065 31100	CK	10-06	01002 21	10/26/2006 04-201-000	02335	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	12,787.51	0.00
301089 31100	CK	11-06	010161 21	11/9/2006 04-201-000	02335	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	4,280.17	0.00
301149 31100	CK	12-06	010715 21	12/21/2006 04-201-000	02335	BECK ELECTRIC INC BECK ELECTRIC INC					0.00 0.00	3,575.36	0.00
300858 31100	CK	05-06	007901 21	5/25/2006 04-201-000	02405	BERGSTROM AUTOMOTIV BERGSTROM AUTOMOTIVE NI					0.00 0.00	3,436.12	0.00
300835 31100	CK	05-06	007682 21	5/11/2006 04-201-000	02407	BERGSTROM GM OF NEEI BERGSTROM GM OF NEEENAH					0.00 0.00	22,322.00	0.00
300891 31100	CK	06-06	008315 21	6/22/2006 04-201-000	02407	BERGSTROM GM OF NEEI BERGSTROM GM OF NEEENAH					0.00 0.00	19,596.83	0.00
300935 31100	CK	07-06	008788 21	7/27/2006 04-201-000	02407	BERGSTROM GM OF NEEI BERGSTROM GM OF NEEENAH					0.00 0.00	27,165.00	0.00
300946 31100	CK	08-06	008875 21	8/3/2006 04-201-000	02410	BERGSTROM NEEENAH-ME BERGSTROM NEEENAH-MENAS					0.00 0.00	44,953.47	0.00
300706 31100	CK	02-06	006686 21	2/23/2006 04-201-000	02543	BLOUNT HEATING & AIR C BLOUNT HEATING & AIR CONI					0.00 0.00	4,496.00	0.00
300835 31100	CK	05-06	007683 21	5/11/2006 04-201-000	02545	BLUE PRINT SERVICE CO BLUE PRINT SERVICE CO INC					0.00 0.00	17,500.00	0.00
301089 31100	CK	11-06	010164 21	11/9/2006 04-201-000	02626	BOMSKI CONSTRUCTION JACK BOMSKI CONSTRUCTIOI					0.00 0.00	3,825.00	0.00
300652 31100	CK	01-06	006205 21	1/26/2006 04-201-000	02635	BOOK WHOLESALERS INC BOOK WHOLESALERS INC					0.00 0.00	3,826.08	0.00
300760 31100	CK	03-06	007092 21	3/23/2006 04-201-000	02635	BOOK WHOLESALERS INC BOOK WHOLESALERS INC					0.00 0.00	3,511.95	0.00
300807 31100	CK	04-06	007465 21	4/20/2006 04-201-000	02635	BOOK WHOLESALERS INC BOOK WHOLESALERS INC					0.00 0.00	4,089.23	0.00
300890 31100	CK	06-06	006274 21	6/22/2006 04-201-000	02635	BOOK WHOLESALERS INC BOOK WHOLESALERS INC					0.00 0.00	3,026.53	0.00
300928 31100	CK	07-06	006754 21	7/20/2006 04-201-000	02635	BOOK WHOLESALERS INC BOOK WHOLESALERS INC					0.00 0.00	3,162.90	0.00
300968 31100	CK	08-06	009033 21	8/17/2006 04-201-000	02635	BOOK WHOLESALERS INC BOOK WHOLESALERS INC					0.00 0.00	2,530.25	0.00

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301107 31100	CK 11-06 11-06	010342 21	02635	02635	BOOK WHOLESALERS INC	BOOK WHOLESALERS INC				0.00 0.00	3,388.36	0.00
301080 31100	CK 11-06 11-06	010084 21	02667	02667	BOTTINE-GAIL GAIL BOTTINE	BOTTINE-GAIL GAIL BOTTINE				0.00 0.00	7,586.00	0.00
301033 31100	CK 10-06 10-06	009694 21	03058	03058	CALUMET COUNTY PLANN	CALUMET COUNTY PLANNING				0.00 0.00	4,000.00	0.00
300597 31100	CK 01-06 01-06	006043 21	03070	03070	CALUMET COUNTY TREAS	CALUMET COUNTY TREASURI				0.00 0.00	325,330.50	0.00
300689 31100	CK 02-06 02-06	006599 21	03070	03070	CALUMET COUNTY TREAS	CALUMET COUNTY TREASURI				0.00 0.00	50,000.38	0.00
300799 31100	CK 04-06 04-06	007325 21	03070	03070	CALUMET COUNTY TREAS	CALUMET COUNTY TREASURI				0.00 0.00	35,099.70	0.00
300881 31100	CK 06-06 06-06	008190 21	03070	03070	CALUMET COUNTY TREAS	CALUMET COUNTY TREASURI				0.00 0.00	23,481.58	0.00
300962 31100	CK 08-06 08-06	009024 21	03070	03070	CALUMET COUNTY TREAS	CALUMET COUNTY TREASURI				0.00 0.00	24,932.08	0.00
300706 31100	CK 02-06 02-06	006691 21	03145	03145	CAREW CONCRETE & SUF	CAREW CONCRETE & SUPPLY				0.00 0.00	3,966.40	0.00
300873 31100	CK 06-06 06-06	008091 21	03145	03145	CAREW CONCRETE & SUF	CAREW CONCRETE & SUPPLY				0.00 0.00	4,853.40	0.00
300907 31100	CK 07-06 07-06	008500 21	03145	03145	CAREW CONCRETE & SUF	CAREW CONCRETE & SUPPLY				0.00 0.00	3,216.00	0.00
300992 31100	CK 09-06 09-06	009351 21	03145	03145	CAREW CONCRETE & SUF	CAREW CONCRETE & SUPPLY				0.00 0.00	4,403.64	0.00
301089 31100	CK 11-06 11-06	010167 21	03145	03145	CAREW CONCRETE & SUF	CAREW CONCRETE & SUPPLY				0.00 0.00	5,373.83	0.00
300582 31100	CK 01-06 01-06	005685 21	03150	03150	CARGILL INCORPORATED	CARGILL INCORPORATED				0.00 0.00	8,032.21	0.00
300616 31100	CK 01-06 01-06	006135 21	03150	03150	CARGILL INCORPORATED	CARGILL INCORPORATED				0.00 0.00	2,545.46	0.00
300665 31100	CK 02-06 02-06	006428 21	03150	03150	CARGILL INCORPORATED	CARGILL INCORPORATED				0.00 0.00	2,661.75	0.00
300738 31100	CK 03-06 03-06	006886 21	03150	03150	CARGILL INCORPORATED	CARGILL INCORPORATED				0.00 0.00	4,485.27	0.00
300750 31100	CK 03-06 03-06	006972 21	03150	03150	CARGILL INCORPORATED	CARGILL INCORPORATED				0.00 0.00	3,955.19	0.00
300780 31100	CK 03-06 03-06	007140 21	03150	03150	CARGILL INCORPORATED	CARGILL INCORPORATED				0.00 0.00	4,564.31	0.00
300978 31100	CK 08-06 08-06	009172 21	03205	03205	CASPERS TRUCK EQUIPM	CASPERS TRUCK EQUIPMENT				0.00 0.00	32,530.00	0.00
300806 31100	CK 04-06 04-06	007403 21	03315	03315	CHAMP SOFTWARE INC	CHAMP SOFTWARE INC				0.00 0.00	3,547.50	0.00
301002 31100	CK 09-06 09-06	009424 21	03585	03585	COMMUNITY HOUSING CC	COMMUNITY HOUSING COORI				0.00 0.00	5,000.00	0.00

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31100	CK	11-06	010270	11-06 21	11/16/2006	03585	COMMUNITY HOUSING CC	COMMUNITY HOUSING COORI					0.00	4,804.88	0.00
31100	CK	01-06	006138	01-06 21	1/19/2006	03645	CONFIDENTIAL ASSISTAN	CONFIDENTIAL ASSISTANCE f					0.00	2,790.00	0.00
31100	CK	05-06	007690	05-06 21	5/11/2006	03655	CONGER INDUSTRIES INC	CONGER INDUSTRIES INC					0.00	25,925.00	0.00
31100	CK	07-06	008585	07-06 21	7/13/2006	03741	CRANE ENGINEERING SAI	CRANE ENGINEERING SALES					0.00	3,446.12	0.00
31100	CK	07-06	008795	07-06 21	7/27/2006	03741	CRANE ENGINEERING SAI	CRANE ENGINEERING SALES					0.00	3,405.48	0.00
31100	CK	08-06	008967	08-06 21	8/10/2006	03741	CRANE ENGINEERING SAI	CRANE ENGINEERING SALES					0.00	7,542.82	0.00
31100	CK	01-06	006047	01-06 21	1/12/2006	03820	CROSS-CHARLIE	CHARLIE CROSS					0.00	5,167.40	0.00
31100	CK	09-06	009426	09-06 21	9/14/2006	04110	DAVEL ENGINEERING INC	DAVEL ENGINEERING INC					0.00	9,795.46	0.00
31100	CK	12-06	010533	12-06 21	12/7/2006	04110	DAVEL ENGINEERING INC	DAVEL ENGINEERING INC					0.00	3,193.75	0.00
31100	CK	02-06	006432	02-06 21	2/2/2006	04135	DAVIS & KUJELTHAU SC	DAVIS & KUJELTHAU SC					0.00	3,197.00	0.00
31100	CK	02-06	006697	02-06 21	2/23/2006	04167	DECKER LUMBER & SUPP	DECKER LUMBER & SUPPLY C					0.00	15,120.00	0.00
31100	CK	04-06	007519	04-06 21	4/27/2006	04275	DIGICORPORATION	DIGICORPORATION					0.00	5,989.28	0.00
31100	CK	10-06	009706	10-06 21	10/3/2006	04275	DIGICORPORATION	DIGICORPORATION					0.00	3,187.50	0.00
31100	CK	10-06	010013	10-06 21	10/26/2006	04275	DIGICORPORATION	DIGICORPORATION					0.00	4,921.24	0.00
31100	CK	01-06	006139	01-06 21	1/19/2006	04305	DIVERSIFIED RISK INSUR/	DIVERSIFIED RISK INSURANCI					0.00	2,931.24	0.00
31100	CK	09-06	009616	09-06 21	9/28/2006	04305	DIVERSIFIED RISK INSUR/	DIVERSIFIED RISK INSURANCI					0.00	2,549.06	0.00
31100	CK	09-06	009355	09-06 21	9/7/2006	04315	DLT SOLUTIONS INC	DLT SOLUTIONS INC					0.00	2,940.00	0.00
31100	CK	01-06	006336	01-06 21	1/26/2006	04389	DR DISC COMPANY LLC	DR DISC COMPANY LLC					0.00	3,561.25	0.00
31100	CK	01-06	006051	01-06 21	1/12/2006	04450	DWD-UI	DWD-UI					0.00	6,086.20	0.00
31100	CK	02-06	006516	02-06 21	2/9/2006	04450	DWD-UI	DWD-UI					0.00	7,286.01	0.00
31100	CK	03-06	006892	03-06 21	3/9/2006	04450	DWD-UI	DWD-UI					0.00	6,012.22	0.00
31100	CK	04-06	007330	04-06 21	4/13/2006	04450	DWD-UI	DWD-UI					0.00	4,388.41	0.00

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301126 31100	CK 12-06	06 21	010536 21	12/7/2006 04-201-000	04450	DWD-JI	DWD-JI				0.00 0.00	5,360.00	0.00
300890 31100	CK 06-06	06 21	008276 21	6/22/2006 04-201-000	05050	EBSCO	EBSCO SUBSCRIPTION SE EBSCO SUBSCRIPTION SERVI				0.00 0.00	12,774.18	0.00
300653 31100	CK 01-06	06 21	006255 21	1/26/2006 04-201-000	05100	ELAN	ELAN CARDMEMBER SER' ELAN CARDMEMBER SERVICE				0.00 0.00	4,627.17	0.00
300706 31100	CK 02-06	06 21	006699 21	2/23/2006 04-201-000	05100	ELAN	ELAN CARDMEMBER SER' ELAN CARDMEMBER SERVICE				0.00 0.00	5,461.70	0.00
300780 31100	CK 03-06	06 21	007145 21	3/30/2006 04-201-000	05100	ELAN	ELAN CARDMEMBER SER' ELAN CARDMEMBER SERVICE				0.00 0.00	3,522.25	0.00
300815 31100	CK 04-06	06 21	007522 21	4/27/2006 04-201-000	05100	ELAN	ELAN CARDMEMBER SER' ELAN CARDMEMBER SERVICE				0.00 0.00	3,576.07	0.00
300864 31100	CK 05-06	06 21	008011 21	6/1/2006 04-201-000	05100	ELAN	ELAN CARDMEMBER SER' ELAN CARDMEMBER SERVICE				0.00 0.00	2,966.71	0.00
300900 31100	CK 06-06	06 21	008425 21	6/29/2006 04-201-000	05100	ELAN	ELAN CARDMEMBER SER' ELAN CARDMEMBER SERVICE				0.00 0.00	4,594.16	0.00
300978 31100	CK 08-06	06 21	009175 21	8/24/2006 04-201-000	05100	ELAN	ELAN CARDMEMBER SER' ELAN CARDMEMBER SERVICE				0.00 0.00	2,755.88	0.00
300738 31100	CK 03-06	06 21	006894 21	3/9/2006 04-201-000	05165	EMMONS	EMMONS BUSINESS INTEI EMMONS BUSINESS INTERIOF				0.00 0.00	2,785.43	0.00
300891 31100	CK 06-06	06 21	008332 21	6/22/2006 04-201-000	05200	ENTERPRISE	ENTERPRISE SYSTEMS G ENTERPRISE SYSTEMS GROL				0.00 0.00	13,921.00	0.00
300858 31100	CK 05-06	06 21	007913 21	5/25/2006 04-201-000	05239	ENVIROTECH	ENVIROTECH ENVIROTECH				0.00 0.00	10,419.00	0.00
301054 31100	CK 10-06	06 21	009905 21	10/19/2006 04-201-000	05239	ENVIROTECH	ENVIROTECH ENVIROTECH				0.00 0.00	5,209.32	0.00
300616 31100	CK 01-06	06 21	006140 21	1/19/2006 04-201-000	05240	EVANS	EVANS TITLE COMPANIES EVANS TITLE COMPANIES INC				0.00 0.00	6,000.00	0.00
300907 31100	CK 07-06	06 21	008504 21	7/6/2006 04-201-000	05240	EVANS	EVANS TITLE COMPANIES EVANS TITLE COMPANIES INC				0.00 0.00	4,500.00	0.00
300978 31100	CK 08-06	06 21	009176 21	8/24/2006 04-201-000	05240	EVANS	EVANS TITLE COMPANIES EVANS TITLE COMPANIES INC				0.00 0.00	3,754.00	0.00
301033 31100	CK 10-06	06 21	009707 21	10/3/2006 04-201-000	05260	EXCEL	EXCEL PROPERTIES EXCEL PROPERTIES				0.00 0.00	15,362.62	0.00
301053 31100	CK 10-06	06 21	009858 21	10/19/2006 04-201-000	05261	EXCLUSIVE	EXCLUSIVE COMPANY-TT THE EXCLUSIVE COMPANY				0.00 0.00	2,963.99	0.00
301041 31100	CK 10-06	06 21	009776 21	10/12/2006 04-201-000	06050	FAITH	FAITH TECHNOLOGIES INI FAITH TECHNOLOGIES INC				0.00 0.00	48,888.00	0.00
301089 31100	CK 11-06	06 21	010174 21	11/9/2006 04-201-000	06050	FAITH	FAITH TECHNOLOGIES INI FAITH TECHNOLOGIES INC				0.00 0.00	16,581.60	0.00
300806 31100	CK 04-06	06 21	007418 21	4/20/2006 04-201-000	06223	FIREMAN'S	FIREMAN'S FUND INSURAI FIREMAN'S FUND INSURANCE				0.00 0.00	3,300.00	0.00
300738 31100	CK 03-06	06 21	006896 21	3/9/2006 04-201-000	06415	FOX	FOX CITIES CHAMBER FOI FOX CITIES CHAMBER FOUND				0.00 0.00	2,500.00	0.00

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300597 31100	CK 01-06	01-06	006055 21	1/12/2006 04-201-000	06615	FOX VALLEY TECHNICAL C FOX VALLEY TECHNICAL COLI					0.00 0.00	635,444.19	0.00
300689 31100	CK 02-06	02-06	006600 21	2/15/2006 04-201-000	06615	FOX VALLEY TECHNICAL C FOX VALLEY TECHNICAL COLI					0.00 0.00	332,965.69	0.00
300799 31100	CK 04-06	04-06	007334 21	4/13/2006 04-201-000	06615	FOX VALLEY TECHNICAL C FOX VALLEY TECHNICAL COLI					0.00 0.00	160,224.83	0.00
300881 31100	CK 06-06	06-06	008200 21	6/15/2006 04-201-000	06615	FOX VALLEY TECHNICAL C FOX VALLEY TECHNICAL COLI					0.00 0.00	123,042.95	0.00
300962 31100	CK 08-06	08-06	009025 21	8/15/2006 04-201-000	06615	FOX VALLEY TECHNICAL C FOX VALLEY TECHNICAL COLI					0.00 0.00	228,968.67	0.00
300706 31100	CK 02-06	02-06	006700 21	2/23/2006 04-201-000	07005	G E CHEMICAL CO G E CHEMICAL CO					0.00 0.00	3,395.00	0.00
300695 31100	CK 02-06	02-06	006616 21	2/16/2006 04-201-000	07080	GANNETT WISCONSIN NE GANNETT WISCONSIN NEWSF					0.00 0.00	2,987.73	0.00
300835 31100	CK 05-06	05-06	007702 21	5/11/2006 04-201-000	07080	GANNETT WISCONSIN NE GANNETT WISCONSIN NEWSF					0.00 0.00	4,410.83	0.00
300881 31100	CK 06-06	06-06	008201 21	6/15/2006 04-201-000	07080	GANNETT WISCONSIN NE GANNETT WISCONSIN NEWSF					0.00 0.00	3,005.98	0.00
300847 31100	CK 05-06	05-06	007836 21	5/18/2006 04-201-000	07151	GENERAL PIPE SERVICES GENERAL PIPE SERVICES					0.00 0.00	13,994.25	0.00
300858 31100	CK 05-06	05-06	007922 21	5/25/2006 04-201-000	07151	GENERAL PIPE SERVICES GENERAL PIPE SERVICES					0.00 0.00	31,866.96	0.00
300935 31100	CK 07-06	07-06	008802 21	7/27/2006 04-201-000	07151	GENERAL PIPE SERVICES GENERAL PIPE SERVICES					0.00 0.00	13,227.26	0.00
301100 31100	CK 11-06	11-06	010278 21	11/16/2006 04-201-000	07151	GENERAL PIPE SERVICES GENERAL PIPE SERVICES					0.00 0.00	7,133.27	0.00
301115 31100	CK 11-06	11-06	010469 21	11/30/2006 04-201-000	07151	GENERAL PIPE SERVICES GENERAL PIPE SERVICES					0.00 0.00	8,278.61	0.00
300915 31100	CK 07-06	07-06	008591 21	7/13/2006 04-201-000	07173	GEOANALYTICS INC GEOANALYTICS INC					0.00 0.00	6,500.00	0.00
300738 31100	CK 03-06	03-06	006899 21	3/9/2006 04-201-000	07217	GERSEK INC-ED ED GERSEK INC					0.00 0.00	22,658.62	0.00
300759 31100	CK 03-06	03-06	007046 21	3/23/2006 04-201-000	07217	GERSEK INC-ED ED GERSEK INC					0.00 0.00	10,344.14	0.00
300935 31100	CK 07-06	07-06	008804 21	7/27/2006 04-201-000	07217	GERSEK INC-ED ED GERSEK INC					0.00 0.00	7,379.13	0.00
301054 31100	CK 10-06	10-06	009917 21	10/19/2006 04-201-000	07217	GERSEK INC-ED ED GERSEK INC					0.00 0.00	2,720.54	0.00
300992 31100	CK 09-06	09-06	009362 21	9/7/2006 04-201-000	07295	GOSS AUTO BODY INC GOSS AUTO BODY INC					0.00 0.00	4,035.42	0.00
301065 31100	CK 10-06	10-06	010022 21	10/26/2006 04-201-000	07295	GOSS AUTO BODY INC GOSS AUTO BODY INC					0.00 0.00	3,120.65	0.00
300653 31100	CK 01-06	01-06	006264 21	1/26/2006 04-201-000	07400	GRAY'S INC GRAY'S INC					0.00 0.00	4,671.48	0.00

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300785 31100	CK 04-06 04-06	007253 21	07400	4/6/2006 04-201-000	07400	GRAY'S INC	GRAY'S INC				0.00	3,759.00	0.00
301089 31100	CK 11-06 11-06	010179 21	07445	11/9/2006 04-201-000	07445	GREAT LAKES TV-SEAL IN	GREAT LAKES TV-SEAL IN				0.00	6,485.40	0.00
301140 31100	CK 12-06 12-06	010621 21	07445	12/14/2006 04-201-000	07445	GREAT LAKES TV-SEAL IN	GREAT LAKES TV-SEAL IN				0.00	12,284.46	0.00
300785 31100	CK 04-06 04-06	007255 21	07495	4/6/2006 04-201-000	07495	GREEN INC-CHARLES O	CHARLES O GREEN INC				0.00	5,000.00	0.00
300597 31100	CK 01-06 01-06	006058 21	07520	1/12/2006 04-201-000	07520	GREMMER & ASSOCIATES	GREMMER & ASSOCIATES INC				0.00	2,717.00	0.00
300799 31100	CK 04-06 04-06	007335 21	07520	4/13/2006 04-201-000	07520	GREMMER & ASSOCIATES	GREMMER & ASSOCIATES INC				0.00	4,321.50	0.00
300823 31100	CK 05-06 05-06	007615 21	07520	5/4/2006 04-201-000	07520	GREMMER & ASSOCIATES	GREMMER & ASSOCIATES INC				0.00	4,709.88	0.00
300873 31100	CK 06-06 06-06	008110 21	07520	6/8/2006 04-201-000	07520	GREMMER & ASSOCIATES	GREMMER & ASSOCIATES INC				0.00	2,984.97	0.00
301065 31100	CK 10-06 10-06	010023 21	07520	10/26/2006 04-201-000	07520	GREMMER & ASSOCIATES	GREMMER & ASSOCIATES INC				0.00	4,139.88	0.00
300881 31100	CK 06-06 06-06	008202 21	08190	6/15/2006 04-201-000	08190	HAWKINS WATER TREATM	HAWKINS WATER TREATMEN'				0.00	7,010.92	0.00
300927 31100	CK 07-06 07-06	008683 21	08190	7/20/2006 04-201-000	08190	HAWKINS WATER TREATM	HAWKINS WATER TREATMEN'				0.00	3,926.71	0.00
300992 31100	CK 09-06 09-06	009368 21	08190	9/7/2006 04-201-000	08190	HAWKINS WATER TREATM	HAWKINS WATER TREATMEN'				0.00	2,868.86	0.00
301025 31100	CK 09-06 09-06	009628 21	08190	9/28/2006 04-201-000	08190	HAWKINS WATER TREATM	HAWKINS WATER TREATMEN'				0.00	3,273.42	0.00
300823 31100	CK 05-06 05-06	007618 21	08235	5/4/2006 04-201-000	08235	HEARTLAND LABEL PRINT	HEARTLAND LABEL PRINTERS				0.00	18,106.00	0.00
300858 31100	CK 05-06 05-06	007923 21	08235	5/25/2006 04-201-000	08235	HEARTLAND LABEL PRINT	HEARTLAND LABEL PRINTERS				0.00	10,448.00	0.00
300935 31100	CK 07-06 07-06	008806 21	08235	7/27/2006 04-201-000	08235	HEARTLAND LABEL PRINT	HEARTLAND LABEL PRINTERS				0.00	4,200.00	0.00
300665 31100	CK 02-06 02-06	006444 21	08245	2/2/2006 04-201-000	08245	HECKRODT WETLAND RE:	HECKRODT WETLAND RESER				0.00	8,800.00	0.00
301002 31100	CK 09-06 09-06	009436 21	08282	9/14/2006 04-201-000	08282	HEIN RECLAMATION & CO	HEIN RECLAMATION & CONTR				0.00	10,800.00	0.00
300676 31100	CK 02-06 02-06	006525 21	08350	2/9/2006 04-201-000	08350	HEWLETT-PACKARD.COM	HEWLETT-PACKARD COMPAN				0.00	3,039.00	0.00
300706 31100	CK 02-06 02-06	006703 21	08350	2/23/2006 04-201-000	08350	HEWLETT-PACKARD.COM	HEWLETT-PACKARD COMPAN				0.00	19,950.00	0.00
300858 31100	CK 05-06 05-06	007924 21	08350	5/25/2006 04-201-000	08350	HEWLETT-PACKARD.COM	HEWLETT-PACKARD COMPAN				0.00	10,268.00	0.00
300695 31100	CK 02-06 02-06	006621 21	08375	2/16/2006 04-201-000	08375	HIETPAS & SONS INC-DOJ	DONALD HIETPAS & SONS INC				0.00	4,746.01	0.00

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300759 31100	CK 03-06	03-06	007047 21	3/23/2006 04-201-000	08375	HIETPAS & SONS INC-DOI DONALD HIETPAS & SONS INC					0.00 0.00	146,080.45	0.00
300986 31100	CK 08-06	08-06	009269 21	8/31/2006 04-201-000	08375	HIETPAS & SONS INC-DOI DONALD HIETPAS & SONS INC					0.00 0.00	3,363.80	0.00
301025 31100	CK 09-06	09-06	009630 21	9/28/2006 04-201-000	08585	HYDRO-SOLUTIONS INC HYDRO-SOLUTIONS INC					0.00 0.00	10,300.00	0.00
300597 31100	CK 01-06	01-06	006064 21	1/12/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	10,832.72	0.00
300676 31100	CK 02-06	02-06	006528 21	2/9/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	9,559.94	0.00
300738 31100	CK 03-06	03-06	006905 21	3/9/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	12,815.94	0.00
300799 31100	CK 04-06	04-06	007340 21	4/13/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	11,333.17	0.00
300835 31100	CK 05-06	05-06	007707 21	5/11/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	8,650.28	0.00
300881 31100	CK 06-06	06-06	008207 21	6/15/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	13,785.67	0.00
300915 31100	CK 07-06	07-06	008597 21	7/13/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	9,991.93	0.00
300956 31100	CK 08-06	08-06	008975 21	8/10/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	6,937.04	0.00
301002 31100	CK 09-06	09-06	009438 21	9/14/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	12,515.69	0.00
301041 31100	CK 10-06	10-06	009781 21	10/12/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	7,406.61	0.00
301089 31100	CK 11-06	11-06	010188 21	11/9/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	11,622.59	0.00
301140 31100	CK 12-06	12-06	010625 21	12/14/2006 04-201-000	09105	INDEPENDENT INSPECTIC INDEPENDENT INSPECTIONS					0.00 0.00	4,716.49	0.00
300907 31100	CK 07-06	07-06	008513 21	7/6/2006 04-201-000	10207	JIMS PLUMBING JIM'S PLUMBING					0.00 0.00	14,985.00	0.00
301100 31100	CK 11-06	11-06	010281 21	11/16/2006 04-201-000	10222	JMW CONSTRUCTION & JMW CONSTRUCTION &					0.00 0.00	15,020.00	0.00
301157 31100	CK 12-06	12-06	010807 21	12/28/2006 04-201-000	10223	JMW CONSTRUCTION INC & JMW CONSTRUCTION INC &					0.00 0.00	10,749.15	0.00
300582 31100	CK 01-06	01-06	005704 21	1/5/2006 04-201-000	11030	KAEMPFFER & ASSOCIATE KAEMPFFER & ASSOCIATES INI					0.00 0.00	9,083.76	0.00
300695 31100	CK 02-06	02-06	006625 21	2/16/2006 04-201-000	11030	KAEMPFFER & ASSOCIATE KAEMPFFER & ASSOCIATES INI					0.00 0.00	13,226.51	0.00
300738 31100	CK 03-06	03-06	006910 21	3/9/2006 04-201-000	11030	KAEMPFFER & ASSOCIATE KAEMPFFER & ASSOCIATES INI					0.00 0.00	8,485.66	0.00
300815 31100	CK 04-06	04-06	007537 21	4/27/2006 04-201-000	11030	KAEMPFFER & ASSOCIATE KAEMPFFER & ASSOCIATES INI					0.00 0.00	10,505.14	0.00

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300823 31100	CK 05-06 05-06	06	21	007625	04-201-000	5/4/2006	11030	KAEMPFER & ASSOCIATE; KAEMPFER & ASSOCIATES INI						0.00	0.00	7,316.65	0.00
300881 31100	CK 06-06 06-06	06	21	008211	04-201-000	6/15/2006	11030	KAEMPFER & ASSOCIATE; KAEMPFER & ASSOCIATES INI						0.00	0.00	12,322.32	0.00
300915 31100	CK 07-06 07-06	06	21	008599	04-201-000	7/13/2006	11030	KAEMPFER & ASSOCIATE; KAEMPFER & ASSOCIATES INI						0.00	0.00	14,832.19	0.00
300946 31100	CK 08-06 08-06	06	21	008903	04-201-000	8/3/2006	11030	KAEMPFER & ASSOCIATE; KAEMPFER & ASSOCIATES INI						0.00	0.00	8,140.52	0.00
301025 31100	CK 09-06 09-06	06	21	009632	04-201-000	9/28/2006	11030	KAEMPFER & ASSOCIATE; KAEMPFER & ASSOCIATES INI						0.00	0.00	5,338.56	0.00
301065 31100	CK 10-06 10-06	06	21	010026	04-201-000	10/26/2006	11030	KAEMPFER & ASSOCIATE; KAEMPFER & ASSOCIATES INI						0.00	0.00	12,061.47	0.00
301089 31100	CK 11-06 11-06	06	21	010193	04-201-000	11/9/2006	11030	KAEMPFER & ASSOCIATE; KAEMPFER & ASSOCIATES INI						0.00	0.00	8,807.57	0.00
301140 31100	CK 12-06 12-06	06	21	010627	04-201-000	12/14/2006	11030	KAEMPFER & ASSOCIATE; KAEMPFER & ASSOCIATES INI						0.00	0.00	9,281.27	0.00
300582 31100	CK 01-06 01-06	06	21	005706	04-201-000	1/5/2006	11085	KELLER STRUCTURES KELLER STRUCTURES						0.00	0.00	644,230.00	0.00
300706 31100	CK 02-06 02-06	06	21	006706	04-201-000	2/23/2006	11085	KELLER STRUCTURES KELLER STRUCTURES						0.00	0.00	55,770.00	0.00
300806 31100	CK 04-06 04-06	06	21	007423	04-201-000	4/20/2006	11086	KELLER STRUCTURES & KELLER STRUCTURES &						0.00	0.00	15,000.00	0.00
301140 31100	CK 12-06 12-06	06	21	010629	04-201-000	12/14/2006	11235	KONE INC KONE INC						0.00	0.00	4,758.82	0.00
300978 31100	CK 08-06 08-06	06	21	009187	04-201-000	8/24/2006	11295	KRAUSE & METZ KRAUSE & METZ						0.00	0.00	5,510.00	0.00
301002 31100	CK 09-06 09-06	06	21	009446	04-201-000	9/14/2006	11295	KRAUSE & METZ KRAUSE & METZ						0.00	0.00	3,874.00	0.00
300616 31100	CK 01-06 01-06	06	21	006152	04-201-000	1/19/2006	11310	KRUCZEK CONSTRUCTION KRUCZEK CONSTRUCTION INI						0.00	0.00	2,887.50	0.00
300676 31100	CK 02-06 02-06	06	21	006541	04-201-000	2/9/2006	11375	KUSTOM KITCHENS & BATH KUSTOM KITCHENS & BATH S						0.00	0.00	2,754.00	0.00
300695 31100	CK 02-06 02-06	06	21	006629	04-201-000	2/16/2006	11380	KUSTOM SIGNALS INC KUSTOM SIGNALS INC						0.00	0.00	2,754.00	0.00
300881 31100	CK 06-06 06-06	06	21	008216	04-201-000	6/15/2006	11380	KUSTOM SIGNALS INC KUSTOM SIGNALS INC						0.00	0.00	7,398.00	0.00
301149 31100	CK 12-06 12-06	06	21	010731	04-201-000	12/21/2006	11380	KUSTOM SIGNALS INC KUSTOM SIGNALS INC						0.00	0.00	4,140.00	0.00
301140 31100	CK 12-06 12-06	06	21	010632	04-201-000	12/14/2006	12065	LAIB RESTORATION INC LAIB RESTORATION INC						0.00	0.00	3,135.00	0.00
300706 31100	CK 02-06 02-06	06	21	006710	04-201-000	2/23/2006	12092	LAKE PARK VILLAS HOME LAKE PARK VILLAS HOMEOWI						0.00	0.00	3,436.27	0.00
300873 31100	CK 06-06 06-06	06	21	008125	04-201-000	6/8/2006	12092	LAKE PARK VILLAS HOME LAKE PARK VILLAS HOMEOWI						0.00	0.00	3,626.32	0.00

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300915 31100	CK	07-06	008605 21	7/13/2006 04-201-000	12092	LAKE PARK VILLAS HOME LAKE PARK VILLAS HOMEOWI				0.00	6,397.78	0.00
301002 31100	CK	09-06	009448 21	9/14/2006 04-201-000	12092	LAKE PARK VILLAS HOME LAKE PARK VILLAS HOMEOWI				0.00	7,546.89	0.00
301149 31100	CK	12-06	010732 21	12/21/2006 04-201-000	12270	LEAGUE OF WISCONSIN IN LEAGUE OF WISCONSIN MUNI				0.00	3,780.14	0.00
300864 31100	CK	05-06	008027 21	6/1/2006 04-201-000	12375	LEVENHAGEN CORPORAT LEVENHAGEN CORPORATION				0.00	2,591.59	0.00
300891 31100	CK	06-06	008349 21	6/22/2006 04-201-000	12375	LEVENHAGEN CORPORAT LEVENHAGEN CORPORATION				0.00	14,368.19	0.00
300907 31100	CK	07-06	008517 21	7/6/2006 04-201-000	12375	LEVENHAGEN CORPORAT LEVENHAGEN CORPORATION				0.00	10,286.31	0.00
300927 31100	CK	07-06	008696 21	7/20/2006 04-201-000	12375	LEVENHAGEN CORPORAT LEVENHAGEN CORPORATION				0.00	13,045.36	0.00
300935 31100	CK	07-06	008813 21	7/27/2006 04-201-000	12375	LEVENHAGEN CORPORAT LEVENHAGEN CORPORATION				0.00	12,505.35	0.00
300946 31100	CK	08-06	008909 21	8/3/2006 04-201-000	12375	LEVENHAGEN CORPORAT LEVENHAGEN CORPORATION				0.00	3,177.42	0.00
300971 31100	CK	08-06	009095 21	8/17/2006 04-201-000	12375	LEVENHAGEN CORPORAT LEVENHAGEN CORPORATION				0.00	17,321.15	0.00
300978 31100	CK	08-06	009189 21	8/24/2006 04-201-000	12375	LEVENHAGEN CORPORAT LEVENHAGEN CORPORATION				0.00	4,151.21	0.00
300992 31100	CK	09-06	009376 21	9/7/2006 04-201-000	12375	LEVENHAGEN CORPORAT LEVENHAGEN CORPORATION				0.00	10,454.64	0.00
301025 31100	CK	09-06	009636 21	9/28/2006 04-201-000	12375	LEVENHAGEN CORPORAT LEVENHAGEN CORPORATION				0.00	12,636.65	0.00
300676 31100	CK	02-06	006545 21	2/9/2006 04-201-000	12505	LOCAL GOVERNMENT PR LOCAL GOVERNMENT PROPE				0.00	16,636.00	0.00
300582 31100	CK	01-06	005709 21	1/5/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC				0.00	9,796.50	0.00
300653 31100	CK	01-06	006280 21	1/26/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC				0.00	17,393.50	0.00
300695 31100	CK	02-06	006633 21	2/16/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC				0.00	4,494.00	0.00
300706 31100	CK	02-06	006715 21	2/23/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC				0.00	19,351.75	0.00
300728 31100	CK	03-06	006795 21	3/2/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC				0.00	19,370.00	0.00
300759 31100	CK	03-06	007051 21	3/23/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC				0.00	14,459.50	0.00
300815 31100	CK	04-06	007544 21	4/27/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC				0.00	16,693.52	0.00
300858 31100	CK	05-06	007936 21	5/25/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC				0.00	5,859.00	0.00

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300673 31100	CK 06-06	06-06	21	006129		6/8/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC						0.00	0.00	21,546.10	0.00
300915 31100	CK 07-06	07-06	21	008611		7/13/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC						0.00	0.00	5,630.50	0.00
300927 31100	CK 07-06	07-06	21	008699		7/20/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC						0.00	0.00	3,423.00	0.00
300935 31100	CK 07-06	07-06	21	008816		7/27/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC						0.00	0.00	14,774.75	0.00
301002 31100	CK 09-06	09-06	21	009452		9/14/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC						0.00	0.00	10,379.75	0.00
301065 31100	CK 10-06	10-06	21	010031		10/26/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC						0.00	0.00	17,132.00	0.00
301089 31100	CK 11-06	11-06	21	010198		11/9/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC						0.00	0.00	26,063.67	0.00
301126 31100	CK 12-06	12-06	21	010559		12/7/2006 04-201-000	13120	MARTENSON & EISELE INI MARTENSON & EISELE INC						0.00	0.00	6,133.50	0.00
301033 31100	CK 10-06	10-06	21	009724		10/3/2006 04-201-000	13135	MASTERLINK TRAINING LL MASTERLINK TRAINING LLC						0.00	0.00	3,495.00	0.00
300946 31100	CK 08-06	08-06	21	008913		8/3/2006 04-201-000	13149	MATTHEWS COMMERCIAL MATTHEWS COMMERCIAL TIR						0.00	0.00	3,197.92	0.00
301054 31100	CK 10-06	10-06	21	009933		10/19/2006 04-201-000	13149	MATTHEWS COMMERCIAL MATTHEWS COMMERCIAL TIR						0.00	0.00	3,253.65	0.00
300665 31100	CK 02-06	02-06	21	006457		2/2/2006 04-201-000	13150	MATTHEWS TIRE & AUTO MATTHEWS TIRE & AUTO CEN						0.00	0.00	3,291.46	0.00
300915 31100	CK 07-06	07-06	21	008614		7/13/2006 04-201-000	13335	MEMORIAL FLORISTS INC MEMORIAL FLORISTS INC						0.00	0.00	5,166.25	0.00
300663 31100	CK 01-06	01-06	21	006282		1/26/2006 04-201-000	13343	MENARDS & MENARDS &						0.00	0.00	4,874.54	0.00
300597 31100	CK 01-06	01-06	21	006072		1/12/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI						0.00	0.00	28,061.10	0.00
300616 31100	CK 01-06	01-06	21	006156		1/19/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI						0.00	0.00	19,822.10	0.00
300665 31100	CK 02-06	02-06	21	006459		2/2/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI						0.00	0.00	20,000.00	0.00
300695 31100	CK 02-06	02-06	21	006635		2/16/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI						0.00	0.00	44,880.56	0.00
300728 31100	CK 03-06	03-06	21	006799		3/2/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI						0.00	0.00	3,829.14	0.00
300759 31100	CK 03-06	03-06	21	007053		3/23/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI						0.00	0.00	27,041.59	0.00
300780 31100	CK 03-06	03-06	21	007170		3/30/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI						0.00	0.00	17,194.15	0.00
300799 31100	CK 04-06	04-06	21	007352		4/13/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI						0.00	0.00	13,321.91	0.00

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300806 31100	CK 04-06	04-06	007432	21	4/20/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	27,110.89	0.00
300823 31100	CK 05-06	05-06	007631	21	5/4/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	3,588.57	0.00
300835 31100	CK 05-06	05-06	007719	21	5/11/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	17,145.81	0.00
300835 31100	CK 05-06	05-06	007724	21	5/11/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	3,500.00	0.00
300847 31100	CK 05-06	05-06	007853	21	5/18/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	23,860.86	0.00
300864 31100	CK 05-06	05-06	008031	21	6/1/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	4,532.67	0.00
300881 31100	CK 06-06	06-06	008224	21	6/15/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	16,298.80	0.00
300891 31100	CK 06-06	06-06	008353	21	6/22/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	14,589.16	0.00
300900 31100	CK 06-06	06-06	008449	21	6/29/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	16,377.48	0.00
300915 31100	CK 07-06	07-06	008615	21	7/13/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	29,302.07	0.00
300927 31100	CK 07-06	07-06	008702	21	7/20/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	46,881.64	0.00
300946 31100	CK 08-06	08-06	008914	21	8/3/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	202,660.99	0.00
300956 31100	CK 08-06	08-06	008988	21	8/10/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	17,836.67	0.00
300971 31100	CK 08-06	08-06	009101	21	8/17/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	12,213.49	0.00
300978 31100	CK 08-06	08-06	009192	21	8/24/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	17,715.66	0.00
300986 31100	CK 08-06	08-06	009282	21	8/31/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	9,311.46	0.00
300986 31100	CK 08-06	08-06	009283	21	8/31/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	53,312.01	0.00
301002 31100	CK 09-06	09-06	009454	21	9/14/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	14,526.66	0.00
301010 31100	CK 09-06	09-06	009526	21	9/21/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	18,206.14	0.00
301025 31100	CK 09-06	09-06	009638	21	9/28/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	5,777.69	0.00
301041 31100	CK 10-06	10-06	009796	21	10/12/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	12,658.94	0.00
301054 31100	CK 10-06	10-06	009934	21	10/19/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	30,717.23	0.00

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301080 31100	CK	11-06 11-06	010120 21	11/2/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	5,546.37	0.00
301100 31100	CK	11-06 11-06	010294 21	11/16/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	39,632.43	0.00
301140 31100	CK	12-06 12-06	010639 21	12/14/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	28,447.48	0.00
301149 31100	CK	12-06 12-06	010735 21	12/21/2006 04-201-000	13360	MENASHA ELECTRIC & W/ MENASHA ELECTRIC & WATEI					0.00 0.00	9,843.58	0.00
300582 31100	CK	01-06 01-06	005712 21	1/5/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	27,407.00	0.00
300597 31100	CK	01-06 01-06	006073 21	1/12/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	3,701.00	0.00
300616 31100	CK	01-06 01-06	006157 21	1/19/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	27,408.00	0.00
300653 31100	CK	01-06 01-06	006283 21	1/26/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	3,701.00	0.00
300665 31100	CK	02-06 02-06	006460 21	2/2/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	26,742.00	0.00
300676 31100	CK	02-06 02-06	006551 21	2/9/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	3,711.00	0.00
300695 31100	CK	02-06 02-06	006636 21	2/16/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	26,742.00	0.00
300706 31100	CK	02-06 02-06	006719 21	2/23/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	3,711.00	0.00
300728 31100	CK	03-06 03-06	006800 21	3/2/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	26,722.00	0.00
300738 31100	CK	03-06 03-06	006918 21	3/9/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	3,591.00	0.00
300750 31100	CK	03-06 03-06	006995 21	3/16/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	26,937.00	0.00
300759 31100	CK	03-06 03-06	007054 21	3/23/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	3,591.00	0.00
300780 31100	CK	03-06 03-06	007171 21	3/30/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	26,853.00	0.00
300785 31100	CK	04-06 04-06	007276 21	4/6/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	3,496.00	0.00
300799 31100	CK	04-06 04-06	007353 21	4/13/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	26,271.00	0.00
300806 31100	CK	04-06 04-06	007433 21	4/20/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	2,641.94	0.00
300815 31100	CK	04-06 04-06	007546 21	4/27/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	24,827.94	0.00
300823 31100	CK	05-06 05-06	007632 21	5/4/2006 04-201-000	13370	MENASHA EMPLOYEES CI					0.00 0.00	2,671.00	0.00

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300835 31100	CK 05-06	05-06	007725 21	5/11/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	24,418.00	0.00
300858 31100	CK 05-06	05-06	007941 21	5/25/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	24,418.00	0.00
300873 31100	CK 06-06	06-06	008134 21	6/8/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	24,429.00	0.00
300891 31100	CK 06-06	06-06	008354 21	6/22/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	24,085.00	0.00
300907 31100	CK 07-06	07-06	008521 21	7/6/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	23,586.00	0.00
300927 31100	CK 07-06	07-06	008703 21	7/20/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	23,818.00	0.00
300946 31100	CK 08-06	08-06	008915 21	8/3/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	23,494.00	0.00
300971 31100	CK 08-06	08-06	009102 21	8/17/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	23,569.00	0.00
300986 31100	CK 08-06	08-06	009284 21	8/31/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	22,827.00	0.00
301002 31100	CK 09-06	09-06	009455 21	9/14/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	22,835.00	0.00
301025 31100	CK 09-06	09-06	009639 21	9/28/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	22,835.00	0.00
301041 31100	CK 10-06	10-06	009797 21	10/12/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	22,940.00	0.00
301065 31100	CK 10-06	10-06	010035 21	10/26/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	22,970.00	0.00
301089 31100	CK 11-06	11-06	010202 21	11/9/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	22,784.29	0.00
301109 31100	CK 11-06	11-06	010410 21	11/22/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	22,545.00	0.00
301126 31100	CK 12-06	12-06	010561 21	12/7/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	22,470.00	0.00
301149 31100	CK 12-06	12-06	010736 21	12/21/2006 04-201-000	13370	MENASHA EMPLOYEES CI MENASHA EMPLOYEES CRED					0.00 0.00	22,547.69	0.00
300597 31100	CK 01-06	01-06	006075 21	1/12/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	2,847,012.80	0.00
300616 31100	CK 01-06	01-06	006160 21	1/19/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	5,877.29	0.00
300689 31100	CK 02-06	02-06	006601 21	2/15/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	1,642,200.60	0.00
300750 31100	CK 03-06	03-06	006998 21	3/16/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	11,975.47	0.00
300785 31100	CK 04-06	04-06	007278 21	4/6/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	5,738.10	0.00

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300799 31100	CK 04-06 04-06	007357 21	4/13/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	776,453.76	0.00
300806 31100	CK 04-06 04-06	007435 21	4/20/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	5,917.65	0.00
300847 31100	CK 05-06 05-06	007856 21	5/18/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	5,915.65	0.00
300881 31100	CK 06-06 06-06	008228 21	6/15/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	600,885.95	0.00
300891 31100	CK 06-06 06-06	008357 21	6/22/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	6,011.22	0.00
300962 31100	CK 08-06 08-06	009026 21	8/15/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	1,114,132.38	0.00
301002 31100	CK 09-06 09-06	009458 21	9/14/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	12,287.21	0.00
301010 31100	CK 09-06 09-06	009529 21	9/21/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	6,163.04	0.00
301065 31100	CK 10-06 10-06	010038 21	10/26/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	6,164.58	0.00
301115 31100	CK 11-06 11-06	010482 21	11/30/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	6,198.10	0.00
301149 31100	CK 12-06 12-06	010739 21	12/21/2006 04-201-000	13400	MENASHA JOINT SCHOOL MENASHA JOINT SCHOOL DIS					0.00 0.00	6,421.48	0.00
300946 31100	CK 08-06 08-06	008922 21	8/3/2006 04-201-000	13460	MENASHA TREASURER-C CITY OF MENASHA TREASURE					0.00 0.00	3,899.71	0.00
300986 31100	CK 08-06 08-06	009287 21	8/31/2006 04-201-000	13470	MENASHA UTILITY DIST-T TOWN OF MENASHA UTILITY I					0.00 0.00	5,077.30	0.00
300653 31100	CK 01-06 01-06	006287 21	1/26/2006 04-201-000	13480	MENASHA-TOWN OF TOWN OF MENASHA					0.00 0.00	100,000.00	0.00
300956 31100	CK 06-06 06-06	008994 21	8/10/2006 04-201-000	13625	MILLER & ASSOCIATES MILLER & ASSOCIATES					0.00 0.00	4,469.00	0.00
300881 31100	CK 06-06 06-06	008233 21	6/15/2006 04-201-000	13685	MINNESOTA MUTUAL LIFE MINNESOTA MUTUAL LIFE INS					0.00 0.00	2,525.98	0.00
300915 31100	CK 07-06 07-06	008618 21	7/13/2006 04-201-000	13685	MINNESOTA MUTUAL LIFE MINNESOTA MUTUAL LIFE INS					0.00 0.00	2,517.84	0.00
300956 31100	CK 08-06 08-06	008995 21	8/10/2006 04-201-000	13685	MINNESOTA MUTUAL LIFE MINNESOTA MUTUAL LIFE INS					0.00 0.00	2,785.97	0.00
300616 31100	CK 01-06 01-06	006166 21	1/19/2006 04-201-000	13696	MIRON CONSTRUCTION C MIRON CONSTRUCTION CO IN					0.00 0.00	103,818.85	0.00
300653 31100	CK 01-06 01-06	006289 21	1/26/2006 04-201-000	13696	MIRON CONSTRUCTION C MIRON CONSTRUCTION CO IN					0.00 0.00	3,040.00	0.00
300780 31100	CK 03-06 03-06	007178 21	3/30/2006 04-201-000	13696	MIRON CONSTRUCTION C MIRON CONSTRUCTION CO IN					0.00 0.00	56,031.95	0.00
300935 31100	CK 07-06 07-06	008820 21	7/27/2006 04-201-000	13697	MIRON CONSTRUCTION C MIRON CONSTRUCTION CO IN					0.00 0.00	3,087.50	0.00

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301002 31100	CK	09-06	09-06	009462 21	009462 21	9/14/2006 04-201-000	13697	MIRON CONSTRUCTION C MIRON CONSTRUCTION CO IN					0.00	0.00	15,861.55	0.00
300935 31100	CK	07-06	07-06	008821 21	008821 21	7/27/2006 04-201-000	13740	MOODY'S INVESTORS SEI MOODY'S INVESTORS SERVIC					0.00	0.00	4,000.00	0.00
300665 31100	CK	02-06	02-06	006464 21	006464 21	2/2/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	210,604.00	0.00
300695 31100	CK	02-06	02-06	006642 21	006642 21	2/16/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	2,933.90	0.00
300706 31100	CK	02-06	02-06	006725 21	006725 21	2/23/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	218,354.00	0.00
300759 31100	CK	03-06	03-06	007060 21	007060 21	3/23/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	7,488.34	0.00
300780 31100	CK	03-06	03-06	007181 21	007181 21	3/30/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	210,604.00	0.00
300815 31100	CK	04-06	04-06	007553 21	007553 21	4/27/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	210,604.00	0.00
300835 31100	CK	05-06	05-06	007732 21	007732 21	5/11/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	5,545.37	0.00
300858 31100	CK	05-06	05-06	007947 21	007947 21	5/25/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	210,604.00	0.00
300900 31100	CK	06-06	06-06	008454 21	008454 21	6/29/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	215,304.00	0.00
300935 31100	CK	07-06	07-06	008823 21	008823 21	7/27/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	210,604.00	0.00
300986 31100	CK	08-06	08-06	009289 21	009289 21	8/31/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	210,604.00	0.00
301025 31100	CK	09-06	09-06	009645 21	009645 21	9/28/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	210,604.00	0.00
301065 31100	CK	10-06	10-06	010044 21	010044 21	10/26/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	210,604.00	0.00
301115 31100	CK	11-06	11-06	010486 21	010486 21	11/30/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	210,604.00	0.00
301157 31100	CK	12-06	12-06	010821 21	010821 21	12/28/2006 04-201-000	14205	NEENAH TREASURER-CIT CITY OF NEENAH TREASUREF					0.00	0.00	222,210.00	0.00
300706 31100	CK	02-06	02-06	006726 21	006726 21	2/23/2006 04-201-000	14215	NEENAH-MENASHA MUNIC NEENAH-MENASHA MUNICIPA					0.00	0.00	2,874.00	0.00
300891 31100	CK	06-06	06-06	008363 21	008363 21	6/22/2006 04-201-000	14215	NEENAH-MENASHA MUNIC NEENAH-MENASHA MUNICIPA					0.00	0.00	2,621.10	0.00
301002 31100	CK	09-06	09-06	009465 21	009465 21	9/14/2006 04-201-000	14215	NEENAH-MENASHA MUNIC NEENAH-MENASHA MUNICIPA					0.00	0.00	3,384.60	0.00
300597 31100	CK	01-06	01-06	006086 21	006086 21	1/12/2006 04-201-000	14220	NEENAH-MENASHA SEWE NEENAH-MENASHA SEWERAC					0.00	0.00	63,993.11	0.00
300676 31100	CK	02-06	02-06	006561 21	006561 21	2/9/2006 04-201-000	14220	NEENAH-MENASHA SEWE NEENAH-MENASHA SEWERAC					0.00	0.00	53,453.65	0.00

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300738 31100	CK 03-06	03-06	006924	21	3/9/2006	14220	NEENAH-MENASHA SEWE	NEENAH-MENASHA SEWERAC				0.00	0.00	69,249.08	0.00
300799 31100	CK 04-06	04-06	007363	21	4/13/2006	14220	NEENAH-MENASHA SEWE	NEENAH-MENASHA SEWERAC				0.00	0.00	72,042.62	0.00
300823 31100	CK 05-06	05-06	007641	21	5/4/2006	14220	NEENAH-MENASHA SEWE	NEENAH-MENASHA SEWERAC				0.00	0.00	86,370.62	0.00
300873 31100	CK 06-06	06-06	008142	21	6/8/2006	14220	NEENAH-MENASHA SEWE	NEENAH-MENASHA SEWERAC				0.00	0.00	148,826.58	0.00
300907 31100	CK 07-06	07-06	008529	21	7/6/2006	14220	NEENAH-MENASHA SEWE	NEENAH-MENASHA SEWERAC				0.00	0.00	100,406.16	0.00
300946 31100	CK 08-06	08-06	008928	21	8/3/2006	14220	NEENAH-MENASHA SEWE	NEENAH-MENASHA SEWERAC				0.00	0.00	78,157.75	0.00
300992 31100	CK 09-06	09-06	009386	21	9/7/2006	14220	NEENAH-MENASHA SEWE	NEENAH-MENASHA SEWERAC				0.00	0.00	58,891.17	0.00
301033 31100	CK 10-06	10-06	009734	21	10/3/2006	14220	NEENAH-MENASHA SEWE	NEENAH-MENASHA SEWERAC				0.00	0.00	81,253.37	0.00
301089 31100	CK 11-06	11-06	010211	21	11/9/2006	14220	NEENAH-MENASHA SEWE	NEENAH-MENASHA SEWERAC				0.00	0.00	68,861.48	0.00
301126 31100	CK 12-06	12-06	010571	21	12/7/2006	14220	NEENAH-MENASHA SEWE	NEENAH-MENASHA SEWERAC				0.00	0.00	44,005.21	0.00
301091 31100	CK 11-06	11-06	010253	21	11/9/2006	14270	NETWORK HEALTH PLAN	NETWORK HEALTH PLAN				0.00	0.00	130,000.00	0.00
300915 31100	CK 07-06	07-06	008622	21	7/13/2006	14280	NETWORK SOLUTIONS INC	NETWORK SOLUTIONS INC				0.00	0.00	3,507.21	0.00
300785 31100	CK 04-06	04-06	007286	21	4/6/2006	14325	NEWMAN TRAFFIC SIGNS	NEWMAN TRAFFIC SIGNS				0.00	0.00	5,104.00	0.00
300806 31100	CK 04-06	04-06	007437	21	4/20/2006	14325	NEWMAN TRAFFIC SIGNS	NEWMAN TRAFFIC SIGNS				0.00	0.00	4,224.00	0.00
300835 31100	CK 05-06	05-06	007733	21	5/11/2006	14325	NEWMAN TRAFFIC SIGNS	NEWMAN TRAFFIC SIGNS				0.00	0.00	3,701.90	0.00
300676 31100	CK 02-06	02-06	006564	21	2/9/2006	14385	NOFFKE LUMBER INC	NOFFKE LUMBER INC				0.00	0.00	2,661.14	0.00
300695 31100	CK 02-06	02-06	006647	21	2/16/2006	15100	O'HERRON COMPANY INC	RAY O'HERRON COMPANY INC				0.00	0.00	4,024.05	0.00
300582 31100	CK 01-06	01-06	005727	21	1/5/2006	15090	OGDEN PLUMBING & HEA	OGDEN PLUMBING & HEATING				0.00	0.00	3,124.45	0.00
300956 31100	CK 08-06	08-06	009000	21	8/10/2006	16125	PBBS EQUIPMENT CORPC	PBBS EQUIPMENT CORPORAT				0.00	0.00	4,286.96	0.00
300946 31100	CK 08-06	08-06	008932	21	8/3/2006	16290	PIETTE COMPANY INC-FR	FRED J PIETTE COMPANY INC				0.00	0.00	2,765.00	0.00
300616 31100	CK 01-06	01-06	006179	21	1/19/2006	16800	PRDC HOLDINGS LLC	PRDC				0.00	0.00	26,700.50	0.00
300653 31100	CK 01-06	01-06	006294	21	1/26/2006	16800	PRDC HOLDINGS LLC	PRDC				0.00	0.00	17,847.72	0.00

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301149 31100	CK 12-06 12-06	01 21	010749 21	12/21/2006 04-201-000	16791	PREMIER MATERIALS TEC	PREMIER MATERIALS TECHNK				0.00	11,301.90	0.00
301054 31100	CK 10-06 10-06	00 21	009952 21	10/19/2006 04-201-000	16860	PROFESSIONAL CONCRETE	PROFESSIONAL CONCRETE R				0.00	6,313.50	0.00
301109 31100	CK 11-06 11-06	01 21	010425 21	11/22/2006 04-201-000	16883	PROMOTION PLUS	PROMOTION PLUS				0.00	2,707.11	0.00
300652 31100	CK 01-06 01-06	00 21	006220 21	1/26/2006 04-201-000	17050	QUALITY BOOKS INC	QUALITY BOOKS INC				0.00	4,113.28	0.00
300928 31100	CK 07-06 07-06	00 21	008767 21	7/20/2006 04-201-000	17050	QUALITY BOOKS INC	QUALITY BOOKS INC				0.00	3,542.06	0.00
300785 31100	CK 04-06 04-06	00 21	007291 21	4/6/2006 04-201-000	17060	QUALITY CONCRETE & EX	QUALITY CONCRETE & EXCAV				0.00	9,166.33	0.00
300927 31100	CK 07-06 07-06	00 21	008719 21	7/20/2006 04-201-000	17110	QUARLES & BRADY	QUARLES & BRADY				0.00	5,775.00	0.00
300992 31100	CK 09-06 09-06	00 21	009396 21	9/7/2006 04-201-000	17110	QUARLES & BRADY	QUARLES & BRADY				0.00	6,350.00	0.00
300706 31100	CK 02-06 02-06	00 21	006738 21	2/23/2006 04-201-000	18050	RADTKE CONTRACTORS I	RADTKE CONTRACTORS INC				0.00	9,391.00	0.00
301107 31100	CK 11-06 11-06	01 21	010368 21	11/22/2006 04-201-000	18094	RANDOM HOUSE INC	RANDOM HOUSE INC				0.00	3,339.80	0.00
300881 31100	CK 06-06 06-06	00 21	008241 21	6/15/2006 04-201-000	18110	RBC CAPITAL MARKETS	RBC CAPITAL MARKETS				0.00	17,500.00	0.00
300986 31100	CK 08-06 08-06	00 21	009302 21	8/31/2006 04-201-000	18110	RBC CAPITAL MARKETS	RBC CAPITAL MARKETS				0.00	18,730.00	0.00
301054 31100	CK 10-06 10-06	00 21	009954 21	10/19/2006 04-201-000	18167	REEVES CONSTRUCTION	REEVES CONSTRUCTION &				0.00	7,346.35	0.00
300695 31100	CK 02-06 02-06	00 21	006657 21	2/16/2006 04-201-000	18225	RELIABLE CUSTOM TRAIL	RELIABLE CUSTOM TRAILERS				0.00	4,995.00	0.00
300597 31100	CK 01-06 01-06	00 21	006097 21	1/12/2006 04-201-000	18280	RESERVE ACCOUNT	RESERVE ACCOUNT				0.00	6,000.00	0.00
300858 31100	CK 05-06 05-06	00 21	007958 21	5/25/2006 04-201-000	18280	RESERVE ACCOUNT	RESERVE ACCOUNT				0.00	6,000.00	0.00
301010 31100	CK 09-06 09-06	00 21	009542 21	9/21/2006 04-201-000	18280	RESERVE ACCOUNT	RESERVE ACCOUNT				0.00	6,000.00	0.00
301157 31100	CK 12-06 12-06	01 21	010825 21	12/28/2006 04-201-000	18370	RIESTERER & SCHNELL IN	RIESTERER & SCHNELL INC				0.00	5,895.00	0.00
301157 31100	CK 12-06 12-06	01 21	010826 21	12/28/2006 04-201-000	18430	ROLAND MACHINERY CO	ROLAND MACHINERY CO				0.00	6,888.89	0.00
300907 31100	CK 07-06 07-06	00 21	008538 21	7/6/2006 04-201-000	19005	S&R COMPOST SERVICES	S&R COMPOST SERVICES INC				0.00	6,539.50	0.00
301157 31100	CK 12-06 12-06	01 21	010828 21	12/28/2006 04-201-000	19005	S&R COMPOST SERVICES	S&R COMPOST SERVICES INC				0.00	9,111.05	0.00
300978 31100	CK 08-06 08-06	00 21	009213 21	8/24/2006 04-201-000	19080	SAM'S CLUB	SAM'S CLUB				0.00	2,603.96	0.00

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301033 31100	CK	10-06	009687 10-06 21	10/3/2006 04-201-000	01925	SANOPI PASTEUR INC SANOPI PASTEUR INC					0.00	2,670.57	0.00
300835 31100	CK	05-06	007750 05-06 21	5/11/2006 04-201-000	19130	SCHABACH-DIANE DIANE SCHABACH					0.00	10,350.00	0.00
300881 31100	CK	06-06	008243 06-06 21	6/15/2006 04-201-000	19130	SCHABACH-DIANE DIANE SCHABACH					0.00	10,350.00	0.00
300935 31100	CK	07-06	008837 07-06 21	7/27/2006 04-201-000	19130	SCHABACH-DIANE DIANE SCHABACH					0.00	2,743.31	0.00
300956 31100	CK	08-06	009004 08-06 21	8/10/2006 04-201-000	19130	SCHABACH-DIANE DIANE SCHABACH					0.00	10,350.00	0.00
301041 31100	CK	10-06	009816 10-06 21	10/12/2006 04-201-000	19130	SCHABACH-DIANE DIANE SCHABACH					0.00	10,350.00	0.00
300653 31100	CK	01-06	006302 01-06 21	1/26/2006 04-201-000	19150	SCHENCK BUSINESS SOL SCHENCK BUSINESS SOLUTIC					0.00	28,345.50	0.00
300759 31100	CK	03-06	007072 03-06 21	3/23/2006 04-201-000	19150	SCHENCK BUSINESS SOL SCHENCK BUSINESS SOLUTIC					0.00	5,393.25	0.00
300978 31100	CK	08-06	009218 08-06 21	8/24/2006 04-201-000	19150	SCHENCK BUSINESS SOL SCHENCK BUSINESS SOLUTIC					0.00	5,617.12	0.00
301010 31100	CK	09-06	009546 09-06 21	9/21/2006 04-201-000	19150	SCHENCK BUSINESS SOL SCHENCK BUSINESS SOLUTIC					0.00	4,013.37	0.00
300676 31100	CK	02-06	006573 02-06 21	2/9/2006 04-201-000	19178	SCHMIDT BOAT LIFTS & D SCHMIDT BOAT LIFTS & DOCK					0.00	13,031.20	0.00
300728 31100	CK	03-06	006812 03-06 21	3/2/2006 04-201-000	19185	SCHMIDT ENGINEERING & SCHMIDT ENGINEERING & EQ					0.00	2,700.36	0.00
300695 31100	CK	02-06	006660 02-06 21	2/16/2006 04-201-000	19195	SCHOESSOW'S METALS I SCHOESSOW'S METALS & SU					0.00	5,323.00	0.00
300653 31100	CK	01-06	006303 01-06 21	1/26/2006 04-201-000	19220	SCHREIBER/ANDERSON A SCHREIBER/ANDERSON ASSC					0.00	5,810.53	0.00
300728 31100	CK	03-06	006813 03-06 21	3/2/2006 04-201-000	19220	SCHREIBER/ANDERSON A SCHREIBER/ANDERSON ASSC					0.00	6,363.21	0.00
300780 31100	CK	03-06	007198 03-06 21	3/30/2006 04-201-000	19285	SECURITY FENCE & SUPP SECURITY FENCE & SUPPLY C					0.00	5,174.00	0.00
300676 31100	CK	02-06	006575 02-06 21	2/9/2006 04-201-000	19320	SHADE TODAY NURSERY SHADE TODAY NURSERY					0.00	5,615.00	0.00
301010 31100	CK	09-06	009547 09-06 21	9/21/2006 04-201-000	19350	SHERWIN INDUSTRIES INC SHERWIN INDUSTRIES INC					0.00	4,692.92	0.00
300915 31100	CK	07-06	008638 07-06 21	7/13/2006 04-201-000	19356	SHERWIN-WILLIAMS CO SHERWIN-WILLIAMS CO					0.00	5,640.00	0.00
300907 31100	CK	07-06	008542 07-06 21	7/6/2006 04-201-000	19475	SPIELBAUER FIREWORKS SPIELBAUER FIREWORKS CO					0.00	20,000.00	0.00
300873 31100	CK	06-06	008154 06-06 21	6/8/2006 04-201-000	19595	SPX SERVICE SOLUTIONS SPX SERVICE SOLUTIONS					0.00	3,261.41	0.00
300915 31100	CK	07-06	008641 07-06 21	7/13/2006 04-201-000	19605	SR BLOCK IRON & SUPPL SR BLOCK IRON & SUPPLY CC					0.00	7,856.95	0.00

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300816 31100	CK	04-06	007594 21	4/27/2006 04-201-000	19620	STADTMUELLER & ASSOC STADTMUELLER & ASSOCIATI					0.00 0.00	15,000.00	0.00
300907 31100	CK	07-06	008544 21	7/6/2006 04-201-000	19620	STADTMUELLER & ASSOC STADTMUELLER & ASSOCIATI					0.00 0.00	15,000.00	0.00
301080 31100	CK	11-06	010135 21	11/2/2006 04-201-000	19709	STONE TOAD BAR-GRILL STONE TOAD BAR-GRILL					0.00 0.00	2,500.00	0.00
300597 31100	CK	01-06	006103 21	1/12/2006 04-201-000	19735	STUMPFF CREATIVE LANDS STUMPFF CREATIVE LANDS					0.00 0.00	6,000.00	0.00
301140 31100	CK	12-06	010656 21	12/14/2006 04-201-000	19735	STUMPFF CREATIVE LANDS STUMPFF CREATIVE LANDS					0.00 0.00	5,631.00	0.00
300806 31100	CK	04-06	007445 21	4/20/2006 04-201-000	19775	SUPERIOR CHEMICAL COI SUPERIOR CHEMICAL CORP					0.00 0.00	3,008.62	0.00
301025 31100	CK	09-06	009658 21	9/28/2006 04-201-000	19787	SWIDERSKI EQUIPMENT II SWIDERSKI EQUIPMENT INC					0.00 0.00	107,967.00	0.00
300750 31100	CK	03-06	007012 21	3/16/2006 04-201-000	20010	T2 SYSTEMS INC T2 SYSTEMS INC					0.00 0.00	3,357.75	0.00
300915 31100	CK	07-06	008644 21	7/13/2006 04-201-000	20060	TDI DEVELOPMENTS LLC TDI DEVELOPMENTS LLC					0.00 0.00	110,000.00	0.00
300935 31100	CK	07-06	008845 21	7/27/2006 04-201-000	20060	TDI DEVELOPMENTS LLC TDI DEVELOPMENTS LLC					0.00 0.00	58,000.00	0.00
300653 31100	CK	01-06	006305 21	1/26/2006 04-201-000	20080	TELEVISION EQUIPMENT I TELEVISION EQUIPMENT ASSI					0.00 0.00	6,036.00	0.00
300835 31100	CK	05-06	007758 21	5/11/2006 04-201-000	20215	TIMMERS LAWN & LANDS TIMMERS LAWN & LANDSCAPI					0.00 0.00	3,355.00	0.00
300935 31100	CK	07-06	008846 21	7/27/2006 04-201-000	20215	TIMMERS LAWN & LANDS TIMMERS LAWN & LANDSCAPI					0.00 0.00	7,150.00	0.00
300978 31100	CK	08-06	009222 21	8/24/2006 04-201-000	20215	TIMMERS LAWN & LANDS TIMMERS LAWN & LANDSCAPI					0.00 0.00	4,820.00	0.00
301126 31100	CK	12-06	010590 21	12/7/2006 04-201-000	20215	TIMMERS LAWN & LANDS TIMMERS LAWN & LANDSCAPI					0.00 0.00	4,705.00	0.00
300823 31100	CK	05-06	007660 21	5/4/2006 04-201-000	20232	TJ CONEVERA'S INC TJ CONEVERA'S INC					0.00 0.00	2,838.80	0.00
300582 31100	CK	01-06	005743 21	1/5/2006 04-201-000	20285	TOTER INC TOTER INC					0.00 0.00	5,256.20	0.00
301149 31100	CK	12-06	010762 21	12/21/2006 04-201-000	20285	TOTER INC TOTER INC					0.00 0.00	5,000.00	0.00
301089 31100	CK	11-06	010231 21	11/9/2006 04-201-000	20290	TOUGH SOLUTIONS TOUGH SOLUTIONS					0.00 0.00	2,500.00	0.00
300864 31100	CK	05-06	008064 21	6/1/2006 04-201-000	20315	TRADER PLUMBING TRADER PLUMBING					0.00 0.00	3,956.96	0.00
300900 31100	CK	06-06	008476 21	6/29/2006 04-201-000	20315	TRADER PLUMBING TRADER PLUMBING					0.00 0.00	3,886.60	0.00
301054 31100	CK	10-06	009968 21	10/19/2006 04-201-000	20316	TRADER PLUMBING & TRADER PLUMBING &					0.00 0.00	9,025.00	0.00

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300780 31100	CK 03-06	02-06	007212	21	3/30/2006 04-201-000	20325	TRAFFIC & PARKING CON TRAFFIC & PARKING CONTRO					0.00	0.00	4,451.10	0.00
300665 31100	CK 02-06	02-06	006480	21	2/2/2006 04-201-000	20385	TRI-CITY GLASS INC TRI-CITY GLASS INC					0.00	0.00	3,333.54	0.00
300815 31100	CK 04-06	04-06	007577	21	4/27/2006 04-201-000	21060	UNITED PAPER CORPORA UNITED PAPER CORPORATIOI					0.00	0.00	3,072.95	0.00
301041 31100	CK 10-06	10-06	009828	21	10/12/2006 04-201-000	21060	UNITED PAPER CORPORA UNITED PAPER CORPORATIOI					0.00	0.00	3,544.70	0.00
300676 31100	CK 02-06	02-06	006584	21	2/9/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	17,257.03	0.00
300738 31100	CK 03-06	03-06	006945	21	3/9/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	16,552.70	0.00
300806 31100	CK 04-06	04-06	007450	21	4/20/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	20,006.19	0.00
300873 31100	CK 06-06	06-06	008163	21	6/8/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	19,458.90	0.00
300907 31100	CK 07-06	07-06	008552	21	7/6/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	21,089.68	0.00
300956 31100	CK 08-06	08-06	009011	21	8/10/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	21,774.90	0.00
301002 31100	CK 09-06	09-06	009487	21	9/14/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	18,724.85	0.00
301080 31100	CK 11-06	11-06	010141	21	11/2/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	16,986.55	0.00
301100 31100	CK 11-06	11-06	010324	21	11/16/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	7,208.00	0.00
301126 31100	CK 12-06	12-06	010592	21	12/7/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	14,464.76	0.00
301140 31100	CK 12-06	12-06	010661	21	12/14/2006 04-201-000	21226	US OIL CO INC US OIL CO INC					0.00	0.00	4,531.41	0.00
300582 31100	CK 01-06	01-06	005748	21	1/5/2006 04-201-000	21280	USCM PAYROLL PROCES USCM PAYROLL PROCESSING					0.00	0.00	11,043.43	0.00
300616 31100	CK 01-06	01-06	006186	21	1/19/2006 04-201-000	21280	USCM PAYROLL PROCES USCM PAYROLL PROCESSING					0.00	0.00	9,073.43	0.00
300665 31100	CK 02-06	02-06	006483	21	2/2/2006 04-201-000	21280	USCM PAYROLL PROCES USCM PAYROLL PROCESSING					0.00	0.00	8,420.93	0.00
300695 31100	CK 02-06	02-06	006669	21	2/16/2006 04-201-000	21280	USCM PAYROLL PROCES USCM PAYROLL PROCESSING					0.00	0.00	8,455.93	0.00
300728 31100	CK 03-06	03-06	006821	21	3/2/2006 04-201-000	21280	USCM PAYROLL PROCES USCM PAYROLL PROCESSING					0.00	0.00	8,715.93	0.00
300750 31100	CK 03-06	03-06	007020	21	3/16/2006 04-201-000	21280	USCM PAYROLL PROCES USCM PAYROLL PROCESSING					0.00	0.00	8,715.93	0.00
300780 31100	CK 03-06	03-06	007217	21	3/30/2006 04-201-000	21280	USCM PAYROLL PROCES USCM PAYROLL PROCESSING					0.00	0.00	8,315.93	0.00

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300799 31100	CK	04-06	007380 21	4/13/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,734.78	0.00
300815 31100	CK	04-06	007580 21	4/27/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,734.78	0.00
300835 31100	CK	05-06	007765 21	5/11/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,684.78	0.00
300858 31100	CK	05-06	007974 21	5/25/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,684.78	0.00
300873 31100	CK	06-06	008164 21	6/8/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,684.78	0.00
300891 31100	CK	06-06	008395 21	6/22/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,684.78	0.00
300907 31100	CK	07-06	008553 21	7/6/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,764.78	0.00
300927 31100	CK	07-06	008736 21	7/20/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,814.78	0.00
300946 31100	CK	08-06	008947 21	8/3/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	9,602.28	0.00
300971 31100	CK	08-06	009134 21	8/17/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	31,337.28	0.00
300986 31100	CK	08-06	009320 21	8/31/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,807.28	0.00
301002 31100	CK	09-06	009489 21	9/14/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,257.28	0.00
301025 31100	CK	09-06	009666 21	9/28/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,257.28	0.00
301041 31100	CK	10-06	009832 21	10/12/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,507.28	0.00
301065 31100	CK	10-06	010066 21	10/26/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,507.28	0.00
301089 31100	CK	11-06	010237 21	11/9/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,507.28	0.00
301109 31100	CK	11-06	010445 21	11/22/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,507.28	0.00
301126 31100	CK	12-06	010593 21	12/7/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,507.28	0.00
301149 31100	CK	12-06	010765 21	12/21/2006 04-201-000	21280	USCM PAYROLL PROCES	USCM PAYROLL PROCESSING				0.00	8,507.28	0.00
300935 31100	CK	07-06	008849 21	7/27/2006 04-201-000	21160	UW-FOX VALLEY	UW-FOX VALLEY				0.00	4,275.00	0.00
301065 31100	CK	10-06	010065 21	10/26/2006 04-201-000	21160	UW-FOX VALLEY	UW-FOX VALLEY				0.00	4,225.00	0.00
300823 31100	CK	05-06	007673 21	5/4/2006 04-201-000	25140	V&M CONSTRUCTION &	V&M CONSTRUCTION &				0.00	6,600.00	0.00

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301054 31100	CK 10-06 10-06	09972 21	22410	10/19/2006 04-201-000	22410	VINTON CONSTRUCTION VINTON CONSTRUCTION					0.00 0.00	277,876.95	0.00
301089 31100	CK 11-06 11-06	010241 21	22450	11/9/2006 04-201-000	22450	VISU-SEWER CLEAN & SE VISU-SEWER CLEAN & SEAL II					0.00 0.00	11,250.00	0.00
301126 31100	CK 12-06 12-06	010596 21	22450	12/7/2006 04-201-000	22450	VISU-SEWER CLEAN & SE VISU-SEWER CLEAN & SEAL II					0.00 0.00	11,250.00	0.00
300728 31100	CK 03-06 03-06	068822 21	23117	3/2/2006 04-201-000	23117	WAUSAU SIGNATURE AGE WAUSAU SIGNATURE AGENC'					0.00 0.00	4,606.00	0.00
300597 31100	CK 01-06 01-06	066114 21	23130	1/12/2006 04-201-000	23130	WAVERLY SANITARY DIST WAVERLY SANITARY DISTRICT					0.00 0.00	42,034.37	0.00
300689 31100	CK 02-06 02-06	066602 21	23130	2/15/2006 04-201-000	23130	WAVERLY SANITARY DIST WAVERLY SANITARY DISTRICT					0.00 0.00	6,460.30	0.00
300799 31100	CK 04-06 04-06	073883 21	23130	4/13/2006 04-201-000	23130	WAVERLY SANITARY DIST WAVERLY SANITARY DISTRICT					0.00 0.00	4,575.15	0.00
300881 31100	CK 06-06 06-06	08260 21	23130	6/15/2006 04-201-000	23130	WAVERLY SANITARY DIST WAVERLY SANITARY DISTRICT					0.00 0.00	3,055.63	0.00
300962 31100	CK 08-06 08-06	09027 21	23130	8/15/2006 04-201-000	23130	WAVERLY SANITARY DIST WAVERLY SANITARY DISTRICT					0.00 0.00	6,010.53	0.00
301126 31100	CK 12-06 12-06	010598 21	23130	12/7/2006 04-201-000	23130	WAVERLY SANITARY DIST WAVERLY SANITARY DISTRICT					0.00 0.00	4,113.92	0.00
301157 31100	CK 12-06 12-06	010843 21	23130	12/28/2006 04-201-000	23130	WAVERLY SANITARY DIST WAVERLY SANITARY DISTRICT					0.00 0.00	5,460.00	0.00
300665 31100	CK 02-06 02-06	066486 21	23152	2/2/2006 04-201-000	23152	WE ENERGIES WE ENERGIES					0.00 0.00	22,623.82	0.00
300728 31100	CK 03-06 03-06	066824 21	23152	3/2/2006 04-201-000	23152	WE ENERGIES WE ENERGIES					0.00 0.00	13,590.83	0.00
300759 31100	CK 03-06 03-06	07078 21	23152	3/23/2006 04-201-000	23152	WE ENERGIES WE ENERGIES					0.00 0.00	17,443.88	0.00
300815 31100	CK 04-06 04-06	07586 21	23152	4/27/2006 04-201-000	23152	WE ENERGIES WE ENERGIES					0.00 0.00	14,646.76	0.00
300858 31100	CK 05-06 05-06	07980 21	23152	5/25/2006 04-201-000	23152	WE ENERGIES WE ENERGIES					0.00 0.00	9,082.53	0.00
300900 31100	CK 06-06 06-06	08487 21	23152	6/29/2006 04-201-000	23152	WE ENERGIES WE ENERGIES					0.00 0.00	4,123.03	0.00
300978 31100	CK 08-06 08-06	09231 21	23152	8/24/2006 04-201-000	23152	WE ENERGIES WE ENERGIES					0.00 0.00	2,876.81	0.00
301025 31100	CK 09-06 09-06	09670 21	23152	9/28/2006 04-201-000	23152	WE ENERGIES WE ENERGIES					0.00 0.00	3,730.28	0.00
301065 31100	CK 10-06 10-06	010071 21	23152	10/26/2006 04-201-000	23152	WE ENERGIES WE ENERGIES					0.00 0.00	3,796.84	0.00
301109 31100	CK 11-06 11-06	010449 21	23152	11/22/2006 04-201-000	23152	WE ENERGIES WE ENERGIES					0.00 0.00	3,473.80	0.00
301109 31100	CK 11-06 11-06	010450 21	23153	11/22/2006 04-201-000	23153	WE ENERGIES WE ENERGIES					0.00 0.00	21,866.01	0.00

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301157	31100	CK	12-06	010844	12-06 21	12/28/2006	23152	WE ENERGIES	WE ENERGIES	1099				0.00		7,278.09	0.00
300799	31100	CK	04-06	007386	04-06 21	4/13/2006	23206	WI ENVIRONMENTAL IMPF	WI ENVIRONMENTAL IMPROVI					0.00		52,190.41	0.00
301054	31100	CK	10-06	009980	10-06 21	10/19/2006	23206	WI ENVIRONMENTAL IMPF	WI ENVIRONMENTAL IMPROVI					0.00		31,747.78	0.00
300652	31100	CK	01-06	006230	01-06 21	1/26/2006	23241	WINNEBAGO CONFLICT R	WINNEBAGO CONFLICT RESO					0.00		3,477.00	0.00
301002	31100	CK	09-06	009496	09-06 21	9/14/2006	23250	WINNEBAGO COUNTY CLI	WINNEBAGO COUNTY CLERK					0.00		4,531.00	0.00
300597	31100	CK	01-06	006118	01-06 21	1/12/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		1,648,786.33	0.00
300616	31100	CK	01-06	006191	01-06 21	1/19/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		10,999.62	0.00
300653	31100	CK	01-06	006321	01-06 21	1/26/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		5,008.30	0.00
300665	31100	CK	02-06	006488	02-06 21	2/2/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		6,650.00	0.00
300676	31100	CK	02-06	006588	02-06 21	2/9/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		6,136.50	0.00
300689	31100	CK	02-06	006603	02-06 21	2/15/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		1,014,087.30	0.00
300706	31100	CK	02-06	006756	02-06 21	2/23/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		13,435.48	0.00
300738	31100	CK	03-06	006956	03-06 21	3/9/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		16,296.31	0.00
300780	31100	CK	03-06	007227	03-06 21	3/30/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		7,118.00	0.00
300799	31100	CK	04-06	007387	04-06 21	4/13/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		485,971.21	0.00
300823	31100	CK	05-06	007669	05-06 21	5/4/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		6,650.00	0.00
300835	31100	CK	05-06	007774	05-06 21	5/11/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		14,453.17	0.00
300864	31100	CK	05-06	008073	05-06 21	6/1/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		6,650.00	0.00
300881	31100	CK	06-06	008263	06-06 21	6/15/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		384,868.45	0.00
300907	31100	CK	07-06	008557	07-06 21	7/6/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		6,650.00	0.00
300915	31100	CK	07-06	008659	07-06 21	7/13/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		20,167.61	0.00
300946	31100	CK	08-06	008954	08-06 21	8/3/2006	23275	WINNEBAGO COUNTY TRI	WINNEBAGO COUNTY TREASI					0.00		6,846.99	0.00

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300962 31100	CK	08-06	009028 21	8/15/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	561,199.89	0.00
300971 31100	CK	08-06	009143 21	8/17/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	13,933.04	0.00
300986 31100	CK	08-06	009331 21	8/31/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	48,900.00	0.00
301002 31100	CK	09-06	009498 21	9/14/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	12,983.92	0.00
301033 31100	CK	10-06	009753 21	10/3/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	6,650.00	0.00
301041 31100	CK	10-06	009839 21	10/12/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	13,678.30	0.00
301080 31100	CK	11-06	010149 21	11/2/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	33,967.76	0.00
301100 31100	CK	11-06	010333 21	11/16/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	12,083.50	0.00
301126 31100	CK	12-06	010602 21	12/7/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	7,310.00	0.00
301140 31100	CK	12-06	010667 21	12/14/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	12,216.42	0.00
301157 31100	CK	12-06	010846 21	12/28/2006 04-201-000	23275	WINNEBAGO COUNTY TRI WINNEBAGO COUNTY TREASI					0.00 0.00	6,650.00	0.00
300654 31100	CK	01-06	006360 21	1/26/2006 04-201-000	23286	WINNEFOX AUTOMATED L WINNEFOX AUTOMATED LIBR					0.00 0.00	69,833.89	0.00
300582 31100	CK	01-06	005751 21	1/5/2006 04-201-000	23300	WISCO ENTERPRISES LLF WISCO ENTERPRISES LLP					0.00 0.00	66,375.97	0.00
300706 31100	CK	02-06	006757 21	2/23/2006 04-201-000	23300	WISCO ENTERPRISES LLF WISCO ENTERPRISES LLP					0.00 0.00	11,541.87	0.00
300759 31100	CK	03-06	007080 21	3/23/2006 04-201-000	23300	WISCO ENTERPRISES LLF WISCO ENTERPRISES LLP					0.00 0.00	8,774.70	0.00
300881 31100	CK	06-06	008264 21	6/15/2006 04-201-000	23300	WISCO ENTERPRISES LLF WISCO ENTERPRISES LLP					0.00 0.00	8,717.26	0.00
300915 31100	CK	07-06	008660 21	7/13/2006 04-201-000	23300	WISCO ENTERPRISES LLF WISCO ENTERPRISES LLP					0.00 0.00	9,631.77	0.00
301002 31100	CK	09-06	009499 21	9/14/2006 04-201-000	23300	WISCO ENTERPRISES LLF WISCO ENTERPRISES LLP					0.00 0.00	9,768.28	0.00
301089 31100	CK	11-06	010247 21	11/9/2006 04-201-000	23300	WISCO ENTERPRISES LLF WISCO ENTERPRISES LLP					0.00 0.00	5,868.53	0.00
301126 31100	CK	12-06	010603 21	12/7/2006 04-201-000	23300	WISCO ENTERPRISES LLF WISCO ENTERPRISES LLP					0.00 0.00	4,880.48	0.00
301157 31100	CK	12-06	010847 21	12/28/2006 04-201-000	23310	WISCONSIN ALLIANCE OF WISCONSIN ALLIANCE OF CIT					0.00 0.00	3,130.00	0.00
300665 31100	CK	02-06	006490 21	2/2/2006 04-201-000	23390	WISCONSIN DEPARTMENT WISCONSIN DEPARTMENT OF					0.00 0.00	7,188.49	0.00

Date: Wednesday, January 24, 2007  
 Time: 09:09AM  
 User: TSTOFFEL

**CITY OF MENASHA**  
**AP Transactions - Transaction Type**  
 Periods: 01-06 Through 12-06 As of: 1/24/2007

Page: 28 of 28  
 Report: 03640T.rpt  
 Company: 31100

Batch Company ID	Tran Type	Pd En	Ref No Post Acct	Tran Date Subaccount	Vendor	Name	1099 Unit	Transaction Description	Project Task	PC Tr Stat	Qty Unit Price	Debit Amount	Credit Amount
300616 31100	CK	01-06	006192 21	1/19/2006 04-201-000	23395	WISCONSIN DEPARTMENT WISCONSIN DEPARTMENT OF					0.00 0.00	9,085.70	0.00
300900 31100	CK	06-06	008490 21	6/29/2006 04-201-000	23395	WISCONSIN DEPARTMENT WISCONSIN DEPARTMENT OF					0.00 0.00	5,573.51	0.00
301115 31100	CK	11-06	010514 21	11/30/2006 04-201-000	23439	WISCONSIN PUBLIC POWE WISCONSIN PUBLIC POWER II					0.00 0.00	4,616.00	0.00
300653 31100	CK	01-06	006327 21	1/26/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	155,843.06	0.00
300728 31100	CK	03-06	006831 21	3/2/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	152,776.19	0.00
300780 31100	CK	03-06	007232 21	3/30/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	159,132.41	0.00
300815 31100	CK	04-06	007593 21	4/27/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	157,632.10	0.00
300858 31100	CK	05-06	007988 21	5/25/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	163,199.35	0.00
300900 31100	CK	06-06	008493 21	6/29/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	161,696.77	0.00
300935 31100	CK	07-06	008864 21	7/27/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	166,997.52	0.00
300978 31100	CK	08-06	009239 21	8/24/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	159,881.98	0.00
301010 31100	CK	09-06	009561 21	9/21/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	162,373.84	0.00
301054 31100	CK	10-06	009989 21	10/19/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	159,000.76	0.00
301115 31100	CK	11-06	010516 21	11/30/2006 04-201-000	23555	WPPI BENEFIT PLAN TRU WPPI BENEFIT PLAN TRUST					0.00 0.00	158,246.57	0.00
300653 31100	CK	01-06	006329 21	1/26/2006 04-201-000	26360	ZIEL~ESTATE OF EDWARD ESTATE OF EDWARD ZIEL					0.00 0.00	13,285.50	0.00

Tran Type Total: **28,000,236.24**  
 Company Total: **28,000,236.24**

**ELIZABETH J. NEVITT**  
858 Sixth St.  
Menasha, Wisconsin 54952  
(920) 722-8841  
E-Mail: lizn@choiceonemail.com

**EMPLOYMENT**

7/03 to present      Attorney  
Nevitt Law Office, Neenah, WI

I operate my own private law practice, focusing on family law and guardianship. I organize and prioritize the cases and handle all aspects of the litigation.

3/00 to 7/03      Attorney  
Silton, Seifert, Carlson & Gamble, S.C.; Appleton, WI; (920) 739-2366

My practice was focused mainly in the areas of family law and guardianship. Additionally, I was responsible for marketing for the firm and many areas of employee relations and benefits.

2/99 to 3/00      Attorney  
Law Office of Elizabeth J. Nevitt; Appleton, WI 54911

I was self-employed and handled primarily family law and guardianship cases. I managed every aspect of the business, including hiring and managing employees.

8/96 to 2/99      Attorney  
Robinson Law Firm  
103 E. College Ave.; Appleton, WI 54911  
(920) 731-1817

I handled a relatively large case load, consisting of family law matters, guardianships and personal injury cases. I handled all aspects of these cases, from pre-suit negotiation, through filing, discovery and trial.

5/95 to 8/96      Attorney  
McCanna, Konz, Dudas & Associates  
47 Park Place; P.O. Box 1857; Appleton, WI 54911  
(920) 734-2825

I handled various types of cases, primarily personal injury (plaintiff and defense) and including family law cases. The work was varied, depending on what was needed.

8/92 to 4/95      Attorney  
Durbin, Larimore & Bialick  
920 N. Harvey; Oklahoma City, OK 73102  
(405) 235-9584

The emphasis of my practice was in the insurance defense area, although I assisted on plaintiff personal injury cases, as well. I handled cases such as traffic accident injuries, slip-and-falls and fire losses. I appeared at numerous depositions and participated in many mediation sessions. I also handled virtually all the appeals for the firm, from reviewing trial transcripts to researching relevant issues to preparing and filing the briefs. I was often called upon to provide opinions regarding coverage under various types of insurance policies. I also wrote briefs for almost every attorney in the office, regardless of the issue involved.

8/91 to 7/92 Judicial Intern  
Justice Marian Opala  
Oklahoma Supreme Court; Oklahoma City, OK 73118  
(405) 521-3839

I participated in cases which had been appealed from various levels of state court, from the time the appeal was filed until the final opinion was written. I reviewed the entire record on appeal, researched the issues and drafted opinions.

9/91 to 5/92 Teaching Assistant  
University of Oklahoma College of Law  
300 Timberdell; Norman, Oklahoma 73019

During my second and third years in law school, I assisted in teaching first-year students the practical skills needed to research and interpret the law. I had a group of approximately fifteen students with whom I met weekly. The students submitted, and I reviewed and graded, several research memos, two trial briefs and one appellate brief. I also instructed the students in oral argument and heard and graded two oral arguments from each student.

### **MEMBERSHIPS**

State Bar of Wisconsin (since 1995)  
Outagamie County Bar Association (since 1995; Secretary 1999-2000; Vice-President 2000-01; President 2001-02)  
Winnebago County Bar Association (since 2002; Secretary 2006-07)  
Oklahoma Bar Association (1992-1995)

### **EDUCATION**

Legal: Juris Doctor, with honors - May, 1992  
University of Oklahoma College of Law, Norman, Oklahoma  
G.P.A. 9.451 (12-point scale; top 10%)

#### Honors and Activities:

Order of the Coif (for top 10% of graduating class)  
Oklahoma Law Review (2<sup>nd</sup> and 3<sup>rd</sup> years)  
American Jurisprudence Awards: Constitutional Law I, Oil & Gas Contracts, Oil & Gas Tax

Other: B.A., English - May, 1989  
University of Oklahoma, Norman, Oklahoma  
G.P.A. 3.42 (4.0 scale)

### **COMMUNITY AND VOLUNTEER ACTIVITIES**

Office of Lawyer Regulation, District Committee member, 2006-2009  
Outagamie County Bar Association, President 2000-02, previously vice-president and secretary  
State Bar of Wisconsin, Co-Regional Coordinator for High School Mock Trial Competition 1998-present  
Appleton Art Center, volunteer (1996-present; Board of Directors 1998 to 2004; Board President 1999-2000; Special Events Committee 1996-2003)  
Menasha Rotary Club, member (5/98 to present; President 1999-2000 and 2000-2001)  
Best Friends of Neenah-Menasha, volunteer

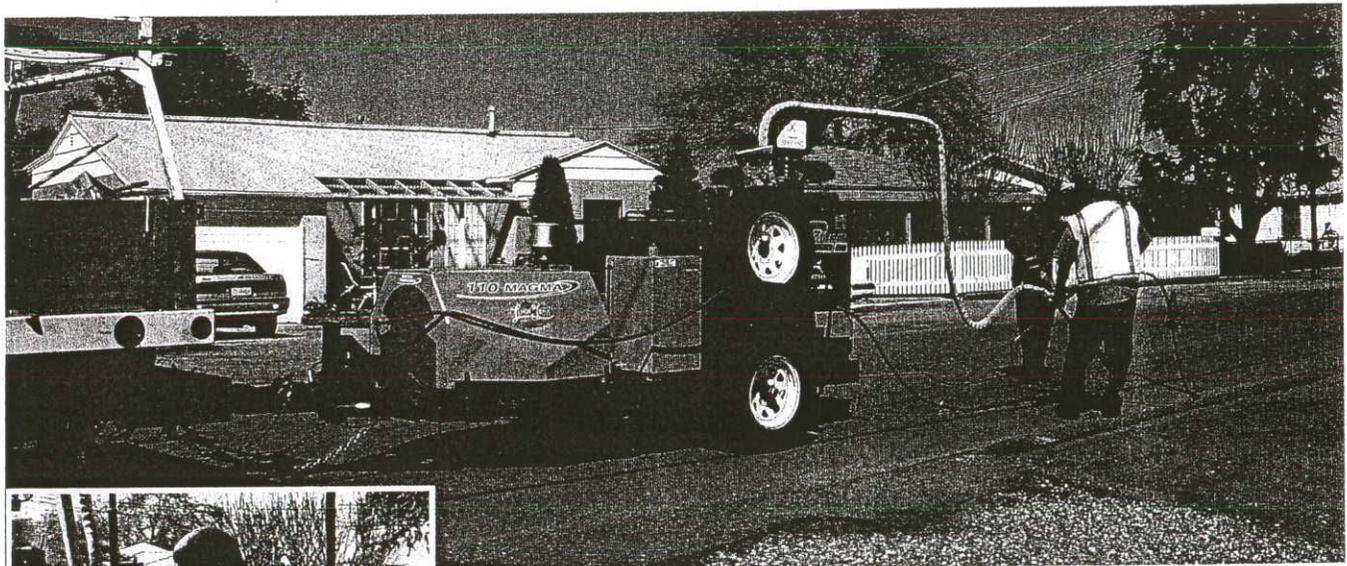
References accompanying this resume; more available upon request.

# APPLICATIONS

by Mark Junkersfeld

## Squeezing More From the Budget

How a California town used in-sourcing to get more bang for its road bucks.



Three public works staffers are assigned to the Cimline cracksealer, which also includes an on-board air compressor to clean cracks and seal them in one pass.

**W**hen it comes to managing the public works budget, it's all a balancing act," explains Majed Al-Ghafry, public works director/city engineer for Lemon Grove, a California community of 26,000 people near San Diego. That balancing act recently caused the city to shift the majority of its street rehabilitation and repair work from private contractors to the Public Works Department.

Despite the city's benign climate — the city motto is "The Best Climate on Earth" — an infrastructure report commissioned by the city several years ago showed more than 70% of the streets were degraded. Lemon Grove's public works budget has to cover sewer cleaning, parks, tree-trimming, and weed control in addition to streets, and it just couldn't keep up. "One contracted project would eat up the entire year's budget for street repair," Al-Ghafry says. "We

simply could not get ahead,"

Thomas Bell, a 22-year public works department veteran who worked his way up from maintenance to superintendent, echoes Al-Ghafry's frustration. "By the time we would get a project scheduled through a bid-letting, another crisis would present itself," Bell recalls. "Negotiating and change orders were a tedious process that was not doing anything for our streets. The 14 of us that staff the department collectively realized



The Lemon Grove paving crew's education was aided by seminars at the APWA Show and Pavement Expo and an abundance of enthusiasm.

we were not in control of our community's infrastructure."

Based on his experience and observations of other communities, Al-Ghafry knew there were savings available by moving some contracted functions in-house. "I did my research and realized this was a great opportunity," says Al-Ghafry. "I knew the city could provide the tools, but first I had to ask the staff, 'Are you in or out?' I wasn't going to push it down their throats."

After getting the blessing from city manager Graham Mitchell, it turned out to be a very easy sell to get the City Council and the public works staff on board, according to Al-Ghafry. "The reaction from the public works crew was phenomenal," he recalls. "They were very gung-ho."

Before shopping for equipment, city management decided to test the staff's paving aptitude. "We used a tow-behind paver that was old, but it gave us a taste of what paving was about," Bell says.

The City went on a shopping spree in August 2005 and picked up an Ingersoll-Rand 3120 self-propelled paver, an asphalt roller, and a Cimline Magma 110DHC melter/applicator for cracksealing. Vendor training was combined with a few days working with the Riverside County paving crew. "We were basically a start-up company as far as our skills," Bell notes.

Al-Ghafry fervently believes that if you want people to excel, then you give them the tools they need to succeed. So six of the staff who specialize in streets rehabili-

## Understanding the Concept Of Cracksealing

Pavement deterioration due to expansion and contraction is caused by thermal and moisture changes. Cracks allow water to penetrate the pavement base and subgrade materials, causing pavement deterioration. Sealing cracks before they become continuous is critical and greatly reduces the pavement's water penetration and helps to maintain the structural integrity of the structure.

As public works director Thomas Bell notes, "The cost of the cracksealing is easily offset by the maintenance savings resulting from pavement longevity."

Proper repair of the crack, the type of sealant, and application methods, timing, and maintenance before and after the application of the crack sealant are the keys to preventing the future cracksealing needs. Various manufacturers' sealants estimate that pavement life can be extended up to 10 years with a proper cracksealing program.

The 40-page *Cracksealing Handbook* can give you the essential information and techniques for handling the practice. Available free from Cimline through their Web Site [www.cimline.com](http://www.cimline.com) or by calling 1-800-323-3344 in the publication as a bonus. Check out the Surveys to educate road professionals on cracksealing concepts and applications.

# APPLICATIONS

*"There is a sense of ownership in the city streets, now that we have control over the scheduling and paving,"*



Majed Al-Ghafry, Public Works Director (left), and Thomas Bell, Public Works Superintendent, embarked on the ambitious adventure to take control of the city's infrastructure by doing more in-house.

tation attended the APWA Show in Minneapolis and Pavement Expo West in Las Vegas to learn as much about paving as possible.

"It's hard to put a value on this investment, but it was a tremendous vote of confidence in the staff," Bell says.

By late September 2005, Lemon Grove was in the paving business. After a fair amount of head-scratching, a few paved-over manholes, and several long days when daylight faded before the work was done, the crew is about "80% efficient," according to Bell.

Training on the cracksealer went faster. "It's very easy to operate and we have assigned three people to work with it," says Bell. "Safety was our primary focus when choosing the melter. It's low profile for visibility and easy to operate and maintain thanks to the external pump that feeds the wand."

The Cimline 110-gallon unit is also equipped with a compressor to blow-out the cracks prior to sealing. This allows crews to keep a steady pace — one man blowing out the cracks, the other man sealing. Al-Ghafry claims the return on investment in cracksealing is excellent because it extends pavement life and efficiently performs preventative maintenance. Bell agrees, adding, "In order to avoid crisis situations with roadways and move towards a workable prevention plan, cracksealing is the key."

Prime time cracksealing will be between the months of April and September. Sections of roadway that were cracksealed last Fall are holding up well, according to Bell.

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- ▶ 15 speed classification bins to an accuracy of 90% +/- 4mph (6.4kph)
- ▶ 13 length classification bins to an accuracy of 90% +/- 4 feet (1.22m)
- ▶ 99% vehicle count accuracy
- ▶ Portable, accurate and reliable
- ▶ No tubes, loops or chains required
- ▶ Records up to 300,000 vehicles per study
- ▶ Detects vehicles moving as slowly as 8 mph (13km/h)
- ▶ Installs quickly and easily on the pavement
- ▶ Ideal for traffic studies on roadways, in construction zones, parking facilities, parks, airports, police departments, and retail facilities.

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Transportation Technologies, Inc.

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[WWW.QTTINC.COM](http://WWW.QTTINC.COM)

Circle 117 on reader card or go to [www.BetterRoads.com/6117.htm](http://www.BetterRoads.com/6117.htm)

Decaying roads are being fixed at four times the rate that they were being repaired prior to the Public Works staff taking on the paving and cracksealing chores.

Paving progress has improved and the city's in-house operation has quadrupled the amount of street replacement that would have been contracted in the same time span. With 335,000 square feet to be completed in the fiscal year to qualify for California Block Grant Development Funds, the paving crew will be busy.

"There is a sense of ownership in the city streets, now that we have control over the scheduling and paving," Bell notes. "We'll make the deadline."

This has produced unforeseen

### Prime time cracksealing will be between the months of April and September.

benefits, too. "The citizens have responded to our initiative, from cleaning up properties to match their new pavement to offering paving crews lemonade when they are in the neighborhood working," says Terry Marshall, city engineering inspector.

While far from caught up, Bell and Al-Ghafry have conducted a walking survey of the streets to prioritize the paving needs in Lemon Grove. The balancing act includes contracted milling before the city crew applies fresh pavement. And an upcoming cold-in-place pavement recycling demonstration will determine if that method will be viable.

"The purchase of the equipment was a high-risk, high-reward venture that we all have a stake in," Al-Ghafry states. "But if you don't try...you've already failed." BR

*Mark Junkersfeld is the president of Saga Marketing and wrote this article on behalf of Cimline.*



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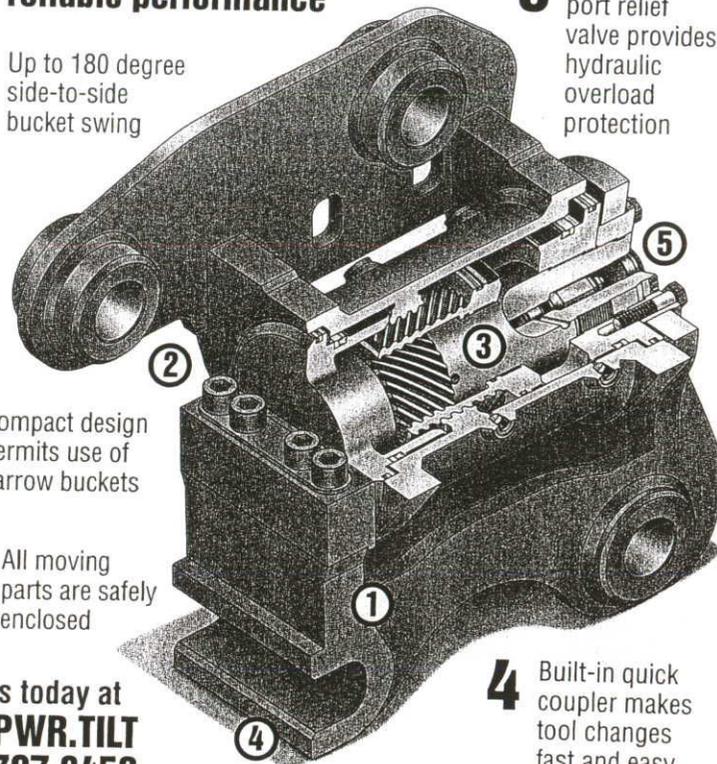
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January 24, 2007

Greg Kiel  
City of Menasha  
140 Main St  
Menasha, WI 54952

RE: **Cost Cap Approval – Bid Round 46**

**Commerce # 54952-3156-87-A** DNR BRRTS # 03-71-001607  
Barth Property, 87 Racine St, Menasha

**PUBLIC BID END DATE:** January 5, 2007

The Wisconsin Department of Commerce (Commerce) has established a PECFA reimbursement cost cap (cost cap) using the bid responses from the Commerce bid process. The cost cap is effective from the date of this letter forward.

**Approved cost cap to complete a scope of work:** \$151,884.00

In compliance with the invitation to bid, *Konicek Environmental Consulting* provided a compliant bid response with the lowest total cost to complete the prescribed scope of work and has agreed to contract with the responsible party (RP) to furnish the items/services quoted. This consulting firm is considered the successful bidder and can be contacted at:

Konicek Environmental Consulting	Phone: (262)284-2557
1032 S. Spring Street	Fax: (262)284-1728
Port Washington WI 53074	E-Mail: gkonicek@msn.com

You must execute a written contract with one of the firms that submitted a bid listed in the table below. Regardless of the firm you select, the cost cap is established by the least costly qualified bid. Failure to execute a written contract within 60 days of the date of this letter will result in the ineligibility of any interest expenses incurred from the date of this letter until a contract is executed. The consulting firm must notify Commerce of the written contract within 14 days of selection using Commerce's website.

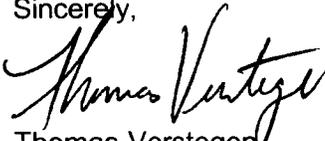
Status	Bid Amount	Consultant Name
Awarded	\$151,884.00	Konicek Environmental Consulting, LLC
Not Reviewed	\$162,658.00	METCO
Not Reviewed	\$173,430.00	REI Engineering, Inc
Not Reviewed	\$230,400.00	OM Enterprises, LLC - Environmental
Not Reviewed	\$270,000.00	MSA Professional Services
Not Reviewed	\$287,750.00	K Singh & Assoc Inc

This site is under the regulatory jurisdiction of the Department of Natural Resources (DNR). Please direct any questions about the remedial activities at this site to Kevin McKnight, DNR Project Manager (920-424-7890). The competitive public bidding process and PECFA funding are the responsibility of Commerce. Correspondence regarding the bidding process and/or PECFA funding should be directed to Commerce.

The PECFA fund does not relieve the RP from liability. The availability or unavailability of PECFA funding shall not be the determining factor as to whether a remediation is completed. This approval does not guarantee the reimbursement of costs. Eligibility of costs will be determined at the time of claim review.

If you have any questions, please contact me in writing at the letterhead address or by telephone at (920) 424-0025.

Sincerely,



Thomas Verstegen  
Department of Commerce  
PECFA - Site Review Section

cc: Greg Konicek - Konicek Environmental Consulting  
Kevin McKnight  
U.S. Bank N.A., PECFA Department , 1617 Washington St, PO BOX 1210, Manitowoc WI  
54221



## League of Wisconsin Municipalities

# Legislative Bulletin

2007-2008, Number 3

January 19, 2007

### In this Issue

[Legislature Fairly Quiet](#)  
[Profile of 2007](#)  
[Legislature](#)  
[Upcoming Legislative](#)  
[Business](#)  
[Recently Introduced](#)  
[Legislation](#)  
[Upcoming Committee](#)  
[Meetings and Hearings](#)  
[Recent League Lobbying](#)  
[Activities](#)

### League of Wisconsin Municipalities

122 W. Washington Ave.  
Suite 300  
Madison, WI 53703

Phone:  
(608) 267-2380

Toll Free:  
(800) 991-5502

Fax:  
(608) 267-0645

E-mail:  
[Witynski@lwm-info.org](mailto:Witynski@lwm-info.org)

On the Web:  
[www.lwm-info.org](http://www.lwm-info.org)

## Legislature Fairly Quiet

No formal legislative activity affecting municipalities occurred this week. Legislators are focusing on ethics reform during these opening weeks of the session.

League staff has been meeting with legislators to discuss our legislative agenda. We've also been educating legislators about the *Newark* property tax loophole for manufacturers that engage in recycling and the municipal perspective on the statewide video franchising issue.

## Profile of 2007 Legislature

Did you know that six of the 33 Wisconsin state senators were once municipal elected officials? Eighteen of the 99 members of the Assembly have served as municipal elected officials. Other interesting facts about the members of the Wisconsin state legislature can be found in the [Profile of the Wisconsin Legislature](#) published by the Legislative Reference Bureau.

## Upcoming Legislative Business

**January 30** Governor Doyle's state of the state address at 7:00 pm.

**January 30-February 1** First regular floor session for the 2007-2008 biennium.

**February 13** Governor Doyle delivers state budget message at 7:00 p.m.

The complete floor session schedule for the 2007-2008 biennial session of the legislature is set forth in [SJR 1](#).

## Recently Introduced Legislation

#### Previous Newsletters

[January 12, 2007](#)

[Bulletin](#)

[January 5, 2007 Bulletin](#)



#### Forward to a Friend

Hi Debbie, if you know someone who would be interested in this newsletter, please forward it. Thank you!

[Forward this Newsletter](#)

>>

**SB 7** Changes in terminology that affect mobile homes and manufactured homes sought by the manufactured housing industry. Also makes terminology changes that apply to mobile home park monthly fees collected by municipalities. By Sen. Lassa (D-Stevens Point). Referred to: Committee on Economic Development and Housing.

**AB 21** Assembly companion to SB 7, described above. By Rep. John Townsend (R-Fond du Lac). Referred to Committee on Housing.

#### Upcoming Committee Meetings and Hearings

No upcoming committee hearings on municipal bills are scheduled.

#### Recent League Lobbying Activities

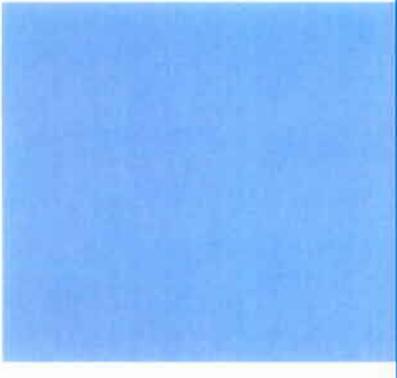
##### Tuesday, January 16

- Met with Rep. Ballweg on League's legislative agenda.
- Met with Rep. Schneider on fixing the *Newark* property tax loop hole for manufacturers that engage in recycling.
- Met with Rep. Pridemore's staff on League's legislative agenda.
- Met with Sen. Carpenter on League's legislative agenda.
- Joined other local government associations at strategy session on regional transportation authorities.
- Spoke with Sen. Cowles' staff about *Newark*.
- communicated with Rep. Albers and Sen. Schultz's staff about neighborhood electric vehicles issues.
- Spoke with Rep. Kaufert about *Newark*.

##### Wednesday, January 17

- Met with municipal attorneys and other interested parties to strategize on statewide video franchising legislation.
- Met with Sen. Lehman on League's legislative agenda.
- Met with Rep. Gunderson on League's legislative agenda.
- Met with Rep. LeMahieu on League's legislative agenda.
- Met with Rep. Newcomer on League's legislative agenda.
- Spoke with Rep. Montgomery on statewide video franchising legislation.
- Met with Rep. Gottlieb on statewide video franchising issue and impact fee law changes.

##### Thursday, January 18



- Met with Rep. Kreuser's staff on League's legislative agenda.
- Met with Rep. Montgomery to discuss municipal concerns about proposed statewide video franchising legislation.
- Communicated with Rep. Gottlieb on impact fee law changes we are seeking.
- Met with representatives of other local government associations about jointly creating a local government institute.

subscribed as dgaleazz@ci.menasha.wi.us

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League of Wisconsin Municipalities  
122 W. Washington Ave Suite 300  
Madison, WI 53703 usa



City of Menasha • Office of the Mayor  
Joseph F. Laux, Mayor

MEMO

TO: Department Heads  
FROM: Mayor Laux  
SUBJECT: RFP Ordinance  
DATE: January 18, 2007

I have attached proposed Ordinance O -1 – 07 as introduced by Alderman Taylor. As you know, this has been held in the Administration Committee until February 5, 2007. The Common Council would like to know the impact of this ordinance. For the next packet please prepare the following:

1. A list of all services, professional or otherwise that you are responsible for purchasing for the City of Menasha that cost \$2500 or more.
2. A list of all products that you are responsible for purchasing for the City of Menasha that cost \$2500 or more.
3. The vendor for each of the recurring items above, along with the length of time each vendor has been providing the service or product.
4. The approximate cost for advertising in a commercially reasonable manner for the RFP.
5. The length of time to prepare a normal RFP.
6. The length of time to receive responses to an RFP.
7. The effect that any time from items 5 and 6 will have on the City's ability to do its work.
8. Any other impact O – 1 – 07 will have on your department.

CC: Common Council



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

MEMO

TO: Common Council  
Mayor Laux

FROM: Jeff Brandt JSB

SUBJECT: RFP Ordinance O – 1 - 07

DATE: January 31, 2007

I have compiled a list of the products or services exceeding \$2500 regularly or occasionally purchased by the City Attorney or Human Resources Director.

City Attorney

Outside Legal Counsel – The need is dependent on the issues that arise wherein the City needs to hire an attorney with specific areas of expertise to properly protect it. The current list is:

1. Anita Gallucci, Boardman Law Firm, Madison – Cable franchise extension
2. William Mulligan, Davis & Kuelthau, Milwaukee – PCB cleanup in the Fox River
3. Thomas Rohan, Davis & Kuelthau, Green Bay – Wisco receivership
4. Robert Horowitz, Stafford Law Firm, Madison – Recycling facility tax exemption

Human Resources

Outside Legal Counsel - The need is dependent on the issues that arise wherein the City needs to hire an attorney with specific areas of expertise to properly protect it. There are no cases at this time. However, I use:

1. James Macy, Davis & Kuelthau, Oshkosh – general labor
2. Allyson Zierdt, , Davis & Kuelthau, Oshkosh – general labor

Section 125 Plan – The City solicited proposals from local vendors when starting this plan in 1993. M & I Trust was selected at that time due to price and the scope of services they were willing to provide.

Section 457 Plan – Pepsco provided this service when I came to the City in 1990. They have since changed their name to Nationwide. The City does not pay a fee for this service.

Employee Assistance Program – The City originally used Anderson Behavioral Consultants for this benefit. When Andy Anderson died in 2004, Confidential Assistance Program took over all the ABC accounts. The City renewed with them for 2005 and 2006.

Occupational Medicine – The City has used Occupational Health since prior to 1990 for pre-employment physicals and occupational health matters.

CDL Testing – The City has used Occupational Health since the start of the program due to its familiarity with them for occupational medicine.

### Safety

The consultant who manages the three City safety committees.

### Insurance

Health – The City has used RFP's until 2006 when the employee's Health Insurance Committee studied possibilities and made a recommendation to management and labor as part of the Collective Bargaining process.

Liability – The City of Menasha is a founding member of CVMIC. Since the City switched from Wausau to CVMIC in 1986, it is estimated that the City has saved over \$5,000,000 in premiums. CVMIC has also provided thousands of hours of training at no additional cost to the City.

Worker's Compensation -- When CVMIC began its WC program, the City used Wausau for workers' comp. After the first year, the City switched to CVMIC, with dramatic premium savings.

Vehicle – CVMIC began its program in 2007 and the City has gone to it, realizing premium savings. We do not have enough experience to evaluate the program, but the history of CVMIC for the City suggests it will also be an advantage for the City.

Dental – The City has used Delta Dental since it offered dental insurance. In 2007, we will change our consultant from Associated Financial Group to HealthCare Systems Consultant who is our consultant for health insurance. It made sense to put them back together, especially since our dental account was so small that we initiated all contact with Associated Financial rather than the other way around.

Property – Menasha has been part of the State of Wisconsin Local Government Property Fund for property insurance. This is consistent with almost all municipalities and has always been the least costly alternative.

Vision – VIPA has provided this service. Our insurance consultant searched for them and recommended them to us.

Insurance consulting – Health Care Systems Consultants provided this service from 1993 until we joined the WPPI trust. Now that we have left the trust, we have returned to them.

TULIP – This is the insurance that persons putting on events can purchase if they do not find insurance on their own. CVMIC uses Marsh to search for this product. When this was done in 2003, there was only one company willing to sell the product.

Other insurances – The City also purchases boiler and machinery insurance, employment practices liability insurance, computer protection insurance, and crime insurance.

Outside legal counsel – Each insurance company is allowed to choose the attorney they wish to handle cases. It is only in the instance that the City has a strong objection can it be involved in that decision.

Expert witnesses - Occasionally, in any instance of potential litigation, hiring an expert may be necessary.

Ordinance O – 1 – 07 is ill-conceived and should be rejected. There has been no demonstration that the current selection process by the Department Heads has not worked. The author has no evidence to support any belief that the City would save money if it were passed. In fact, this ordinance would likely cost the City additional money. To prepare the numerous RFPs will take a significant amount of time. This will divert the attention of City employees from current tasks. Either those tasks will remain undone or the City will need additional staff. Also, the cost of soliciting for vendors is expensive. To find the vendors who might respond to an RFP requires notice in a commercially reasonable manner. If that is through an advertisement in the official City newspaper or a trade publication, there is the cost of that advertising.

Beyond the increase in cost to obtain the proposals, there is no certainty that the cost will be less than we currently pay. Many of our current vendors have been with the City for a long time and have not raised their fees for the City as they due for other customers because of this long term relationship. I review the bills and note that many times the fee charged is for less actual time than our vendors spend on City business.

Another increase in cost is the lack of a history with vendors. In the Labor law area alone, Jim Macy has had a history with the City for 25 years. There are many things that he remembers and many files that he retains that are necessary for interest arbitration, grievance arbitration, bargaining, discrimination complaints, hiring and firing. To lose this history would not only be a disservice but would also cost more money. A new attorney would have to spend additional time to be brought up to speed on the matter at a greater cost.

The next part of these services or products is quality. It is naïve to think that the City would get the same quality of work through the RFP process. For instance, an RFP for environmental law could result in an attorney who was admitted to the bar in January providing an RFP for a Superfund cleanup case in February. There is no chance that such an inexperienced attorney would provide adequate representation. In virtually every one of the items listed above, this will be true.

The City does have a purchasing policy for products that has been adjusted over the years. It has been written to manage the competing interests of efficiency, managing the taxpayers' money, and avoiding ethical issues. Each Department Head is highly trained and has shown strong dedication to the City of Menasha. The proposed ordinance suggests that the Department Heads are not properly managing their purchases. Unless there is evidence that it is not working, I recommend we continue it and reject this ordinance.



MEMO

TO: Common Council and Mayor Laux  
FROM: Debbie Galeazzi, City Clerk *dg*  
SUBJECT: O-1-07 - An Ordinance Relating to City of Menasha Purchasing Policy  
DATE: January 31, 2007

There are three major items that the Clerk's Office handles that would be affected by O-1-07 An Ordinance Relating to City of Menasha Purchasing Policy.

1. Publishing of Legal Notices.  
Wisconsin State Statute requires municipalities to advertise for an official newspaper for the publishing of legal notices yearly. Some legal notices required to be published are Council meeting minutes, public hearings, notices of Board of Review and Board of Appeal meetings. Each individual notice will not exceed \$2,500; however the overall yearly cost would exceed \$2,500. Since the State already requires the advertising for this item and we are limited on our choice of newspapers, I don't think it would be necessary for an RFP for publishing of legal notices. Also, the Post Crescent is the only newspaper that has submitted a quote since 2001.
2. Taping of Council Meetings.  
The cost of this item exceeds \$2,500, so it would require preparing, publishing and sending out an RFP. This area we are also limited on vendors. Currently, UW-Fox Valley does the taping for City of Appleton and helps with the Town of Menasha.
3. Election Equipment.  
The cost of new election equipment will exceed \$2,500. These machines are programmed with the County, so it would be necessary to be in sync with the County. To have equipment that is not in sync with the County would end up costing the City more in programming and labor cost.

I feel the time to prepare the RFP and publish for each of these items is greater than the costs of following our current purchasing policy.



**MEMORANDUM**

To: Mayor Laux and the Administration Committee

From: PRD Tungate

Date: January 30, 2007

RE: Impact of Proposed Ordinance O-1-07

At the request of the Mayor, the following is a list of products and services that our department purchases.

Department	Type of Service	Current Provider	Length of Business Relationship	Estimated Time & Cost to Advertise, and Prepare & Receive RFP's
Parks and Forestry	Tree Trimming/Stumping	Schiller Tree Service	20+ years	2-4 hours, less than \$100.00, 2-4 weeks
	Electrical Service/Repairs	Beck Electric	5+ years	3-6 hours, less than \$100.00, 2-4 weeks
	Plumbing Service/Repairs	Trader Plumbing	15+ years	3-6 hours, less than \$100.00, 2 weeks
	Portion of City Heating Contact Service/Repair	ACC	10+ years	6-10 hours, less than \$100.00, 30 days
	Portable Toilets	AAA Sanitation	5+ years	3-6 hours, less than \$100.00, 30 days
	Lawn Fertilizer and Weed Control Services	Pro-X	10+ years	3-6 hours, less than \$100.00, 30 days
	Playground Equipment	Varies	???	10-12 hours, less than \$250.00, 30-45 days

over →

<b>Department</b>	<b>Type of Service</b>	<b>Current Provider</b>	<b>Length of Business Relationship</b>	<b>Estimated Time &amp; Cost to Advertise, and Prepare &amp; Receive RFP's</b>
Swimming Pool, Marina, Recreation	Harbormaster Services	Diane Schabach	15+ years	10-12, under \$500.00, 60-120 days
	Pool Chemicals	Hawkens Chemical Supply	2+ years	3-6 hours, less than \$100.00, 30 days
	Summer Brochure	Postal Annex	5+ years	3-6 hours, less than \$100, 15-30 days
	Park/Pool Engineering Services or Consultants	Aquatica and Others	Varies	6-10 hours, less than \$200.00, 30-45 days
	Pool Pump Repair	Crane Engineering	1+ years	4-8 hours, less than \$100.00, 30-45 days

City staff follows the current purchasing policy and State law for obtaining all of the products and services listed above. The only exception to this has been in emergency or urgent situations that require immediate attention. Examples of this would be a pool mechanical problem or storm damage work. For several years, the Mayor has had to sign off on purchases at or above \$2,500.

I believe the current purchasing policy is working well. Adding an RFP process to the purchase of all products and services is unnecessary and would add cost and potentially delay service. We do occasionally send out RFP's for large scale projects or services.



## **Memorandum**

DATE: February 1, 2007

TO: City of Menasha Administration Committee

FROM: Mark Radtke, Director of Public Works

RE: Proposed Request for Proposals Ordinance

The following comments represent the Department of Public Works (DPW) response to the proposed RFP ordinance being considered by the Administration Committee.

During 2006, the DPW made 180 purchases of goods and services that exceeded \$2,500. Services mostly included engineering, equipment and vehicle repairs, signal repairs, lift station maintenance and repairs, building maintenance and repairs, and sewer televising and repairs. A sampling of goods purchased include vehicles and equipment, asphalt, concrete, compost bags, equipment and vehicle parts and tires, road salt, traffic signal hardware, traffic sign materials, pavement marking materials, and refuse carts.

The proposed ordinance requires solicitation of proposals for the purchase of any service or product which is expected to exceed \$2,500. It also stipulates the Request for Proposals shall be advertised in a commercially reasonable manner to assure the opportunity to obtain the lowest price for the service or product. RFPs can vary greatly in size and detail, depending on the complexity of the service or product being sought. I have produced RFPs that range from one page to more than 15 pages.

To prepare an effective RFP requires good forethought and, at times, much research, which requires significant staff time. Again, the amount of time necessary for this task depends on the size and complexity of the RFP, but it is time that would needlessly put added strain on our department. Once the RFPs are completed, we would need to advertise, which can be both costly and time consuming. Advertising would be done in the appropriate trade journal, newspaper or any other media which would present good opportunity for interested vendors to access. Newspaper and trade journal ads routinely cost several hundred dollars and upwards.

After advertising, one must allow the vendors sufficient time to respond with a proposal. The shortest response time I would request would be one week, with the more likely requested time response being one to two weeks. This delay would be extremely detrimental to many of our operations, such as equipment repairs, lift station repairs, traffic signal repairs, equipment parts orders, and building repairs, among others.

In general, I feel very strongly that our current purchasing policy in the Personnel Policy Handbook is very effective in assuring the City receives good, competitive prices from its vendors for services and products. I also am acutely aware of our responsibility to seek the most favorable combination of cost, durability, productivity, serviceability, etc., all of which constitutes the best **value**, for our purchased products and services. That is a mainstay of our jobs as managers of public service departments.

The Department of Public Works has not added administrative or managerial staff in the last ten years; rather we have reduced staff by one in the Engineering Department (City Engineer). Yet, the City has grown in those ten years and our volume of work grows along with the City's growth, which is expected. We continue to have more federal and state mandates (stormwater regulations, vehicle emissions standards, sanitary sewer monitoring, recycling, etc.) which require additional staff resources.

This ordinance, or any close variation thereof, will have an overall adverse impact on the Department of Public Works. I am extremely confident and supportive of our staff's desire and ability to receive the best value for our purchased services and products by utilizing the current City purchasing policy. I recommend staying the course.



### Memorandum

TO: Common Council  
FROM: Greg Keil, CDD  
Date: February 1, 2007  
RE: Ordinance 0-1-07

The Community Development Department occasionally purchases products or services that cost in excess of \$2,500.00. These expenditures most typically relate to survey work or platting of city-owned properties. In such cases I follow the existing city policy, and depending on the size of the project, request quotes from three to as many as seven survey/engineering firms. I believe this process has been successful in obtaining competitive pricing for this kind of work.

From time to time the Community Development Department engages planning consultants for specific projects. Depending on the nature of the project, we have used an RFP process and we have also selected a planning consultants based on specialized expertise a firm might offer. As with all professions, the skill sets within a firm as a whole, as well as individual practitioners vary widely. Relying solely on an RFP process, particularly one keyed to the lowest cost, may well not yield the best product when creativity and innovation are integral to the outcome of a project.

Certain types of services, such as administering the city's housing program, require specialized knowledge and skills that are not readily available from a wide variety of vendors. In this instance, we would need to hire a firm from outside of the Fox Cities area. I don't believe an outside firm could match the skills and accessibility to services offered by Mary Bach, a Menasha resident and sole proprietor of Community Housing Coordinators.

It is my opinion that the existing purchasing policy is effective at achieving competitive pricing for products and services acquired by the Community Development Department. The use of RFP's for purchases over \$2,500.00 may be desirable in certain instances, but requiring them as a blanket policy will increase the amount of staff time and expense associated with the purchasing process.



MEMORANDUM

TO: Mayor Laux, Council President Michalkiewicz and the members of the City of Menasha Common Council

FROM: City Comptroller/Treasurer Stoffel

DATE: 01/26/07

SUBJECT: Ordinance O-1-07, Menasha Purchasing Policy

In response to Mayor Laux's memo concerning Ordinance O-1-07, which would require a Request for Proposals (RFP) for any purchase of service or product exceeding \$2,500, I think it would be helpful to refresh the memory of all parties as to what is current City Policy for making purchases:

1. Purchasing of like materials will be done for all departments by one (1) person; i.e., office supplies by Finance Department, janitorial supplies by Building Services Superintendent
2. Department employees can make purchases of up to \$1,000.00, which have been budgeted, with Department Head authorization. The Department Head is responsible to determine that a reasonable effort has been made to secure the best possible price. Some equipment, tools and fixtures are listed in the City inventory. The Department Head is responsible to contact the Treasurer to report such items or to determine if such item must be placed in the City inventory.
3. Purchases over \$1,000.00 to \$2,000.00 require at least two oral quotes and a purchase order.
4. Purchases of \$2,000.00 require two written quotations and a purchase order.
5. All employees authorized to make purchases for the City shall instruct vendors to address billing/invoices to the City of Menasha Finance Department. The shipping address for purchases can be different from the billing/invoice address.

6. Any exceptions to the aforementioned Purchasing Policy will require the written approval of the Mayor and/or Comptroller.

The Mayor has also instituted the practice of signing off on any purchase order where a single item exceeds \$2,500. This helps him to keep abreast of what large purchases are being made and to question and even stop those purchases if he feels it is not needed at this time or if the revenues supporting the current budget are not flowing in as anticipated. The Mayor also signs all travel expense vouchers and employee requests for reimbursement of expenses for classes leading to a degree. The Common Council also reviews all Accounts/Payable check registers at every meeting and has the ability to question any purchase.

Now to respond to Mayor's Laux's memo on the RFP process:

1. The services I have some control over include the City's annual audit which is performed by outside, independent auditors, the financing of City projects which entails the use of outside legal counsel, outside rating agencies and outside financial consultants, banking services and the outsourcing of the assessor's activities to a private appraisal firm and use of a court reported during the Board of Review. For 2006, these expenditures totaled \$86,650. The IT Department will respond under a separate memo.
2. My department (Finance/Assessor) normally does not purchase product that exceeds \$2,500. In past years, software for both departments would have exceeded the \$2,500 limit. The IT Department will respond under a separate memo.
3. The City's has retained Schenck or its predecessor since 1978, Moody's since at least 1976, Quarles & Brady since 1980-1981, Ray Osness and Carol Wirth since 1975, Bob Nelson since 1989, First National Bank-Fox Valley before I was employed by the City and Associated Appraisal Consultants starting in 2007.
4. Some of the advertising could be done locally but the financial services for City financings would probably need to be done in the Milwaukee paper or even Chicago. I really have no cost estimate for something like that but it will be a cost that was not budgeted for in the past. The advertisement for Janitorial services was only ten dollars, but that did not include an RFP, just the notice that specifications were available to interested parties.
5. Over a two week period I spent about two days off and on creating, refining and editing the RFP I put together for the audit. Since it was mailed out I have spent another half day responding to questions and inquiries. I would expect that the same amount of time would be needed to do RFP's for other services.

6. I would say a minimum of three weeks for a response to the RFP, but would prefer four weeks. Then to review the RFPs returned and make a recommendation to the Common Council could be as much as two to three weeks depending on the timing of Common Council meetings.
7. It will take more time away from what needs to be done now. I should be working on getting the books ready for year end close out; responding to questions from Calumet County residents on their property taxes; analyzing what really did happen in Calumet County; completing the 2007 budget document; getting ready to file the State Annual Financial Report,
8. I would recommend that the City not adopt Ordinance O-01-07. I see it as very unnecessary paper shuffling that I am not convinced will result in any significant cost savings. Current State law has a \$25,000 floor for public works projects. Above that you must have an open bidding process, below that amount, the municipality can do what it wants for that type of project,

I would also like direction from the Common Council on what is lacking in our current City Purchasing policy. Perhaps a workshop to discuss how purchasing gets done, why there are few bulk purchases made, why having an inventory of parts and supplies may not work for the City. I would also like to know if this ordinance applies to the entire City, including Utility, Library and Fire Department.

Department Heads currently follow the City Purchasing Policy and are aware of how their actions affect the tax payer. Many of the Department Heads are tax payers themselves so they know that it costs them money if they are not making the correct decisions. I have always felt that the local level of government is the most responsive to tax payer's needs and requests. And I believe that the Department Heads you have hired and put your trust into, understand that responsibility and do their jobs with the goal to provide the most cost efficient service they can.



**To:** Common Council  
**From:** Jeff Lacey – Manager of IT Support  
**Date:** January 30, 2007  
**Re:** Impacts of Ordinance O-1-07

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As directed by the Mayor the following information has been prepared.

**1. A list of all services, professional or otherwise that you are responsible for purchasing for the City of Menasha that cost \$2,500 or more.**

a. Information Technology services by a third party vendor. Depending on the project and the services required the cost is usually associated with an installation of hardware. For example, the cost for the installation of the Phone System Upgrade is \$15,001. We would not normally create an RFP for this expense due to the tie it has to the installation of the hardware purchased for the Phone System upgrade.

b. Maintenance agreements for software.

i.	WPPI/Solomon - Finance	\$7,500
ii.	CHAMP Charting software - Health	\$4,900
iii.	Govern – Comm. Dev.	\$3,000
iv.	Land Desktop - Engineering	\$3,735
v.	Safari – Park & Rec	\$4,000
vi.	Market Drive – Assessor	\$2,700
vii.	T2 Parking – Police	\$3,000

The costs associated with software maintenance are set by the software vendor and are non-negotiable. We would not normally create an RFP for these expenses.

**2. A list of all products that you are responsible for purchasing for the City of Menasha that cost \$2,500 or more.**

a. Technical hardware including computers, servers, printers, copiers, and FAX machines. The state of Wisconsin has negotiated with major vendors on a purchasing contract for governmental entities. What this means is that the cost is the same no matter which vendor you buy from. An RFP would not be applicable in this case.

b. Departmental and Network Software.

- i. When a department requires new or updated software, the department reviews the available options then contact the IT department with its request. The IT department then reviews the software for compatibility with our environment. The purchase of the software falls in one of two camps. The first being purchasing from the developer directly and the second from a third party vendor. When purchasing from the developer an RFP would not be viable. When purchasing from a third party vendor a simple RFP could be created, but most will be governmental pricing.

If a department does not find software that meets their needs, the software will need to be developed. This is a costly option and an RFP will need to be created.

- ii. Network software is required to manage the communication between the PCs, servers and the Internet. This software falls under the negotiated state contract pricing and would not be applicable to an RFP.

**3. The vendor for each of the recurring items above, along with the length of time each vendor has been providing the service or product.**

a. Technical services

- i. Heartland Business Systems- 8 years
- ii. Strategies & Solutions/Burbee/CDW – 6+ years
- iii. Enterprise Systems Group -1 year
- iv. Inacom – 1 year
- v. Unitel – 9 years
- vi. Schenck Technology Solutions – 6 years

b. Maintenance Agreements are the same as listed above and range from 3-7 years.

c. Hardware

- i. Heartland Business Systems – 8 years
- ii. Strategies & Solutions/Burbee/CDW – 6+ years
- iii. Enterprise Systems Group -1 year
- iv. Accent Business Systems – 4 years
- v. Modern Business Machines – 8 years
- vi. Unitel – 9 years

d. Software

- i. Heartland Business Systems – 8 years
- ii. Developer/Vendor specific software 1-7 years

4. **The approximate cost for advertising in a commercially reasonable manner for the RFP.** - The cost would depend on the size and scope of the RFP. It could range from \$10 for a small, local RFP to \$1,000+ for a large nationally distributed RFP.
5. **The length of time to prepare a normal RFP.** - Creation of a Technical RFP is much more time consuming than a non-technical RFP due to the complexity needed to communicate the goal. It could take 1 to 3 days depending on the project and what is required.
6. **The length of time to receive responses to an RFP.** - Business standard is 1 month.
7. **The effect of any time from items 5 and 6 will have on the City's ability to do its work.** - The effect would be people having to wait longer to resolve their PC issues and complete projects due to the time needed to create the RFPs.
8. **Any other impact O – 1 – 07 will have on your department.** - The administration time needed to follow this ordinance as written would be great due to creating RFPs that could only be responded to by one entity or entities with the same pricing.



To: Mayor Laux  
Members of the Common Council  
From: Chief Stanke  
Date: January 31, 2007  
Re: Proposed Ordinance 01-01-07

In reviewing expenditures for 2006 we have compiled the following list of vendors used in which we expended \$2500 or more. In a few of these I would believe that these are the only vendors that can provide the service.

1. Family Therapy and Anxiety Center
2. Winnebago County Records Management System
3. Department of Justice Time System
4. US Cellular
5. Choice One Communications
6. Menasha Electric
7. WE Energies
8. Menasha Water
9. ACC Planned Services heating and cooling
10. Goss Auto Body
11. Galls police equipment
12. Kustom Signals, radar
13. Tough Solutions MDC;s
14. Motorola, radios
15. Streichers police equipment
16. TJ Conevera police equipment
17. Corporate Express
18. Burdick's office equipment
19. Ray O'Herron police equipment
20. Advantage Police supply
21. Fox Valley Technical College
22. Bergstrom Automotive
23. Beck Electric
24. Network Solutions
25. Enterprise systems security systems
26. Fox Valley Humane Society

I am not sure on the length of time on this list, some change yearly as new vendors enter and leave the market while others have been long time vendors.

If we use the typical hiring ad as a guideline for advertising cost I feel that a safe estimate would be in the \$800 to \$1200 range per RFP.

I am unsure on the length of time to prepare an RFP but from discussing this with other department heads that have recently had to complete one; the estimate would be 8-16 hours per RFP.

I would estimate at least one month or longer to receive responses. It would take a while to get in published and then one would have to wait a reasonable period of time to have the publications to be put in service (since many may be monthly publications) and a period of time for the vendors to prepare and respond.

I am not sure on the ability for the city to do its work but am sure that it would slow the day to day operations down considerably and would probably impact the budgeted numbers. Right now we are budgeting with numbers that may be 6 months to a year old from the time of budget preparation to implementation. This process could stretch that out another 3 to 6 months, resulting in increases in cost.

It will make the day to day operations much more cumbersome. Right now we shop for the lowest prices and in some cases need to act quickly to take advantage of the savings.



TO: Mayor Laux  
Common Council Members

FROM: Susan Nett  
Health Department

DATE: January 26, 2007

RE: RFP Ordinance

The Menasha Health Department has interpreter services budgeted for 2007 in the amount of \$2500. This is based on 50 hours of service at an average of \$50 per hour. We currently use two vendors for translation services: Connecting Cultures has been used since 9-04, and United Translators since 2003. They both charge similar rates per hour. The department staff utilize whichever agency can provide the interpreter when one is needed. Demand for interpreter services is high so often times, the agency that is used, is the agency with the available translator. Even though the availability of qualified interpreters has been limited at times, we have still tried to the best of our ability, to obtain translation services at the lowest cost to the city.

As I have never had to advertise for any service, or product, I would not know what the cost would be to advertise for the RFP in a commercially reasonable manner. As an added note, I also do not have any funds budgeted to advertise for an RFP for any service or product.

I have never had to prepare an RFP so I would estimate that my prep time would be longer to do so, than someone else who frequently prepares RFPs. At this point, I would not be able to say with certainty what that time would be.

I would expect that it would take a minimum of 4-6 weeks to receive responses to an RFP. When combining the time it would take to prepare an RFP and then wait for responses, I believe this would severely decrease my staff's ability to communicate to non-English speaking residents in a timely manner. This would be especially true when any critical health information needed to prevent a communicable disease outbreak would need to be disseminated quickly, thus resulting in an uncontrolled spread of communicable disease.

The second impact would be a severe restriction of public health nursing services to non-English speaking families with children. These are services that require a very timely response and waiting for a response to an RFP could affect the health and well-being of these families.

Third, provision of interpreter services is essential. Lack of translation of critical health information puts immense liability on the health department staff and ultimately the city. Clients need to understand fully the health information that is being presented to them. This is essential especially in our immunization clinics. If staff had to wait for the RFP process to engage a needed translator for interpreter services, our ability to provide accurate information, again in a timely manner, could be impeded.

The only other product that we order that may come close to the \$2500 threshold (cost is dependent on contracted price and number of doses ordered) is flu vaccine. The total cost is paid by the recipient in a per dose charge. The health department gets the lowest cost available through an RFP process that is handled by a large Midwest health alliance.

This department has always followed the practice of obtaining the lowest pricing on the most qualified products and services used by the employees to complete their work assignments.



# Neenah-Menasha Fire Rescue

Office of Deputy Fire Chief Steven DeLeeuw

January 18, 2007

Chief VanderWyst

I have put together the following document in response to the memo from Mayor Laux pertaining to RFP ordinance. Neenah-Menasha Fire Rescue is unique in its own because we are considered a separate entity and follow guidelines established by the Joint Finance Committee. We also fall under direction of the Neenah Purchasing Group therefore we are submitting this information as a courtesy to the City of Menasha Council. The standard practice for NMFR when necessary is to send out a RFQ (request for quote) rather than a RFP. The difference being is that the RFQ under State guidelines is not a binding contract and gives us more flexibility. Many of the items that we purchase are name brand and vendor specific and need to be compatible and stay uniform with prior purchases.

The majority of the vendors we use have been long time suppliers that either the City of Menasha used pre-consolidation or vendors used as requested through the Purchaser User Group. From time to time we receive requests from vendors to be a supplier for items and or equipment, we ask the requesting party to supply us with a price list and we compare their prices to our current vendor and make a determination based on product and service.

The length of time to prepare a RFQ varies from 40 hours for a fire engine, 10 hours for a command car down to 2 or 3 hours for smaller items. The majority of all our RFQ's are returned within the requested 30-day period.

I have compiled a list of accounts where the City of Menasha's share exceeds the \$2,500.00 benchmark. The dollar amount listed below is Menasha's share. Along with each item, I have included a brief summary / description.

Operating budget:

- All other equipment \$10,000.00

This line item includes confined space equipment, water rescue, trench rescue equipment along with firefighting equipment such as hoses and nozzles. Vendors include but are not limited to, 5-Alarm, Atlas Outfitters, Fire Apparatus and Equipment, Ropes and Rescue Inc., NRS Rescue, Safety First, EVAC System, All Hands Fire Equipment.

- Personnel Protective Equipment \$8,000.00  
This line item is for purchasing the turn out gear, gloves, boots, nomex hoods, helmets and miscellaneous items purchased for the protection of the firefighter in an emergency situation. Vendors include but are not limited 5-Alarm, Paul Conway Shields, Fire Apparatus and Equipment, Safety First.
- Office furniture and equipment \$4,000.00  
This line item is used to furnish all four stations with office furniture, living room furniture, dormitory items and kitchen appliances. Vendors include, but are not limited, Twin City TV and Appliance, Home Furniture, Bubricks Office Supply, JC Penny, Office Technology.
- Cleaning and janitorial supplies \$3,200.00  
Vendors include, but are not limited to, United Paper, Kitz and Pfiel, Krueger's Hardware.
- Maintenance of buildings \$20,000.00  
This is exclusively for the two Menasha Stations. Vendors are driven by the item or piece of equipment that needs to be repaired.
- Communication Equipment \$5,200.00  
This line item is used for the purchase of base, mobile and portable radios. Vendors include, but are not limited to, Franks Radio, Baycom Inc.
- Computer Hardware \$8,000.00  
This line item is for hardware purchased under the guidelines of the Neenah Purchasers User Group.
- Fuel and oil \$7,600.00  
Vendors include, but are not limited to, City of Menasha, City of Neenah, Halron Oil.
- Liability Insurance \$13,820.00
- Auto and physical Damage Insurance \$3,200.00
- Neenah IS Services \$7,640.00
- Neenah Finance Services \$7,220.00
- Neenah HR Services \$9,240.00

#### Capital Projects

- Thermal Imaging Cameras / Mobile Data Computers \$8000.00  
Vendors include, but are not limited to, 5-Alarm, Motorola Inc.
- Washer/Extractors \$7200.00  
Haiges Machinery Inc
- Rescue Engine \$216,000.00  
Vendor not yet determined
- Rescue Engine Vehicle Extraction Equipment \$12,000.00  
Vendor not yet determined

- I. The use of City vehicles by an Alderman requires the prior written approval by either the Mayor or the Council President, or in the absence of the Mayor and Council President, the Comptroller. Any Alderman who desires to use any City vehicle must have previously filed with the Comptroller his/her insurance declaration sheet pursuant to Article IX. Any license that is required by the State of Wisconsin to operate any such vehicle shall be required.

#### **ARTICLE XI - RESIGNATIONS AND TERMINATIONS**

- A. Resignation Notice. Employees wishing to resign in good standing shall give written notice to the Department Head not less than two (2) weeks before such resignation shall be effective. Department Heads, Supervisors, Managers and professional employees shall give not less than thirty (30) days written resignation notice. The time specified for written notice of resignation shall not include paid time not worked such as vacation pay, floating holiday pay, etc. Failure to give such notice shall result in forfeiting vacation, floating holiday and sick leave pay benefits. Unauthorized absence of an employee for three (3) consecutive work days may be considered by the City as a resignation of such employee. The Department Head shall notify the Personnel Director of any resignation in the department when the resignation is received.
- B. Notification of Termination. The Department Head shall notify the Personnel Director as soon as he/she learns that an employee is leaving.
- C. Severance Pay. Employees who resign or retire shall be paid the balance due them within fifteen (15) working days of their termination date. Employees who are discharged shall be paid the balance due them within three (3) working days. In case of the death of an employee, the full amount of wages due shall, upon demand, be paid to the spouse, children, or other dependent living with such employee at the time of the death. Payment in full is defined to include salary due, pay for earned but unused vacation and floating holidays, and sick leave pay for employees eligible for retirement under WRS.
- D. The City may at its option, waive the notice requirements of paragraph A. The City may also, upon receiving a resignation notice, elect to pay the employee for compensation due during the notice period without requiring the employee to report to work.

#### **ARTICLE XII - PURCHASING POLICY**

- A. Purchasing of like materials will be done for all departments by one (1) person; i.e., office supplies by Finance Department, janitorial supplies by Building Services Superintendent.
- B. Department employees can make purchases of up to \$1,000.00, which have been budgeted, with Department Head authorization. The Department Head is responsible to determine that a reasonable effort has been made to secure the best possible price. Some equipment, tools or fixtures are listed in the City inventory. The Department Head is responsible to contact the Treasurer to report such items or to determine if such item must be placed in the City inventory.

- C. Purchases over \$1,000.00 to \$2,000.00 require at least two oral quotations and a purchase order.
- D. Purchases of \$2,000.00 require two written quotations and a purchase order.
- E. All employees authorized to make purchases for the City shall instruct vendors to address billing/invoices to the City of Menasha Finance Department. The shipping address for purchases can be different from the billing/invoice address.
- F. Any exceptions to the aforementioned Purchasing Policy will require the written approval of the Mayor and/or Comptroller.

### ARTICLE XIII - CREDIT CARD POLICY

The City of Menasha may provide business credit cards to the Mayor and Department Heads. There are occasions when such officials, Department Heads or others make reservations, pay for meals or enroll in various training programs. It is City policy to reimburse certain out-of-pocket expenses incurred in the discharge of official duties. Such expenses would include certain travel and training expenses, rooms and meals.

Business credit cards provided by the City may not be used for personal purposes. Use of City credit Cards may not be used to purchase goods locally where the business will direct bill the City or when a purchase order is to be used. Credit card charges are generally limited to those travel/training reimbursement expenses otherwise provided by the City as allowed by Article IX of the Personnel Policy Handbook. Credit cards may only be used for the purchase of gasoline or other automotive products for use in an employee's personal vehicle under exceptional circumstances. Reimbursement for that gasoline not used for City business must be made. Since the City provides gasoline and maintenance at the City garage, credit cards should not be used to purchase gasoline or other automotive products for City vehicles except when travelling distances requiring refueling. For extended trips, gas tanks should be filled prior to the trip.

The authority to approve the receipt and use of City credit cards shall be restricted to the Mayor and Comptroller for Department Heads and to the Council President for aldermen. An alderman who has need to use a City credit card should use the card issued to the Mayor, or to the Comptroller or City Attorney in the absence of the Mayor.

The Comptroller shall serve as the resource for completing various applications or other forms, which may from time to time be required to effectively implement this policy. Additionally, the number of business cards shall be limited to 10 and retained by the Mayor, Comptroller, City Attorney, Park & Recreation Director, Public Works Director, Community Development Director, Public Health Director, Chief of Police, Fire Chief, and the Library Director. Credit slips should be promptly delivered to the Comptroller following card usage.

Each Department Head and the Mayor are responsible for the security of the credit card assigned to them. Care should be taken so that the credit card is not left in a place where unauthorized use may occur. In the event a card is misplaced or stolen, the Department Head must immediately

Wisconsin State Statute 62.15(1)

**(1)Contracts; how let; exception for donated materials and labor.** All public construction, the estimated cost of which exceeds \$25,000, shall be let by contract to the lowest responsible bidder; all other public construction shall be let as the council may direct. If the estimated cost of any public construction exceeds \$5,000 but is not greater than \$25,000, the board of public works shall give a class 1 notice, under ch. 985, of the proposed construction before the contract for the construction is executed. This provision does not apply to public construction if the materials for such a project are donated or if the labor for such a project is provided by volunteers. The council may also by a vote of three-fourths of all the members-elect provide by ordinance that any class of public construction or any part thereof may be done directly by the city without submitting the same for bids.



## League of Wisconsin Municipalities

# Legislative Bulletin

2007-2008, Number 4

January 26, 2007

### In this Issue

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Statewide Ban on  
Smoking](#)

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### League of Wisconsin Municipalities

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## Governor to Propose Statewide Ban on Smoking

This week Governor Doyle announced he would be seeking a statewide ban on smoking in public places, including taverns. The ban was part of a package of anti-smoking proposals announced by the Governor which also included a \$1.25 increase in the current \$0.77 per pack cigarette tax. The [governor's announcement](#) resurrected a debate from last session over anti-smoking legislation.

Several bills were introduced last session banning smoking in public places and preempting more stringent municipal ordinances. A Tavern League supported bill, [AB 414](#), advanced the farthest. It passed the Assembly but died in the Senate. The bill prohibited smoking in restaurants but allowed it in taverns. The League opposed AB 414 because it prohibited municipalities from adopting more stringent smoking bans.

Senator Risser (D-Madison) introduced another anti-smoking bill last session. [SB 430](#) would have banned smoking in all public places, including taverns. This is the type of legislation that Governor Doyle announced this week he supports. No such bill has been introduced yet this session. The League did not take a position on SB 430 last session. It was introduced late and at the time was not likely to advance.

## Legislative Schedule

**January 30** Governor Doyle's state of the state address at 7:00 p.m.

**January 30-February 1** First regular floor session for the 2007-2008 biennium.

**February 13** Governor Doyle delivers state budget message at 7:00 p.m.

The complete floor session schedule for the 2007-2008 biennial session of the legislature is set forth in [SJR 1](#).

## Previous Newsletters

[January 19, 2007](#)

[Bulletin](#)

[January 12, 2007](#)

[Bulletin](#)

[January 5, 2007 Bulletin](#)



## Forward to a Friend

Hi Debbie, if you know someone who would be interested in this newsletter, please forward it. Thank you!

[Forward this Newsletter](#)

>>

## Recently Introduced Legislation

**AB 25** Applies traffic laws and other rules of the road to private roads within mobile home parks. By Rep. Parisi (D-Madison). Referred to: Committee on Transportation.

**AB 33** Requires the county to pay the municipality's share of the penalty for converting agricultural land to the municipality by August 20 each year. By Rep. Owens (R-Oshkosh). Referred to Committee on Rural Affairs.

**AB 36** Grants for catastrophic damage caused to urban forests. By Rep. Williams (R-Medford). Referred to Committee on Homeland Security and Disaster Preparedness.

## Upcoming Committee Meetings and Hearings

**Applicability of Open Meetings Law to Economic Development Corporations.** The [Special Committee on Applicability of Open Meetings Law to Quasi-Governmental Bodies](#) is meeting for the second time to discuss bill drafts exempting economic development corporations from the open records and open meetings laws. Wednesday, January 31, 10:00 a.m., 225 Northwest, State Capitol.

**Video Franchising Informational Hearing.** The Senate Committee on Commerce, Utilities and Rail is holding an informational hearing on statewide video franchising. The committee will hear testimony from invited speakers only. Legal staff from the City of Milwaukee have been invited to present the municipal perspective. Also, the Wisconsin Association of PEG Channels has been invited to testify. Wednesday, February 7, 11:00 a.m., 411 South, State Capitol.

## Recent League Lobbying Activities

### Friday, January 19

- Attended meeting of League's Advisory Committee on Legislation.
- Spoke with Rep. Kleefisch's staff on liquor license quota issues.

### Monday, January 22

- Met with Dept. of Commerce staff on organizing a forum on the agency's financial assistance programs for

municipalities.

**Tuesday, January 23**

- Met with Rep. Lothian on League's legislative agenda.
- Met with Sen. Cowles and Rep. Kaufert on fixing the *Newark* property tax loophole for manufacturers that recycle.
- Briefly met DOR Secretary Ervin and discussed *Newark*.
- Spoke with Sen. Miller's staff about changing state law governing terms of utility commissioners.

**Wednesday, January 24**

- Met with representatives of other local government associations to strategize on legislation allowing the creation of regional transportation authorities.
- Met with Rep. Ott on League's legislative agenda.
- Met with Rep. Nygren on League's legislative agenda.
- Communicated with DOR lobbyist on *Newark*.

**Thursday, January 25**

- Joined another local government lobbyist in meeting with Sen. Hansen on *Newark*.
- Met with Rep. Gottlieb and other interested parties on possible compromise legislation relating to impact fees.
- Met with Rep. Davis on League's legislative agenda.

subscribed as dgaleazz@ci.menasha.wi.us

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League of Wisconsin Municipalities  
122 W. Washington Ave Suite 300  
Madison, WI 53703 usa



# LETTER

## MUNICIPAL LEADERS TO PROMOTE TARGETED AGENDA TO CONGRESS

Jan. 22, 2007

Issue 1

The League Letter is a monthly publication of the League of Wisconsin Municipalities. The League acts as an information clearinghouse, lobbying organization and legal resource for member municipalities. A digital version of this newsletter is available on the League's website <[www.lwm-info.org](http://www.lwm-info.org)>.

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Editor: Jean Staral

### Please Route To:

- Mayor/President
- Council Member/Trustee
- Manager/Administrator
- Attorney
- Public Works Director
- Fire Chief
- Police Chief
- Treasurer
- Others: \_\_\_\_\_

**T**elecommunications reform, immigration, and efforts to secure continued federal funding to support local initiatives including housing, transportation, and public safety are among the top issues that the National League of Cities (NLC) will bring to the 110th Congress in the coming months. Working on behalf of the nation's cities and towns, NLC also will draw focused federal attention to critical housing issues such as predatory lending, foreclosure prevention, and revamping the country's mortgage finance system.

NLC officials also said it was critically important to take a proactive approach with the new Congress in addressing major challenges affecting the quality of life in their communities that demand joint problem-solving – the surge in violent crime, developing strategies for future transportation funding, and promoting sustainable communities and energy efficiency.

"This is a period of transition in our country," said NLC President Bart Peterson, mayor of Indianapolis, Ind. "We want to help shape the issues. In the 70s and 80s, the federal government led the way; in the 90s the states were the stars in innovation. But it is pretty clear that in this decade, cities are where the action is. We are the centers of innovation and creative problem-solving. While the federal government remains gridlocked, we are moving our communities forward and can shape the policy discussions at the federal level."

Meeting with 31 mayors and council members from across the nation, NLC developed its 2007 federal lobbying agenda and strategies for working with Congress. The group included the leaders of NLC's committees, councils, panels and constituency groups.

"We had the best, the brightest and the most involved participating," said NLC 1st Vice President Cynthia McCollum, council member from Madison, Ala. "And we went further than simply looking at what's going on in Washington. We also want to shape policy at the local, federal and state levels on other critical issues, including transportation funding, the full range of public safety issues, and efforts to promote sustainable resources and energy efficiency."

NLC 2nd Vice President Kathleen Novak, mayor of Northglenn, Colo., said, "We want to make our cities better places in which to live. We can only do that if the federal government does its job, the states do their jobs and we do our jobs. NLC wants to help municipal officials get things done."

The National League of Cities is the nation's oldest and largest organization devoted to strengthening and promoting cities as centers of opportunity, leadership and governance. NLC is a resource and advocate for 19,000 U.S. cities, towns and villages, which collectively serve 218 million people. Visit [www.nlc.org](http://www.nlc.org) for more information.

## Great Lakes Commission Seeks Grant Applications for Soil Erosion, Sediment Control

The Great Lakes Commission is seeking grant applications for local projects to improve water quality by reducing soil erosion and sedimentation, under the Great Lakes Basin Program for Soil Erosion and Sediment Control. Funding is available for both demonstration projects, involving measures to physically limit erosion or sedimentation, and information and education efforts. It is expected that up to \$2 million will be available for grants in the current funding cycle. Small-scale grants of up to \$40,000 will be awarded in each of the two categories, with an additional category for large-scale demonstration projects of up to \$80,000. The deadline for applications is March 1, 2007.

The application process is open to units of state and local government, academic institutions and nonprofit organizations in the United States with an interest in or mandate to address soil erosion, sedimentation and related water quality issues within the Great Lakes drainage basin. U.S. federal agencies, public and private Canadian organizations, and private landowners may not apply directly, but are encouraged to participate as project partners with eligible applicants. All proposed projects must be explicitly relevant to reducing soil erosion and/or contributing to sedimentation control. For demonstration grants, projects must show a measurable reduction of soil erosion commensurate with the size of the project. No grants will be made for planning, inventories or research. All applications must be submitted electronically. For more information and directions on how to apply, see [www.glc.org/basin](http://www.glc.org/basin). The Great Lakes Basin Program for Soil Erosion and Sediment Control is funded by the U.S. Department of Agriculture, as authorized under the Farm Security and Rural Investment Act of 2002. The program is administered by the Great Lakes Commission. Funding decisions will depend on the availability of funds and the program's review process. Other information on the program, including past grants, news updates, funding information and an extensive list of project management tools is available at [www.glc.org/basin](http://www.glc.org/basin).

## TRAINING OPPORTUNITIES

### WISCONSIN LAND INFORMATION ASSOCIATION 2007 ANNUAL CONFERENCE

March 7 - 9, 2007; Appleton. This year's conference is full of presentations and activities specifically targeted for Wisconsin municipalities – of all sizes. For more information about the conference or for becoming a WLIA member visit [www.wlia.org](http://www.wlia.org) or contact Ann Barrett at 800/344-0421.

### ROAD MAINTENANCE

This workshop will help you choose maintenance techniques that will get the most out of your roads. Recognize problems early and apply the right method at the right time to stretch your budget and maintain good roads. For more information Ben Jordan (608) 265-4478 or visit <http://tic.engr.wisc.edu/workshops/listing.lasso>.

March 12, 2007	Tomah	March 16, 2007	De Pere
March 13, 2007	Eau Claire	March 22, 2007	Barneveld
March 14, 2007	Hayward	March 23, 2007	Pewaukee
March 15, 2007	Tomahawk		

### LEADERSHIP AND MANAGEMENT ACADEMY

Feb. 5-9, 2007; Brooklyn Park, MN. Region III of the International Code Council has retained the Hubert H. Humphrey Institute of Public Affairs to again present its Leadership and Management Academy. Visit <http://www.iccsafe.org/training/region3institute/index.html> for more information.

# TRAINING OPPORTUNITIES

## MADISON LABOR LAW CLINIC

March 21, 2007, Madison. This day-long clinic includes speakers from the Unemployment Insurance, Equal Rights, and Workers Compensation Divisions. For more information visit the Department of Workforce Development website at <http://dwd.wisconsin.gov/laborlaw>.

## GREENING WI: PLANNING FOR A SUSTAINABLE FUTURE

March 15-16, Milwaukee. WI ASLA 2007 Annual Conference hosted by the Wisconsin Chapters of the American Planning Association and the American Society of Landscape Architects. For details visit [www.wisconsinplanners.org](http://www.wisconsinplanners.org).

## WAA/DNR ANNUAL CONFERENCE

February 4-6, 2007, Green Bay. This conference is for professional arborists, community foresters, nursery professionals, park and recreation directors and staff, tree care workers and landscape architects. For more information contact Josh DePouw (920) 680-4418; e-mail [jdepouw@new.rr.com](mailto:jdepouw@new.rr.com).

## PANDEMIC INFLUENZA PLANNING: LOCAL GOVERNMENT ASSISTANCE

January 25, 2007, 1:00 P.M. This webcast targets elected and appointed local government leaders, health officials, public safety professionals and planners. For more information call (877) 865-4326 or visit <http://lgean.org/html/training>.

## GOVERNMENT AFFAIRS SEMINAR

March 1, 2007, Madison. This seminar provides municipal officials, treatment plant operators, consultants and government employees with an overview and update of current issues. For more information call Tom Foltz, (608) 251-4843 or visit [www.peopleware.net/2723](http://www.peopleware.net/2723).

## GROWING WISCONSIN: A WORKSHOP ON HOW TO SUSTAIN OUR WORKING LANDS

Learn what is being done to address land use challenges in Wisconsin and other states. Visit [www.datcp.state.wi.us/registration/landuse.jsp](http://www.datcp.state.wi.us/registration/landuse.jsp) for more information.

Feb. 26, 2007	Menomonie	Feb. 28, 2007	Oconomowoc
Feb. 27, 2007	Kimberly		

## WISCONSIN RURAL WATER ASSOCIATION TRAINING

For more information on the following WRWA training opportunities call (715) 344-7778 or visit <http://wrwa.org/workshops.html>.

**Planning for a More Self-Reliant Energy Future.** Jan. 26, 2007, Kimberly.

**Best Practices.** Feb. 8, 2007, Fennimore and Feb. 15, Plover. Session will cover energy efficiency, water conservation, live cycle costing, understanding your electric bill, wire to water testing, and funding infrastructure projects.

**RBC & Trickling Filter Technology.** Feb 15, 2007, Dodgeville.

**Municipal and Collection System Coatings and O&M.** Feb. 21, 2007, Portage.

**District 2 Workshop.** Feb.22, 2007, Waukesha. Group discussion on customer relations and communications.

**19th Annual Technical Conference.** March 27-30, Green Bay.

# TRAINING OPPORTUNITIES

## WORK ZONE AND FLAGGER SAFETY

This practical course will cover the setup and use of approved temporary traffic control devices in a wide variety of typical situations including work on the shoulder, on a two-lane road, on a multilane road, and during mobile operations. It will include conducting safe flagging operations. For more information contact Steve Pudloski or Jane Sauer (608) 262-8707 or visit <http://tic.engr.wisc.edu/workshops/listing.lasso>.

Jan. 23, 2007	Tomah	Jan. 31, 2007	Cable
Jan. 24, 2007	Barneveld	Feb. 2, 2007	Rhineland
Jan. 25, 2007	Waukesha	Feb. 2, 2007	De Pere
Jan. 30, 2007	Eau Claire		

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## LOCAL LAND USE PLANNING AND ZONING

WisLine Teleconference Series. For more information call (608) 262-9960; to register call (608) 262-0810.

**Plan Commission and BOA Members as Local Officials #1744-3.** Jan. 31, 2007. This program covers aspects of the open meetings law, ethics and conflicts of interest laws, and concepts of fairness in decision-making.

**The Wisconsin Working Lands Initiative #1744-4.** Feb. 28, 2007. This program will discuss the Initiative's Steering Committee report, reactions to it and the proposals to implement its recommendations.

**Recent Case Law #1744-5.** March 28, 2007. This program will highlight recent Wisconsin cases and attorney general opinions, as well as important federal cases, relating to land use planning and implementation.

**Growing Communities, Greening Communities: Green Tier — Supporting Business for Local Economic and Environmental Improvement #1744-6.** This session will explore early program outcomes, how parties are coming together to create innovative approaches, and will present examples of local environmental and economic potential under this program.

---

## CURRENT ISSUES AFFECTING LOCAL GOVERNMENT OFFICIALS

WisLine Teleconference Series. For more information call (608) 262-9961; to register call (608) 262-0810.

**The Future of Transportation Funding (1743-4).** Feb. 13, 2007. Learn what options are available and what the concerns of local government are.

**The State's 2007-2008 Biennial Budget and Fiscal Condition (1743-5)** March 6, 2007. Review the Governor's budget and the state's fiscal condition with the state budget director.

**Regulation of Alcoholic Beverage Licensing (1743-7).** April 17, 2007. Prepare to review and issue licenses, learn about the statutory requirements for alcoholic beverage licenses and municipal licensing actions.

**Conducting the Annual Board of Review (1743-8).** April 24, 2007. (Repeats April 26, May 1 and 3, 2007.) Learn or review the statutory requirements and procedures for conducting the annual board of review.

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## CONDUCTING LOCAL ELECTIONS

WisLine Teleconference Series. For more information call (608) 262-9961; to register call (608) 262-0810.

**Municipal Elections/Clerk's Duties (1742-6).** Feb. 6, 2007. Review duties such as issuing absentee ballots, handling write in candidates, and more.

**Recount How Tos. (1742-7)** March 20, 2007. Get pointers to make handling a recount easier.

**What Every Clerk Needs to Know - And Didn't Know to Ask. (1742-8).** A beginner's guide to basic election information.



January 10, 2007

Sue Nett  
Menasha Health Department  
140 Main Street  
Menasha, WI 54952

*Good job  
Sue  
- Mayor  
(Common Council)*

Dear Sue and Staff:

Please accept my sincere gratitude for all the help your staff provided for the 2006 Christmas Giving Program. I know their schedules are full, yet they made the time to share the information regarding our program with needy families. Our program was able to brighten the holidays for 488 families, many of them referred by your staff.

Thank you again for everything you and your staff did, and I look forward to working together with you on the 2007 season.

Sincerely,

*Wendy Mikolanz*  
Wendy Mikolanz  
Program Coordinator



City of Menasha • Department of Community Development

January 19, 2007

To: Council  
Fr: Mayor

Mike Weinandt  
Stone Toad Restaurant  
1109 S Oneida Road  
Menasha, WI 54952

RE: Parking Lot Lighting

The parking lot lighting was inspected and metered on Tuesday, January 16, 2007 at 6:00 p.m. to determine if the light intensity of the parking lot and east parking lot line area complied with the lighting plan as approved by the City of Menasha Planning Commission. The light intensity was measured with a meter depicting foot candles and readings were taken approximately three feet about the parking lot surface.

The results of the inspection are as follows:

1. Several of the light pole fixture units are tilted. These fixtures need to be leveled to direct the light vertical to the pavement surface.
2. The foot candles, as measured during the inspection, were significantly higher than that shown on the design plan approved by the Plan Commission.

Since the parking lot lighting system does not comply with the approved project design, you are hereby ordered to alter and/or reinstall a parking lot lighting system that substantially conforms to the lighting plan approved by the City of Menasha Plan Commission on May 3, 2005. The compliance date for this order is March 1, 2007.

If you have questions regarding this compliance order, you can reach me at 920-428-0014.

Sincerely,

Dennis Jansen  
City of Menasha Building Inspector

Dan Coffey  
City of Menasha Building Inspector

C: Mayor Laux ✓  
Greg Keil, Community Development Director  
Ko Bra Building

**Jeffrey S. Brandt**

**From:** wiscityandvillageattys@yahoogroups.com on behalf of Cathy Munkittrick [cathy@rodlibeskar.com]  
**Sent:** Tuesday, January 16, 2007 8:13 AM  
**To:** wiscityandvillageattys@yahoogroups.com  
**Subject:** [wiscityandvillageattys] city banner policies

Hello all,

The City of Hudson has strung a wire across the main street in downtown and has a policy allowing Hudson based non-profit groups to hang banners from the wire for a fee of \$25.00. The Public Works Dept puts up and takes down the banners. The policy states the maximum size, material, method of attachment.

The wire was recently used by a non-profit PAC to hang what some argue was a political banner encouraging people to vote yes on the school referendum. The banner did not say "vote yes", but I guess everyone in the community recognized the slogan and color of the banner as being from this pro-referendum group. Of course, there was quite a furor over use of the wire for a political purpose.

The City is now looking at the banner policy. The intent of the banner was to promote community events. However, it has been used to promote church craft sales, home builder fairs, local theatre groups, golf tournaments, various types of running events going through town, in addition to community type festivals. My difficulty is drafting a policy that is not content based. I think we could have a policy that would allow non-profits tax exempt organizations to use the banner. I think that would eliminate the political messages because PACs are not tax exempt. Political messages are problematic because there is only one banner, thus access is a problem, and it is perceived that the city is somehow endorsing the message on the banner because it puts it up. However, tax exempt non profit would not exclude groups putting up a banner promoting something that the community may consider distasteful and not community oriented type events. The Nazi parade type problem. The First Amendment protects unpopular speech.

The banner has been used without problem for many years and is seen as sort of a community thing. The Council is reluctant to give it up, but recognizes the difficulty in defining community event in such a way that it is not content or viewpoint based. One thought was to allow it to be used for only city sponsored or Chamber of Commerce sponsored events. I can see it for city sponsored, although those events are few to none. Allowing only the Chamber to use it is creating a forum that only one organization can use. Constitutionally problematic in my view. Maybe the City decides it is willing to take the (maybe) small risk that the banner will be used for unpopular speech, given that it has been used without a problem for over 15 years, until now of course.

Do any of your cities have a banner or some similar means of communication provided by the city? Do you have any policies about use of the banner? Even if you don't, any thoughts you have on the subject would be much appreciated.

Thanks as always for your wise counsel.

Catherine Munkittrick  
Hudson City Attorney

1/16/2007

**RECENT ACTIVITY**

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[Yahoo! FareChase](#)  
Find great prices  
[Flights & Hotels](#)

**Yahoo! News**  
[Music News](#)  
Get the latest  
[music news now](#)

**Yahoo! TV**  
Want the scoop?  
[Check out today's news and gossip.](#)

*FYI:  
Just to point  
out similar dilemmas  
faced by other  
municipalities.  
Jeff Brandt*

Oshkosh Northwestern, 1-29-07

To: CC  
Fr: Mayor

# New vendor sought for Sawdust fireworks

BY DOUG ZELLMER  
of The Northwestern

Sawdust Days officials are looking for a new vendor for this year's Fourth of July fireworks at Menominee Park in Oshkosh.

Ellen Schmidt co-chairman of Sawdust Days, said they were disappointed with the fireworks show put on last year by the Madison-based Thundercat Fireworks.

"We need to find a new vendor soon because they fill up their schedules

quickly," Schmidt said. According to Steve Lenz, co-chairman of Sawdust Days, the setup took longer than expected.

Last year's show was delayed almost 45 minutes because of technical problems in the display's setup. The fireworks were scheduled to begin at 9:45 p.m., but did not start until almost 10:30 p.m. Threatening weather and winds out of the north also added to the delay.

The fireworks are shot off from "Monkey Island," which is on the east side

of Millers Bay. Fireworks supplies still were being taken to the island at 9:20 p.m.

Schmidt said workers from Thundercat Fireworks also had problems with a motor on a boat, which delayed them from getting to the island to shoot off the fireworks.

"Because of the time factor they weren't out there when they were supposed to be," she said.

Schmidt said the fireworks display usually costs from \$25,000 to \$27,000. Festival Foods in Oshkosh

and Sawdust Days pay for the fireworks.

"People always believe the city pays for the fireworks, but the city hasn't paid for it in a number of years," she said.

Schmidt said the fireworks show in Menominee Park, which is scheduled on the Fourth of July this year, lasts about a half hour.

"That's a pretty long time and we've had some fantastic shows," she said.

Doug Zellmer (920) 426-6667 or dzellmer@thenorthwestern.com.



**MARK LOCHNER** of Thundercat Fireworks carries a rack of mortars for the July Fourth fireworks on "Monkey Island" last year. Sawdust Days officials are looking for a new company to put on the holiday fireworks show.



## **Memorandum**

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**TO: Alderman Hendricks**

**FROM: Len Vander Wyst, Chief**

**DATE: January 16, 2007**

**RE: Purchasing of Supplies**

I thought I would follow-up concerning the recent discussion at the Menasha Council Meeting regarding group purchasing. Neenah-Menasha Fire Rescue is part of the City of Neenah's Purchasing User Group (PUG), and is required to follow the Neenah Finance Department purchasing guidelines.

When possible, negotiations take place with various vendors for items purchased and used by all departments in the City. This favorable negotiating process results in lower pricing and discounts on numerous items. For example, most office supplies and furniture is purchased through Burbricks Office Plus resulting in a 10-200% discount from the list price. NMFR recently purchased an office chair through Burbricks, which came with almost a 50% discount.

The PUG also promotes a bid process for large purchase items. Once such process resulted in group purchasing for paper products. Each department indicates annual paper needs and all departments are combined for the bid process with low bid receiving the business.

While group purchasing can at times save money for NMFR, we have found that it is not practical at all times to follow a group method. One example would be automotive supplies. Keeping an inventory of possible automotive parts and supplies is not reasonable. Other small purchase items that may be needed are often purchased on an as needed basis from the closest vendor available to save valuable stall time.

Another requirement of the City of Neenah's purchasing policy requires us to follow the purchasing limits set in place. All capital items purchased under \$1,000 only need to have the department head's approval. Anything over \$1,000 but under \$5,000 needs to have the department head, Director of Finance and Mayor's approval. Anything over \$5,000 has to go to the respective committee and the Council for approval. In our case, any capital purchases over \$5,000 would need to go to our Finance & Personnel Committee and then to both City Council's. All three governing bodies have to be in agreement before the purchase can be made. Any capital purchase that is not budgeted has to go to the respective committee and Council for approval.

I am not certain this information is what you are looking for with respect to department purchasing. I did want to get back to you with respect to what NMFR does to be fiscally responsible. NMFR will always be responsible in all purchasing, as our customers, the taxpayer, demand it.

If you have any questions, please do not hesitate to call me at 886-6201.

LV/tt

# ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Feb 2007 ending June 30 2007

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

County of Winnebago Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

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

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): La Fiesta Mexican Restaurant

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

	Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Owner</u>	<u>Carmen Zamudio</u>	<u>310 Idahost</u>	<u>54902</u>
Vice President/Member			<u>Oshkosh</u>	
Secretary/Member				
Treasurer/Member				
Agent				
Directors/Managers				

3. Trade Name La Fiesta Mexican Restaurant Business Phone Number 886-8152  
 4. Address of Premises 14 Tayco St Post Office & Zip Code 54952

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

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

10. Legal description (omit if street address is given above): 14 Tayco St  
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
 (b) If yes, under what name was license issued? Maria's Restaurant  
 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No  
 13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776]  Yes  No  
 14. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

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

**SUBSCRIBED AND SWORN TO BEFORE ME**

this 4th day of January, 2007  
Reborah A. Galeazzi (Clerk/Notary Public)  
Carmen Zamudio (Officer of Corporation/Member/Manager of Limited Liability Company (Partner/Individual))  
 My commission expires 8/10/08  
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

<b>TO BE COMPLETED BY CLERK</b>			
Date received and filed with municipal clerk <u>1/4/07</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk <u>Reborah A. Galeazzi</u>
Date license granted	Date license issued	License number issued	

Applicant's Wisconsin Seller's Permit Number:	
Federal Employer Identification Number (FEIN):	
<b>LICENSE REQUESTED</b>	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>50.</u>
<b>TOTAL FEE</b>	\$

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name) <u>Zamudio</u> (First Name) <u>Carmen</u> (Middle Name)		SOCIAL SECURITY NUMBER <del>XXXXXXXXXX</del>	
HOME ADDRESS (Street/Route) <u>310 Idaho st</u>		POST OFFICE <u>OshKosh</u>	STATE <u>WI</u> ZIP CODE <u>54902</u>
HOME PHONE NUMBER <u>920 292-0033</u>	AGE <del>XXXX</del>	DATE OF BIRTH <del>XXXX/XX/XX</del>	PLACE OF BIRTH <u>Mexico</u> <u>U.S. citizen</u>

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

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- \_\_\_\_\_ of \_\_\_\_\_ (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION) which is making application for an alcohol beverage license.

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

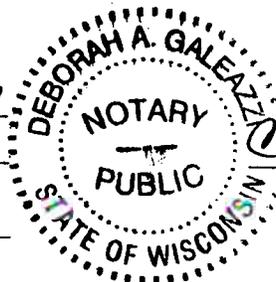
- How long have you continuously resided in Wisconsin prior to this date? 16 yrs
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes  No   
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? .... Yes  No   
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... Yes  No   
(If yes, identify.) \_\_\_\_\_ (NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? ..... Yes  No   
(If yes, identify.) \_\_\_\_\_ (NAME OF WHOLESALE LICENSEE OR PERMITTEE) \_\_\_\_\_ (ADDRESS BY CITY AND COUNTY)

6. Named individual must list in chronological order last two employers.
- | Employer's Name             | Employer's Address   | Employed From | To                  |
|-----------------------------|----------------------|---------------|---------------------|
| <u>Neenah Foundry</u>       | <u>Brooks Av</u>     | <u>06/06</u>  | <u>present</u>      |
| <u>La Fiesta Restaurant</u> | <u>139 W Calumet</u> | <u>10/02</u>  | <u>to Dec 30/06</u> |

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

Subscribed and sworn to before me

this 4<sup>th</sup> day of January, 2007  
Deborah A. Galeazzi  
(CLERK/NOTARY PUBLIC)



Carmen Zamudio  
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 8/10/08

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

Submit to municipal clerk.

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

To the governing body of: Town/Village/City of Menasha County of Winn

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

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

La Fiesta Mexican Restaurant (trade name)

located at 14 Jayco st

appoints Carmen Zamodio (name of appointed agent)

310 Idaho st Oshkosh WI 54902 (home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?  Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 16 yrs

Place of residence last year 310 Idaho st Oshkosh 54902

For: La Fiesta Mexican Restaurant (name of corporation/organization/limited liability company)

By: Carmen Zamodio (signature of Officer/Member/Manager)

And: \_\_\_\_\_ (signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Carmen Zamodio (print name of agent), hereby accept this appointment as agent for the

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

Carmen Zamodio (signature of agent) 01/04/07 (date)

Agent's age [redacted]

310 Idaho st Oshkosh WI 54902 (home address of agent)

Date of birth [redacted]

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

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

Approved on January 8, 2007 by [signature] (signature of proper local official) TUD [signature] (town clerk, village president, police chief)

# Commercial Lease

This lease is made between Mario A. Nunez  
of 1824 S. Dicks Dr. Appleton WI, herein called Lessor, and  
Carmen Zamudio, of \_\_\_\_\_, herein called Lessee. Lessee hereby offers to lease from Lessor the  
premises situated in the City of Menasha, County of Winnabago  
State of Wisconsin, described as 14 Tayco St.

upon the following TERMS and CONDITIONS:

**1. Term and Rent.** Lessor demises the above premises for a term of 2 years, commencing January  
1, 2007, and terminating on 12-30-, 2009, or sooner as provided herein at the annual rental  
of Twelve thousand Dollars (\$12,000) payable in equal installments in advance on the first day  
of each month for that month's rental, during the term of this lease. All rental payments shall be made to Lessor, at the address  
specified above.

**2. Use.** Lessee shall use and occupy the premises for Restaurant. The premises shall  
be used for no other purpose. Lessor represents that the premises may lawfully be used for such purpose. Lessee shall not use  
the premises for the purposes of storing, manufacturing or selling any explosives, flammables, or other inherently dangerous  
substance, chemical, thing, or device.

**3. Care and Maintenance of Premises.** Lessee acknowledges that the premises are in good order and repair, unless  
otherwise indicated herein. Lessee shall, at his own expense and at all times, maintain the premises in good and safe condition,  
including plate glass, electrical wiring, plumbing and heating installations and any other system or equipment upon the premises  
and shall surrender the same, at termination hereof, in as good condition as received, normal wear and tear excepted. Lessee  
shall be responsible for all repairs required, excepting the roof, exterior walls, structural foundations, and:  
Snow Removal from parking lot and side walks -

which shall be maintained by Lessor. Lessee shall also maintain in good condition such portions adjacent to the premises, such  
as sidewalks, driveways, lawns and shrubbery, which would otherwise be required to be maintained by Lessor.

**4. Alterations.** Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or  
improvements, in, to or about the premises.

**5. Ordinances and Statutes.** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and  
federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the  
use thereof by Lessee.

**6. Assignment and Subletting.** Lessee shall not assign this lease or sublet any portion of the premises without prior written  
consent of the Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without consent shall be  
void and, at the option of the Lessor, may terminate this lease.

**7. Utilities.** All applications and connections for necessary utility services on the demised premises shall be made in the name  
of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas,  
electricity, and telephone services. In the event that any utility or service provided to the premises is not separately metered,  
Lessor shall pay the amount due and separately invoice Lessee for Lessee's pro rata share of the charges. Tenant shall pay such  
amounts within fifteen (15) days of invoice. Lessee acknowledges that the leased premises are designed to provide standard of-  
fice use electrical facilities and standard office lighting. Lessee shall not use any equipment or devices that utilize excessive elec-  
trical energy or that may, in Lessor's reasonable opinion, overload the wiring or interfere with electrical services to other tenants.

**8. Entry and Inspection.** Lessee shall permit Lessor or Lessor's agents to enter upon the premises at reasonable times and  
upon reasonable notice, for the purpose of inspecting the same, and will permit Lessor at any time within sixty (60) days prior to  
the expiration of this lease, to place upon the premises any usual "To Let" or "For Lease" signs, and permit persons desiring to

lease the same to inspect the premises thereafter.

**9. Parking.** During the term of this lease, Lessee shall have the nonexclusive use in common with Lessor, other tenants of the building, their guests and invitees, of the nonreserved common automobile parking areas, driveways, and foot ways, subject to rules and regulations for the use thereof as prescribed from time to time by Lessor. Lessor reserves the right to designate parking areas within the building or in a reasonable proximity thereto, for Lessee and Lessee's agents and employees. Lessee shall provide Lessor with a list of all license numbers for the cars owned by Lessee, its agents and employees. Separated structured parking, if any, located about the building is reserved for Lessees of the building who rent such parking spaces. Lessee hereby leases from Lessor 10 spaces in such a structural parking area, such spaces to be on a first-come first-served basis. In consideration of the leasing to Lessee of such spaces, Lessee shall pay a monthly rental 0 Dollars (\$ 0 ) per space throughout the term of the lease. Such rent shall be due and payable each month without demand at the time herein set for the payment of other monthly rentals, in addition to such other rentals.

**10. Possession.** If Lessor is unable to deliver possession of the premises at the commencement hereof, Lessor shall not be liable for any damage caused thereby, nor shall this lease be void or voidable, but Lessee shall not be liable for any rent until possession is delivered. Lessee may terminate this lease if possession is not delivered within \_\_\_\_\_ days of the commencement of the term hereof.

**11. Indemnification of Lessor.** To the extent of the law, Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised premises or any part thereof. Lessee agrees to indemnify and hold Lessor harmless from any claims for damages which arise in connection with any such occurrence. Said indemnification shall include indemnity from any costs or fee which Lessor may incur in defending said claim.

**12. Insurance.** Lessee, at his expense, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with minimum coverage as follows:

Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a ten-day written notice to Lessor in the event of cancellation or material change of coverage. To the maximum extent permitted by insurance policies which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of sub rogation which might otherwise exist.

If the leased premises or any other part of the building is damaged by fire or other casualty resulting from any act of negligence of Lessee or any of Lessee's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Lessee shall be responsible for the costs of repair not covered by insurance.

**13. Eminent Domain.** If the premises or any part thereof or any estate therein, or any other part of the building materially affecting Lessee's use of the premises, shall be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent, and any additional rent, shall be apportioned as of the termination date, and any rent paid for any period beyond that date shall be repaid to Lessee. Lessee shall not be entitled to any part of the award for such taking or any payment in lieu thereof, but Lessee may file a claim for any taking of fixtures and improvements owned by Lessee, and for moving expenses.

**14. Destruction of Premises.** In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the premises. If such repairs cannot be made within said sixty (60) days, Lessor, at his option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs which cannot be made within sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised premises may be situated is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be injured or not. A total destruction of the building in which the premises may be situated shall terminate this lease

**15. Lessor's Remedies on Default.** If Lessee defaults in the payment of rent, or any additional rent, or defaults in the performance of any of the other covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within 5 days, after the giving of such notice (or if such other default is of such nature that it cannot be completely cured within such period, if Lessee does not commence such curing within such 5 days and thereafter proceed with reasonable diligence and in good faith to cure such default), then Lessor may terminate this lease on not less than 5 days' notice to Lessee. On the date specified in such notice the term of this lease shall terminate, and Lessee shall then quit and surrender the premises to Lessor, without extinguishing Lessee's liability. If this lease

shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects. No failure to enforce any term shall be deemed a waiver.

**16. Security Deposit.** Lessee shall deposit with Lessor on the signing of this lease the sum of One thousand dollars (\$ 1,000 ) as security for the performance of Lessee's obligations under this lease, including without limitation the surrender of possession of the premises to Lessor as herein provided. If Lessor applies any part of the deposit to cure any default of Lessee, Lessee shall on demand deposit with Lessor the amount so applied so that Lessor shall have the full deposit on hand at all times during the term of this lease.

**17. Tax Increase.** In the event there is any increase during any year of the term of this lease in the City, County or State real estate taxes over and above the amount of such taxes assessed for the tax year during which the term of this lease commences, whether because of increased rate or valuation, Lessee shall pay to Lessor upon presentation of paid tax bills an amount equal to 50 % of the increase in taxes upon the land and building in which the leased premises are situated. In the event that such taxes are assessed for a tax year extending beyond the term of the lease, the obligation of Lessee shall be proportionate to the portion of the lease term included in such year.

**18. Common Area Expenses.** In the event the demised premises are situated in a shopping center or in a commercial building in which there are common areas, Lessee agrees to pay his prorata share of maintenance, taxes, and insurance for the common area.

**19. Attorney's Fees.** In case suit should be brought for recovery of the premises, or for any sum due hereunder, or because of any act which may arise out of the possession of the premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.

**20. Waiver.** No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

**21. Notices.** Any notice which either party may or is required to give, shall be given by mailing the same, postage prepaid, to Lessee at the premises, or Lessor at the address specified above, or at such other places as may be designated by the parties from time to time.

**22. Heirs, Assigns, Successors.** This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.

**23. Option to Renew.** Provided that Lessee is not in default in the performance of this lease, Lessee shall have the option to renew the lease for an additional term of 12 months commencing at the expiration of the initial lease term. All of the terms and conditions of the lease shall apply during the renewal term except that the monthly rent shall be the sum of \$ 1,500 . The option shall be exercised by written notice given to Lessor not less than 60 days prior to the expiration of the initial lease term. If notice is not given in the manner provided herein within the time specified, this option shall expire.

**24. Subordination.** This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.

**25. Radon Gas Disclosure.** As required by law, (Landlord) (Seller) makes the following disclosure: "Radon Gas" is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Wisconsin . Additional information regarding radon and radon testing may be obtained from your county public health unit.

**26. Entire Agreement.** The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties. The following Exhibits, if any, have been made a part of this lease before the parties' execution hereof:

Signed this 12 day of December , 2006 .

Lessor: Mario A. Yurez  
Lessee: Conner Zamudio



## **Memorandum**

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**TO:** Debbie Galeazzi, City of Menasha Clerk

**FROM:** Assistant Chief/Fire Marshall Al Auxier

**DATE:** January 17, 2007

**RE:** Liquor License 14 Tayco Street, Menasha, La Fiesta Mexican Restaurant

Neenah-Menasha Fire Rescue conducted a liquor license inspection of La Fiesta Mexican Restaurant, 14 Tayco St., on 01/10/07 and did find fire code violations. There was a reinspection done on 01/16/07 and all the violations have been corrected. NMFR approves the liquor license application.



City of Menasha • Health Services

**Date:** February 1, 2007

**To:** City of Menasha Common Council

**From:** Todd Drew, R.S. – Sanitarian  
City of Menasha Health Department



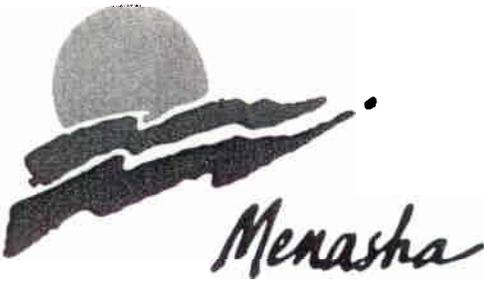
**Re: Liquor License Renewal Inspection conducted at La Fiesta**

An inspection was conducted at La Fiesta Mexican Restaurant located at 14 Tayco Street, Menasha, WI who submitted a liquor license application.

The health inspection conducted in this establishment included standard sanitation, equipment condition, food safety, plumbing, employee hygiene, toilet and hand washing facilities, insect and rodent control and general condition using Wisconsin Administrative Code and the Wisconsin Food Code (Food Establishment Code) as a basis for inspection procedures.

The inspection conducted in this establishment did not cite any health-related violations which would necessitate a recommendation to hold this liquor license application.

If you should have any questions regarding this information, please do not hesitate to contact me.



City of Menasha • Department of Community Development

To: Debbie Galeazzi  
From: Building Inspection Department  
Date: 2-1-07

**RE: Liquor License Inspection**

Address: 14 Tayco St

The premise at the above address has been inspected for compliance with State and Local Building Codes and found to be:

COMPLIANT

NON - COMPLIANT

Recommend delaying license approval until all Violations are corrected.

There is AN EXIT light w/ Emergency lighting NEEDS TO BE INSTALLED, AND Repair wiring at front door. These items ARE to be corrected on 2/2/07. I will Follow up on Monday 2/5/07.

Respectfully submitted

Dennis Jansen



Dan Coffey

City of Menasha Building Inspector

City of Menasha Building Inspector



January 10, 2007

Mr. Tom Stoffel  
Controller  
City of Menasha  
140 Main Street  
Menasha WI 54952-3190

Subject: Proposal to extend contract for Information Technology Services for 2007

Dear Mr. Stoffel:

It is our understanding that the City of Menasha would like to consider utilizing the services of Mr. Larry Schmitz, CCP, CMC of our Schenck Technology Solutions group to provide information technology consulting services to the City for the year 2007.

These services would be provided to the City by Mr. Schmitz on an "as needed" basis under your direction and subject to your approval. These services would be billed to the City on a monthly basis. Charges for these services will be billed at \$205.00 per hour plus out-of-pocket expenses.

Invoices for our services will be submitted on a monthly basis and are subject to a 1% per month service fee if not paid by the 25th of the following month.

Other terms of this engagement would be as outlined below.

#### Confidentiality

In the course of performing the services outlined above, under the City's direction, Schenck personnel may be exposed to, or have access to, materials or information the City considers confidential. Accordingly, we would be pleased to have those employees assigned to participate in providing services to the City sign confidentiality agreements drafted by the City.

### Independence

There have been new independence guidelines issued by the Governmental Accounting Standards Board (GASB) that apply to firms that provide both attest functions and consulting services to their clients. These new guidelines have no impact on how Schenck delivers these services to our clients since we have always had an internal policy that governed our service delivery that ensured our audit independence.

However, to provide further assurance to the City of Menasha and to delineate certain types of services we are precluded from offering, we have described the new GASB guidelines and our compliance below.

The new guidelines require the following for Schenck SC in its performance of technology consulting for the City of Menasha:

1. Schenck may not operate any of the computer applications at the City. We cannot initiate transactions, or execute application programs, especially those of a financial nature. We believe we are in compliance with these requirements.
2. Schenck may not perform management duties for the City. We will continue to take our daily directions from Thomas Stoffel. The guidelines require that the day-to-day management of the City's IT operations be performed by someone of sufficient authority and responsibility to manage the IT environment. As Controller, we believe Tom meets these criteria. Also, for strategic management we will continue to look to the IS Steering Committee, the Mayor and the Council for our direction.
3. Schenck SC personnel may not initiate contracts, sign or approve purchase orders, fire and hire personnel, or in any other way approve or initiate financial obligations for the City of Menasha. We believe that we are not currently performing any of the above.

Ownership of system & materials: The City of Menasha is considered the sole owner of all materials and programs developed in conjunction with these services. The City of Menasha has exclusive rights of ownership of any resulting system or products, and is responsible for disclosure of information to any other interested parties.

System suitability: The City of Menasha is responsible for the final selection and functionality of any hardware or software selected by the City based on recommendations provided by Schenck SC. Schenck SC cannot guarantee the suitability of any systems as they relate to the City's requirements.

Termination of services: The City of Menasha may terminate this agreement at any time by informing Schenck SC in writing delivered to our Appleton Office to Mr. Larry Schmitz's attention. The City of Menasha agrees to pay all fees incurred up to 5:00 p.m. on the date the letter is received by Schenck SC.

Equipment failure & software defects: There is potential that equipment failure and operating software defects may cause hardware problems or loss of data. Schenck SC is not responsible for any hardware problems or loss of data that may arise from equipment problems or misuses of the computer system. In addition, we are not responsible for any defects in the operating system software and upgrades or costs related to fixing those defects including the cost of researching the problem, cost of updates, installing the update and repairing any damage done by the defects.

Employment of our staff: Because our employees are highly qualified, many clients would like to employ our staff on a permanent basis. Because of the extensive training and knowledge our staff has developed, their separation would be a tremendous resource loss to our firm. As part of this engagement, we discourage any offers of employment from you to our employees without prior written approval of the partner in charge of this engagement whether that offer was a result of an ad for employment in a newspaper, recruiter or directly from your company. If you hire any Schenck SC employee who participates in this engagement for any position during the engagement, or within one year after the end of the engagement, we will invoice you for a placement fee of 30% of the employee's current compensation. The placement fee would be due and payable on the starting date of the person as your employee.

This proposal represents the entire agreement between Schenck SC and the City of Menasha. No other agreement, whether written or verbal, is considered binding upon either party.

Summary

In summary, we are pleased about the prospect of being able to continue to provide these consulting services to the City of Menasha. We look forward to meeting with you to discuss the details of this proposal. If you have any questions, please call Larry Schmitz at 731-8111, X1125.

Sincerely,

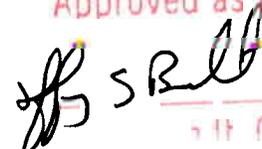


Larry Schmitz  
Project Manager  
Schenck Technology Solutions

ENGAGEMENT ACCEPTED BY CITY OF MENASHA:

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

Approved as to form  
 1-18-07  
City Attorney

## **Parochial School Fees**

	<b><u>Current (06-07)</u></b>	<b><u>Proposed (07-08)</u></b>
<b>Vision/Hearing Screenings (Initial Screening)</b>	<b>\$9.00/hr</b>	<b>\$9.25/hr</b>
<b>Public Health Nurse (Education, screening follow-up, consultation)</b>	<b>\$36/hr</b>	<b>\$37/hr</b>
<b>Public Health Aide (Immunization Records)</b>	<b>\$25/hr</b>	<b>\$26/hr</b>
<b>Dental Hygienist (Screening, education)</b>	<b>\$30/hr</b>	<b>\$31/hr</b>

**2007 AGREEMENT AND CONTRACT**  
**Between**  
**ADVOCAP, INC.**  
**And**  
**CITY OF MENASHA**  
**MENASHA COMMITTEE ON AGING**  
**With**  
**MENASHA SENIOR CENTER**

**PURPOSE:**

The Winnebago County Nutrition Program funded through the Older Americans Act is administered by ADVOCAP, Inc. through a contract with the Winnebago County Department of Human Services. In consideration of the mutual agreements, ADVOCAP, INC., hereinafter referred to as "Program," having offices at 181 E. North Water Street, Suite 210, Neenah, WI 54956, and the CITY OF MENASHA with the MENASHA SENIOR CENTER elderly facility, located at 116 Main Street, Menasha, WI 54952, hereinafter referred to as "Facility," agree as follows:

**FACILITY SHALL PROVIDE:**

1. Use of the Main Activity Room and kitchen area at the Menasha Senior Center facility for service of meals Monday through Friday from 9:00 a.m. to 1:00 p.m.
2. Use of necessary storage space in basement.
3. Use of existing refrigerator, utility carts, coffee servers, silverware, coffee makers (100 cup urn) and miscellaneous utensils.
3. For payment of utility charges and garbage removal.
4. General janitorial services and maintenance.
5. Public liability and property damage insurance, and shall furnish Program with certificate of insurance coverage.

**PROGRAM SHALL PROVIDE:**

1. Meal site management including recruiting, training and scheduling of volunteers who shall be responsible for hosting, serving, cleanup, record keeping, etc. and shall follow health and sanitation procedures. The Meal Site Manager is responsible for all meal site operations. All comments, concerns, and problems regarding the meal site should be directly referred to the Meal Site Manager or the Program Director.
2. Meals served shall contain at least one-third of the RDA (Recommended Daily Allowance) for an older adult and meet the Nutrient Standards Required for Nutrition Program Meals as stated in the Wisconsin Aging Network Manual of Policies, Procedures, & Technical Assistance, Fall, 2004 .
3. The Meal Site Manager will, upon consultation with the Senior Center Supervisor, plan and coordinate the following events: birthday parties, seasonal parties (Valentines, Easter, Halloween, Thanksgiving, Christmas and the meal site anniversary party). The Meal Site Manager will arrange for the Program Advisory Council (PAC) meeting when it is scheduled to be held at the Menasha Senior Center.
4. Additional consumables such as disposables (plates, silverware, cups, napkins, etc.) salt, pepper, ketchup, sanitizer, detergent, dishwashing machine detergent, etc.

5. Equipment for meal service including steam table, serving and meal trays, cups, hot food containers for meal delivery, coffee urns (30-36 cup), four coffee servers (white swirl), and a portable dishwasher.
6. Replacement of damaged or broken facility equipment and furnishings which are regularly used by the Program. Maintenance of the portable dishwasher.
7. Arrangements for garbage pickup or additional services for the meal site program over and above normal service.
8. Laundering of towels.
9. Public Liability and Property Damage Insurance and Liability Insurance for the action of ADVOCAP, Inc. staff and volunteers at the meal site program.

**FACILITY AND PROGRAM SHALL AGREE AS FOLLOWS:**

1. Meal service shall be open to the following persons:
  - a. individuals, sixty (60) years of age and older, living in the community and their spouses;
  - a. persons with disabilities who reside at home with and accompany older individuals to the meal site,
  - b. individuals whose meals are paid for by the Community Options Program or other programs operated by the Winnebago County Department of Human Services; and
  - c. individuals granted a Non-Elderly Waiver by the Bay Area Agency on Aging.
2. No meals will be served on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day before Christmas, and Christmas Day. If any of these holidays fall on a weekend, a date during the work week will be designated by ADVOCAP for the holiday.
3. Supply each other with the job description of the Menasha Senior Center Coordinator and the Menasha Meal Site Manager.
4. Conduct a semi-annual inventory of mutual supplies used in connection with the meal site program.
5. Conduct regular meetings with Program and Facility staff to review meal site operation.
6. The Menasha Senior Center Coordinator is responsible for planning all programs and activities within the Facility with exception of the special events so designated under Item 3 above.
7. The modified storage space and shelving shall remain in the Facility, when and if, the Nutrition Program discontinues its service at the Facility.
8. The Program has permission to use the Facility telephone as needed.
9. Both parties will observe Federal laws and regulations pertaining to nondiscrimination in the provision of services and in employment practices. To that end, no person shall, on the grounds of race, creed, color, sex, national origin or physical condition or handicap be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under this Program or any of its activities carried out by the subcontractor.
10. Comprehensive general liability insurance will be maintained by both parties with certificate of insurance coverage being furnished mutually by each party. If changes should occur, a new certificate of insurance should be submitted immediately.

**CITY OF MENASHA  
MENASHA SENIOR CENTER  
2007 AGREEMENT AND CONTRACT**

This Contract represents the Agreement in effect between the Facility and the Program. This Agreement is in effect from January 1, 2007, through December 31, 2007. However, either party may, at any time during the life of the Agreement, terminate this Agreement by giving thirty (30) days notice in writing to the other party of the intention to do so.

IN WITNESS OF THIS AGREEMENT, the duly authorized officers sign APPROVED this day:

\_\_\_\_\_  
(Date)

**CITY OF MENASHA  
MENASHA SENIOR CENTER**

BY: \_\_\_\_\_  
JOSEPH LAUX  
Mayor, City of Menasha

BY: \_\_\_\_\_  
DEBBIE GALEAZZI  
City Clerk, City of Menasha

BY: Sylvia Bull  
SYLVIA BULL  
Supervisor, Menasha Senior Center

**ADVOCAP, INCORPORATED**

BY: Michael Bonertz  
MICHAEL BONERTZ  
Executive Director

BY: Theresa M. Stern  
THERESA M. STERN  
Director  
Winnebago County Nutrition Program

Approved as to form  
Jeff S. Brandt 1-11-07  
Jeffrey S. Brandt, City Attorney

**CITY OF MENASHA  
HUMAN RESOURCES DEPARTMENT  
140 Main Street  
Menasha, Wisconsin 54952  
Jeffrey S. Brandt HR Director  
920-967-5117  
jbrandt@ci.menasha.wi.us**

February 6, 2007

LEGAL NOTICE

Requests for Proposal will be received by the City of Menasha Human Resources Department, 140 Main Street, Menasha, WI 54952 until March 9, 2007 for:

**SAFETY CONSULTING SERVICES**

Specifications are available in the Human Resources Department at the above address during regular office hours, or online at [www. cityofmenasha-wi.gov/content/community/index.php](http://www.cityofmenasha-wi.gov/content/community/index.php)

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

Jeffrey S. Brandt  
Human Resources Director

## INFORMATION FOR PROPOSALS

### RECEIPT OF PROPOSALS

The City of Menasha invites proposals for Safety Consulting Services for the City of Menasha. Each contractor shall submit a signed original proposal and two (2) copies in a sealed envelope indicating the company's name and proposal title: RFP #1-07 - Safety Consulting Services no later than 2:00 pm, February 9, 2007. Either mail or deliver the same in person to:

Jeffrey S. Brandt

Human Resources Director

City of Menasha

Menasha, WI 54952

The City may consider informal any proposal not prepared and submitted in accordance with the provisions hereof, and may waive any informalities or reject any or all proposals. Any proposal may be withdrawn prior to the scheduled time for the opening of proposals or authorized postponement thereof. Any proposal received after the time and date specified will not be considered and will be returned unopened. Proposals may not be withdrawn within forty-five (45) days after the submission deadline.

Proposals delivered prior to the scheduled opening date will be deemed received upon the day of the actual opening, and will be retained in the interim only as a courtesy to the proposer.

All materials and documents submitted by the proposer in response to this RFP will become the property of City of Menasha, and will not be returned.

The City of Menasha is a tax-exempt entity. Exemption certificates will be executed upon request.

### VENDOR'S RESPONSIBILITIES

It is the Vendor's responsibility to meet the entire intent of these specifications. Vendors shall carefully examine the terms of this document and shall judge for themselves all the circumstances and conditions affecting their proposal. Failure on the part of any Vendor to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Vendor did not understand the terms and conditions herein. The City of Menasha shall not be liable for any costs associated with the preparation, transmittal, or presentation of any response or materials submitted in response to the RFP.

It is the responsibility of each Vendor to:

- (A) Examine the RFP documents thoroughly;
- (B) Consider federal, state and local laws and regulations that may affect the proposal;
- (C) Study and carefully correlate Vendor's observations with the RFP document.

## COMMUNICATIONS

Communications with the City shall be solely through the officials indicated below. Vendors are specifically directed not to contact any other City officials or employees in any fashion regarding this RFP, without prior approval from the Human Resources Director. Unauthorized communications may result in the rejection of the proposal. The City will not be responsible for any oral representations or instructions.

General questions regarding RFP process:	
Jeffrey S. Brandt, Human Resources Director 140 Main Street Menasha, WI 54952 920-967-5117	jbrandt@ci.menasha.wi.us

## SPECIFICATIONS DISCREPANCY

Should a Vendor find a discrepancy in, or omissions from the specifications, requirements for contract, or RFP form, or be in doubt as to their meaning, the Vendor shall at once notify in writing the Human Resources Director. Written instructions will be sent to all Vendors. All such addenda shall become a part of the contract and all Vendors shall be bound by such addenda, whether or not received by the Vendors. The City will not be responsible for any oral representations or instructions.

## SCOPE PARAMETERS

If a Vendor identifies an additional element not included in this RFP, which in its judgment would be essential to accomplish the intended objectives as articulated in this RFP, the Vendor should identify this element in its proposal and explain in detail why the City should consider including this element within the scope of services. Conversely, if a Vendor identifies a task within the RFP that it believes could be modified or deleted without impacting the objectives of the RFP, the Vendor should provide an explanation as to why the task should be deleted or modified. The City reserves the right to accept or reject all additions, deletions or modifications recommended.

## AWARD

The award will be based in part on an analysis of the following criteria: technical and esthetic qualities of the proposal, reliability, Vendor's ability and facilities to provide the service called for, evaluation of the Vendor's proper understanding of the City's needs, and price. The contract shall be awarded to the responsible firm who best meets the RFP's criteria in the opinion of the City. Additional selection factors may be included under the SPECIFICATIONS section of this RFP.

The Vendor must provide unquestionable evidence of sustained capability of providing the services requested and proposed, such as can be demonstrated in existing or previous operations. The City may award a contract based upon the proposals received, without discussion of such proposals with Vendors. Each proposal should, therefore, be submitted in the most favorable terms the Vendor can make to the City. The City of Menasha does, however, reserve the right to request additional data or an oral presentation in support of the written proposal. Submission of a proposal does not automatically qualify a Vendor for a presentation. The City reserves the right to negotiate with all qualified Vendors.

The City of Menasha, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and State of Wisconsin Law affirmatively ensures that the contract will be awarded without discrimination on the grounds of race, creed, color, disability, martial status, age, sexual orientation or natural origin.

All proposals over \$5,000 are subject to final review and acceptance by the City of Menasha Common Council before any award of contract may be made. Receipt of proposals by the City shall not be construed as authority to bind the City.

At the discretion of the City, the successful Vendor must provide Letter of Commitment within thirty (30) days of acceptance.

### **REJECTION OR ACCEPTANCE OF PROPOSAL**

The City reserves the right to waive any irregularities or informalities in any proposal, to negotiate with qualified vendors, to reject any or all proposals, to re-advertise for proposals, and to accept the proposal which, in the judgment of the City, is deemed the most advantageous for the public and the City. Any proposal that is incomplete, conditional, or obscure may be cause for rejection. In the event of default of the successful applicant, or refusal to enter into a contract with the City, the City reserves the right to accept the proposal of any other applicant without necessity to readvertise.

### **TERM OF CONTRACT**

Duration of the contract to provide Safety Consulting Services for the City of Menasha will be April 1, 2007 through December 31, 2007. Contract may be extended for up to two additional one year periods upon the mutual consent of both parties. In the event either party decides not to renew, each shall then notify the other party in writing of the decision to terminate the contract at the end of the contract period. Such notice shall be at least ninety (90) days before the expiration date.

### **COMMENCEMENT OF WORK**

Upon execution and delivery of the contract and delivery of performance bonds (if required), including the required Certificates of Insurance and the approval thereof by the City Attorney, the successful Vendor will be notified to proceed with the work of the contract. Such notification will be in the form of a letter to proceed from the City's Human Resources Office.

### **CANCELLATION**

The City reserves the right to cancel the contract at will. If the Vendor fails to perform under the contract, fails to meet specifications, or fails to make satisfactory progress so as to endanger the overall contract performance, the Vendor may be determined to be in breach and the contract may be terminated by giving written notice to the Vendor of such termination and specify the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, and reports prepared by the Vendor under this contract shall, at the option of the City, become City property and the Vendor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

The Vendor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the Vendor, and the City may withhold any payments to the Vendor for the purpose of determining the exact amount of damages due the City.

The Vendor understands that the contract may be terminated due to non-appropriation of funds.

### **PRICING**

All prices and discounts are to be quoted firm against increase for nine months from the effective date. Price is to be quoted as a lump sum. The City will not be invoiced separately for incidentals, travel or any additional expenses. Vendors should consider such expenses when developing their price quotes.

Price changes for the additional years of the contract period (if extended) must be submitted to the City Human Resource Director prior to August 1. Requests for price increases can not exceed the Consumer Price Index for Education and Communications for the Midwestern United States, as published by the United States Department of Labor at the time of the request.

If the City of Menasha, within fifteen (15) days of receipt of said notice, finds the price increase unacceptable and furnishes the seller evidence that a similar service can be purchased from a responsible seller under similar conditions and at a lower price, and if seller shall not agree (A) to meet said lower price; or, (B) to reinstate the prices in effect at the time of said notice or revision within fifteen (15) days, the City shall have the right within thirty (30) days thereafter to terminate this contract. Additionally, if seller fails to notify the customer of price changes within sixty (60) days prior to the anniversary date, the prices then in effect will automatically renew.

### **METHOD OF PAYMENT**

Payment shall be made at the contract price for the services provided and verified as complete by the City Human Resource Director.

### **VENDOR'S QUALIFICATIONS & ELIGIBILITY**

The City may make such investigation as it deems necessary to determine the qualifications and ability of a Vendor, and the Vendor shall promptly furnish the City all such information and data as the City may request for this purpose. The City reserves the right to reject any proposal where an investigation of the available evidence or information does not satisfy the City that the Vendor is properly qualified or able to carry out the obligations of the contract and to provide the services contemplated herein.

### **ASSIGNMENT AND SUBLETTING**

The contractor shall not assign, transfer, sub-lease, surrender, or otherwise encumber or dispose of this contract or any estate created by this contract or any interest in any portion of the same, or permit any other person or persons, company or corporation to perform, without the written consent of the City first being obtained.

### **VALIDITY OF PROVISIONS**

The parties hereto understand and agree that each and every provision of law or clause required by law to be inserted in this contract shall be deemed to have been inserted herein, and if through mistake or inadvertence, such provision is not inserted, said clause shall be deemed to have been inserted and shall constitute a part of the contract. This specification as well as any contract, plans, drawings, exhibits, or schedules to which it is attached and made a part of constitutes the entire agreement and understanding between the parties hereto, and shall be binding upon each party and their successors. Any additions, changes or deviations to or from said specifications, contracts plans, drawings, exhibits, or schedules will invalidate the agreement between the parties in its entirety unless in every case such changes shall be previously agreed upon by the parties hereto in consideration of all applicable legislation.

## **SPECIFICATIONS**

The City of Menasha is soliciting proposals from qualified firms for professional safety training services. The scope of this project includes several facets of safety consulting.

**One:** The selected firm will prepare agendas, take minutes, schedule, research issues and provide safety expertise for the three City of Menasha's safety committees. These are the Public Works Safety Committee, the City Hall Safety Committee and the Police Safety Committee. The consultant shall have no vote on any issues for any Committee. The meetings will be scheduled monthly. At least ten meetings per year shall be held.

**Two:** The selected firm will coordinate all Safety related training. Training shall be coordinated with the City's liability insurance carrier, Cities and Villages Mutual Insurance Company (CVMIC). Any necessary training that can be provided by CVMIC. All records of training will be maintained and a matrix will be provided to each Department Head tracking the training as well as training needs.

- Fire safety and Fire Extinguisher
- Fall Protection
- PIT (powered Industrial Truck)
- Lockout/Tagout
- Confined Space
- Right-to-Know (Hazard Communication)
- Blood borne Pathogens
- PPE (personal protective equipment)
- Material Handling
- Vehicle safety
- Other as determined necessary

**Three:** Maintain, review and update the Employee Safety Manual pursuant to OSHA, Department of Commerce, ANSI regulations as well as best practices.

**Four:** Attend and act as a liaison between Department Heads and the Human Resources Director and CVMIC at the annual Work Plan meeting and any CVMIC Risk Assessment.

**Five:** Maintain all records of activities as appropriate.

## **Contract Administration**

The Human Resources Director will provide access to all necessary materials and sites used by the contractor relevant to safety training and grant writing, unless these materials are deemed confidential or would violate any security measures if disseminated. Individuals who are key to informing the contractor on these issues will be available via e-mail, fax, telephone, or in person (if required).

**END OF SPECIFICATIONS**

## **REQUIRED PROPOSAL FORMAT**

To facilitate proposal comparison, all proposals must be in accordance with the format specified below. Please submit one signed original and two (2) copies of your proposal.

- I.** Vendor Reply Cover Sheet (attached)
- II.** Vendor Information Sheet (attached)
- III.** Proposal Body. Please include answers to the following questions on separate sheets / sections.
  - 1.** Describe how you will fulfill the scope of work as identified in this RFP. Include a tentative time schedule, process, anticipated meetings, etc. Include sample reports.
  - 2.** Identify the principal and support staff who would be assigned to work on this project. Define the capacity in which each person would be working, and describe the qualifications, education, training, expertise, and experience that qualifies these individuals to work on this project.
  - 3.** Describe in detail, all of the services you have to clients. Be specific in identifying exactly which services are included and which are available on an as needed or fee basis.
  - 4.** Describe in detail your organization's municipal experience on a national, regional and or local level. Include a listing of current municipal clients.
  - 5.** Itemized cost proposal. Include number of personnel, hourly rates, estimated hours, other costs, and total.
- IV.** References. Please provide a listing of at least three public entity references for which your firm has provided similar services. Describe the type of service for each.

## **HOLD HARMLESS**

Regarding the operations and responsibilities concerning this agreement, the Contractor further covenants and agrees to indemnify, defend and hold harmless the City of Menasha, its officers, agents and employees from and against any and all loss or expense that may arise by reason of liability for damage, injury or death, or for invasion of personal or property rights, of every name and nature, and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because of any omission of duty, negligence or wrongful act on the part of the Contractor, its employees or agents, or because of any joint omission of duty, negligence or wrongful act on the part of the Contractor and the City, their officers, agents or employees in connection with this agreement.

## **INSURANCE BROAD FORM PROPERTY DAMAGE**

The Contractor agrees to obtain and maintain General Liability Insurance including Comprehensive Form, Premises/Operations, Products/Completed Operations, Broad Form Contractual, Independent Contractors and Personal Injury, with minimum limits of not less than one million dollars (\$1,000,000) combined single limit for bodily injury, including wrongful death, and property damage.

The Contractor also agrees to obtain and maintain Automobile Liability Insurance, including for owned, hired and non-owned vehicles with minimum limits of not less than one million dollars (\$1,000,000) combined single limit for bodily injury and property damage.

THE CONTRACTOR SHALL PROVIDE TO THE CITY A CERTIFICATE OF INSURANCE EVIDENCING THE ABOVE INSURANCE REQUIREMENTS AND SHALL NAME THE CITY OF MENASHA AS AN ADDITIONAL INSURED. THE CERTIFICATE SHALL CONTAIN A PROVISION THAT THE ISSUING COMPANY WILL NOTIFY THE MENASHA CITY HUMAN RESOURCES DEPARTMENT BY CERTIFIED MAIL THIRTY (30) DAYS PRIOR TO ANY CHANGE IN OR CANCELLATION OF THE POLICY.

## **STATUTORY COMPLIANCE**

In acceptance of this agreement, the Contractor covenants and agrees to comply in all respects with all Federal, State and City laws which pertain hereto regarding services for municipal corporations including but not limited to Workers' Compensation and Employers' Liability Insurance, hours of employment, wages and Human Rights.

## **MAILING INSTRUCTIONS**

The Certificate of Insurance shall be mailed to:

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

**CERTIFICATE OF INSURANCE**

THIS CERTIFIES to the Menasha City Human resources Department, 140 Main Street, Menasha, WI 54952 that the following described policies have been issued to, and are in force now for:

NAME & ADDRESS OF INSURED: COVERING:

KIND OF INSURANCE LIABILITY	COMPANY & POLICY NO.	EXPIRATION DATE	LIMITS OF LIABILITY
( X ) Workers' Compensation			Statutory
( X ) <u>Disability Benefits Law</u>			<u>Statutory</u>
( X ) Comprehensive General Liability- <u>Primary Policy</u>			CSL of \$1,000,000 OCC/ \$1,000,000 Agg in the CSL of \$1,000,000 per
( X ) Comprehensive Auto Liability			<u>OCC Primary Policy</u>

The above described policies provide the following features or contain the following provisions, by endorsement for this project:

The above policies will not expire and/or non-renew by canceled, for any reason or restricted in coverage until at least thirty (30) days prior to written notice has been given, by certified mail, to the Menasha City Human Resources Department.

The Comprehensive General Liability policy specifically includes premises/operations, products/ completed operations, blanket broad form contractual, and independent contractors liability coverage. Personal injury liability coverage is provided under bodily injury liability insurance.

Broad form property damage coverage is provided.

The exclusion for actions on a contract by a third party beneficiary arising out of a project for a public authority is deleted from the contractor's and the owner's contractual liability policies.

The above described policies have been endorsed as necessary to provide the limits of liability indicated. Automobile liability coverage applies to owned, non-owned and hired vehicles.

A cross liability endorsement is provided in the CGL and auto policies.

Name of Insurance Agency

Signature of Authorized Representative

Address of Insurance Agency

Telephone Number

Date

**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:

SEND ORDERS TO:

Address:

Phone:

INVOICES WILL BE FROM:

Address:

PERSON TO CONTACT IN

REFERENCE TO CONTRACT:

Name: Address: Phone:

Fax: (    )

ANY SPECIAL ORDERING INFORMATION:

COMPANY NAME

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		
#2		
#3		
#4		
#5		
Total		

Type or Print Name

Company

Title

Address

Authorized Signature

Date

Telephone Number / Fax

**NON-PROPOSER RESPONSE**

The Menasha City Human resources Department is interested in the reasons why prospective proposers fail to submit proposals. Failure to submit a proposal without explanation may result in removal of your firm from our vendor list. If you are NOT submitting a proposal, please indicate the reason(s) by checking off one or more of the items below and return this form to the above address.

1. Unable to at this time, but would like to receive future RFPs.
2. Items or material not manufactured, distributed, stocked, furnished.
3. Materials or items we have to offer do not fully meet all the requirements of standards specified.
4. Specifications not clearly understood or applicable as follows: (ex.: too vague, too rigid, etc.)
5. We cannot meet the time of delivery of items or materials specified.
6. Insufficient time allowed for preparation and submission of proposal.
7. Other reasons:

You may remove our name from the bid list for:

This Commodity Group	This Item or Material	All Bids
Type or Print Name	Company	
Title	Address	
Authorized Signature		
Date	Telephone Number	

## CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 1/18/07-2/1/07 Checks # 11027-11284	\$ 976,193.71
Payroll Checks for 1/18/07-2/1/07 Checks # 30198-30597	<u>295,900.60</u>
Total	\$1,272,094.31

\*\*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.

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01132 ADT SECURITY SYSTEMS	40680713	31100	55	06-101-240	1,260.59	ANNUAL SERVICE CONTRACT
	48262985A	31100	55	06-101-240	-3.75	CREDIT
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b> 011027			<b>Check Total:</b> 1,256.84	
01591 AMERICAN LIBRARY ASSOCIATION	01162007	31100	55	06-101-316	62.45	PROMOTIONAL SUPPLIES
		<b>Check Date</b> 1/18/2007	<b>Check Nbr</b> 011028			<b>Check Total:</b> 62.45
01674 AMSTERDAM PRINTING	01162007	31100	55	06-101-310	66.20	OFFICE SUPPLIES
		<b>Check Date</b> 1/18/2007	<b>Check Nbr</b> 011029			<b>Check Total:</b> 66.20
02115 BAKER & TAYLOR INC	5007528467	31100	55	06-101-314	86.30	LIBRARY MATERIALS
	2017891211	31100	55	06-101-314	131.33	LIBRARY MATERIALS
	2017925061	31100	55	06-101-314	97.77	LIBRARY MATERIALS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b> 011030			<b>Check Total:</b> 315.40	
03375 CHILD'S WORLD	NA86002	31100	55	06-101-314	312.05	LIBRARY MATERIALS
		<b>Check Date</b> 1/18/2007	<b>Check Nbr</b> 011031			<b>Check Total:</b> 312.05
06501 FOX RIVER NEWS DISTRIBUTORS	01162007	31100	55	06-101-314	197.60	LIBRARY MATERIALS
		<b>Check Date</b> 1/18/2007	<b>Check Nbr</b> 011032			<b>Check Total:</b> 197.60
08332 LINDA HERNANDEZ	01172007	31100	55	06-101-205	100.00	PROGRAM
		<b>Check Date</b> 1/18/2007	<b>Check Nbr</b> 011033			<b>Check Total:</b> 100.00
09135 INGRAM LIBRARY SERVICES	16489877	31100	55	06-101-314	83.93	LIBRARY MATERIALS
		<b>Check Date</b> 1/18/2007	<b>Check Nbr</b> 011034			<b>Check Total:</b> 83.93
11031 BOB KANN	01162007	31100	55	06-101-205	1,500.00	PROGRAM
		<b>Check Date</b> 1/18/2007	<b>Check Nbr</b> 011035			<b>Check Total:</b> 1,500.00

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<b>11235 KONE INC</b>	17281129	31100	55	06-101-240	318.63	ANNUAL MAINTENANCE AGREEMENT
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011036</b>		<b>Check Total:</b>	<b>318.63</b>
<b>13294 ADAM MECKLER</b>	01152007	31100	55	06-101-205	250.00	PROGRAM
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011037</b>		<b>Check Total:</b>	<b>250.00</b>
<b>13610 MIDWEST TAPE</b>	1348224	31100	55	06-101-314	24.99	LIBRARY MATERIALS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011038</b>		<b>Check Total:</b>	<b>24.99</b>
<b>13646 TIM MILLER</b>	01142007	31100	55	06-101-205	250.00	PROGRAM
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011039</b>		<b>Check Total:</b>	<b>250.00</b>
<b>13748 CHARLES MORRIS</b>	01162007	31100	55	06-101-336	55.78	MILEAGE REIMBURSEMENT
	01152007	31100	55	06-101-338	57.65	MEAL/LODGING
	01132007	31100	55	06-101-339	9.35	PARKING REIMBURSEMENT
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011040</b>		<b>Check Total:</b>	<b>122.78</b>
<b>16246 RANDY PETERSON</b>	01132007	31100	55	06-101-205	325.00	PROGRAM
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011041</b>		<b>Check Total:</b>	<b>325.00</b>
<b>18094 RANDOM HOUSE INC</b>	1082541496	31100	55	06-101-314	32.92	LIBRARY MATERIALS
	1082541497	31100	55	06-101-314	64.00	LIBRARY MATERIALS
	1082541498	31100	55	06-101-314	76.50	LIBRARY MATERIALS
	1082541499	31100	55	06-101-314	72.00	LIBRARY MATERIALS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011042</b>		<b>Check Total:</b>	<b>245.42</b>
<b>19079 PAUL SALMON</b>	01122007	31100	55	06-101-205	300.00	PROGRAM
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011043</b>		<b>Check Total:</b>	<b>300.00</b>

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
<b>22160 VALUE LINE PUBLISHING INC</b>	01162007	31100	55	06-101-314	798.00	ANNUAL SUBSCRIPTION
Check Date	1/18/2007	Check Nbr	011044		Check Total:	<b>798.00</b>
<b>23286 WINNEFOX AUTOMATED LIBRARY</b>	811	31100	55	06-101-250	70,624.17	ANNUAL OPERATIONAL EXPENSE
Check Date	1/18/2007	Check Nbr	011045		Check Total:	<b>70,624.17</b>
<b>23293 WINNEFOX LIBRARY SYSTEM</b>	2457	31100	55	06-101-314	150.00	ANNUAL ILL SERVICE
Check Date	1/18/2007	Check Nbr	011046		Check Total:	<b>150.00</b>
<b>23430 WISCONSIN LIBRARY ASSOCIATION</b>	01162007	31100	55	06-101-320	198.00	ANNUAL DUES
Check Date	1/18/2007	Check Nbr	011047		Check Total:	<b>198.00</b>
<b>Grand Total:</b>					<b>77,501.46</b>	

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<b>01053 ACCENT BUSINESS SOLUTIONS INC</b>	199200	31100	55	06-101-310	86.95	OFFICE SUPPLIES
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011048</b>		<b>Check Total:</b>	<b>86.95</b>
<b>01160 ALLIANCE ENTERTAINMENT CORP</b>	PJB25402258	31100	55	06-101-314	217.99	LIBRARY MATERIALS
	PJB25567123	31100	55	06-101-314	409.22	LIBRARY MATERIALS
	PJB25593707	31100	55	06-101-314	197.18	LIBRARY MATERIALS
	PJB25751941	31100	55	06-101-314	60.25	LIBRARY MATERIALS
	PJB25850933	31100	55	06-101-314	21.25	LIBRARY MATERIALS
	PJB25422663	31100	55	06-101-314	42.50	LIBRARY MATERIALS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011049</b>		<b>Check Total:</b>	<b>948.39</b>
<b>02115 BAKER &amp; TAYLOR INC</b>	5007451567	31100	55	06-101-314	224.54	LIBRARY MATERIALS
	5007491973	31100	55	06-101-314	90.32	LIBRARY MATERIALS
	2017699792	31100	55	06-101-314	957.74	LIBRARY MATERIALS
	2017727246	31100	55	06-101-314	192.45	LIBRARY MATERIALS
	2017742305	31100	55	06-101-314	606.39	LIBRARY MATERIALS
	2017775175	31100	55	06-101-314	473.89	LIBRARY MATERIALS
	2017774866	31100	55	06-101-314	210.09	LIBRARY MATERIALS
	2017783880	31100	55	06-101-314	300.89	LIBRARY MATERIALS
	2017791762	31100	55	06-101-314	145.19	LIBRARY MATERIALS
	2017830251	31100	55	06-101-314	342.80	LIBRARY MATERIALS
	2017830599	31100	55	06-101-314	30.71	LIBRARY MATERIALS
	2017856652	31100	55	06-101-314	109.72	LIBRARY MATERIALS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011050</b>		<b>Check Total:</b>	<b>3,684.73</b>

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<b>02635 BOOK WHOLESALERS INC</b>	2691783	31100	55	06-101-314	306.22	LIBRARY MATERIALS
	2692319	31100	55	06-101-314	42.38	LIBRARY MATERIALS
	2693195	31100	55	06-101-314	148.50	LIBRARY MATERIALS
	2695591	31100	55	06-101-314	2.62	LIBRARY MATERIALS
	2697440	31100	55	06-101-314	135.15	LIBRARY MATERIALS
	2702433	31100	55	06-101-314	88.04	LIBRARY MATERIALS
	2701743	31100	55	06-101-314	9.08	LIBRARY MATERIALS
	2710641	31100	55	06-101-314	55.64	LIBRARY MATERIALS
	2714852	31100	55	06-101-314	139.68	LIBRARY MATERIALS
	2693196	31100	55	06-101-314	3.93	LIBRARY MATERIALS
	2693197	31100	55	06-101-314	15.07	LIBRARY MATERIALS
	2697442	31100	55	06-101-314	199.03	LIBRARY MATERIALS
	2693198	31100	55	06-101-314	196.26	LIBRARY MATERIALS
	2697441	31100	55	06-101-314	7.86	LIBRARY MATERIALS
	2699131	31100	55	06-101-314	5.22	LIBRARY MATERIALS
	2699129	31100	55	06-101-314	5.24	LIBRARY MATERIALS
	2699130	31100	55	06-101-314	100.40	LIBRARY MATERIALS
271411	31100	55	06-101-314	65.80	LIBRARY MATERIALS	
2717410	31100	55	06-101-314	19.98	LIBRARY MATERIALS	
<b>Check Date</b>	<b>1/18/2007</b>	<b>Check Nbr</b>	<b>011052</b>		<b>Check Total:</b>	<b>1,546.10</b>
<b>03186 CARTRIDGE WORLD</b>	115673	31100	55	06-101-310	403.80	OFFICE SUPPLIES
<b>Check Date</b>	<b>1/18/2007</b>	<b>Check Nbr</b>	<b>011053</b>		<b>Check Total:</b>	<b>403.80</b>
<b>07110 GAYLORD BROTHERS INC</b>	973191	31100	55	06-101-300	74.45	DEPARTMENT SUPPLIES
	973191A	31100	55	06-101-300	243.75	DEPARTMENT SUPPLIES
	976523	31100	55	06-101-300	-243.75	CREDIT
	973191B	31100	55	06-101-310	128.92	OFFICE SUPPLIES
	975019	31100	55	06-101-300	175.25	LIBRARY MATERIALS
<b>Check Date</b>	<b>1/18/2007</b>	<b>Check Nbr</b>	<b>011054</b>		<b>Check Total:</b>	<b>378.62</b>

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<b>08465 HOME DEPOT CREDIT SERVICES</b>	8107890	31100	55	06-101-313	13.70	HOUSEKEEPING SUPPLIES
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011055</b>		<b>Check Total:</b>	<b>13.70</b>
<b>09135 INGRAM LIBRARY SERVICES</b>	15834682	31100	55	06-101-314	109.50	LIBRARY MATERIALS
	16190944	31100	55	06-101-314	142.72	LIBRARY MATERIALS
	16331742	31100	55	06-101-314	86.57	LIBRARY MATERIALS
	16426216	31100	55	06-101-314	97.92	LIBRARY MATERIALS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011056</b>		<b>Check Total:</b>	<b>436.71</b>
<b>11155 KITZ &amp; PFEIL INC</b>	1211140038	31100	55	06-101-240	13.80	BUILDING REPAIR & MAINTENANCE
	1121140046	31100	55	06-101-240	50.35	BUILDING REPAIR & MAINTENANCE
	1208140065	31100	55	06-101-313	10.54	HOUSEKEEPING SUPPLIES
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011057</b>		<b>Check Total:</b>	<b>74.69</b>
<b>13100 MARSHALL CAVENDISH CORP</b>	R748515	31100	55	06-101-314	41.90	LIBRARY MATERIALS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011058</b>		<b>Check Total:</b>	<b>41.90</b>
<b>13610 MIDWEST TAPE</b>	1337274	31100	55	06-101-314	16.99	LIBRARY MATERIALS
	1341207	31100	55	06-101-314	14.99	LIBRARY MATERIALS
	1332762	31100	55	06-101-314	987.60	LIBRARY MATERIALS
	13333589	31100	55	06-101-314	75.95	LIBRARY MATERIALS
	1337347	31100	55	06-101-314	24.98	LIBRARY MATERIALS
	1345047	31100	55	06-101-314	12.99	LIBRARY MATERIALS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011059</b>		<b>Check Total:</b>	<b>1,133.50</b>
<b>13748 CHARLES MORRIS</b>	01162007	31100	55	06-101-331	110.81	MILEAGE REIMBURSEMENT
	01172007	31100	55	06-101-333	113.40	MEAL/LODGING REIMBURSEMENTS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011060</b>		<b>Check Total:</b>	<b>224.21</b>

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<b>15045 OFFICE DEPOT</b>	142030986000	31100	55	06-101-310	82.87	OFFICE SUPPLIES
	142036765000	31100	55	06-101-310	335.10	OFFICE SUPPLIES
	142115344000	31100	55	06-101-310	13.56	OFFICE SUPPLIES
	142115345000	31100	55	06-101-314	376.78	LIBRARY MATERIALS
	<b>Check Date 1/18/2007</b>	<b>Check Nbr 011061</b>			<b>Check Total: 808.31</b>	
<b>16390 POLK CITY DIRECTORIES</b>	83347820	31100	55	06-101-314	458.50	LIBRARY MATERIALS
		<b>Check Date 1/18/2007</b>	<b>Check Nbr 011062</b>		<b>Check Total: 458.50</b>	
<b>17050 QUALITY BOOKS INC</b>	104084	31100	55	06-101-314	17.56	LIBRARY MATERIALS
		<b>Check Date 1/18/2007</b>	<b>Check Nbr 011063</b>		<b>Check Total: 17.56</b>	
<b>18094 RANDOM HOUSE INC</b>	1082458338	31100	55	06-101-314	43.20	LIBRARY MATERIALS
	1082458339	31100	55	06-101-314	48.00	LIBRARY MATERIALS
	1082427523	31100	55	06-101-314	129.60	LIBRARY MATERIALS
	1082427524	31100	55	06-101-314	68.00	LIBRARY MATERIALS
	1082427525	31100	55	06-101-314	72.00	LIBRARY MATERIALS
	1082519809	31100	55	06-101-314	61.20	LIBRARY MATERIALS
	1082519810	31100	55	06-101-314	248.80	LIBRARY MATERIALS
	1082427526	31100	55	06-101-314	72.00	LIBRARY MATERIALS
	<b>Check Date 1/18/2007</b>	<b>Check Nbr 011064</b>		<b>Check Total: 742.80</b>		
<b>18115 RECORDED BOOKS INC</b>	3268773	31100	55	06-101-314	25.40	LIBRARY MATERIALS
		<b>Check Date 1/18/2007</b>	<b>Check Nbr 011065</b>		<b>Check Total: 25.40</b>	
<b>19140 SCHARPF'S OFFICE PRODUCTS INC</b>	367077	31100	55	06-101-310	5.79	OFFICE SUPPLIES
		<b>Check Date 1/18/2007</b>	<b>Check Nbr 011066</b>		<b>Check Total: 5.79</b>	
<b>20188 LYNN THOMPSON</b>	01162007	31100	55	06-101-316	25.10	PROMOTIONAL SUPPLIES
		<b>Check Date 1/18/2007</b>	<b>Check Nbr 011067</b>		<b>Check Total: 25.10</b>	

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20191 THOMSON GALE	14949905	31100	55	06-101-314	38.93	LIBRARY MATERIALS
	RI14940686	31100	55	06-101-314	234.00	LIBRARY MATERIALS
<b>Check Date 1/18/2007      Check Nbr 011068</b>					<b>Check Total:</b>	<b>272.93</b>
20192 THOMSON LEARNING	69285011	31100	55	06-101-314	-9.62	CREDIT
	81331035	31100	55	06-101-314	267.36	LIBRARY MATERIALS
	813363780	31100	55	06-101-314	256.87	LIBRARY MATERIALS
<b>Check Date 1/18/2007      Check Nbr 011069</b>					<b>Check Total:</b>	<b>514.61</b>
21054 UNIQUE MANAGEMENT SERVICES INC	160399	31100	46	04-171-000	187.95	COLLECTION AGENCY FEES
	159704	31100	46	04-171-000	366.95	COLLECTION AGENCY FEES
<b>Check Date 1/18/2007      Check Nbr 011070</b>					<b>Check Total:</b>	<b>554.90</b>
22160 VALUE LINE PUBLISHING INC	3661530	31100	55	06-101-314	269.00	LIBRARY MATERIALS
	<b>Check Date 1/18/2007      Check Nbr 011071</b>					<b>Check Total:</b>
23293 WINNEFOX LIBRARY SYSTEM	2429	31100	55	06-101-311	1,096.72	POSTAGE
	2409	31100	55	06-101-314	28.25	LIBRARY MATERIALS
<b>Check Date 1/18/2007      Check Nbr 011072</b>					<b>Check Total:</b>	<b>1,124.97</b>
23391 WISCONSIN DEPARTMENT OF REVENUE	12312006	31100	46	04-172-000	35.98	SALES TAX
<b>Check Date 1/18/2007      Check Nbr 011073</b>					<b>Check Total:</b>	<b>35.98</b>
<b>Grand Total:</b>					<b>13,829.15</b>	

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<b>00126 2007 WCPA MIDWINTER CONFERENCE</b>	011207	31100	52	08-101-337	375.00	CONFERENCE
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011074</u>		<u>Check Total:</u>	<b>375.00</b>
<b>01150 ADVANCED PROTECTIVE DEVICES</b>	46354	31100	52	08-101-193	2,180.00	BODY ARMOR
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011075</u>		<u>Check Total:</u>	<b>2,180.00</b>
<b>01315 AIRGAS NORTH CENTRAL</b>	105179845	31731	54	10-149-242	376.55	ANNUAL MAINTENANCE
	105179844	31731	54	10-149-242	91.50	ANNUAL MAINTENANCE
	105185442	31100	53	09-212-205	48.45	ANNUAL MAINTENANCE
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011076</u>		<u>Check Total:</u>	<b>516.50</b>
<b>01675 AMT</b>	011807	31100	21	04-299-022	150.00	WAGE ASSIGNMENT
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011077</u>		<u>Check Total:</u>	<b>150.00</b>
<b>01820 ASCAP</b>	011207	31100	55	07-201-320	284.00	ATTORNEY LICENSE FEE
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011078</u>		<u>Check Total:</u>	<b>284.00</b>
<b>02335 BECK ELECTRIC INC</b>	C370	31100	54	10-131-216	570.86	ACCIDENT ONEIDA/MANITOWOC RD
	C371	31100	54	10-131-216	167.00	ACCIDENT THIRD/RACINE
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011079</u>		<u>Check Total:</u>	<b>737.86</b>
<b>02545 BLUE PRINT SERVICE CO INC</b>	194503	31100	51	04-109-243	1,500.00	MAINTENANCE AGREEMENT/PLOTTER
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011080</u>		<u>Check Total:</u>	<b>1,500.00</b>
<b>02796 BUBRICK'S</b>	553	31100	52	08-101-241	109.99	CHAIR
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011081</u>		<u>Check Total:</u>	<b>109.99</b>
<b>03205 CASPERS TRUCK EQUIPMENT INC</b>	25627	31731	54	10-149-383	26.80	LIGHTS
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011082</u>		<u>Check Total:</u>	<b>26.80</b>

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<b>03215 CAVANAUGH CARRIAGES</b>	011207	31100	55	07-201-205	375.00	REINDEER FOR HAYRIDE
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011083</b>		<b>Check Total:</b> 375.00	
<b>03540 COLLEGE OF DUPAGE</b>	SLE00710144	31100	52	08-101-332	300.00	LAW ENFORCEMENT ACADEMY
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011084</b>		<b>Check Total:</b> 300.00	
<b>04135 DAVIS &amp; KUELTHAU SC</b>	274914	31201	54	10-301-211	7,636.00	PROFESSIONAL SERVICES
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011085</b>		<b>Check Total:</b> 7,636.00	
<b>04360 DORNER INC</b>	2006-08	31485	21	04-205-000	-5,512.08	NATURES WAY
	2006-08	31485	54	10-121-822	2,340.00	NATURES WAY
	2006-08	31485	54	10-134-822	86,152.60	NATURES WAY
	2006-08	31485	54	10-301-822	6,630.10	NATURES WAY
	2006-08	31485	54	10-303-822	15,119.00	NATURES WAY
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011086</b>		<b>Check Total:</b> 104,729.62	
<b>05083 CHRIS EGGLESTON</b>	011707	31201	54	10-301-212	130.00	REIMBURSE SUMP PUMP/PIT
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011087</b>		<b>Check Total:</b> 130.00	
<b>06520 FOX STAMP SIGN &amp; SPECIALTY</b>	129260	31100	51	04-106-310	65.90	SELF INKER DATER
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011088</b>		<b>Check Total:</b> 65.90	
<b>07580 GUNDERSON UNIFORM &amp; LINEN RENT</b>	1181835	31100	52	08-101-313	37.65	TOWEL/MAT SERVICE
	1181836	31100	51	10-115-201	21.93	MAT/MOP SERVICE
	1181836	31100	53	09-212-313	3.19	MAT/MOP SERVICE
	1181836	31100	55	07-202-313	3.19	MAT/MOP SERVICE
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011089</b>		<b>Check Total:</b> 65.96	
<b>08235 HEARTLAND LABEL PRINTERS INC</b>	44195-H	31100	51	04-109-214	1,440.00	WEB HOSTING AGREEMENT
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011090</b>		<b>Check Total:</b> 1,440.00	

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<b>08305 JOSHUA HENDRICKS</b>	011207	31822	55	04-107-316	250.00	HATTIE MINER
	<b>Check Date 1/18/2007</b>	<b>Check Nbr</b>	<b>011091</b>		<b>Check Total: 250.00</b>	
<b>08415 HIRSCHY INC</b>	19973	31827	53	09-212-300	990.00	CHRISTMAS BANQUET
	<b>Check Date 1/18/2007</b>	<b>Check Nbr</b>	<b>011092</b>		<b>Check Total: 990.00</b>	
<b>08465 HOME DEPOT CREDIT SERVICES</b>	105940	31207	55	07-205-822	154.90	MARINA
	8106168	31207	55	07-205-822	73.79	BITS/MARINA
	7106272	31207	55	07-205-822	88.02	BITS/MARINA
	<b>Check Date 1/18/2007</b>	<b>Check Nbr</b>	<b>011093</b>		<b>Check Total: 316.71</b>	
<b>09290 INTERSTATE BATTERY OF GREEN BA</b>	158984	31731	54	10-149-383	137.90	
	<b>Check Date 1/18/2007</b>	<b>Check Nbr</b>	<b>011094</b>		<b>Check Total: 137.90</b>	
<b>10335 JX ENTERPRISES INC</b>	D263050021	31731	54	10-149-383	-375.00	CORE CREDIT
	D263630140	31731	54	10-149-383	50.48	SENSOR ABS KIT
	<b>Check Date 1/18/2007</b>	<b>Check Nbr</b>	<b>011095</b>		<b>Check Total: -324.52</b>	
<b>11030 KAEMPFER &amp; ASSOCIATES INC</b>	12736	31201	54	10-301-212	1,077.07	INDUSTRIAL DISCHARGER PROGRAM
	12737	31201	54	10-301-212	1,270.32	INDUSTRIAL DISCHARGER REG PROG
	12738	31201	54	10-301-212	292.63	PHASE 3-SSES
	12739	31201	54	10-301-212	581.09	PHASE 3-SSES
	12740	31201	54	10-301-212	3,753.89	PHASE 3-SSES
	<b>Check Date 1/18/2007</b>	<b>Check Nbr</b>	<b>011096</b>		<b>Check Total: 6,975.00</b>	
<b>11034 BARB KASPER</b>	011607	31100	22	04-101-000	70.00	PARK CANCELLATION REFUND
	<b>Check Date 1/18/2007</b>	<b>Check Nbr</b>	<b>011097</b>		<b>Check Total: 70.00</b>	
<b>11165 KJ WASTE SYSTEMS INC</b>	121406	31266	54	10-307-216	1,329.00	CORR/CO-MINGLE CONTAINER
	<b>Check Date 1/18/2007</b>	<b>Check Nbr</b>	<b>011098</b>		<b>Check Total: 1,329.00</b>	

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11235 KONE INC	17280618	31100	52	08-101-240	133.86	MAINTENANCE AGREEMENT
	17280617	31100	51	10-115-204	168.87	MAINTENANCE AGREEMENT
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011099</b>		<b>Check Total:</b>	<b>302.73</b>
12065 LAIB RESTORATION INC	010307	31100	55	07-202-240	521.00	
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011100</b>		<b>Check Total:</b>	<b>521.00</b>
12092 LAKE PARK VILLAS HOMEOWNERS	113006	31482	54	10-143-223	31.52	LANDSCAPE/UTILITIES/POND
	113006	31482	55	07-202-216	1,567.75	LANDSCAPE/UTILITIES/POND
	113006	31482	55	07-202-223	1,251.64	LANDSCAPE/UTILITIES/POND
	113006	31482	56	03-501-223	19.13	LANDSCAPE/UTILITIES/POND
	112506	31482	54	10-143-223	59.90	LANDSCAPE/UTILITIES/POND
	112506	31482	55	07-202-216	3,322.19	LANDSCAPE/UTILITIES/POND
	112506	31482	55	07-202-223	2,985.96	LANDSCAPE/UTILITIES/POND
	112506	31482	56	03-501-223	29.69	LANDSCAPE/UTILITIES/POND
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011101</b>		<b>Check Total:</b>	<b>9,267.78</b>
12573 LEAH LUTZ	010807	31100	55	07-201-300	45.73	EXERCISE MUSIC
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011102</b>		<b>Check Total:</b>	<b>45.73</b>
13095 MARSHALL & ILSLEY TRUST CO	011807	31100	21	04-415-000	1,717.19	FLEX SPEND MEDICAL
	011807	31100	21	04-417-000	173.08	DEPENDENT CARE
	011807	31100	21	04-619-003	195.00	1035B MEDICAL REIMBURSE
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011103</b>		<b>Check Total:</b>	<b>2,085.27</b>
13149 MATTHEWS COMMERCIAL TIRE CTR	018598	31731	54	10-149-382	168.24	REPAIRS
	018551	31731	54	10-149-382	392.08	REPAIRS
	018599	31731	54	10-149-382	392.08	REPAIRS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011104</b>		<b>Check Total:</b>	<b>952.40</b>

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13360 MENASHA ELECTRIC & WATER UTILI	002583	31201	54	10-302-250	19,544.27	NOV SEWER CHARGES
	122706	31731	54	10-149-223	11.74	SALT SHED
Check Date	1/18/2007	Check Nbr	011105		Check Total:	19,556.01
13370 MENASHA EMPLOYEES CREDIT UNION	011807	31100	21	04-299-020	22,440.00	DEDUCTIONS
	Check Date	1/18/2007	Check Nbr	011106	Check Total:	22,440.00
13375 MENASHA EMPLOYEES LOCAL 1035	011807	31100	21	04-299-031	192.00	UNION DUES
	Check Date	1/18/2007	Check Nbr	011107	Check Total:	192.00
13377 MENASHA EMPLOYEES LOCAL 1035B	011807	31100	21	04-299-032	260.72	UNION DUES
	Check Date	1/18/2007	Check Nbr	011108	Check Total:	260.72
13460 CITY OF MENASHA TREASURER	011207	31100	12	04-101-000	1,326.61	CORRECT TAX PAYMENT 7-402
	011607	31100	51	04-305-730	1,966.64	RESCISSION TAXES 7-0001
Check Date	1/18/2007	Check Nbr	011109	Check Total:	3,293.25	
13605 MIDWEST SIGN & SCREEN PRINTING	244197-00	31100	54	10-131-300	203.78	SIGN SHOP SUPPLIES
	Check Date	1/18/2007	Check Nbr	011110	Check Total:	203.78
13623 MILLER	CD194196	31731	54	10-149-383	16.67	HYDRAULIC FILTER
	Check Date	1/18/2007	Check Nbr	011111	Check Total:	16.67
13720 MODERN BUSINESS MACHINES	26117299	31100	51	10-115-243	139.21	PARTS/LABOR/TONER/STAPLES
	26117299	31100	52	08-101-243	187.55	PARTS/LABOR/TONER/STAPLES
Check Date	1/18/2007	Check Nbr	011112	Check Total:	326.76	
13755 MORTON SAFETY	133844	31100	52	08-101-300	14.50	SUPPLIES
	131360	31100	53	09-103-300	453.80	HAND SANITIZER
Check Date	1/18/2007	Check Nbr	011113	Check Total:	468.30	

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<b>14280 NETWORK SOLUTIONS INC</b>	4023	31100	52	08-101-822	1,453.16	WIRING MICROPHONES AND JACKS
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011114</u>		<u>Check Total:</u> 1,453.16	
<b>14395 NORTH AMERICAN SALT CO</b>	70013503	31100	54	10-124-300	3,489.10	
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011115</u>		<u>Check Total:</u> 3,489.10	
<b>16025 PACKER CITY INTERNATIONAL</b>	3263540128	31731	54	10-149-383	25.41	PART
	3263560044	31731	54	10-149-382	599.61	PARTS
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011117</u>		<u>Check Total:</u> 625.02	
<b>16040 PAULA PAGANO</b>	011707	31201	54	10-301-212	112.26	REIMBURSE SUMP PUMP/PIT
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011118</u>		<u>Check Total:</u> 112.26	
<b>16060 BOB PALMER</b>	011207	31827	53	09-212-205	50.00	ENTERTAINMENT FEB PARTY
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011119</u>		<u>Check Total:</u> 50.00	
<b>16465 POSTAL ANNEX</b>	106806	31100	12	04-399-000	40.00	FIRE
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011120</u>		<u>Check Total:</u> 40.00	
<b>18200 REINDERS INC</b>	1141295-00	31731	54	10-149-383	39.27	LATCH
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011121</u>		<u>Check Total:</u> 39.27	
<b>18370 RIESTERER &amp; SCHNELL INC</b>	471942	31100	55	07-202-315	65.00	
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011122</u>		<u>Check Total:</u> 65.00	
<b>19356 SHERWIN-WILLIAMS CO</b>	7245-3	31100	54	10-134-300	95.23	SUPPLIES
	<u>Check Date</u> 1/18/2007	<u>Check Nbr</u>	<u>011123</u>		<u>Check Total:</u> 95.23	

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<b>19380 SHOPKO STORES INC</b>	51041	31100	52	08-101-300	201.95	DIGITAL CAMERA
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011124</b>		<b>Check Total:</b>	<b>201.95</b>
<b>19440 SOMMERVILLE FLAG</b>	122606	31100	51	10-115-300	488.00	FLAGS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011125</b>		<b>Check Total:</b>	<b>488.00</b>
<b>19585 SPORTS GRAPHICS</b>	2767A	31100	52	08-106-300	29.00	CAPS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011126</b>		<b>Check Total:</b>	<b>29.00</b>
<b>19650 STATE CHEMICAL MFG CO</b>	93260969	31100	13	04-106-000	252.71	GENTLE FRESH DEFENSE
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011127</b>		<b>Check Total:</b>	<b>252.71</b>
<b>19698 STERNS ENTERPRISES LLC</b>	011207	31100	46	04-157-000	480.00	REFUSE BILLING CREDIT
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011128</b>		<b>Check Total:</b>	<b>480.00</b>
<b>20189 LINDA THOMPSON</b>	12192006	31100	55	06-101-316	25.10	PROGRAM SUPPLIES
		31100	55	06-101-316	-25.10	VOID CHECK 10702
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011129</b>		<b>Check Total:</b>	<b>0.00</b>
<b>20290 TOUGH SOLUTIONS</b>	TSI331553	31100	52	08-106-295	459.40	PARTS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011130</b>		<b>Check Total:</b>	<b>459.40</b>
<b>20315 TRADER PLUMBING</b>	30628	31207	55	07-205-240	1,482.89	MARINA BOARDWALK PEDESTALS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011131</b>		<b>Check Total:</b>	<b>1,482.89</b>
<b>20345 TRAILS MEDIA GROUP INC</b>	60002471	31207	55	07-205-293	280.00	FOX CITIES VISITOR GUIDE
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011132</b>		<b>Check Total:</b>	<b>280.00</b>

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<b>21095 UNITED WAY FOX CITIES</b>	011807	31100	21	04-299-021	115.00	CONTRIBUTIONS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011133</b>		<b>Check Total:</b>	<b>115.00</b>
<b>21280 USCM PAYROLL PROCESSING</b>	011807	31100	21	04-419-000	8,342.28	DEFERRED COMP
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011134</b>		<b>Check Total:</b>	<b>8,342.28</b>
<b>15190 VEOLIA ENVIRONMENTAL SERVICES</b>	150345	31100	12	04-399-000	67.10	BROAD ST RECYCLING
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011116</b>		<b>Check Total:</b>	<b>67.10</b>
<b>22410 VINTON CONSTRUCTION</b>	5625	31100	12	04-399-000	22,074.00	CONCRETE DRIVEWAY STEAM PLANT
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011135</b>		<b>Check Total:</b>	<b>22,074.00</b>
<b>23085 WATER CARE SERVICES</b>	11043	31100	51	10-115-201	17.85	JAN RENT COOLER
	11043	31731	54	10-149-313	5.95	JAN RENT COOLER
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011136</b>		<b>Check Total:</b>	<b>23.80</b>
<b>23152 WE ENERGIES</b>		31100	55	07-202-223	34.29	CONSERVANCY
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011137</b>		<b>Check Total:</b>	<b>34.29</b>
<b>23171 RUSS WENDT</b>	011707	31201	54	10-301-212	675.00	REIMBURSE SUMP PUMP/PIT
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011139</b>		<b>Check Total:</b>	<b>675.00</b>
<b>23160 WERNER ELECTRIC SUPPLY CO</b>	S2034767.001	31100	13	04-106-000	73.32	FLUOR LAMP
	S2034767.001	31100	51	10-115-821	171.12	LAMPS
	<b>Check Date</b> 1/18/2007	<b>Check Nbr</b>	<b>011138</b>		<b>Check Total:</b>	<b>244.44</b>

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<b>23275 WINNEBAGO COUNTY TREASURER</b>	LF111343	31100	54	10-304-250	7,227.88	LANDFILL FACILITY
	LF111343	31100	54	10-305-216	3,122.76	LANDFILL FACILITY
	LF111343	31266	54	10-307-216	1,466.36	LANDFILL FACILITY
	LF111343	31207	55	07-205-822	149.46	LANDFILL FACILITY
	CC100153	31100	51	02-117-292	100.72	PRIMARY ELECTION
	CC100153	31100	51	02-117-300	14.28	GENERAL ELECTION
<b>Check Date</b>	<b>1/18/2007</b>	<b>Check Nbr</b>	<b>011140</b>		<b>Check Total:</b>	<b>12,081.46</b>
<b>23455 WISCONSIN SUPPORT COLLECTIONS</b>	011807	31100	21	04-299-015	1,586.02	CHILD SUPPORT
	011807	31100	21	04-299-016	138.40	SPOUSAL SUPPORT
	<b>Check Date</b>	<b>1/18/2007</b>	<b>Check Nbr</b>	<b>011141</b>	<b>Check Total:</b>	<b>1,724.42</b>
<b>Grand Total:</b>					<b>245,323.90</b>	

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<b>01020 A+ CONFERENCING</b>	0000890967	31201	54	10-301-211	6.90	21 MINS OF OP MEET
	0000891087	31201	54	10-301-211	6.60	33 MINS OF AUTO 800
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011142</b>		<b>Check Total:</b>	<b>13.50</b>
<b>01050 ACC PLANNED SERVICE INC</b>	11238	31100	52	05-201-240	113.46	MAINTENANCE
	11238	31100	52	08-101-240	170.19	MAINTENANCE
	11242	31100	55	07-202-240	163.86	REPLACED THERMOSTAT
	11243	31100	52	05-201-240	74.24	FILTERS/PYROSEAL
	11239	31100	55	06-101-240	321.08	BELTS/FILTERS
	11240	31100	51	10-115-240	57.50	FILTERS
	11241	31100	55	07-202-240	6.50	FILTER
	11236	31100	52	05-201-240	49.66	BELT
	11237	31100	52	05-201-240	173.30	PREVENTIVE MAINTENANCE
	11235	31100	53	09-102-240	44.24	FILTERS/PAD
	11234	31100	53	09-212-240	44.44	FILTER/STOCK
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011143</b>		<b>Check Total:</b>	<b>1,218.47</b>
<b>01210 AFFINITY OCCUPATIONAL HEALTH</b>	199535	31100	51	02-105-215	300.00	TESTING
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011144</b>		<b>Check Total:</b>	<b>300.00</b>
<b>01290 AIM</b>	7409	31100	51	02-118-215	736.00	CONSULTING SERVICES
	7577	31100	51	02-118-215	480.00	CONSULTING SERVICES
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011145</b>		<b>Check Total:</b>	<b>1,216.00</b>
<b>01315 AIRGAS NORTH CENTRAL</b>	105211698	31100	55	07-202-216	24.18	ACETYLENE/ARGON/OXYGEN CYL
	105195841	31731	54	10-149-242	62.99	ARGON CYL
	105211699	31731	54	10-149-242	52.41	ACETYLENE/ OXYGEN/ARGON CYL
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011146</b>		<b>Check Total:</b>	<b>139.58</b>

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01842 ASSOCIATED APPRAISAL	4608	31100	51	04-107-310	47.74	SUPPLIES
	4608	31100	51	04-107-311	169.26	SUPPLIES
		31100	51	04-107-219	4,709.00	ASSESSMENT SERVICES
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011147</b>		<b>Check Total:</b>	<b>4,926.00</b>
19120 AT&T	920R09453001	31100	51	10-115-221	64.30	MONTHLY CHARGES
	920R09453001	31201	54	10-301-221	169.45	MONTHLY CHARGES
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011211</b>		<b>Check Total:</b>	<b>233.75</b>
01883 ATSSA	2000013026	31100	54	10-111-320	66.00	MEMBERSHIP DUES
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011148</b>		<b>Check Total:</b>	<b>66.00</b>
01920 AVASTONE TECHNOLOGIES LLC	44059-A	31100	52	08-101-214	83.75	PARKING TICKET UPGRADES
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011149</b>		<b>Check Total:</b>	<b>83.75</b>
02020 MICHAEL BABBITTS	011607	31822	55	04-107-316	250.00	HATTIE MINER SCHOLARSHIP
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011150</b>		<b>Check Total:</b>	<b>250.00</b>
02040 BADGER HIGHWAYS CO INC	134008	31100	54	10-121-300	149.21	COLD MIX
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011151</b>		<b>Check Total:</b>	<b>149.21</b>
02335 BECK ELECTRIC INC	D19	31100	52	05-201-240	40.50	TESTED GENERATOR
	D19	31100	52	08-101-240	40.50	TESTED GENERATOR
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011152</b>		<b>Check Total:</b>	<b>81.00</b>
02407 BERGSTROM GM OF NEENAH	199389-1	31731	54	10-149-383	38.10	PIPE ASM/CAP
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011153</b>		<b>Check Total:</b>	<b>38.10</b>
02565 BOARDMAN LAW FIRM	158543	31100	51	02-103-211	184.48	JOINT CABLE TV RENEWAL
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011154</b>		<b>Check Total:</b>	<b>184.48</b>

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<b>03550 COMBINED LOCKS POLICE DEPT</b>	011807	31100	21	04-229-000	123.50	BOND/PHENG YANG
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011155</b>		<b>Check Total:</b>	<b>123.50</b>
<b>03585 COMMUNITY HOUSING COORDINATOR</b>	78	31100	56	03-202-216	1,600.00	ADMINISTRATION HOUSING PLAN
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011156</b>		<b>Check Total:</b>	<b>1,600.00</b>
<b>03645 CONFIDENTIAL ASSISTANCE PROG</b>	2007-06	31100	51	02-105-215	2,790.00	ANNUAL EAP BILLING
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011157</b>		<b>Check Total:</b>	<b>2,790.00</b>
<b>03667 CONNECTING CULTURES INTERPRETG</b>	1798	31100	53	09-102-215	7.50	TRANSLATION/BLIA THAO
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011158</b>		<b>Check Total:</b>	<b>7.50</b>
<b>03817 CROSS &amp; OBERLIE</b>	6-1865	31100	55	07-202-291	552.87	BOAT LAUNCH PERMITS
	7-003	31207	55	07-205-291	290.00	PARKING PERMITS
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011159</b>		<b>Check Total:</b>	<b>842.87</b>
<b>03844 CUMMINGS ELECTRIC &amp;</b>	3941-IN	31263	56	03-207-701	1,500.00	CDBG REHAB PROGRAM
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011160</b>		<b>Check Total:</b>	<b>1,500.00</b>
<b>04011 JOSEPHINE DACZYK</b>	012207	31100	22	04-101-000	29.00	PROGRAM CANCELLATION
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011161</b>		<b>Check Total:</b>	<b>29.00</b>
<b>04135 DAVIS &amp; KUELTHAU SC</b>	272859	31201	54	10-301-211	40.00	SERVICES RENDERED
	274480	31100	51	02-103-211	4,165.90	WISCO ENTERPRISES LLP
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011162</b>		<b>Check Total:</b>	<b>4,205.90</b>
<b>04275 DIGICORPORATION</b>	48168	31100	52	08-101-291	140.00	POLICE BUSINESS CARDS
	48171	31100	52	08-101-291	75.00	JUNK VEHICLE NOTICE
	48211	31100	55	07-201-291	1,257.48	ACTIVITY GUIDE
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011163</b>		<b>Check Total:</b>	<b>1,472.48</b>

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<b>05095 EJ ARENA SPORTS</b>	012207	31100	55	07-201-205	82.40	SKATE RENTAL HART PARK
	<b>Check Date 1/25/2007</b>	<b>Check Nbr</b>	<b>011164</b>		<b>Check Total:</b>	<b>82.40</b>
<b>05100 ELAN CARDMEMBER SERVICE</b>	011107	31100	51	04-109-214	19.95	ECI GOTOMYPC.COM/LACEY
	011107	31100	51	04-109-221	18.72	VONAGE/STOFFEL
	011107	31100	51	04-109-315	421.93	CDW GOVERNMENT/LACEY
	011107	31100	52	08-101-216	410.00	VAN METER & ASSOC/STANKE
	011107	31100	52	08-101-300	40.65	ULINE SUPPLIES/STANKE
	011107	31100	52	08-101-300	135.56	J&R SOUND/STANKE
	011107	31100	52	08-101-300	43.31	WAL-MART/STANKE
	011107	31100	52	08-101-310	16.00	DAVIS STANTON/STANKE
	011107	31100	52	08-101-310	283.87	TONERBOSS/SANKE
	011107	31100	52	08-101-315	234.99	OPTICS PLANET/STANKE
	011107	31100	52	08-101-338	19.76	BRISCO CO WOOD/STANKE
	011107	31100	52	08-101-338	14.53	BIGGS ROAD HOUSE/STANKE
	011107	31100	52	08-101-338	82.51	RADISSON HOTEL/STANKE
	011107	31100	52	08-101-339	14.90	AMAZON/STANKE
	011107	31100	55	06-101-300	101.50	DATA MEDIA STORE/SAECKER
	011107	31100	55	06-101-311	10.24	USPS/MORRIS
	011107	31100	55	06-101-311	30.25	USPS/MORRIS
	011107	31100	55	06-101-314	474.84	BEST BUY/MORRIS
	011107	31100	55	06-101-332	26.00	WLA/SEACKER
	011107	31100	55	07-201-300	24.12	OFFICEMAX/TUNGATE
	011107	31100	55	07-201-337	260.00	WIS P&REC/TUNGATE
	011107	31100	55	07-201-338	107.95	NAUT'S LANDING/TUNGATE
	011107	31100	55	07-201-338	27.24	GROUND ROUND/TUNGATE
	012507	31100	51	04-109-315	1,839.65	CDW GOVERNMENT/LACEY
	012507	31100	51	04-109-315	400.57	CDW GOVERNMENT/LACEY
	012507	31100	51	10-115-240	57.43	CHD C & H DISTRIB/ALIX
	012507	31100	52	08-101-310	178.00	DAVIS STANTON/STANKE
	012507	31100	54	10-111-320	150.00	AMERICAN PUBLIC WORKS/RADTKE
	<b>Check Date 1/25/2007</b>	<b>Check Nbr</b>	<b>011165</b>		<b>Check Total:</b>	<b>5,444.47</b>

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<b>05187 ENDRIES INTERNATIONAL INC</b>	7426475-01	31100	55	07-202-300	17.20	CARRIAGE BOLT
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011166</b>		<b>Check Total:</b>	<b>17.20</b>
<b>06370 FOREST COUNTY CLERK OF COURTS</b>	011807	31100	21	04-229-000	800.00	BOND/DANIEL WILLIAMS
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011167</b>		<b>Check Total:</b>	<b>800.00</b>
<b>06655 FRANK'S RADIO SERVICE INC</b>	71581	31100	52	08-101-295	100.00	RADIO
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011168</b>		<b>Check Total:</b>	<b>100.00</b>
<b>06696 MARCIA FRY</b>	012207	31100	22	04-101-000	19.00	PROGRAM CANCELLATION
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011169</b>		<b>Check Total:</b>	<b>19.00</b>
<b>07081 GANNETT WISCONSIN NEWSPAPERS</b>	0002558300	31100	51	02-117-292	127.50	LEGALS
	0002558300	31100	51	04-101-292	1,968.89	LEGALS
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011170</b>		<b>Check Total:</b>	<b>2,096.39</b>
<b>07200 GERI'S PHOTOGRAPHY &amp; VIDEO</b>	2804	31100	52	08-101-300	20.00	PORTRAIT/PHOTO BOARD
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011171</b>		<b>Check Total:</b>	<b>20.00</b>
<b>07253 ADAM GOERLITZ</b>	012307	31201	54	10-301-212	675.00	REIMBURSE SUMP PUMP/PIT
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011172</b>		<b>Check Total:</b>	<b>675.00</b>
<b>07580 GUNDERSON UNIFORM &amp; LINEN RENT</b>	1183933	31100	51	10-115-201	25.74	MAT/MOP SERVICE
	1183933	31100	53	09-212-313	3.19	MAT/MOP SERVICE
	1183933	31100	55	07-202-313	3.19	MAT/MOP SERVICE
	1183932	31100	52	08-101-313	34.63	TOWEL/MAT/MOP SERVICE
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011173</b>		<b>Check Total:</b>	<b>66.75</b>

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08245 HECKRODT WETLAND RESERVE	011607	31100	55	07-209-216	5,300.00	EDUCATIONAL PROGRAMS
	011607	31100	55	07-209-240	3,500.00	EDUCATIONAL PROGRAMS
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011174</b>		<b>Check Total:</b> 8,800.00	
11035 KANN MANUFACTURING CORP	126114	31731	54	10-149-383	687.18	MISC PARTS
		<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011175</b>	<b>Check Total:</b> 687.18	
11045 JANET KAUTZ	012207	31100	22	04-101-000	19.00	PROGRAM CANCELLATION
		<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011176</b>	<b>Check Total:</b> 19.00	
11075 GREG KEIL	122106	31100	56	03-202-311	5.00	MEALS
	122106	31100	56	03-202-331	262.09	MILEAGE
	122106	31100	56	03-202-333	5.00	POSTAGE
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011177</b>	<b>Check Total:</b> 272.09		
11235 KONE INC	17276694	31100	51	10-115-240	695.63	ELEVATOR ADJUSTMENT
	17276695	31100	51	10-115-240	1,422.69	ELEVATOR REPAIR
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011178</b>	<b>Check Total:</b> 2,118.32		
11365 KUNDINGER FLUID POWER INC	P-29990-0	31731	54	10-149-383	123.82	ELBOWS/O-RINGS
		<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011179</b>	<b>Check Total:</b> 123.82	
12050 L&S ELECTRIC INC	HT00340	31100	55	07-203-243	1,808.00	PARTS
		<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011180</b>	<b>Check Total:</b> 1,808.00	
12205 LARSON ENGINEERING OF WI	0008395	31100	56	03-202-216	570.00	FOUNDATION INVESTIGATION
		<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011181</b>	<b>Check Total:</b> 570.00	
12225 JOSEPH LAUX	012207	31100	51	01-102-331	111.71	MILEAGE
		<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011182</b>	<b>Check Total:</b> 111.71	

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<b>12250 LAWSON PRODUCTS INC</b>	5173095	31731	54	10-149-300	213.48	SHOP SUPPLIES
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011183</b>			<b>Check Total: 213.48</b>	
<b>13095 MARSHALL &amp; ILSLEY TRUST CO</b>	012507	31100	21	04-415-000	173.54	FLEX SPEND MEDICAL
	012507	31100	21	04-417-000	96.15	DEPENDENT CARE
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011184</b>			<b>Check Total: 269.69</b>	
<b>13120 MARTENSON &amp; EISELE INC</b>	40541	31485	54	10-111-212	6,841.25	PROVINCE TERRACE
	40871	31208	54	10-111-212	82.00	RELOCATION RIVER ST
	40887	31482	54	10-111-212	471.50	STORMWATER POND LAKE PK VILLAS
	40873	31485	54	10-111-212	2,129.75	PROVINCE TERRACE
	40874	31100	54	10-134-212	1,354.75	STORM WATER UTILITY
	40888	31482	56	03-501-212	6,812.00	PUD LAKE PARK VILLAS
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011185</b>			<b>Check Total: 17,691.25</b>	
<b>13149 MATTHEWS COMMERCIAL TIRE CTR</b>	018654	31731	54	10-149-382	437.39	REPAIRS
	018641	31731	54	10-149-382	751.20	REPAIRS
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011186</b>			<b>Check Total: 1,188.59</b>	
<b>13150 MATTHEWS TIRE &amp; AUTO SERVICE</b>	310359	31731	54	10-149-382	464.00	REPAIRS
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011187</b>			<b>Check Total: 464.00</b>	
<b>13181 MC CLONE APPRAISAL INC</b>	L32-2006	31482	56	03-501-219	950.00	LAKE PARK SQUARE
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011188</b>			<b>Check Total: 950.00</b>	
<b>13370 MENASHA EMPLOYEES CREDIT UNION</b>	012507	31100	21	04-299-020	2,038.00	DEDUCTIONS
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011189</b>			<b>Check Total: 2,038.00</b>	
<b>13375 MENASHA EMPLOYEES LOCAL 1035</b>	012507	31100	21	04-299-031	192.00	UNION DUES
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011190</b>			<b>Check Total: 192.00</b>	

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<b>13400 MENASHA JOINT SCHOOL DISTRICT</b>	012307	31100	41	04-103-000	5,940.61	JAN MOBILE HOME TAX
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011191</b>		<b>Check Total:</b> 5,940.61	
<b>13410 MENASHA MARINA</b>	011107	31207	55	07-205-300	2,075.59	CREDIT CARD PROCESSING FEES
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011192</b>		<b>Check Total:</b> 2,075.59	
<b>13430 TOWN OF MENASHA POLICE DEPT</b>	011807	31100	21	04-229-000	134.00	BOND/COLBERNET JACKSON
	012207	31100	21	04-229-000	242.00	BOND/M RATAJ
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011193</b>		<b>Check Total:</b> 376.00	
<b>13455 CITY OF MENASHA SENIOR CENTER</b>	012407	31100	21	04-289-000	6.30	CRAFT SUPPLIES
	012407	31100	21	04-289-000	4.35	CLASS MATERIALS
	012407	31100	21	04-289-000	17.97	CLASS MATERIALS
	012407	31827	53	09-212-300	3.38	PARTY SUPPLIES
	012407	31827	53	09-212-300	6.30	BIRTHDAY GIFTS
	012407	31827	53	09-212-300	7.96	MICROPHONE BATTERIES
	012407	31827	53	09-212-300	13.22	PARTY SUPPLIES
	012407	31827	53	09-212-300	20.61	GREETING CARDS
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011194</b>		<b>Check Total:</b> 80.09	
<b>13603 MIDWEST SECURITY ADMINISTATOR</b>	010707	31100	21	04-619-003	9,420.00	PROCESSING FEE RUN OUT
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011195</b>		<b>Check Total:</b> 9,420.00	
<b>13635 MILLER WAGNER COENEN MCMAHON</b>	66407	31741	19	04-520-000	1,302.66	SALT STORAGE FACILITY
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011196</b>		<b>Check Total:</b> 1,302.66	
<b>13720 MODERN BUSINESS MACHINES</b>	26116898	31100	51	10-115-243	505.56	THIRD FLOOR COPIER
	26117547	31100	51	10-115-243	139.21	CONTRACT MAINTENANCE/IMAGES
	26117547	31100	52	08-101-243	111.31	CONTRACT MAINTENANCE/IMAGES
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011197</b>		<b>Check Total:</b> 756.08	

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<b>13755 MORTON SAFETY</b>	133858	31100	52	08-101-295	13.50	SYRINGE BULB IRRIGATION
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011198</b>		<b>Check Total:</b>	<b>13.50</b>
<b>14205 CITY OF NEENAH TREASURER</b>	30201	31100	51	04-109-214	575.75	IS SUPPORT STAFF
	012507	31100	52	05-201-250	222,210.00	N/M FIRE RESCUE SERVICES
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011199</b>		<b>Check Total:</b>	<b>222,785.75</b>
<b>14215 NEENAH-MENASHA MUNICIPAL COURT</b>	011207	31100	21	04-229-000	119.00	BOND/S FRELICH
	011207	31100	21	04-229-000	308.00	BOND/E WORSHAM
	011207	31100	21	04-229-000	119.00	BOND/C NORTHAM
	011207	31100	21	04-229-000	401.80	BOND/A KOERNER
	011207	31100	21	04-229-000	182.00	BOND/J GRESELIN
	011207	31100	21	04-229-000	93.80	BOND/S GODIN
	011207	31100	21	04-229-000	182.00	BOND/A RATHSACK
	011207	31100	21	04-229-000	119.00	BOND/I GONZALES
	011207	31100	21	04-229-000	308.00	BOND/J SCHULTZ
	011207	31100	21	04-229-000	182.00	BOND/S ALBRECHT
	011207	31100	21	04-229-000	491.00	BOND/D MCKINNEY
	012207	31100	21	04-229-000	273.00	BOND/M MURRAY
	012207	31100	21	04-229-000	106.40	BOND/M JOHNSON
	012207	31100	21	04-229-000	490.00	BOND/C MOON
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011201</b>		<b>Check Total:</b>	<b>3,375.00</b>
<b>14220 NEENAH-MENASHA SEWERAGE COMM</b>	2006-199	31201	54	10-301-211	582.00	LEGAL REIMBURSE/FOX RIVER
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011202</b>		<b>Check Total:</b>	<b>582.00</b>
<b>14270 NETWORK HEALTH PLAN</b>	00332244	31100	21	04-619-003	107,878.18	EMPLOYEES
	00332244	31100	21	04-619-003	-12,297.37	CREDIT INV 00331693/JAN
	00332244	31100	21	04-650-000	9,824.45	RETIREES/COBRA
	<b>Check Date</b> 1/25/2007	<b>Check Nbr</b>	<b>011203</b>		<b>Check Total:</b>	<b>105,405.26</b>

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15080 OFFICEMAX CONTRACT INC	036510	31100	51	10-115-310	4.82	2ND FLOOR COLOR PAPER
	036510	31100	54	10-111-310	32.44	OFFICE SUPPLIES/ENG
	036510	31100	55	07-201-310	7.48	OFFICE SUPPLIES/P&R
	036510	31100	56	03-202-310	7.47	OFFICE SUPPLIES/COM DEV
	150705	31100	54	10-111-310	30.63	OFFICE SUPPLIES/ENG
	150705	31100	55	07-201-310	11.13	OFFICE SUPPLIES/PARK & REC
	150705	31100	56	03-202-310	10.14	OFFICE SUPPLIES/COM DEV
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15090 OGDEN PLUMBING & HEATING INC	50491	31100	52	08-101-240	260.00	SEWER MACHINE/LOCKER RM BACKUP
		<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011205</b>	<b>Check Total:</b>
15280 OUTAGAMIE COUNTY CLERK OF COUR	011507	31100	21	04-229-000	500.00	BOND/M POTTS
	012207	31100	21	04-229-000	193.00	BOND/M RATAJ
		<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011206</b>	<b>Check Total:</b>
16095 PARTS ASSOCIATES INC	PAI0604635	31731	54	10-149-300	426.72	SHOP SUPPLIES
		<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011207</b>	<b>Check Total:</b>
16300 PIGGLY WIGGLY #24	011907	31100	55	07-201-300	5.42	D-CON MOUSE/PEANUT BUTTER
		<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011208</b>	<b>Check Total:</b>
18279 MARILYN RESCH	012207	31100	22	04-101-000	29.00	PROGRAM CANCELLATION
		<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011209</b>	<b>Check Total:</b>
18430 ROLAND MACHINERY CO	21028486	31731	54	10-149-294	16,993.30	REPAIR BRAKES/GRADER
		<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011210</b>	<b>Check Total:</b>
19150 SCHENCK BUSINESS SOLUTIONS	161493	31100	51	04-109-214	468.37	PROFESSIONAL SERVICES
		<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011212</b>	<b>Check Total:</b>

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<b>19245 SCHWEITZER'S CATERING</b>	012207	31262	52	08-101-202	533.20	VCR APPRECIATION DINNER
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011213</b>			<b>Check Total: 533.20</b>	
<b>19370 DR TERESA SHOBERG</b>	011907	31100	53	09-102-215	150.00	CITY PHYSIAN
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011214</b>			<b>Check Total: 150.00</b>	
<b>19623 STAFFORD ROSENBAUM LLP</b>	1059223	31100	51	04-107-211	50.00	SCA TISSUE/ASSESSOR ACCT
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011215</b>			<b>Check Total: 50.00</b>	
<b>20115 TESCH CHEMICAL CO INC</b>	TC107900	31100	51	10-115-313	7.30	HAND PADS
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011216</b>			<b>Check Total: 7.30</b>	
<b>21226 US OIL CO INC</b>	476384	31100	13	04-103-000	2,695.51	DIESEL FUEL
	476379	31100	13	04-103-000	6,980.18	FUEL OIL
	476437	31100	13	04-101-000	-294.20	CONTRACT PREPAY
	476385	31100	13	04-103-000	8,105.87	NO LEAD GASOLINE
	476439	31100	13	04-101-000	350.30	CONTRACT PREPAY
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011218</b>			<b>Check Total: 17,837.66</b>	
	L29869	31731	54	10-149-242	36.00	SAMPLE
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011219</b>			<b>Check Total: 36.00</b>	
<b>21280 USCM PAYROLL PROCESSING</b>	012507	31100	21	04-419-000	977.50	DEFERRED COMP
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011220</b>			<b>Check Total: 977.50</b>	
<b>21160 UW-FOX VALLEY</b>	07-22081	31100	51	04-101-218	3,975.00	VIDEOTAPING COUNCIL MEETING
	<b>Check Date 1/25/2007</b>	<b>Check Nbr 011217</b>			<b>Check Total: 3,975.00</b>	

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<b>23130 WAVERLY SANITARY DISTRICT</b>	012307	31201	47	04-151-000	762.50	4TH QTR O&M COSTS
	011707	31485	54	10-111-212	123.00	PROVINCE TERRACE
	011707	31485	54	10-111-212	1,187.00	NATURE'S WAY
	011707	31485	54	10-111-212	2,884.00	PROVINCE TERRACE
	011707	31485	54	10-111-212	1,726.00	NATURE'S WAY
	<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011221</b>	<b>Check Total:</b>	<b>6,682.50</b>
<b>23152 WE ENERGIES</b>	010707	31100	53	09-102-224	297.82	226 MAIN
	011907	31100	12	04-399-000	1,471.17	
	011907	31100	51	10-115-224	2,130.01	
	011907	31100	52	08-101-224	2,031.62	
	011907	31100	53	09-212-224	355.08	
	011907	31100	55	06-101-224	3,205.72	
	011907	31100	55	07-202-224	925.10	
	011907	31100	55	07-203-224	264.33	
	011907	31207	55	07-205-224	61.88	
	<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011222</b>	<b>Check Total:</b>	<b>10,742.73</b>
<b>23165 WEST PAYMENT CENTER</b>	812847235	31100	51	02-103-322	96.41	INFORMATION CHARGES
	<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011223</b>	<b>Check Total:</b>	<b>96.41</b>
<b>23250 WINNEBAGO COUNTY CLERK OF COUR</b>	011207	31100	21	04-229-000	350.00	BOND/T WONDRA
	011207	31100	21	04-229-000	150.00	BOND/J ROEMER
	011207	31100	21	04-229-000	1,000.00	BOND/C KONETZKE
	011207	31100	21	04-229-000	1,000.00	BOND/D DAVIS
	011207	31100	21	04-229-000	285.00	BOND/E MONFORT
	012207	31100	21	04-229-000	150.00	BOND/K KNIGHT
	<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011224</b>	<b>Check Total:</b>	<b>2,935.00</b>

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23275 WINNEBAGO COUNTY TREASURER	JANUARY	31457	21	04-101-000	1,500.00	
	JANUARY	31310	57	04-101-610	1,515.52	IND DEV PROJ/PRINCIPAL
	JANUARY	31310	57	04-201-620	634.48	IND DEV PROJ/INTEREST
	HY102299	31100	54	10-111-212	309.22	BRIDGE INSPECTIONS
	JANUARY	31457	21	04-101-000	-1,500.00	ADJUSTMENT
	<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011225</b>	<b>Check Total:</b>	<b>2,459.22</b>
23455 WISCONSIN SUPPORT COLLECTIONS	012507	31100	21	04-299-015	436.31	CHILD SUPPORT
	012507	31100	21	04-299-016	138.40	SPOUSAL SUPPORT
	<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011228</b>	<b>Check Total:</b>	<b>574.71</b>
23434 WMCA	012407	31100	51	02-104-320	45.00	MEMBERSHIP/CLERK
	012407	31100	51	02-104-320	45.00	MEMBERSHIP/DEPUTY CLERK
	<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011226</b>	<b>Check Total:</b>	<b>90.00</b>
23435 WMCA DISTRICT VI	012407	31100	51	02-104-337	15.00	CLERK DISTRICT MEETING 2/8/07
	<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011227</b>	<b>Check Total:</b>	<b>15.00</b>
23555 WPPI BENEFIT PLAN TRUST	007451	31100	51	02-105-291	91.49	W-2
	007451	31100	51	04-106-291	15.99	A/P CHECKS
	<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011229</b>	<b>Check Total:</b>	<b>107.48</b>
26200 ZARNOTH BRUSH WORKS INC	110012	31100	54	10-123-315	118.00	DIRT SHOES/FRONT & BACK
	<b>Check Date</b>	<b>1/25/2007</b>	<b>Check Nbr</b>	<b>011230</b>	<b>Check Total:</b>	<b>118.00</b>
<b>Grand Total:</b>					<b>486,789.60</b>	

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<b>01331 ALCAN PACKAGING</b>	1210	31208	54	10-121-822	80,221.22	DRAINAGE SYSTEM/ALCAN PACKAGE
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011231</b>		<b>Check Total:</b> 80,221.22	
<b>01675 AMT</b>	020107	31100	21	04-299-022	150.00	WAGE ASSIGNMENT
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011232</b>		<b>Check Total:</b> 150.00	
<b>01850 ASSESSMENT TECHNOLOGIES LLC</b>	1204	31100	51	04-109-243	3,480.00	UPGRADE INCIDENT SUPPORT
	1204	31100	51	04-109-243	-3,480.00	ADJUSTMENT
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011233</b>		<b>Check Total:</b> 0.00	
<b>02040 BADGER HIGHWAYS CO INC</b>	134096	31100	54	10-121-300	77.91	COLD MIX
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011234</b>		<b>Check Total:</b> 77.91	
<b>02260 BAYCOM INC</b>	171064	31100	52	08-101-295	16.00	KNOB/SQUAD
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011235</b>		<b>Check Total:</b> 16.00	
<b>02335 BECK ELECTRIC INC</b>	D28	31731	54	10-149-240	60.16	BULBS
	C295	31100	54	10-131-216	614.00	REPAIR WALK LIGHT 1ST/RACINE
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011236</b>		<b>Check Total:</b> 674.16	
<b>02796 BUBRICK'S</b>	1636	31100	52	08-101-310	31.99	CASTER
	2880	31100	52	08-101-310	224.83	OFFICE SUPPLIES
	3215	31100	52	08-101-310	222.33	OFFICE SUPPLIES
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011237</b>		<b>Check Total:</b> 479.15	
<b>03347 CHARTER COMMUNICATIONS INC</b>	CASE4857	31100	52	08-101-216	50.00	SUBSCRIBER INFORMATION
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011238</b>		<b>Check Total:</b> 50.00	

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04110 DAVEL ENGINEERING INC	4126	31485	56	03-501-212	1,450.00	NATURES WAY/PUD
	4127	31485	54	10-111-212	1,751.25	NATURES WAY/STAKING
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011239</b>		<b>Check Total:</b>	<b>3,201.25</b>
06075 FASTENAL COMPANY	WINEE18548	31100	55	07-202-300	24.48	HARDWARE
	WINEE18464	31207	55	07-205-822	1,562.40	BUILDING MATERIALS
	WINEE18615	31207	55	07-205-822	48.61	TOOLS
	WINEE18604	31207	55	07-205-822	6.39	PAINT
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011240</b>		<b>Check Total:</b>	<b>1,641.88</b>
06090 FBI MILWAUKEE	013007	31100	52	08-101-320	75.00	ASSOCIATION DUES
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011241</b>		<b>Check Total:</b>	<b>75.00</b>
06565 FOX VALLEY HUMANE ASSOCIATION	011207	31100	53	08-115-250	405.00	DECEMBER 12 ANIMALS HANDLED
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011242</b>		<b>Check Total:</b>	<b>405.00</b>
06655 FRANK'S RADIO SERVICE INC	71687	31100	52	08-101-295	336.99	DASH MOUNTING
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011243</b>		<b>Check Total:</b>	<b>336.99</b>
07400 GRAY'S INC	23500	31100	54	10-124-315	1,562.74	SCHMIDT BLADES
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011244</b>		<b>Check Total:</b>	<b>1,562.74</b>
07547 GARY GRIMM & ASSOCIATES	010807	31100	53	09-212-322	29.95	A NEW DAY MAGAZINE SUBSCRIPTIN
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011245</b>		<b>Check Total:</b>	<b>29.95</b>
08350 HEWLETT-PACKARD COMPANY	41594651	31100	51	04-109-315	848.00	LASER PRINTER
	41596954	31100	51	04-109-315	229.00	MONITOR
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011246</b>		<b>Check Total:</b>	<b>1,077.00</b>

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<b>08495 HORN PRECAST</b>	1053	31100	54	10-134-300	45.00	RISERS
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011247</b>		<b>Check Total:</b>	<b>45.00</b>
<b>09290 INTERSTATE BATTERY OF GREEN BA</b>	90034735	31731	54	10-149-383	137.90	STOCK
	70009175	31731	54	10-149-383	128.95	STOCK
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011248</b>		<b>Check Total:</b>	<b>266.85</b>
<b>10315 TIFFANY I JONES</b>	012707	31822	55	04-107-316	250.00	HATTIE MINER SCHOLARSHIP
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011249</b>		<b>Check Total:</b>	<b>250.00</b>
<b>11360 DAN KUNDE</b>	013007	31201	54	10-301-212	640.00	REIMBURSE SUMP PUMP/PIT
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011250</b>		<b>Check Total:</b>	<b>640.00</b>
<b>12285 LEARNING SHOP</b>	101-1008261	31100	55	07-201-300	48.89	SUPPLIES
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011251</b>		<b>Check Total:</b>	<b>48.89</b>
<b>13045 MANDERFIELD BAKERY</b>	257344	31827	53	09-212-300	11.25	BUNS
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011252</b>		<b>Check Total:</b>	<b>11.25</b>
<b>13095 MARSHALL &amp; ILSLEY TRUST CO</b>	020107	31100	21	04-415-000	1,733.35	FLEX SPEND MEDICAL
	020107	31100	21	04-417-000	173.08	FLEX SPEND DEPENDENT CARE
	020107	31100	21	04-619-003	187.50	1035 MEDICAL REIMBURSEMENT
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011253</b>		<b>Check Total:</b>	<b>2,093.93</b>
<b>13149 MATTHEWS COMMERCIAL TIRE CTR</b>	018755	31731	54	10-149-382	367.54	TIRE REPAIR
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011254</b>		<b>Check Total:</b>	<b>367.54</b>

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<b>13360 MENASHA ELECTRIC &amp; WATER UTILI</b>	011807	31100	12	04-399-000	18.68	
	011807	31100	51	04-109-214	763.00	
	011807	31100	51	10-115-223	1,380.21	
	011807	31100	51	10-115-225	218.21	
	011807	31100	53	09-102-214	112.50	
	011807	31100	53	09-102-223	105.67	
	011807	31100	53	09-102-225	42.67	
	011807	31100	53	09-212-223	300.80	
	011807	31100	53	09-212-225	52.33	
	011807	31100	54	10-131-223	421.33	
	011807	31201	54	10-301-223	29.70	
	011807	31100	55	04-221-223	8.48	
	011807	31100	55	07-202-223	653.65	
	011807	31100	55	07-202-225	158.96	
	011807	31207	55	07-205-223	345.83	
	011807	31207	55	07-205-225	22.84	
	011807	31100	55	10-215-223	88.74	
	011807	31456	56	03-501-223	78.83	
	013007	31100	55	07-202-223	8.88	MANITOWOC ST BOAT
	<b>Check Date</b>	<b>2/1/2007</b>	<b>Check Nbr</b>	<b>011255</b>	<b>Check Total:</b>	<b>4,811.31</b>
<b>13370 MENASHA EMPLOYEES CREDIT UNION</b>	020107	31100	21	04-299-020	22,450.00	DEDUCTIONS
<b>Check Date</b>	<b>2/1/2007</b>	<b>Check Nbr</b>	<b>011256</b>	<b>Check Total:</b>	<b>22,450.00</b>	
<b>13375 MENASHA EMPLOYEES LOCAL 1035</b>	020107	31100	21	04-299-031	192.00	UNION DEDUCTIONS
<b>Check Date</b>	<b>2/1/2007</b>	<b>Check Nbr</b>	<b>011257</b>	<b>Check Total:</b>	<b>192.00</b>	
<b>13377 MENASHA EMPLOYEES LOCAL 1035B</b>	020107	31100	21	04-299-032	249.16	UNION DUES
<b>Check Date</b>	<b>2/1/2007</b>	<b>Check Nbr</b>	<b>011258</b>	<b>Check Total:</b>	<b>249.16</b>	

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13755 MORTON SAFETY	127296	31100	55	07-202-300	24.22	EYEWASH SOLUTION
	136260	31731	54	10-149-300	127.18	MONKEY GRIP
	127295	31731	54	10-149-300	30.97	SUPPLIES
	135320	31100	55	07-201-300	4.56	EYEWASH/PADS
	137189	31731	54	10-149-300	-285.50	CREDIT FOR PORTION INV 82051
<b>Check Date</b>	<b>2/1/2007</b>	<b>Check Nbr</b>	<b>011259</b>		<b>Check Total:</b>	<b>-98.57</b>
13790 MOTOROLA	13560413	31100	52	08-101-295	2,344.00	RADIO
<b>Check Date</b>	<b>2/1/2007</b>	<b>Check Nbr</b>	<b>011260</b>		<b>Check Total:</b>	<b>2,344.00</b>
15080 OFFICEMAX CONTRACT INC	268912	31100	51	02-105-310	17.49	OFFICE SUPPLIES/PERSONNEL
	245449	31100	51	01-102-310	2.96	SUPPLIES/MAYOR
	245449	31100	51	02-103-310	2.95	SUPPLIES/ATTORNEY
	245449	31100	51	02-104-310	2.96	SUPPLIES/CLERK
	245449	31100	51	02-105-310	46.87	SUPPLIES/PERSONNEL
	245449	31100	51	04-101-310	28.92	SUPPLIES/COUNCIL
	137513	31100	53	09-212-310	81.91	OFFICE SUPPLIES
<b>Check Date</b>	<b>2/1/2007</b>	<b>Check Nbr</b>	<b>011261</b>		<b>Check Total:</b>	<b>184.06</b>
15130 NICHOLAS OLESZAK	011907	31100	52	08-101-315	55.62	WIRELESS CAMERA
<b>Check Date</b>	<b>2/1/2007</b>	<b>Check Nbr</b>	<b>011262</b>		<b>Check Total:</b>	<b>55.62</b>
16025 PACKER CITY INTERNATIONAL	3270040047	31731	54	10-149-383	8.04	HYDRAULI
	3270030072	31731	54	10-149-383	41.70	AIRFILTER/LUBEFILT
	3270080067	31731	54	10-149-383	5.44	FUEL FILTER
	3270050060	31731	54	10-149-383	16.48	AIR FILTER
	3270080043	31731	54	10-149-383	82.61	FLASHER/FILTERS
	3270050046	31731	54	10-149-383	68.55	CRIMP FI
<b>Check Date</b>	<b>2/1/2007</b>	<b>Check Nbr</b>	<b>011263</b>		<b>Check Total:</b>	<b>222.82</b>

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
16300 PIGGLY WIGGLY #24	012507	31827	53	09-212-300	106.88	MAYOR DINNER/VALENTINES DAY
	010407	31827	53	09-212-300	53.11	JAN PARTY SUPPLIES
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b> 011264			<b>Check Total:</b> 159.99	
18040 RADIOSHACK CORPORATION	216599	31100	55	07-202-240	29.99	CEILING SPEAKER
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b> 011265			<b>Check Total:</b> 29.99	
18200 REINDERS INC	1142633-00	31731	54	10-149-383	150.96	ATOMIC BLADE
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b> 011266			<b>Check Total:</b> 150.96	
18320 LISA REXSES	013007	31201	54	10-301-212	625.00	REIMBURSE SUMP PUMP/PIT
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b> 011267			<b>Check Total:</b> 625.00	
18370 RIESTERER & SCHNELL INC	475968	31731	54	10-149-383	46.28	AIR CLEANERS
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b> 011268			<b>Check Total:</b> 46.28	
19140 SCHARPF'S OFFICE PRODUCTS INC	369177	31731	54	10-149-310	53.50	OFFICE SUPPLIES
	369177	31100	55	07-202-310	53.50	OFFICE SUPPLIES
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b> 011269			<b>Check Total:</b> 107.00	
19241 JENNIFER SCHUMACHER	013007	31201	54	10-301-212	675.00	REIMBURSE SUMP PUMP/PIT
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b> 011270			<b>Check Total:</b> 675.00	
19327 SERVICEMASTER BUILDING MTNCE	114660	31100	52	08-101-201	1,159.00	JANITORIAL SERVICE/JANUARY
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b> 011271			<b>Check Total:</b> 1,159.00	
19410 SKID & PALLET	019398	31100	55	07-202-300	131.00	LANDSCAPE MULCH
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b> 011272			<b>Check Total:</b> 131.00	

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
<b>21056 UNITED LABORATORIES</b>	46594R	31731	54	10-149-300	347.42	LUBE
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011273</b>		<b>Check Total:</b>	<b>347.42</b>
<b>21085 UNITED TRANSLATORS INC</b>	3822	31100	53	09-102-215	10.00	HMONG TRANSLATION
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011274</b>		<b>Check Total:</b>	<b>10.00</b>
<b>21095 UNITED WAY FOX CITIES</b>	020107	31100	21	04-299-021	99.50	CONTRIBUTIONS
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011275</b>		<b>Check Total:</b>	<b>99.50</b>
<b>21205 US CELLULAR</b>	200267787-035	31100	51	01-102-221	42.20	LAUX
	200267787-035	31100	51	02-103-221	39.09	BRANDT
	200267787-035	31100	51	04-106-221	8.81	STOFFEL
	200267787-035	31100	51	04-109-221	59.14	JAMES/LACEY
	200267787-035	31100	51	10-115-221	39.09	ALIX
	200267787-035	31100	52	08-101-221	408.62	POLICE
	200267787-035	31100	53	09-103-221	40.64	DREW
	200267787-035	31100	53	09-119-221	20.55	NETT
	200267787-035	31100	54	10-111-221	129.30	ENGINEERING
	200267787-035	31731	54	10-149-221	63.83	JACOBSON
	200267787-035	31201	54	10-301-221	8.78	CONFINED SPACE
	200267787-035	31100	55	07-201-221	55.37	TUNGATE
	200267787-035	31100	55	07-202-221	52.16	HUSS
	200267787-035	31100	56	03-202-221	51.99	KEIL
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011276</b>		<b>Check Total:</b>	<b>1,019.57</b>
<b>21226 US OIL CO INC</b>	M72005	31731	54	10-149-300	3,027.26	THP FLUID
	476439A-B	31100	13	04-101-000	-350.30	SHOULD HAVE BEEN CREDIT/FIX
	476439A-B	31100	13	04-101-000	-350.30	SHOULD HAVE BEEN CREDIT/FIX
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011277</b>		<b>Check Total:</b>	<b>2,326.66</b>

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
<b>21230 US PETROLEUM EQUIPMENT</b>	157056	31731	54	10-149-243	98.80	REPLACED SWIVEL ON PUMP
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011278</b>		<b>Check Total:</b>	<b>98.80</b>
<b>21280 USCM PAYROLL PROCESSING</b>	020107	31100	21	04-419-000	8,427.28	DEFERRED COMP
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011279</b>		<b>Check Total:</b>	<b>8,427.28</b>
<b>23090 WATERBLAST EQUIPMENT LLC</b>	8188	31731	54	10-149-242	85.50	MAINTENANCE
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011280</b>		<b>Check Total:</b>	<b>85.50</b>
<b>23152 WE ENERGIES</b>	011907	31100	54	10-143-223	1,864.02	STREET LIGHTS
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011281</b>		<b>Check Total:</b>	<b>1,864.02</b>
<b>23225 JAMES WILZ</b>	013007	31201	54	10-301-212	595.00	REIMBURSE SUMP PUMP/PIT
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011282</b>		<b>Check Total:</b>	<b>595.00</b>
<b>23275 WINNEBAGO COUNTY TREASURER</b>	JANUARY	31310	57	04-101-610	2,331.84	IND DEV PROJ/PRINCIPAL
	JANUARY	31310	57	04-201-620	668.16	IND DEV PROJ/INTEREST
	100363	31100	52	08-101-250	132.00	INMATE CHARGES
	IS100161	31100	52	08-101-221	5,428.26	LRMS MAINTENANCE CHARGES
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011283</b>		<b>Check Total:</b>	<b>8,560.26</b>
<b>23455 WISCONSIN SUPPORT COLLECTIONS</b>	020107	31100	21	04-299-015	1,537.77	CHILD SUPPORT
	020107	31100	21	04-299-016	138.40	SPOUSAL SUPPORT
	<b>Check Date</b> 2/1/2007	<b>Check Nbr</b>	<b>011284</b>		<b>Check Total:</b>	<b>1,676.17</b>
<b>Grand Total:</b>					<b>152,326.51</b>	



City of Menasha • Department of Public Works

January 31, 2007

Board of Public Works  
City of Menasha  
Menasha, WI 54952

RE: Traffic Study Report – Southfield Drive and Deer Haven Drive

Members of the Board:

The Board of Public Works directed that a traffic study be made for determining the need for a traffic control signage change at the intersection of Southfield Drive and Deer Haven Drive. In September of 2006 the Board authorized a 90 day trial of a four way stop at the intersection due to speed and safety concerns brought to the Board by local residents. Prior to the 90 day trial of the four way stop signs, the intersection was regulated by yield signs that were on Deer Haven Drive.

Attached to this letter is a copy of the Engineering Department's Traffic Study. The Traffic Study provides information relating to traffic volume, accident history and Manual on Uniform Traffic Control Devices (MUTCD) warrants for installation of Multiway Stop Applications.

In reviewing the information and from observation at the intersection, there is no apparent need to change the pre-trial period existing yield signs on Deer Haven Drive to a four way stop at the intersection with Southfield Drive. Based on the traffic study, I recommend that the previously authorized yield signs (Traffic Study from 2004) on Deer Haven Drive at Southfield Drive be reestablished.

Sincerely,

A handwritten signature in purple ink, appearing to read "Tim J. Montour".

Tim J. Montour  
Engineering Supervisor

Attachments

C: Street file

## Traffic Study – Southfield Drive @ Deer Haven Drive

### Reason for Study

Under the direction of the Board of Public Works at the September 5, 2006 meeting, four way stop signs were put at this location for a 90 day trial period. The request for the stop signs was made by residents in the area because of speed and safety issues. That 90 day trial has ended and this study is a follow up recommendation to the request to make the four way stop signs permanent.

### Physical Conditions

Southfield Drive is a north-south collector street that is 37' back of curb to back of curb. The street has a bituminous concrete surface with concrete curb and gutter and a five foot concrete sidewalk on each side and a 6.5' grass terrace. The road right of way width is 60' and the area is single family residential.

Deer Haven Drive at this location is, for the most part, an east-west local street that is 33' back of curb to back of curb. The street has a bituminous concrete surface with concrete curb and gutter and a 13.5' grass terrace. The road right of way width is 60' and the area is single family residential.

Southfield Drive from the north is on a long sweeping curve but the angle of the intersecting streets is not far from perpendicular to each other (see attached). With the typical residential setbacks, sight distance at the intersection is good with the only obstructions being mailboxes, street lights and parked vehicles in the roadway. Prior to the 90 day trial period for the four way stop signs, the intersection was regulated by yield signs on Deer Haven Drive at Southfield Drive. These yield signs were put up after a Traffic Study was done in 2004. At that time the request was for yield or stop signs on Deer Haven Dr. due to an accident in January of 2004.

### Criteria Used from MUTCD

#### *Section 1A.06 Uniformity of Traffic Control Devices*

*Support:*

*Uniformity of devices simplifies the task of the road user because it aids in recognition and understanding, thereby reducing perception/reaction time. Uniformity assists road users, law enforcement officers, and traffic courts by giving everyone the same interpretation. Uniformity assists public highway officials through efficiency in manufacture, installation, maintenance, and administration. Uniformity means treating similar situations in a similar way. The use of uniform traffic control devices does not, in itself, constitute uniformity. A standard device used where it is not appropriate is as objectionable as a nonstandard device; in fact, this might be worse, because such misuse might result in disrespect at those locations where the device is needed and appropriate.*

#### *Section 1A.07 Responsibility for Traffic Control Devices*

*Standard:*

*The responsibility for the design, placement, operation, maintenance, and uniformity of traffic control devices shall rest with the public agency or the official having jurisdiction. 23 CFR 655.603 adopts the Manual on Uniform Traffic Control Devices as the national standard for all traffic control devices installed on any street, highway, or bicycle trail open to public travel. When a State or other Federal agency manual or supplement is required, that manual or supplement shall be in substantial conformance with the national Manual on Uniform Traffic Control Devices.*

*23 CFR 655.603 also states that traffic control devices on all streets and highways open to public travel in each State shall be in substantial conformance with standards issued or endorsed by the Federal Highway Administrator.*

*Support:*

*The "Uniform Vehicle Code" (see Section 1A.11) has the following provision in Section 15-104 for the adoption of a uniform Manual:*

*"(a) The [State Highway Agency] shall adopt a manual and specification for a uniform system of traffic control devices consistent with the provisions of this code for use upon highways within this State. Such uniform system shall correlate with and so far as possible conform to the system set forth in the most recent edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, and other standards issued or endorsed by the Federal Highway Administrator."*

*"(b) The Manual adopted pursuant to subsection (a) shall have the force and effect of law."*

*Additionally, States are encouraged to adopt Section 15-116 of the "Uniform Vehicle Code," which states that, "No person shall install or maintain in any area of private property used by the public any sign, signal, marking or other device intended to regulate, warn, or guide traffic unless it conforms with the State manual and specifications adopted under Section 15-104."*

#### **Section 1A.08 Authority for Placement of Traffic Control Devices**

##### **Standard:**

*Traffic control devices, advertisements, announcements, and other signs or messages within the highway right-of-way shall be placed only as authorized by a public authority or the official having jurisdiction, for the purpose of regulating, warning, or guiding traffic.*

*When the public agency or the official having jurisdiction over a street or highway has granted proper authority, others such as contractors and public utility companies shall be permitted to install temporary traffic control devices in temporary traffic control zones. Such traffic control devices shall conform with the Standards of this Manual.*

##### **Guidance:**

*Any unauthorized traffic control device or other sign or message placed on the highway right-of-way by a private organization or individual constitutes a public nuisance and should be removed. All unofficial or nonessential traffic control devices, signs, or messages should be removed.*

##### **Standard:**

*All regulatory traffic control devices shall be supported by laws, ordinances, or regulations.*

##### **Support:**

*Provisions of this Manual are based upon the concept that effective traffic control depends upon both appropriate application of the devices and reasonable enforcement of the regulations.*

#### **Section 1A.09 Engineering Study and Engineering Judgment**

##### **Standard:**

*This Manual describes the application of traffic control devices, but shall not be a legal requirement for their installation.*

##### **Guidance:**

*The decision to use a particular device at a particular location should be made on the basis of either an engineering study or the application of engineering judgment. Thus, while this Manual provides Standards, Guidance, and Options for design and application of traffic control devices, this Manual should not be considered a substitute for engineering judgment.*

*Engineering judgment should be exercised in the selection and application of traffic control devices, as well as in the location and design of the roads and streets that the devices complement. Jurisdictions with responsibility for traffic control that do not have engineers on their staffs should seek engineering assistance from others, such as the State transportation agency, their County, a nearby large City, or a traffic engineering consultant.*

*2003 Edition Page 1A-3*

*Sect. 1A.07 to 1A.09*

#### **Traffic Count**

A traffic count was taken on January 11, 2007 from 7:00 am to 6:00 pm. Results are as follows;

##### Southfield Drive – Southbound

Total vehicles (7 am to 6 pm) - 275

Highest one hour count – 65 from 4:00 to 5:00 pm

##### Southfield Drive - Northbound

Total vehicles (7 am to 6 pm) - 186

Highest one hour count – 33 from 4:00 to 5:00 pm

##### Deer Haven Drive – Westbound

Total vehicles (7 am to 6 pm) - 67

Highest one hour count – 14 from 7:00 to 8:00 am

##### Deer Haven Drive - Eastbound

Total vehicles (7 am to 6 pm) - 28

Highest one hour count – 6 from 7:00 to 8:00 am and 6 from 3:00 to 4:00 pm

## **Pedestrians**

A total of 35 pedestrians crossed at the intersection (all directions) between 7:00 am and 6:00 pm with the highest number being 11 between 5:00 and 6:00 pm.

## **Accident History**

Total of four (4) accidents in the vicinity of the intersection since 2001 (see attached)

## **Guidance Multiway Stop Applications (MUTCD Sec. 2B.07)**

### **Section 2B.07 Multiway Stop Applications**

*Support:*

*Multiway stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multiway stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multiway stop control is used where the volume of traffic on the intersecting roads is approximately equal. (Warrant Not Satisfied – See Traffic Count)*

*The restrictions on the use of STOP signs described in Section 2B.05 also apply to multiway stop applications.*

### **Section 2B.05 STOP Sign Applications**

*Guidance:*

*STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:*

*A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law; (Warrant Satisfied – Yield Sign Installation in 2004 – See “Yield Reference” Below)*

*B. Street entering a through highway or street; (Warrant Not Satisfied)*

*C. Unsignalized intersection in a signalized area; and/or (Not Applicable)*

*D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign (Warrant Not Satisfied - See “Guidance” below).*

*Standard:*

*Because the potential for conflicting commands could create driver confusion, STOP signs shall not be installed at intersections where traffic control signals are installed and operating except as noted in Section 4D.01.*

*Portable or part-time STOP signs shall not be used except for emergency and temporary traffic control zone purposes.*

*Guidance:*

*STOP signs should not be used for speed control.*

*STOP signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as YIELD signs (see Section 2B.08).*

### **Section 2B.07 Multiway Stop Applications (continued)**

*Guidance:*

*The decision to install multiway stop control should be based on an engineering study.*

*The following criteria should be considered in the engineering study for a multiway STOP sign installation:*

*A. Where traffic control signals are justified, the multiway stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal. (Not Applicable)*

*B. A crash problem, as indicated by 5 or more reported crashes in a 12-month period that are susceptible to correction by a multiway stop installation. Such crashes include right- and left-turn collisions as well as right-angle collisions. (Warrant Not Satisfied – See Accident History)*

*C. Minimum volumes:*

*1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day, and (Warrant Not Satisfied – See Traffic Count)*

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour, but **(Warrant Not Satisfied – See Traffic Count)**

3. If the 85th-percentile approach speed of the major-street traffic exceeds 65 km/h or exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the above values. **(Warrant Not Satisfied – See Speed Report from Police Department)**

D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition. **(Warrant Not Satisfied)**

Option:

Other criteria that may be considered in an engineering study include:

A. The need to control left-turn conflicts; **(Warrant Not Satisfied)**

B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes; **(Warrant Not Satisfied – See Traffic and Pedestrian Count)**

C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to reasonably safely negotiate the intersection unless conflicting cross traffic is also required to stop; and **(Warrant Not Satisfied – No Vision Issues)**

D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multiway stop control would improve traffic operational characteristics of the intersection. **(Warrant Not Satisfied)**

## **Observations**

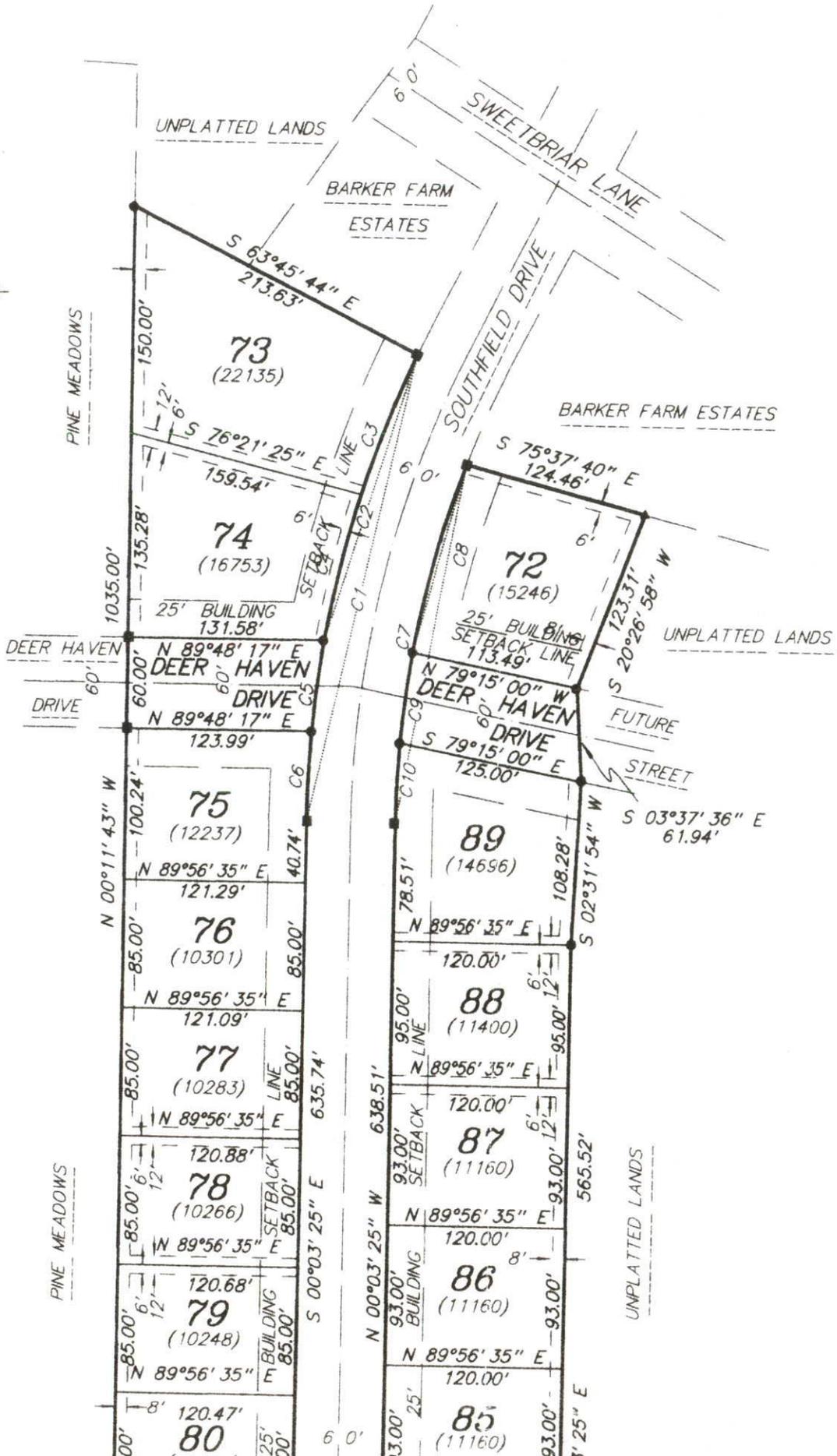
While gathering information in the field at the intersection location and while doing the Traffic Count a number of observations were made;

- The majority of the vehicular traffic observed is local to the neighborhood
- The majority of the vehicles observed at the four-way stop did not come to a complete stop at the stop signs. Many local vehicles (living within sight of the intersection) rolled through the stop signs after observing no conflict in traffic and the intersection was clear
- Many vehicles accelerated up to the intersection very quickly, decelerated and accelerated while leaving the intersection quickly. The “snapshot in time” at the four-way stop certainly slowed the vehicle but while it approached and left the intersection it was observed to be over the speed limit. This was verified by speeds we observed with the radar gun. Of the total vehicles observed, 82% were driving above the speed limit approaching or leaving the intersection with a maximum speed of 42 mph.
- One vehicle from the Chelsea Ct. area turned onto Deer Haven Dr. (westbound); did not stop for the stop sign; proceeded northbound on Southfield; turned to go eastbound on Sweetbriar; returned a short time later to turn southbound on Southfield; accelerated quickly and went through the stop sign (not even slowing) and continued southbound on Southfield. This was observed between 7:00 and 7:30 am.
- Many of the residents dropping off children for the school bus parked within 25’ of the intersection; causing vision issues.
- At approximately 3:45 pm a school bus was stopped on Southfield Dr. at Sweetbriar with its lights flashing. The “Stop” sign on the bus was not out. A Deer Haven Dr. resident went past the school bus without slowing and proceeded on. They may not have broken the law, but if safety is an issue, the local residents need to police each other and themselves.
- In gathering information for the Traffic Study, the majority of the concerns brought to our attention are speed related. As was noted previously by the MUTCD **STOP signs should not be used for speed control.**

## **Recommendations**

As the Traffic Study points out, Guidance/Warrants for a Multiway Stop Application from the MUTCD are not satisfied at this intersection. If excessive speed is a concern, it can better be handled through enforcement or possibly the use of speed humps in the area. Speed humps are utilized in surrounding communities and even though snow removal is difficult, they seem to be well received. The intersection better warrants the existing yield signs that were placed on Deer Haven Dr. as part of the Traffic Study done in 2004.

North



UNPLATTED LANDS

BARKER FARM  
ESTATES

SWEETBRIAR LANE

PINE MEADOWS

BARKER FARM ESTATES

UNPLATTED LANDS

DEER HAVEN  
DRIVE

FUTURE  
STREET

PINE MEADOWS

UNPLATTED LANDS

**73**  
(22135)  
S 63°45'44" E  
213.63'  
150.00'  
S 76°21'25" E  
159.54'  
25' BUILDING  
131.58'  
N 89°48'17" E  
123.99'  
N 89°48'17" E  
123.99'

**74**  
(16753)  
S 75°37'40" E  
124.46'  
25' BUILDING  
113.49'  
N 79°15'00" W  
113.49'  
S 79°15'00" E  
125.00'

**75**  
(12237)  
N 00°11'43" W  
100.24'  
N 89°56'35" E  
121.29'

**76**  
(10301)  
N 89°56'35" E  
121.09'

**77**  
(10283)  
N 89°56'35" E  
120.88'

**78**  
(10266)  
W 89°56'35" E  
120.68'

**79**  
(10248)  
N 89°56'35" E  
120.47'

**80**  
(11160)  
N 89°56'35" E  
120.00'

**85**  
(11160)  
N 89°56'35" E  
120.00'

**86**  
(11160)  
N 89°56'35" E  
120.00'

**87**  
(11160)  
N 89°56'35" E  
120.00'

**88**  
(11400)  
N 89°56'35" E  
120.00'

**89**  
(14696)  
N 89°56'35" E  
108.28'  
S 02°31'54" W  
61.94'

**89**  
(14696)  
S 03°37'36" E  
61.94'

**72**  
(15246)  
S 20°26'58" W  
123.31'  
S 79°15'00" E  
125.00'

LAW ENFORCEMENT REPORT 9A

CITY OF MENASHA  
JANUARY - DECEMBER 2001 HIGH ACCIDENT LISTING

ACCIDENT DATE	DOCUMENT NUMBER	ACCIDENT DAY	ACCIDENT TIME	ACCIDENT SEVERITY	INT DIS	INT DIR	ROAD SOUTHFIELD DR	AT STREET	ALCOHOL SPEED	ALC & SPEED	ROAD CONDITION	MANNER OF COLLISION	MICROFILM NUMBER	UNIT
10/27/2001	7468352	SAT	11-MIDNITE	INJURY	5	N	DREAMFIELD LN		Y	OTHER		NO COLL W/VEH IN TRANS	01633050900	1
10/27/2001	7468352													2

CAUSING INJURY BY RECKLESS DRI  
 GOING STRAIGHT LEGALLY PARKED  
 CITATION 1  
 CITATION 2  
 DRIVER PCC1  
 DRIVER PCC2  
 DRIVER PCC3  
 DRIVER PCC4  
 DRIVER PCC5  
 EXCEED SPEED LIMIT SPEED TOO FAST/COND FAILURE TO CONTROL  
 NOT APPLICABLE

LAM ENFOR NT - REPORT 8

CITY OF MENASHA  
JANUARY - DECEMBER 2001 SECTOR ANALYSIS

ROAD	CRASHES IN CONSTRUCTION ZONES	PROP DMGE CRASHES	INJURY CRASHES	FATAL CRASHES	TOTAL CRASHES	FREQUENCY RATING	CRASHES W/SPEED INVOLVED	CRASHES W/ALCOHOL INVOLVED	CRASHES W/ONLY OTHER PCCS INVOLVED	CRASHES W/SPEED AND ALC. INVOLVED	TOTAL CRASHES W/IDENT CAUSES	RATE INDEX
047	0	11	15	0	26	86	1	1	22	1	25	5.16
RACINE ST	0	9	13	0	22	74	2	3	16	1	22	4.90
THIRD ST	0	17	18	0	35	107	1	0	32	0	33	3.96
PARKING LOT	0	0	3	0	3	15	0	0	1	2	3	2.19
LONDON ST	0	16	4	0	20	36	1	0	18	0	19	1.49
MANITOWOC RD	0	3	2	0	5	13	0	0	4	1	5	1.30
SOUTHFIELD DR	1	0	1	0	3	7	0	1	1	1	3	1.16
SEVENTH ST	0	1	3	0	4	5	1	0	0	0	4	1.06
MIDWAY RD	0	9	4	0	13	16	1	1	3	0	10	1.04
CTH AP MIDWAY RD	0	7	3	0	10	29	1	1	8	0	10	0.94
GREEN BAY ST	0	0	1	0	1	22	0	0	10	0	10	0.83
MILWAUKEE ST	0	0	1	0	1	5	0	1	0	0	1	0.63
NICOLET BLVD	0	6	0	0	6	5	0	0	0	0	6	0.63
MAIN ST	0	3	2	0	5	6	2	0	4	0	6	0.58
AIRPORT RD	0	2	2	0	4	13	0	0	5	0	5	0.49
DEPERE ST	0	1	2	0	3	12	0	0	4	0	4	0.45
PRIVATE PROPERTY	0	5	1	0	6	11	0	0	3	0	3	0.41
FIRST ST	0	2	2	0	4	10	0	0	6	0	6	0.38
NINTH ST	0	4	0	0	4	7	0	1	2	0	2	0.38
NINTH ST	0	4	0	0	4	4	1	0	3	0	3	0.35
SIXTH ST	0	1	1	0	2	4	0	0	4	0	4	0.33
9 ST	0	1	1	0	2	6	0	1	1	0	2	0.31
CTH AP / MIDWAY RD	0	1	1	0	2	6	0	0	2	0	2	0.23
LUCERNE DR	0	1	1	0	2	6	0	0	2	0	2	0.23
MELISSA ST	0	1	1	0	2	6	0	0	2	0	2	0.23
GROVE ST	0	2	0	0	2	6	0	0	2	0	2	0.23
441	0	0	0	0	0	2	1	0	0	0	1	0.21
B ST	0	0	1	0	1	5	0	0	1	0	1	0.19
AHNAIP ST	0	0	1	0	1	5	0	0	1	0	1	0.19
APPLETON ST	0	0	1	0	1	5	0	0	1	0	1	0.19
BROAD	0	0	1	0	1	5	0	0	1	0	1	0.19
CTH CB	0	0	1	0	1	5	0	0	1	0	1	0.19
CTH LP	0	0	1	0	1	5	0	0	1	0	1	0.19
DE PERE ST	0	0	1	0	1	5	0	0	1	0	1	0.19
FIELDCREST DR	0	0	1	0	1	5	0	0	1	0	1	0.19
KAUKAUNA ST	0	0	1	0	1	5	0	0	1	0	1	0.19
ROOSEVELT ST	0	0	1	0	1	5	0	0	1	0	1	0.19
3 ST	0	1	0	0	1	5	0	0	1	0	1	0.19
ICE ST	0	1	0	0	1	1	0	1	0	0	1	0.13
BROAD ST	0	3	0	0	3	3	0	0	0	0	3	0.11
TAYCO ST	0	2	1	0	3	7	0	0	3	0	3	0.11
IDA ST	0	2	0	0	2	2	0	0	2	0	2	0.08
WATER ST	0	2	0	0	2	2	0	0	2	0	2	0.08
BRIARWOOD DR	0	1	0	0	1	1	0	0	1	0	1	0.04
CTH BB	0	1	0	0	1	1	0	0	1	0	1	0.04
EARL ST	0	1	0	0	1	1	0	0	1	0	1	0.04
EIGHTH ST	0	1	0	0	1	1	0	0	1	0	1	0.04
JENNIE ST	0	1	0	0	1	1	0	0	1	0	1	0.04
KARGUS DR	0	1	0	0	1	1	0	0	1	0	1	0.04
KONEMAC ST	0	1	0	0	1	1	0	0	1	0	1	0.04
LUSH ST	0	1	0	0	1	1	0	0	1	0	1	0.04
RIVER ST	0	1	0	0	1	1	0	0	1	0	1	0.04
SECOND ST	0	1	0	0	1	1	0	0	1	0	1	0.04
VALLEY RD	0	1	0	0	1	1	0	0	1	0	1	0.04
HALBRUN ST	0	1	0	0	1	1	0	0	1	0	1	0.04
HARSAH ST	0	1	0	0	1	1	0	0	1	0	1	0.04
1	1	134	97	0	231	619	12	13	191	6	222	33.74

SECTOR - A SECTION OF ROAD THAT RUNS WITHIN THE BOUNDARIES OF A MUNICIPALITY.

RATE INDEX - THE EXPECTED DECREASE IN THE TOTAL FREQUENCY RATING BASED ON THE NUMBER OF CRASHES OCCURRING IN EACH SECTOR.

FREQUENCY RATING - A VALUE GIVEN TO EACH SECTOR BASED ON THE NUMBER OF CRASHES AND THE SEVERITY OF EACH CRASH = (5 \* FATAL) + (5 \* INJURY) + PROPERTY DAMAGE. THIS REPORT INCLUDES INTERSECTION, NON-INTERSECTION, PARKING LOT AND PRIVATE PROPERTY ACCIDENTS.

# DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: _____ TO: _____ 0 MONTHS		# VEHICLES		S E V E R I T Y		L I G H T C O N D		R O A D C H A R		S U R F A C E		W E A T H E R		ROUTE NUMBER/STREET NAME: <i>Southfield Dr.</i>		CASE No.	
														FILE: <i>southfield_b/G</i>		BY: <i>cr</i>	
														LOCATION <i>block G</i>		DATE: <i>1/8/2007</i>	
														MUNICIPALITY: <i>Menasha</i>			
														COUNTY: <i>Calumet</i>			
														REFERENCE MARKERS / NODES: <i>Dreamfield Ln - Deer Haven Dr</i>			
														CONTRIB. FACTORS		ACCIDENT DESCRIPTION	
														ACC. TYPE		KEY #	
1	12/29/2005	11:45	1	PDO	1	4	1	4	1	2	4	2	2	4	FixO	veh. 1 sweved off road, struck 2 mailboxes, returned to road	

# ACCIDENT SUMMARY SHEET

**ROUTE:** *Southfield Dr.*                      **LOCATION:** *block G*  
**MUNICIPALITY:** *Menasha*    **COUNTY:** *Calumet*  
**TIME PERIOD COVERED:** -                      **REFERENCE MARKERS / NODES:** *Dreamfield Ln - Deer Haven Dr*  
**REMARKS:** *All Accidents*    **DATE:** *1/8/2007*

TIME OF DAY	# ACC	%	DIRECTION	# ACC	%	DIRECTION	# ACC	%
6 AM - 10 AM	0	0.0%	North	1	100.0%	Northeast	0	0.0%
10 AM - 4 PM	1	100.0%	South	0	0.0%	Northwest	0	0.0%
4 PM - 7 PM	0	0.0%	East	0	0.0%	Southeast	0	0.0%
7 PM - 12 AM	0	0.0%	West	0	0.0%	Southwest	0	0.0%
12 AM - 6 AM	0	0.0%	<b>Total</b>	<b>1</b>		Unspecified	0	0.0%
Unspecified	0	0.0%						
<b>Total</b>	<b>1</b>							

WEATHER	# ACC	%	ACCIDENT TYPE	# ACC	%	ACCIDENT TYPE	# ACC	%
Clear	0	0.0%	Rear End	0	0.0%	Pedestrian	0	0.0%
Cloudy	1	100.0%	Overtake	0	0.0%	Bicycle	0	0.0%
Rain	0	0.0%	Right Angle	0	0.0%	Parked Vehicle	0	0.0%
Snow	0	0.0%	Left Turn	0	0.0%	Backing	0	0.0%
Sleet/Hail/Freezing Rain	0	0.0%	Right Turn	0	0.0%	Run Off The Road	0	0.0%
Fog/Smog/Smoke	0	0.0%	Fixed Object	1	100.0%	Animal	0	0.0%
Unspecified	0	0.0%	Head On	0	0.0%	Other	0	0.0%
			Sideswipe	0	0.0%	Unspecified	0	0.0%
<b>Total</b>	<b>1</b>		<b>Total</b>	<b>1</b>				

SURFACE	# ACC	%
Dry	1	100.0%
Wet	0	0.0%
Mud/Slush	0	0.0%
Snow/Ice	0	0.0%
Unspecified	0	0.0%
<b>Total</b>	<b>1</b>	

ACCIDENT SEVERITY	# ACC	%
Fatal	0	0.0%
Injury	0	0.0%
Property Damage	1	100.0%
Non-Reportable	0	0.0%
<b>Total</b>	<b>1</b>	

TIME OF YEAR	# ACC	%
Winter (Dec-Feb)	1	100.0%
Spring (Mar-May)	0	0.0%
Summer (Jun-Aug)	0	0.0%
Fall (Sep-Nov)	0	0.0%
<b>Total</b>	<b>1</b>	

TYPE OF VEHICLE	# ACC	%
Passenger Cars	1	100.0%
Commercial Vehicles	0	0.0%
<b>Total</b>	<b>1</b>	

DAY OF WEEK	# ACC	%
Sunday	0	0.0%
Monday	0	0.0%
Tuesday	0	0.0%
Wednesday	0	0.0%
Thursday	1	100.0%
Friday	0	0.0%
Saturday	0	0.0%
<b>Total</b>	<b>1</b>	

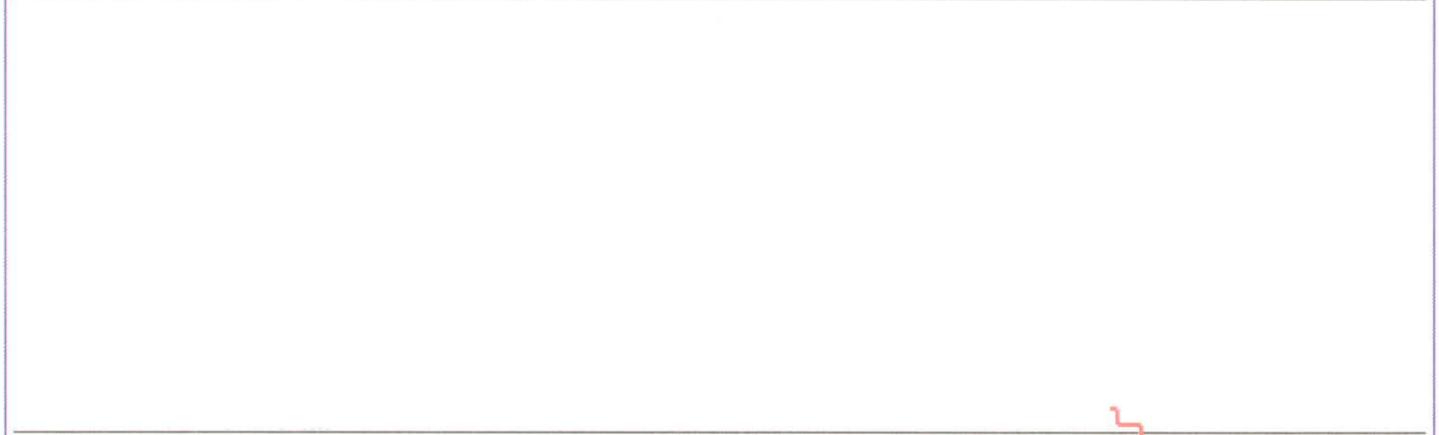
LIGHT CONDITION	# ACC	%
Daylight	1	100.0%
Dawn/Dusk	0	0.0%
Night	0	0.0%
Unspecified	0	0.0%
<b>Total</b>	<b>1</b>	

SUMMARY OF ACCIDENT SEVERITY BY YEAR:	
	0
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
<b>Total Accidents</b>	<b>0</b>

# COLLISION DIAGRAM

Key Number =

MUNICIPALITY: <u>Menasha</u> COUNTY: <u>Calumet</u> INTERSECTION: <u>Southfield Dr.</u> PERIOD: <u>0</u> YEARS <u>0</u> MONTHS FROM _____ TO _____	FILE: <u>southfield_bIG</u> CASE # : _____ BY: <u>cr</u> DATE: <u>1/8/2007</u>
--	--



SYMBOLS		MANNER OF COLLISION	
MOVING VEHICLE	P PEDESTRIAN	REAR END	HEAD ON
TURNING VEHICLE	B BICYCLIST	LEFT TURN	RIGHT TURN
BACKING VEHICLE	A ANIMAL	LEFT TURN	RIGHT TURN
PARKED VEHICLE	FIXED OBJECT	OVERTAKE	RIGHT ANGLE
<span style="border: 1px solid black; padding: 2px;">999</span> RECORD NUMBER	<span style="border: 1px solid black; padding: 2px;">Fatal</span> Fatal	OUT OF CONTROL	SIDE SWIPE

# DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: _____ TO: _____ 0 MONTHS		# VEHICLES		S E V E R I T Y		L I G H T C O N D		R O A D C H A R		S U R F A C E		W E A T H E R		ROUTE NUMBER/STREET NAME: Southfield Dr. LOCATION at Deerhaven Dr. MUNICIPALITY: Menasha COUNTY: Calumet REFERENCE MARKERS / NODES: -				CASE No. FILE: southfield_deerh BY: cr DATE: 1/8/2007																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
No.	DATE	TIME	#	S	E	V	E	R	I	T	Y	L	I	G	H	T	C	O	N	D	R	O	A	D	C	H	A	R	S	U	R	F	A	C	E	W	E	A	T	H	E	R	A	C	C	T	R	I	B	I	T	I	M	E	N	T	I	M	E	D	D	E	S	C	R	I	T	I	O	N	E	S	F	A	C	T	O	R	E	D	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I	T	I	O	N	E	S	C	R	I

# ACCIDENT SUMMARY SHEET

**ROUTE:** *Southfield Dr.*                      **LOCATION:** *at Deerhaven Dr.*  
**MUNICIPALITY:** *Menasha*                      **COUNTY:** *Calumet*  
**TIME PERIOD COVERED:** -                      **REFERENCE MARKERS / NODES:** -  
**REMARKS:** *All Accidents*                      **DATE:** *1/8/2007*

TIME OF DAY	# ACC	%	DIRECTION	# ACC	%	DIRECTION	# ACC	%
6 AM - 10 AM	0	0.0%	North	2	66.7%	Northeast	0	0.0%
10 AM - 4 PM	1	50.0%	South	0	0.0%	Northwest	0	0.0%
4 PM - 7 PM	1	50.0%	East	0	0.0%	Southeast	0	0.0%
7 PM - 12 AM	0	0.0%	West	1	33.3%	Southwest	0	0.0%
12 AM - 6 AM	0	0.0%	<b>Total</b>	<b>3</b>		Unspecified	0	0.0%
Unspecified	0	0.0%						
<b>Total</b>	<b>2</b>							

WEATHER	# ACC	%	ACCIDENT TYPE	# ACC	%	ACCIDENT TYPE	# ACC	%
Clear	2	100.0%	Rear End	0	0.0%	Pedestrian	0	0.0%
Cloudy	0	0.0%	Overtake	0	0.0%	Bicycle	0	0.0%
Rain	0	0.0%	Right Angle	1	50.0%	Parked Vehicle	0	0.0%
Snow	0	0.0%	Left Turn	0	0.0%	Backing	0	0.0%
Sleet/Hail/Freezing Rain	0	0.0%	Right Turn	0	0.0%	Run Off The Road	0	0.0%
Fog/Smog/Smoke	0	0.0%	Fixed Object	1	50.0%	Animal	0	0.0%
Unspecified	0	0.0%	Head On	0	0.0%	Other	0	0.0%
			Sideswipe	0	0.0%	Unspecified	0	0.0%
<b>Total</b>	<b>2</b>		<b>Total</b>	<b>2</b>				

SURFACE	# ACC	%
Dry	2	100.0%
Wet	0	0.0%
Mud/Slush	0	0.0%
Snow/Ice	0	0.0%
Unspecified	0	0.0%
<b>Total</b>	<b>2</b>	

ACCIDENT SEVERITY	# ACC	%
Fatal	0	0.0%
Injury	0	0.0%
Property Damage	2	100.0%
Non-Reportable	0	0.0%
<b>Total</b>	<b>2</b>	

TIME OF YEAR	# ACC	%
Winter (Dec-Feb)	2	100.0%
Spring (Mar-May)	0	0.0%
Summer (Jun-Aug)	0	0.0%
Fall (Sep-Nov)	0	0.0%
<b>Total</b>	<b>2</b>	

TYPE OF VEHICLE	# ACC	%
Passenger Cars	2	66.7%
Commercial Vehicles	1	33.3%
<b>Total</b>	<b>3</b>	

DAY OF WEEK	# ACC	%
Sunday	0	0.0%
Monday	0	0.0%
Tuesday	0	0.0%
Wednesday	1	50.0%
Thursday	1	50.0%
Friday	0	0.0%
Saturday	0	0.0%
<b>Total</b>	<b>2</b>	

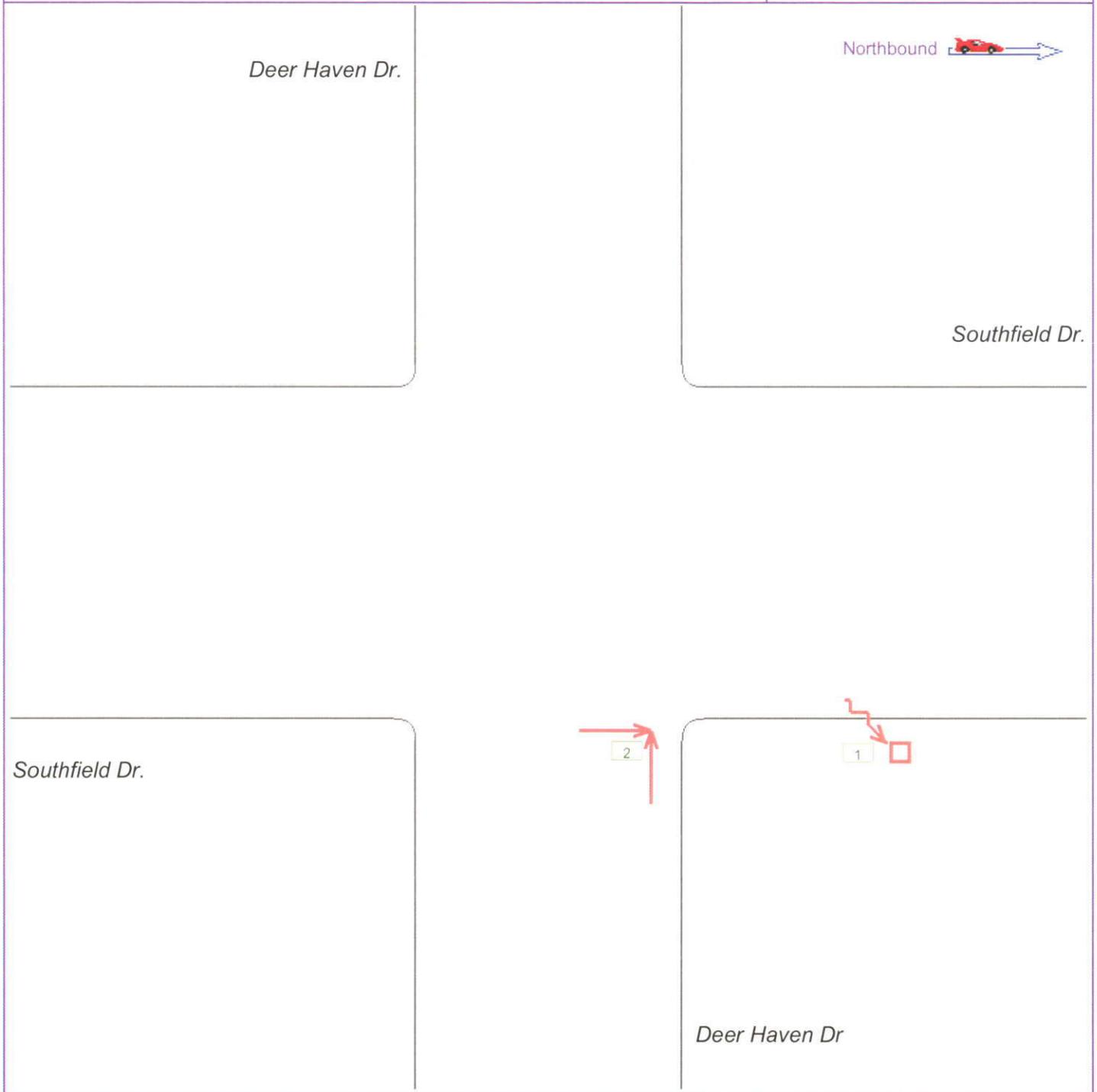
LIGHT CONDITION	# ACC	%
Daylight	1	50.0%
Dawn/Dusk	1	50.0%
Night	0	0.0%
Unspecified	0	0.0%
<b>Total</b>	<b>2</b>	

SUMMARY OF ACCIDENT SEVERITY BY YEAR:	
	<b>0</b>
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
<b>Total Accidents</b>	<b>0</b>

# COLLISION DIAGRAM

Key Number =

MUNICIPALITY: <u>Menasha</u> COUNTY: <u>Calumet</u> INTERSECTION: <u>Southfield Dr.</u> PERIOD: <u>0</u> YEARS <u>0</u> MONTHS FROM _____ TO _____	FILE: <u>southfield_deerh</u> CASE #: _____ BY: <u>cr</u> DATE: <u>1/8/2007</u>
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SYMBOLS		MANNER OF COLLISION	
MOVING VEHICLE	<b>P</b> PEDESTRIAN	REAR END	HEAD ON
TURNING VEHICLE	<b>B</b> BICYCLIST	LEFT TURN	RIGHT TURN
BACKING VEHICLE	<b>A</b> ANIMAL	LEFT TURN	RIGHT TURN
PARKED VEHICLE	FIXED OBJECT	OVERTAKE	RIGHT ANGLE
RECORD NUMBER	Fatal	OUT OF CONTROL	SIDE SWIPE

## **Traffic Study - Southfield Drive @ Deer Haven Drive**

### **Traffic Count**

April 15, 2004 to April 21, 2004

Average 24 hour count from 12 noon to 12 noon - 1065 vehicles

### **Speed Study**

Observed between 7:30 and 8:30 a.m. on April 21, 2004.

Total vehicles - 68

20 to 25 mph - 22 vehicles or 32%

26 to 30 mph - 40 vehicles or 59%

31 to 35 mph - 6 vehicles or 9%

### **Accident History**

Total of four (4) accidents in the last six years

1998 - One (1) accident on Southfield Drive

2001 - One (1) accident on Southfield Drive between Dreamfield and Deer Haven  
(Street construction at time of accident)

2002 - One (1) accident on Southfield Drive

2004 - One (1) accident on Southfield Drive at Deer Haven Drive

### **Guidance for Stop Sign Applications (MUTCD)**

- A. Intersection of a less important road with a main road where application of the normal right of way rule would not be expected to provide reasonable compliance with the law;
- B. Street entering a through highway or street;
- C. Unsignalized intersection in a signalized area;
- D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign;

### **Guidance for Yield Sign Applications (MUTCD)**

- A. When the ability to see all potentially conflicting traffic is sufficient to allow a road user traveling at the posted speed, the 85<sup>th</sup> percentile speed, or the statutory speed to pass through the intersection or to stop in a reasonably safe manner.
- B. If controlling a merge-type movement on the entering roadway where acceleration geometry and/or sight distance is not adequate for merging traffic operations.
- C. The second crossroad of a divided highway, where the median width at the intersection is 9 m (30 ft) or greater. In this case, a STOP sign may be installed at the entrance to the first roadway of a divided highway, and a YIELD sign may be installed at the entrance to the second roadway.
- D. An intersection where a special problem exists and where engineering judgment indicates the problem to be susceptible to correction by the use of the YIELD sign.

## Southfield Drive Speed Statistics

Survey Dates: September 11, 2006 - September 18, 2006

Total Vehicles: 8,152

Average Speed: 23 MPH

50<sup>th</sup> Percentile: 23 MPH (50% of all the vehicles were traveling at this speed or below it)

85<sup>th</sup> Percentile: 28 MPH (85% of all the vehicles were traveling at this speed or below it)

98<sup>th</sup> Percentile: 33 MPH (98% of all the vehicles were traveling at this speed or below it)

Highest Speed: 49 MPH

6 vehicles were traveling 40MPH or higher

- Based on the numbers from the survey it does not appear that speeding is a significant problem. The highest speed reported can be discarded; this anomaly is seen in all speed surveys. In this case it appears someone was trying to show off or see how high they get the radar display. As for the speeds over 40MPH, it is comparable to other surveys on city streets in Menasha.



## **Memorandum**

DATE: February 1, 2007

TO: Board of Public works

FROM: Mark Radtke, Director of Public Works

RE: Authorization to Participate in Winnebago County CTH AP Project

Attached is a correspondence from Winnebago County Highway Commissioner, John Haese, requesting a letter from the City agreeing to the cost sharing terms for the proposed 2007 CTH AP reconstruction project. The City has budgeted \$125,000 for our share of this estimated \$2,300,000 project.

I recommend authorizing the City's participation in the project with the following stipulations:

1. Costs for altering existing sidewalks and driveways that result from change in grade or alignment of CTH AP are not the sole responsibility of the City of Menasha. These costs are to be included in the overall project cost.
2. Any sanitary sewer related project costs are not the responsibility of the City of Menasha. The sanitary sewer is controlled by the Town of Menasha Utility District.

Federal and state funding comprise a significant share of this project, so it is in the best interests of the local governments to agree to complete this project this year while those funds are available.

Attachment

C: Mayor Laux

January 25, 2007

Mark Radtke  
Director of Public Works  
City of Menasha  
140 Main Street  
Menasha, WI 54952 – 3190

RE: CTH AP (Midway Road) Reconstruction Project

Dear Mr. Radtke:

The CTH AP project has been approved by WisDoT to proceed to an April 2007 bid letting. Estimated construction costs are expected to be approximately \$2, 300,000 and the project is expected to begin in early June of this year.

The City of Menasha has agreed to participate in the project and will provide funds of \$122,740 to offset the overall project costs. The City of Menasha would also be responsible for any costs directly related to the following items:

1. Installation or alteration of existing sidewalks.
2. Pedestrian/bike paths.
3. New installation or alteration of street lighting and traffic signals.
4. Mainline storm sewer.
5. Sanitary sewer.
6. Repairs due to installation or alteration of existing driveways that are not part of the project.
7. Real estate or right of way needed for any City of Menasha improvements.
8. Any incidental items that would be related to City of Menasha improvements that are not relative to the project.

The entire mainline storm sewer system has been inspected, videotaped and analyzed and did not show the need for any repairs or alterations that would require additional funding from the City of Menasha.

Please respond to me in writing by March 1, 2007 if the City of Menasha agrees to all of the above items. If you have any other questions or concerns regarding the CTH AP (Midway Road) project, please contact me at my office. Thank you.

Sincerely,

John M. Haese  
Winnebago County Highway Commissioner

jmh/file  
cc: Mick Magalski



City of Menasha • Department of Public Works

January 31, 2007

Board of Public Works  
City of Menasha  
Menasha, WI 54952

RE: Traffic Study Report – First Street and Appleton Street

Members of the Board:

The Board of Public Works directed that a traffic study be made for determining the need for a traffic control signage change at the intersection of First Street and Appleton Street. In September of 2006 the Board authorized a 90 day trial of a four way stop at the intersection due to speed and safety concerns brought to the Board by local residents. Prior to the 90 day trial of the four way stop signs, the intersection was regulated by stop signs that were on Appleton Street.

Attached to this letter is a copy of the Engineering Department's Traffic Study. The Traffic Study provides information relating to traffic volume, accident history and Manual on Uniform Traffic Control Devices (MUTCD) warrants for installation of Multiway Stop Applications. Data gathered at the intersection along with MUTCD warrants do not satisfy the need for four way stop signs at this location.

In reviewing this information and from observation at the intersection, I feel there are extenuating circumstances that need to be addressed. With the encroaching building at the southeast corner and several large trees in the terrace area throughout the area, safety is a valid concern. Using good engineering judgment, I recommend the four way stop signs at this intersection be made permanent.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim J. Montour", is written over a light blue horizontal line.

Tim J. Montour  
Engineering Supervisor

Attachments

C: Street file

## **Traffic Study – First Street @ Appleton Street**

### **Reason for Study**

Under the direction of the Board of Public Works at the September 5, 2006 meeting, four way stop signs were put at this location for a 90 day trial period. The request for the stop signs was made by residents in the area due to speed and safety issues. That 90 day trial has ended and this study is a follow up recommendation to the request to make the four way stop signs permanent.

### **Physical Conditions**

First Street is an east-west collector street that is 37' back of curb to back of curb. The street has a bituminous concrete surface with concrete curb and gutter, a five foot concrete sidewalk on each side and a 9.5' grass terrace. The road right of way width is 66' and the area is a mixture of single family and multi-family residential with commercial and St. Mary's Church and School within one block of the intersection.

Appleton Street at this location is a north-south local street that is 41' back of curb to back of curb. The street has a bituminous concrete surface with concrete curb and gutter, a five foot concrete sidewalk on each side and a 7.5' grass terrace. The road right of way width is 66' and the area is a mixture of single family and multi-family residential with commercial and St. Mary's Church and School within one block of the intersection.

Prior to the 90 day trial period for the four way stop signs, the intersection was regulated with stop signs on Appleton Street. Sight distance at the intersection is limited by a number of concerns. If you are northbound on Appleton Street, there are shrubs located on the property at the SW corner of the intersection. This vision concern could be addressed under Sec. 13-1-53, Vision Clearance at Intersections in the City of Menasha – Code of Ordinances. The building on the SE corner encroaches on the road right of way. According to the American Association of State Highway and Transportation Officials (AASHTO) a stopped motorist needs an intersection sight distance of 335 feet for a passenger vehicle to turn left onto a two lane street that has a design speed of 30 mph. From the decision point (stop sign) at the SE corner there is a clear sight triangle to that 335 foot mark. The passenger vehicle needs to be at the stop sign, in the northbound travel lane to have this clear sight triangle. If the vehicles stops short of the stop sign or is in the east half of the travel lane, that clear sight triangle is not obtained. If the stopped motorist is continuing northbound across First Street the required intersection sight distance is 290 feet. If you are southbound on Appleton Street the sight distance to the east is obstructed by a number of large trees. The stopped motorist can see beyond the 335 feet, but the trees obstruct the view at certain areas of the street.

### **Criteria Used from MUTCD**

#### ***Section 1A.06 Uniformity of Traffic Control Devices***

*Support:*

*Uniformity of devices simplifies the task of the road user because it aids in recognition and understanding, thereby reducing perception/reaction time. Uniformity assists road users, law enforcement officers, and traffic courts by giving everyone the same interpretation. Uniformity assists public highway officials through efficiency in manufacture, installation, maintenance, and administration. Uniformity means treating similar situations in a similar way. The use of uniform traffic control devices does not, in itself, constitute uniformity. A standard device used where it is not appropriate is as objectionable as a nonstandard device; in fact, this might be worse, because such misuse might result in disrespect at those locations where the device is needed and appropriate.*

#### ***Section 1A.07 Responsibility for Traffic Control Devices***

*Standard:*

*The responsibility for the design, placement, operation, maintenance, and uniformity of traffic control devices shall rest with the public agency or the official having jurisdiction. 23 CFR 655.603 adopts the Manual on Uniform Traffic Control Devices as the national standard for all traffic control devices installed on any street, highway, or bicycle trail open to public travel. When a State or other Federal agency manual or supplement is required, that manual or supplement shall be in substantial conformance with the national Manual on Uniform Traffic Control Devices.*

*23 CFR 655.603 also states that traffic control devices on all streets and highways open to public travel in each State shall be in substantial conformance with standards issued or endorsed by the Federal Highway Administrator.*

*Support:*

*The "Uniform Vehicle Code" (see Section 1A.11) has the following provision in Section 15-104 for the*

adoption of a uniform Manual:

*“(a)The [State Highway Agency] shall adopt a manual and specification for a uniform system of traffic control devices consistent with the provisions of this code for use upon highways within this State. Such uniform system shall correlate with and so far as possible conform to the system set forth in the most recent edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, and other standards issued or endorsed by the Federal Highway Administrator.”*

*“(b) The Manual adopted pursuant to subsection (a) shall have the force and effect of law.”*

*Additionally, States are encouraged to adopt Section 15-116 of the “Uniform Vehicle Code,” which states that, “No person shall install or maintain in any area of private property used by the public any sign, signal, marking or other device intended to regulate, warn, or guide traffic unless it conforms with the State manual and specifications adopted under Section 15-104.”*

### **Section 1A.08 Authority for Placement of Traffic Control Devices**

**Standard:**

***Traffic control devices, advertisements, announcements, and other signs or messages within the highway right-of-way shall be placed only as authorized by a public authority or the official having jurisdiction, for the purpose of regulating, warning, or guiding traffic.***

***When the public agency or the official having jurisdiction over a street or highway has granted proper authority, others such as contractors and public utility companies shall be permitted to install temporary traffic control devices in temporary traffic control zones. Such traffic control devices shall conform with the Standards of this Manual.***

**Guidance:**

*Any unauthorized traffic control device or other sign or message placed on the highway right-of-way by a private organization or individual constitutes a public nuisance and should be removed. All unofficial or nonessential traffic control devices, signs, or messages should be removed.*

**Standard:**

***All regulatory traffic control devices shall be supported by laws, ordinances, or regulations.***

**Support:**

*Provisions of this Manual are based upon the concept that effective traffic control depends upon both appropriate application of the devices and reasonable enforcement of the regulations.*

### **Section 1A.09 Engineering Study and Engineering Judgment**

**Standard:**

***This Manual describes the application of traffic control devices, but shall not be a legal requirement for their installation.***

**Guidance:**

*The decision to use a particular device at a particular location should be made on the basis of either an engineering study or the application of engineering judgment. Thus, while this Manual provides Standards, Guidance, and Options for design and application of traffic control devices, this Manual should not be considered a substitute for engineering judgment.*

*Engineering judgment should be exercised in the selection and application of traffic control devices, as well as in the location and design of the roads and streets that the devices complement. Jurisdictions with responsibility for traffic control that do not have engineers on their staffs should seek engineering assistance from others, such as the State transportation agency, their County, a nearby large City, or a traffic engineering consultant.*

2003 Edition Page 1A-3

Sect. 1A.07 to 1A.09

### **Traffic Count**

A traffic count was taken on January 17, 2007 from 7:00 am to 6:00 pm. Results are as follows;

Appleton Street – Southbound

Total vehicles (7 am to 6 pm) - 202

Highest one hour count – 37 from 3:00 to 4:00 pm

Appleton Street - Northbound

Total vehicles (7 am to 6 pm) - 224

Highest one hour count – 33 from 5:00 to 6:00 pm

#### First Street – Westbound

Total vehicles (7 am to 6 pm) - 456

Highest one hour count – 55 from 7:00 to 8:00 am and from 3:00 to 4:00 pm

#### First Street - Eastbound

Total vehicles (7 am to 6 pm) - 264

Highest one hour count – 38 from 3:00 to 4:00 pm

#### **Pedestrians**

A total of 31 pedestrians crossed at the intersection (all directions) between 7:00 am and 6:00 pm with the highest number being 11 between 7:00 and 8:00 am.

#### **Accident History**

Total of five (5) accidents in the vicinity of the intersection since 2001 (see attached)

#### **Guidance Multiway Stop Applications (MUTCD Sec. 2B.07)**

##### ***Section 2B.07 Multiway Stop Applications***

*Support:*

*Multiway stop control can be useful as a safety measure at intersections if certain traffic conditions exist.*

*Safety concerns associated with multiway stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multiway stop control is used where the volume of traffic on the intersecting roads is approximately equal. **(Warrant Not Satisfied – See Traffic Count)***

*The restrictions on the use of STOP signs described in Section 2B.05 also apply to multiway stop applications.*

##### ***Section 2B.05 STOP Sign Applications***

*Guidance:*

*STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:*

*A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law; **(Warrant Satisfied – Existing Stop Sign on Appleton Street)***

*B. Street entering a through highway or street; **(Warrant Not Satisfied)***

*C. Unsignalized intersection in a signalized area; and/or **(Not Applicable)***

*D. High speeds, **restricted view**, or crash records indicate a need for control by the STOP sign **(Warrant Satisfied)***

*Standard:*

*Because the potential for conflicting commands could create driver confusion, STOP signs shall not be installed at intersections where traffic control signals are installed and operating except as noted in Section 4D.01.*

*Portable or part-time STOP signs shall not be used except for emergency and temporary traffic control zone purposes.*

*Guidance:*

***STOP signs should not be used for speed control.***

***STOP signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as YIELD signs (see Section 2B.08).***

##### ***Section 2B.07 Multiway Stop Applications (continued)***

*Guidance:*

***The decision to install multiway stop control should be based on an engineering study.***

*The following criteria should be considered in the engineering study for a multiway STOP sign installation:*

*A. Where traffic control signals are justified, the multiway stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal. **(Not Applicable)***

*B. A crash problem, as indicated by 5 or more reported crashes in a 12-month period that are susceptible to*

correction by a multiway stop installation. Such crashes include right- and left-turn collisions as well as right-angle collisions. **(Warrant Not Satisfied – See Accident History)**

C. Minimum volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day, and **(Warrant Not Satisfied – See Traffic Count)**

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour, but **(Warrant Not Satisfied – See Traffic Count)**

3. If the 85th-percentile approach speed of the major-street traffic exceeds 65 km/h or exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the above values. **(Warrant Not Satisfied)**

D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition. **(Warrant Not Satisfied)**

Option:

Other criteria that may be considered in an engineering study include:

A. The need to control left-turn conflicts; **(Warrant Not Satisfied)**

B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes; **(Warrant Not Satisfied – See Traffic and Pedestrian Count)**

C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to reasonably safely negotiate the intersection unless conflicting cross traffic is also required to stop; and **(Warrant Satisfied – Appleton Street)**

D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multiway stop control would improve traffic operational characteristics of the intersection. **(Warrant Not Satisfied)**

## **Observations**

While gathering information in the field at the intersection location and while doing the Traffic Count a number of observations were made;

- At lunchtime and late in the afternoon the traffic increases to the two taverns/restaurants one block south. Traffic appeared to move very smoothly.
- The majority of the vehicles observed at the First Street stop signs did not come to a complete stop. Vehicles on Appleton Street made complete stops more often.
- A number of stopped vehicles on Appleton Street were reluctant to pull out onto First Street because of the speed of vehicles on First Street as they approached the intersection. While doing the traffic count it is evident that the vehicles speed on this stretch of First Street. This was verified by speeds we observed with a radar gun. Of the total vehicles observed, 72% were driving above the speed limit approaching or leaving the intersection with a maximum speed of 40 mph. The stop signs slowed the traffic at the intersection but approaching and leaving the intersection, there is still an excessive speed issue.
- The property at the NW corner of the intersection had numerous vehicles in and out of the area with high speeds while entering and exiting the intersection.
- In gathering information for the Traffic Study, the majority of the concerns brought to our attention are speed related. As was noted previously by the MUTCD **STOP signs should not be used for speed control.**

## **Recommendations**

As the Traffic Study points out, Guidance/Warrants for a Multiway Stop Application from the MUTCD are not substantially satisfied at this intersection. Using the AASHTO design criteria for intersection sight distance and numerous observations at the intersection, I feel safety is a valid concern. To obtain the 335 foot clear vision triangle for a northbound vehicle, the motorist needs to stop at the stop sign in the proper position in the travel lane. Any deviation from this adversely affects the clear vision of the encroaching building. When a motorist is southbound and looking east, there are a number of very large trees in the clear vision triangle. These trees may not completely block an approaching vehicle but they do cause clear vision concerns. With this restricted views, I recommend that the four way stop signs be made permanent. In my opinion, excessive speed should be handled through enforcement because the 90 day trial period did not stop the speeding issue.

# DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: _____ TO: _____ 0 MONTHS		ROUTE NUMBER/STREET NAME: <u>Appleton St.</u>	CASE No. _____ FILE: <u>appletonst_00blb</u>	LOCATION <u>00 block B</u>	BY: <u>cr</u>	DATE: <u>1/8/2007</u>						
		MUNICIPALITY: <u>Menasha</u>	COUNTY: <u>Winnebago</u>									
		REFERENCE MARKERS / NODES: _____										
No.	DATE	TIME	# VEHICLES	S E V E R I T Y	L I G H T C O N D	R O A D C H A R	S U R F A C E	W E A T H E R	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION	KEY #
3	11/25/1994	1:00		PDO			1	1		OTH		
4	10/4/1995	13:51		PDO			1	2		OTH		
5	9/10/1997	0:03		PDO			1	1		OTH		
6	7/23/1998	20:00		PDO			1	1		OTH		
8	8/20/2005	2:18	1	INJ	4	1	1	2	3 2	Ped	veh. 1 backed over or struck 3 people around it.	
7	1/6/1999	10:15		PDO			4	4		RAN		

# ACCIDENT SUMMARY SHEET

ROUTE: Appleton St. LOCATION: 00 block B  
 MUNICIPALITY: Menasha COUNTY: Winnebago  
 TIME PERIOD COVERED: - REFERENCE MARKERS / NODES: -  
 REMARKS: All Accidents DATE: 1/8/2007

TIME OF DAY	# ACC	%	DIRECTION	# ACC	%	DIRECTION	# ACC	%
6 AM - 10 AM	0	0.0%	North	2	18.2%	Northeast	0	0.0%
10 AM - 4 PM	2	33.3%	South	2	18.2%	Northwest	1	9.1%
4 PM - 7 PM	0	0.0%	East	3	27.3%	Southeast	0	0.0%
7 PM - 12 AM	1	16.7%	West	3	27.3%	Southwest	0	0.0%
12 AM - 6 AM	3	50.0%	<b>Total</b>	<b>11</b>		Unspecified	0	0.0%
Unspecified	0	0.0%						
<b>Total</b>	<b>6</b>							

WEATHER	# ACC	%	ACCIDENT TYPE	# ACC	%	ACCIDENT TYPE	# ACC	%
Clear	3	50.0%	Rear End	0	0.0%	Pedestrian	1	16.7%
Cloudy	2	33.3%	Overtake	0	0.0%	Bicycle	0	0.0%
Rain	0	0.0%	Right Angle	1	16.7%	Parked Vehicle	0	0.0%
Snow	1	16.7%	Left Turn	0	0.0%	Backing	0	0.0%
Sleet/Hail/Freezing Rain	0	0.0%	Right Turn	0	0.0%	Run Off The Road	0	0.0%
Fog/Smog/Smoke	0	0.0%	Fixed Object	0	0.0%	Animal	0	0.0%
Unspecified	0	0.0%	Head On	0	0.0%	Other	4	66.7%
			Sideswipe	0	0.0%	Unspecified	0	0.0%
<b>Total</b>	<b>6</b>		<b>Total</b>	<b>6</b>				

SURFACE	# ACC	%	ACCIDENT SEVERITY	# ACC	%
Dry	5	83.3%	Fatal	0	0.0%
Wet	0	0.0%	Injury	1	16.7%
Mud/Slush	0	0.0%	Property Damage	5	83.3%
Snow/Ice	1	16.7%	Non-Reportable	0	0.0%
Unspecified	0	0.0%	<b>Total</b>	<b>6</b>	
<b>Total</b>	<b>6</b>				

TIME OF YEAR	# ACC	%	TYPE OF VEHICLE	# ACC	%
Winter (Dec-Feb)	1	16.7%	Passenger Cars	1	100.0%
Spring (Mar-May)	0	0.0%	Commercial Vehicles	0	0.0%
Summer (Jun-Aug)	2	33.3%	<b>Total</b>	<b>1</b>	
Fall (Sep-Nov)	3	50.0%			
<b>Total</b>	<b>6</b>				

DAY OF WEEK	# ACC	%	LIGHT CONDITION	# ACC	%
Sunday	0	0.0%	Daylight	0	0.0%
Monday	0	0.0%	Dawn/Dusk	0	0.0%
Tuesday	1	16.7%	Night	1	16.7%
Wednesday	3	50.0%	Unspecified	5	83.3%
Thursday	0	0.0%	<b>Total</b>	<b>6</b>	
Friday	1	16.7%			
Saturday	1	16.7%			
<b>Total</b>	<b>6</b>				

**SUMMARY OF ACCIDENT SEVERITY BY YEAR:**

	<b>0</b>
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
<b>Total Accidents</b>	<b>0</b>

# COLLISION DIAGRAM

Key Number = \_\_\_\_\_

MUNICIPALITY: <u>Menasha</u> COUNTY: <u>Winnebago</u> INTERSECTION: <u>Appleton St.</u> PERIOD: <u>0</u> YEARS <u>0</u> MONTHS FROM _____ TO _____	FILE: <u>appletonst_00b1B</u> CASE #: _____ BY: <u>cr</u> DATE: <u>1/8/2007</u>
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Northbound

*Appleton St.*



*Appleton St.*

6  
3 4 5

SYMBOLS		MANNER OF COLLISION	
	MOVING VEHICLE		REAR END
	TURNING VEHICLE		HEAD ON
	BACKING VEHICLE		RIGHT TURN
	PARKED VEHICLE		RIGHT TURN
<span style="border: 1px solid black; padding: 2px;">999</span>	RECORD NUMBER		RIGHT ANGLE
<span style="border: 1px solid black; padding: 2px;">P</span>	PEDESTRIAN		SIDE SWIPE
<span style="border: 1px solid black; padding: 2px;">B</span>	BICYCLIST		
<span style="border: 1px solid black; padding: 2px;">A</span>	ANIMAL		
<span style="border: 1px solid black; padding: 2px;">□</span>	FIXED OBJECT		
<span style="border: 1px solid black; padding: 2px;">□</span>	Fatal		
	OUT OF CONTROL		

# DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: _____ TO: _____ 0 MONTHS		ROUTE NUMBER/STREET NAME: <u>Appleton St.</u> LOCATION <u>100 block</u> MUNICIPALITY: <u>Menasha</u> COUNTY: <u>Winnebago</u> REFERENCE MARKERS / NODES: _____		CASE No. _____ FILE: <u>appletonst_100bl</u> BY: <u>cr</u> DATE: <u>1/8/2007</u>			
#	VEHICLES	SEVERITY	LIGHT COND	ROAD CHAIR	SURFACE	WEATHER	
1		PDO			1	1	
No.	DATE	TIME	ACCIDENT DESCRIPTION				KEY #
1	3/7/1998	17:54	RAN				

# ACCIDENT SUMMARY SHEET

ROUTE: *Appleton St.* LOCATION: *100 block*  
MUNICIPALITY: *Menasha* COUNTY: *Winnebago*  
TIME PERIOD COVERED: - REFERENCE MARKERS / NODES: -  
REMARKS: *All Accidents* DATE: *1/8/2007*

TIME OF DAY	# ACC	%	DIRECTION	# ACC	%	DIRECTION	# ACC	%
6 AM - 10 AM	0	0.0%	North	1	50.0%	Northeast	0	0.0%
10 AM - 4 PM	0	0.0%	South	0	0.0%	Northwest	0	0.0%
4 PM - 7 PM	1	100.0%	East	0	0.0%	Southeast	0	0.0%
7 PM - 12 AM	0	0.0%	West	1	50.0%	Southwest	0	0.0%
12 AM - 6 AM	0	0.0%	<b>Total</b>	<b>2</b>		Unspecified	0	0.0%
Unspecified	0	0.0%						
<b>Total</b>	<b>1</b>							

WEATHER	# ACC	%	ACCIDENT TYPE	# ACC	%	ACCIDENT TYPE	# ACC	%
Clear	1	100.0%	Rear End	0	0.0%	Pedestrian	0	0.0%
Cloudy	0	0.0%	Overtake	0	0.0%	Bicycle	0	0.0%
Rain	0	0.0%	Right Angle	1	100.0%	Parked Vehicle	0	0.0%
Snow	0	0.0%	Left Turn	0	0.0%	Backing	0	0.0%
Sleet/Hail/Freezing Rain	0	0.0%	Right Turn	0	0.0%	Run Off The Road	0	0.0%
Fog/Smog/Smoke	0	0.0%	Fixed Object	0	0.0%	Animal	0	0.0%
Unspecified	0	0.0%	Head On	0	0.0%	Other	0	0.0%
			Sideswipe	0	0.0%	Unspecified	0	0.0%
<b>Total</b>	<b>1</b>		<b>Total</b>	<b>1</b>				

SURFACE	# ACC	%
Dry	1	100.0%
Wet	0	0.0%
Mud/Slush	0	0.0%
Snow/Ice	0	0.0%
Unspecified	0	0.0%
<b>Total</b>	<b>1</b>	

ACCIDENT SEVERITY	# ACC	%
Fatal	0	0.0%
Injury	0	0.0%
Property Damage	1	100.0%
Non-Reportable	0	0.0%
<b>Total</b>	<b>1</b>	

TIME OF YEAR	# ACC	%
Winter (Dec-Feb)	0	0.0%
Spring (Mar-May)	1	100.0%
Summer (Jun-Aug)	0	0.0%
Fall (Sep-Nov)	0	0.0%
<b>Total</b>	<b>1</b>	

TYPE OF VEHICLE	# ACC	%
Passenger Cars	0	0.0%
Commercial Vehicles	0	0.0%
<b>Total</b>	<b>-1</b>	

DAY OF WEEK	# ACC	%
Sunday	0	0.0%
Monday	0	0.0%
Tuesday	0	0.0%
Wednesday	0	0.0%
Thursday	0	0.0%
Friday	0	0.0%
Saturday	1	100.0%
<b>Total</b>	<b>1</b>	

LIGHT CONDITION	# ACC	%
Daylight	0	0.0%
Dawn/Dusk	0	0.0%
Night	0	0.0%
Unspecified	1	100.0%
<b>Total</b>	<b>1</b>	

**SUMMARY OF ACCIDENT SEVERITY BY YEAR:**

	<b>0</b>
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
<b>Total Accidents</b>	<b>0</b>



# DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: _____ TO: _____ 0 MONTHS	ROUTE NUMBER/STREET NAME: <u>First St.</u> LOCATION <u>at Appleton St.</u> MUNICIPALITY: <u>Menasha</u> COUNTY: <u>Winnebago</u> REFERENCE MARKERS / NODES: _____	CASE No. _____ FILE: <u>first_appleton</u> BY: <u>cr</u> DATE: <u>1/8/2007</u>
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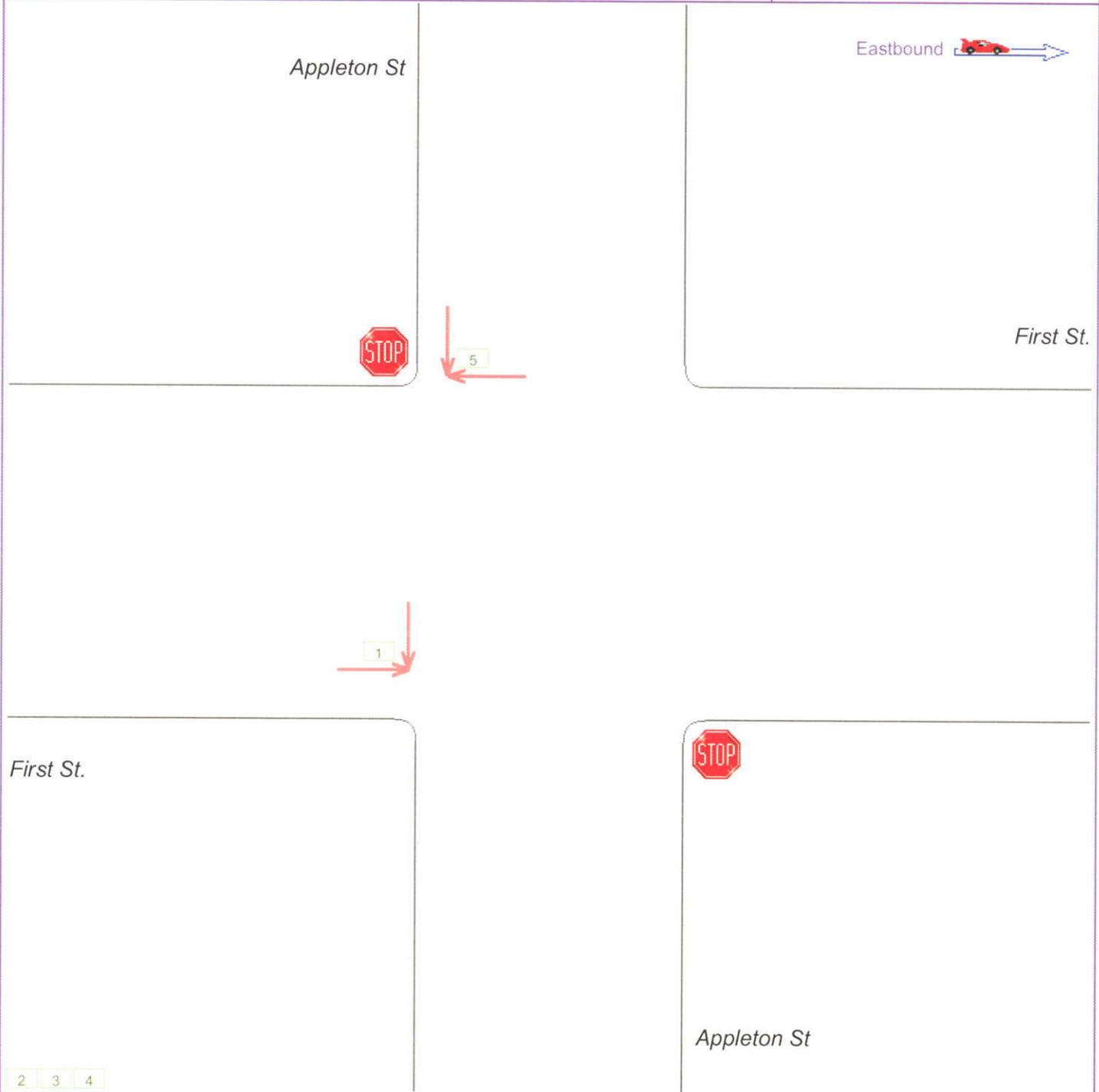
No.	DATE	TIME	# VEHICLES	SEVERITY	LIGHT COND	ROAD CHA R	SURFACE	WEATHER	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION	KEY #
3	8/31/2001	1:00		PDO			1	1		FIXO		
2	6/16/2000	23:27		INJ			1	2		OTH		
4	7/19/2003	1:16	2	PDO	5	1	1	1		Park	unit 2 was struck by unit 1 while legally parked; hit and run	
1	2/4/1994	18:17		PDO			1	1		RAN		
5	2/29/2004	12:09	2	INJ	1	1	1	2	7	Rang	unit 1 pulled out from stop sign and struck oncoming unit 2	



# COLLISION DIAGRAM

Key Number =

MUNICIPALITY: <u>Menasha</u> COUNTY: <u>Winnebago</u>	FILE: <u>first appleton</u>
INTERSECTION: <u>First St.</u>	CASE #: _____
PERIOD: <u>0</u> YEARS <u>0</u> MONTHS FROM _____ TO _____	BY: <u>cr</u> DATE: <u>1/8/2007</u>



SYMBOLS		MANNER OF COLLISION	
MOVING VEHICLE	<b>P</b> PEDESTRIAN	REAR END	HEAD ON
TURNING VEHICLE	<b>B</b> BICYCLIST	LEFT TURN	RIGHT TURN
BACKING VEHICLE	<b>A</b> ANIMAL	LEFT TURN	RIGHT TURN
PARKED VEHICLE	FIXED OBJECT	OVERTAKE	RIGHT ANGLE
RECORD NUMBER	Fatal	OUT OF CONTROL	SIDE SWIPE

# CHANGE ORDER

DATE: January 30, 2007

CHANGE ORDER NO: Two (2)

CONTRACTOR: Vinton Construction Company

CONTRACT NO.: 2006-06

PROJECT: River Street Relocation Roadway Construction

*You are directed to make the changes noted below in the subject contract unit number.*

1	L.S.	2' x 3' Inlet Castings @ \$425.00	\$ 425.00
28	EA	Spreading Junipers @ \$30.00	\$ 840.00
5	EA	Japanese Tree Lilacs @ \$150	\$ 750.00
19	EA	Minuet Weigela @ \$30.00	\$ 570.00
3	EA	Miss Kim Lilac @ \$30.00	\$ 90.00
2	EA	Inlet Type 3 @ \$1,085.00	\$ 2,170.00
4	EA	Adjust Manhole Covers @ \$280.00	\$ 1,120.00
6	EA	Adjust Valve Boxes @ \$150.00	\$ 900.00
2	EA	Salvaged Inlet Covers @ \$200.00	\$ 400.00
607	LF	Pavement Marking Epoxy 4-Inch @ \$1.80	\$ 1,092.60
963	LF	Pavement Marking Parking Stall Paint @ \$3.00	\$ 2,889.00
47	SY	Concrete Pavement HES 8-inch @ \$39.80	<u>\$ 1,870.60</u>
TOTAL			\$13,117.20

The changes result in the following adjustments:

	CONTRACT - TOTAL	TIME
Prior to this Change Order	\$ 524,960.34	_____ Days
Adjustments per this Change Order	\$ 13,147.20	_____ Days
Current Contract Status	\$ 538,077.54	_____ Days

Directed/Authorized  
City of Menasha Dept. of Public Works

Accepted

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF MENASHA**  
**CONTRACT UNIT NO. 2006-08**  
**Storm Sewer, Sanitary, Water Main, Street Construction & Detention Basin Construction**

Date: Janu  
 Payment No.

ITEM	QUANTITY	DESCRIPTION	BASE BID		QUANTITY
			Unit Price	TOTAL	
		<b>Sanitary Sewer</b>			
1	1,095	8" PVC SDR-35 Sanitary Sewer, /lf	\$ 18.00	\$ 19,710.00	1094
2	50	48" ID Waterproof, Pre-cast Sanitary Manhole/vf	\$ 170.00	\$ 8,508.50	62.23
3	9	Internal Manhole Chimney Seal/ea	\$ 230.00	\$ 2,070.00	0
4	9	Sanitary Sewer Manhole Castings/ea	\$ 280.00	\$ 2,520.00	9
5	37	6" PVC Schedule 40 Sanitary Lateral/lf	\$ 20.00	\$ 740.00	36
6	696	4" PVC Schedule 40 Sanitary Lateral/lf	\$ 17.00	\$ 11,832.00	724
7	758	2" Polystyrene Insulation (sanitary)	\$ 5.50	\$ 4,169.00	771
		<b>Sanitary Sewer Sub Total</b>		<b>\$ 49,549.50</b>	
		<b>Water Main</b>			
1	1,278	8" PVC Water Main/lf	\$ 23.00	\$ 29,394.00	1269
2	6	Fire Hydrant/ea	\$ 2,100.00	\$ 12,600.00	6
3	1	8" Tapping Tee and Valve/ea	\$ 2,400.00	\$ 2,400.00	1
4	74	6" Hydrant Lead/lf	\$ 24.00	\$ 1,776.00	81
5	6	6" Auxiliary Hydrant Gate Valve/ea	\$ 740.00	\$ 4,440.00	6
6	6	8" Gate Valve/ea	\$ 1,000.00	\$ 6,000.00	6
7	16	1 1/4" Service Connections/ea	\$ 275.00	\$ 4,400.00	16
8	686	1 1/4" PVC SDR9 Water Service/lf	\$ 10.00	\$ 6,860.00	684
9	1	1 1/2" Service Connections/ea	\$ 400.00	\$ 400.00	1
10	63	1 1/2" PVC SDR9 Water Service/lf	\$ 10.00	\$ 630.00	56
		<b>Water Main Sub Total</b>		<b>\$ 68,900.00</b>	

		<b>Storm Sewer</b>					
1	53	24" Storm Sewer/lf	\$	29.00	\$	1,537.00	109
2	471	18" Storm Sewer/lf	\$	23.00	\$	10,833.00	177
3	433	18" RCP Storm Sewer, Class IV/lf	\$	26.00	\$	11,258.00	748.5
4	201	15" Storm Sewer/lf	\$	20.00	\$	4,020.00	169
5	708	15" RCP Storm Sewer, Clas IV/lf	\$	22.00	\$	15,576.00	700.5
6	505	12" Storm Sewer/lf	\$	18.00	\$	9,090.00	196
7	163	12" RCP Storm Sewer, Class IV/lf	\$	20.00	\$	3,260.00	533
8	33	10" Storm Inlet Leads/lf	\$	20.00	\$	660.00	0
9	61.1	48" ID Pre-cast Standard Storm Manhole/vf	\$	190.00	\$	11,609.00	61.32
10	6	72" ID Pre-cast Storm Manhole/vf	\$	350.00	\$	2,100.00	6
11	1	Storm Sewer Manhole Castings, Type H/ea	\$	365.00	\$	365.00	0
12	1	Storm Sewer Manhole Castings, Type HS/ea	\$	365.00	\$	365.00	0
13	13	Storm Sewer Manhole Castings, Type J/ea	\$	270.00	\$	3,510.00	14
14	18	24"x36" pre-cast inlet w/castings/ea	\$	970.00	\$	17,460.00	18
15	2	Field Inlet w/casting (Type 8 inlet, MS grate)/ea	\$	1,290.00	\$	2,580.00	2
16	1	30" ID Pre-cast Yard Drain w/casting/ea	\$	935.00	\$	935.00	1
17	1	12" Concrete Apron Endwall/ea	\$	320.00	\$	320.00	1
18	1	12" Apron Endwall for PVC Pipe/ea	\$	100.00	\$	100.00	1
19	2	18" Concrete Apron Endwall/ea	\$	400.00	\$	800.00	2
20	1	24" Concrete Apron Endwall/ea	\$	525.00	\$	525.00	2
21	5	Pipe Grates/ea	\$	420.00	\$	2,100.00	6
22	1	12" Orifice Plate for Outlet Pipe/ea	\$	50.00	\$	50.00	2
23	1	Pond Outlet Structure w/Neenah Casting/ea	\$	1,850.00	\$	1,850.00	1
24	49	12" PVC SDR-35 Storm Sewer/lf	\$	21.00	\$	1,029.00	50.5
		<b>Storm Sewer Sub Total</b>			<b>\$</b>	<b>101,932.00</b>	
		<b>Site Grading, Erosion Control &amp; Street Construction</b>					

1	1.07	Clearing and Grubbing/acre	\$ 3,030.00	\$ 3,242.10	1.07
2	45	Remove Culvert/lf	\$ 5.00	\$ 225.00	0
3	1,100	Unclassified Excavation/cy	\$ 4.55	\$ 5,005.00	1100
4	200	Excavation Below Subgrade (undistributed)/cy	\$ 5.05	\$ 1,010.00	177
5	200	Breaker Run (undistributed)/cy	\$ 14.86	\$ 2,972.00	0
6	13,688	Fine Grading/sy	\$ 0.01	\$ 136.88	0
7	6,436	Crushed Aggregate Base Course/ton	\$ 8.00	\$ 51,488.00	5009.58
8	17,771	Restoration (salvage topsoil, seed, fert, mulch)/sy	\$ 0.70	\$ 12,439.70	0
9	973	2" Asphalt Binder (temp)/ton	\$ 53.25	\$ 51,812.25	0
10	72	Sawcut and Remove Curb/lf	\$ 5.00	\$ 360.00	0
11	1	Sawcut and Remove Asphalt/lump sum	\$ 50.00	\$ 50.00	0
12	85	Sawcutting/lf	\$ 1.50	\$ 127.50	0
13	335	Grassed Drainageway Construction/lf	\$ 4.00	\$ 1,340.00	0
14	2	Install & Maintain Tracking Pad/ea	\$ 1,000.00	\$ 2,000.00	1
15	2,884	Install & Maintain Silt Fence/lf	\$ 1.05	\$ 3,028.20	2421
16	5	Install & Maintain Ditch Checks/ea	\$ 100.00	\$ 500.00	0
17	25	Inlet Protection/ea	\$ 42.00	\$ 1,050.00	21
18	91	Riprap with Fabric/sy	\$ 25.00	\$ 2,275.00	0
19	1,949	Erosion Mat Class I, Type B/sy	\$ 1.25	\$ 2,436.25	0
20	1	Excavation & Grading for Stormwater Pond-Nature's Way Subdivision/lump sum	\$ 6,100.00	\$ 6,100.00	1
21	1	Excavation & Grading for Stormwater Pond-Province Terrace/lump sum	\$ 10,100.00	\$ 10,100.00	1
22	500	Borrow (if required)	\$ 5.05	\$ 2,525.00	0
		<b>Site Grading, Erosion Control &amp; Street Construction Sub Total</b>		<b>\$ 160,222.88</b>	
		<b>Contract Total</b>		<b>\$ 380,604.38</b>	
		<b>Additional Unit Prices</b>			
	1	Alternate Clay Liner (if required)/sy	\$ 5.05	\$ 5.05	

January 30, 2007  
 . Three

YTD	TOTAL
\$ 19,692.00	
\$ 10,579.10	
\$ -	
\$ 2,520.00	
\$ 720.00	
\$ 12,308.00	
\$ 4,240.50	
<b>\$ 50,059.60</b>	
\$ 29,187.00	
\$ 12,600.00	
\$ 2,400.00	
\$ 1,944.00	
\$ 4,440.00	
\$ 6,000.00	
\$ 4,400.00	
\$ 6,840.00	
\$ 400.00	
\$ 560.00	
<b>\$ 68,771.00</b>	

	\$ 3,161.00
	\$ 4,071.00
	\$ 19,461.00
	\$ 3,380.00
	\$ 15,411.00
	\$ 3,528.00
	\$ 10,660.00
	\$ -
	\$ 11,650.80
	\$ 2,100.00
	\$ -
	\$ -
	\$ 3,780.00
	\$ 17,460.00
	\$ 2,580.00
	\$ 935.00
	\$ 320.00
	\$ 100.00
	\$ 800.00
	\$ 1,050.00
	\$ 2,520.00
	\$ 100.00
	\$ 1,850.00
	\$ 1,060.50
	<b>\$ 105,978.30</b>

\$	3,242.10
\$	-
\$	5,005.00
\$	893.85
\$	-
\$	-
\$	40,076.64
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	1,000.00
\$	2,542.05
\$	-
\$	882.00
\$	-
\$	-
\$	6,100.00
\$	10,100.00
\$	-
\$	69,841.64
\$	294,650.54
\$	-
\$	-

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD
			Unit Price	TOTAL	
		<b>Removals</b>			
1	258	Removing Pavement/SY	\$ 3.20	\$ 825.60	\$ 3,184.00
2	1000	Removing Asphaltic Surface/SY	\$ 1.60	\$ 1,600.00	\$ 8,584.00
3	1455	Removing Curb & Gutter/LF	\$ 0.85	\$ 1,236.75	\$ 217.60
4	176	Removing Concret Sidewalk/SY	\$ 3.00	\$ 528.00	\$ 438.00
5	5	Removing Inlets/each	\$ 150.00	\$ 750.00	\$ 900.00
6	35	Sawing Existing Pavement/LF	\$ 2.00	\$ 70.00	\$ 824.00
7	125	Sawing Concrete Pavement Full Depth/LF	\$ 3.00	\$ 375.00	\$ 603.00
					<b>Removals \$ 14,750.60</b>
		<b>Sewer &amp; Water</b>			
8	88	Storm Sewer Pipe 10-inch/LF	\$ 31.00	\$ 2,728.00	\$ 3,782.00
9	2	Inlet Type 3/each	\$ 1,085.00	\$ 2,170.00	\$ 4,340.00
10	1	Reconstructing Manholes/each	\$ 1,345.00	\$ 1,345.00	\$ 1,345.00
11	2	Adjust Manhole Covers/each	\$ 280.00	\$ 560.00	\$ 1,680.00
12	6	Adjust Inlet Covers/each	\$ 250.00	\$ 1,500.00	\$ 1,500.00
13	13	Adjust Valve Boxes/each	\$ 150.00	\$ 1,950.00	\$ 2,850.00
14	2	Salvaged Inlet Covers/each	\$ 200.00	\$ 400.00	\$ 800.00
				<b>Storm Sewer Total</b>	<b>\$ 16,297.00</b>
		<b>Grade &amp; Gravel</b>			
15	9464	Excavation, Hauling & Disposal of Contaminated Soil/Ton	\$ 21.80	\$ 206,315.20	\$ -
16	1033	Excavation Common/CY	\$ 9.90	\$ 10,226.70	\$ 25,007.40
17	1	Prepare Foundation/LS	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
18	3200	Base Aggregate Dense 3 Inch/Ton	\$ 8.23	\$ 26,336.00	\$ 5,195.19
19	4094	Base Aggregate Dense 1-1/2 Inch/Ton	\$ 8.23	\$ 33,693.62	\$ -
20	3200	Base Aggregate Dense 2-1/2 Inch/Ton	\$ 8.23	\$ 26,336.00	\$ -
				<b>Grade &amp; Gravel</b>	<b>\$ 43,202.59</b>
		<b>Roadway Surface</b>			
21	348	HMA Pavement Type E-0.3/Ton	\$ 51.29	\$ 17,848.92	\$ -
22	2200	HMA Pavement Type E-1/Ton	\$ 44.57	\$ 98,054.00	\$ -
23	242	Concrete Curb & Gutter 18-inch Type D/LF	\$ 11.90	\$ 2,879.80	\$ -
24	3624	Concrete Curb & Gutter 30-inch Type D/LF	\$ 6.70	\$ 24,280.80	\$ -
25	2957	Concrete Sidewalk 4-Inch/SF	\$ 2.45	\$ 7,244.65	\$ 14,031.15
26	2957	Concrete Sidewalk 6-Inch/SF	\$ 2.80	\$ 8,279.60	\$ -
27	2957	Concrete Sidewalk 8-Inch/SF	\$ 3.15	\$ 9,314.55	\$ 11,790.45
28	59	Concrete Safety Islands/SF	\$ 2.80	\$ 165.20	\$ 235.20
				<b>Roadway Surface</b>	<b>\$ 26,056.80</b>
ITEM	QUANTITY	DESCRIPTION	Unit Price	BASE BID TOTAL	YTD TOTAL



60	1	Railroad Flagger/LS	\$ 14,000.00	\$ 14,000.00	1	\$ 14,000.00
61	1	Traffic Control/LS	\$ 4,300.00	\$ 4,300.00	1	\$ 4,300.00
					<b>Traffic Control</b>	<b>\$ 18,300.00</b>
		<b>Alternative Bid 1 (Replace Items 15, 18, 19, 20 and 21)</b>				
1	6,472	Excavation, Hauling, and Disposal of Contaminated Soil/TON	\$ 21.80	\$ 141,089.60	5243.59	\$ 114,310.26
2	6,250	Concrete Pavement 8-Inch/S.Y.	\$ 23.62	\$ 147,625.00	7034	\$ 166,143.08
3	121	Concrete Pavement HES 8-Inch/S.Y.	\$ 28.25	\$ 3,418.25	502	\$ 14,181.50
4	4,094	Base Aggregate Dense 1-1/4 Inch/TON	\$ 8.23	\$ 33,693.62	5661.58	\$ 46,594.80
5	200	HMA Pavement Type E-1/TON	\$ 51.29	\$ 10,258.00	1127.2	\$ 57,814.09
					<b>Alternate Bid 1 Items</b>	<b>\$ 399,043.73</b>
		<b>Alternate Bid 2 (Washington Street Concrete Patch)</b>				
1	208	Removing Asphaltic Surface/SY	\$ 15.00	\$ 3,120.00	208	\$ 3,120.00
2	208	Concrete Pavement HES 8-Inch/SY	\$ 39.80	\$ 8,278.40	255	\$ 10,149.00
3	1	Traffic Control/LS	\$ 1,100.00	\$ 1,100.00	1	\$ 1,100.00
					<b>Alternate Bid 2 Items</b>	<b>\$ 14,369.00</b>

**\$ 571,534.72**

ORDINANCE O -1 - 07

AN ORDINANCE RELATING TO CITY OF MENASHA PURCHASING POLICY

Introduced by Alderman Taylor

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Sec. 3 – 1 – 17 is created to read:

- (a) The purchase of any service or product by the City of Menasha where it is expected that the total cost will exceed \$2500 shall require the Department wishing to make that purchase to solicit Requests for Proposals.
- (b) The Request for Proposals specified in sec. 3 – 1 – 17 (a) shall be advertised in a commercially reasonable manner so as to provide the opportunity for the City of Menasha to obtain the lowest price for the services or products.
- (c) In the event that a Department Head is recommending that the City choose a product or service that is not the lowest proposal, that Department Head shall supply the Common council with a written statement as to the reasons the lowest proposal is not selected.
- (d) If a Department Head believes that a vendor supplying a proposal is not qualified to provide the service or the product, that Department Head shall refer to the Common Council a recommendation that the vendor be disqualified. The Common council shall hold a hearing and decide whether the vendor shall be disqualified.
- (e) Any previous purchasing policies conflicting with this ordinance are rescinded.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Joseph F. Laux, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk



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

MEMO

TO: Common Council  
Mayor Laux

FROM: Jeff Brandt JSB

SUBJECT: Dry Night Ordinance O – 2 - 07

DATE: January 30, 2007

At the last Common council meeting, a question was raised as to whether premises with a Class “B” or “Class B” license could have a “dry” night in one portion of the premises and remain open for normal business in another portion of the premises. In researching that matter, I discovered that there were several more changes to s. 125.07. I have redrafted a substitute amendment including all those changes. If the Council wishes to authorize “dry” nights. I recommend the Substitute Amendment be approved and then the Ordinance be approved. In reviewing the ordinance, I thought I would point out the several exceptions allowing underage persons to be on the licensed premises.

1. Covers persons who reside or work on the premises.
2. Allows a person to purchase products other than alcohol from package stores.
3. Provides exceptions for the entertainment venues listed.
- 3m. Adds volleyball courts as long as the underage person does not loiter where alcohol is sold or consumed.
- 3r. Charter fishing exceptions as limited.
4. State fair parks and other state parks.
5. Listed entertainment or sporting venues.
6. Restaurants with Class “B” or “Class B” licenses.
- 6m. Restaurants with “Class C” licenses (wine).
7. Auctions or markets.
8. This is the dry night exception where a portion of premises may be dry and another portion remains open for normal operations. This would allow Franky’s to be dry upstairs and wet downstairs under a permit issued by the Police Department.
9. Entertainers.
10. This is the dry night exception if the entire premise will be dry for the period of time provided by the licensee. No permit is required.
11. Dances, banquets and receptions.
12. Picnic license premises.

13. Brewery tours.

To remind you, Class “A” is for off-premise sale of fermented malt beverages, Class “B” is for on - premise consumption of fermented malt beverages. “Class A” is for off-premise sale of intoxicating liquor while “Class B” is for on – premise consumption of intoxicating liquor. Most of our taverns have a combination license and many of the retail outlets do as well.

Subsections 8 and 10 are the provisions for “dry” nights. The difference is that with 8, a portion of the licensed premise may be restricted as dry while the remaining part may be wet. Subsection 8 requires a permit issued by the Police Department and requires the Police to make the requisite finding. A new authorization is required for each instance. Subsection 10 allows for a licensee to have a dry night without Police authorization if the entire premise was dry and with notification to the Police.

SUBSTITUTE 1 to ORDINANCE O - 2 - 07

AN ORDINANCE RELATING TO "DRY NIGHTS" AT LICENSED PREMISES

Introduced by Alderman Taylor

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Sec. 11-5-3 is repealed and recreated to read as follows:

**SEC. 11-5-3 UNDERAGE PERSONS' PRESENCE IN PLACES OF SALE; PENALTY.**

**(a) Restrictions.** An underage person not accompanied by his or her parent, guardian or spouse who has attained the legal drinking age may not enter, knowingly attempt to enter or be on any premises for which a license or permit for the retail sale of alcohol beverages has been issued, for any purpose except the transaction of business pertaining to the licensed premises with or for the licensee or his or her employee. The business may not be amusement or the purchase, receiving or consumption of edibles or beverages or similar activities which normally constitute activities of a customer of the premises. This paragraph does not apply to:

1. An underage person who is a resident, employee, lodger or boarder on the premises controlled by the proprietor, licensee or permittee of which the licensed premises consists or is a part.
2. An underage person who enters or is on a Class "A" or "Class A" premises for the purpose of purchasing items other than alcohol beverages. An underage person so entering the premises may not remain on the premises after the purchase.
3. Hotels, drug stores, grocery stores, bowling centers, billiards centers having on the premises 12 or more billiards tables that are not designed for coin operation and that are 8 feet or longer in length, indoor golf simulator facilities, service stations, vessels, cars operated by any railroad, regularly established athletic fields, outdoor volleyball courts that are contiguous to a licensed premises, stadiums, public facilities as defined in s. 125.51 (5) (b) 1. d. which are owned by a county or municipality or centers for the visual or performing arts.
- 3m. Premises having an indoor volleyball court that measures at least 9 meters by 18 meters in area. The exception under this subdivision does not authorize an underage person to loiter in any room that is primarily used for the sale or consumption of alcohol beverages.
- 3r. Any privately owned business that exists to provide recreational fishing opportunities to the public for a fee and that is registered under s. 95.60 (3m) if the sale of alcohol beverages accounts for less than 30 percent of the business's gross receipts.
4. Premises in the state fair park, concessions authorized on state-owned premises in the state parks and state forests as defined or designated in chs. 27 and 28, and parks owned or operated by agricultural societies.
5. Ski chalets, golf courses and golf clubhouses, racetracks licensed under ch. 562, curling clubs, private soccer clubs and private tennis clubs.

**6. Premises operated under both a Class "B" or "Class B" license or permit and a restaurant permit where the principal business conducted is that of a restaurant. If the premises are operated under both a Class "B" or "Class B" license or permit and a restaurant permit, the principal business conducted is presumed to be the sale of alcohol beverages, but the presumption may be rebutted by competent evidence.**

**6m. Premises operating under both a "Class C" license and a restaurant permit.**

**7. An underage person who enters or remains on a Class "B" or "Class B" premises for the purpose of transacting business at an auction or market, if the person does not enter or remain in a room where alcohol beverages are sold, furnished or possessed.**

**8. An underage person who enters or remains in a room on Class "B" or "Class B" licensed premises separate from any room where alcohol beverages are sold or served, if no alcohol beverages are furnished or consumed by any person in the room where the underage person is present and the presence of underage persons is authorized under this subdivision. An underage person may enter and remain on Class "B" or "Class B" premises under this subdivision only if the municipality which issued the Class "B" or "Class B" license adopts an ordinance permitting underage persons to enter and remain on the premises as provided in this subdivision and the law enforcement agency responsible for enforcing the ordinance issues to the Class "B" or "Class B" licensee a written authorization permitting underage persons to be present under this subdivision on the date specified in the authorization. Before issuing the authorization, the law enforcement agency shall make a determination that the presence of underage persons on the licensed premises will not endanger their health, welfare or safety or that of other members of the community. The licensee shall obtain a separate authorization for each date on which underage persons will be present on the premises.**

**9. A person who is at least 18 years of age and who is working under a contract with the licensee, permittee or corporate agent to provide entertainment for customers on the premises.**

**10. An underage person who enters or remains on Class "B" or "Class B" licensed premises on a date specified by the licensee or permittee during times when no alcohol beverages are consumed, sold or given away. During those times, the licensee, the agent named in the license if the licensee is a corporation or limited liability company or a person who has an operator's license shall be on the premises unless all alcohol beverages are stored in a locked portion of the premises. The licensee shall notify the local law enforcement agency, in advance, of the times underage persons will be allowed on the premises under this subdivision.**

**11. An underage person who enters or remains in a dance hall or banquet or hospitality room attached to Class "B" or "Class B" licensed premises for the purpose of attending a banquet, reception, dance, or other similar event.**

**12. An underage person who enters and remains on premises for which a temporary Class "B" license is issued under s. 125.26 (6) if the licensee is authorized by the official or body of the municipality that issued the license to permit underage persons to be on the premises under s. 125.26 (6) and if the licensee permits underage persons to be on the premises.**

13. An **underage** person who enters or remains in a banquet or hospitality room on brewery premises **operated under a Class "B" or "Class B" license** for the purpose of attending a brewery tour.

**SECTION 2:** This ordinance shall become effective upon its passage and publication as provided by law.

**Passed and approved** this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Joseph F. Laux, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

## ORDINANCE O - 3 - 07

AN ORDINANCE AMENDING TITLE 13 BY MAKING CERTAIN CHANGES IN THE DISTRICT (Drifka Rezoning)

Introduced by Mayor Laux.

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: The Zoning Ordinance Title 13 and the Zoning District made a part thereof is hereby amended by changing the following properties on Oneida Street and Province Terrace as follows:

**From R-1 Single Family Residential to C-1 General Commercial**

Lots 1,2,16,17, and 18, Province Terrace Plat. As recorded in the Calumet County Register of Deeds office as Document #405482.

**From R-1 Single Family Residential to C-1 General Commercial**

Parcel #7-54 described as follows: A parcel of land described as follows, to wit: Commencing at the Southwest corner of the following described premises: Commencing at a point in the West line of the Northwest Quarter (NW  $\frac{1}{4}$ ) of Section Number Seven (7), Township Number Twenty (20) North of Range Eighteen (18) East, City of Menasha, Calumet County, Wisconsin, Sixty-eight and four forty-sevenths (68 &  $\frac{4}{47}$ ths) rods North of the Southwest corner thereof, thence East Ninety-four (94) rods, thence North Fifty-one (51) and three forty-sevenths ( $\frac{3}{47}$ ths) rods, thence West ninety-four (94) rods, thence South Fifty-one (51) and three forty-sevenths ( $\frac{3}{47}$ ths) rods to the place of beginning, and being the same land recorded in Vol. 26 of Deeds, page 185 and 186, Calumet County records, "which shall be the place of beginning, thence North Seventy-two (72) feet on the line that is parallel to the East boundary of Federal Highway "10", thence East a distance of 302.5 feet; thence South Seventy two (72) feet on the line that is parallel to the East boundary of said highway "10", thence West a distance of 302.5 feet to the place of beginning. And continuing with a parcel of land in the Northwest Quarter (NW  $\frac{1}{4}$ ) of Section Seven (7), Township Twenty (20) North, Range Eighteen (18) East, City of Menasha, Calumet County, Wisconsin, and more particularly described as follows: The West 302.5 feet of the North 144.0 feet of the South 216.0 feet of the following described land: commencing at a point in the west line of the Northwest Quarter (NW  $\frac{1}{4}$ ) of Section Seven (7), Township Twenty (20) North, Range Eighteen (18) East, 68 rods and  $\frac{4}{47}$  rods North of the Southwest corner thereof, thence East 94.0 rods, thence North 51 and  $\frac{3}{47}$ th rods, thence West 94.0 rods, thence South 51 and  $\frac{3}{47}$ th rods to the point of beginning, being the same land as described in Volume 26 of Deeds, page 185 and 186, Calumet County Records.

Less and excepting from parcels 1 and 2 the premises described in deeds in the State of Wisconsin, Department of Transportation recorded in the office of the register of Deeds for Calumet County, Wisconsin on 6 December 1982, Jacket 273, Image 34 and 36, as Document No. 166396 and 166398. As recorded in the Calumet County Register of Deeds office as Document #265493.

Parcel #7-56 described as follows: Lot One (1) of Certified Survey Map No. 486, recorded in the office of the Register of Deeds for Calumet County, Wisconsin on December 8, 1976, in Volume 3 of Survey Maps on page 221, as Document No. 141807. Being a part of the Northwest of Section 7, Township 20 North, Range 18 East, formerly in the City of Menasha and Town of Harrison, now in the City of Menasha, Calumet County, Wisconsin. Less and excepting there from premises conveyed to State of Wisconsin Department of Transportation in Jacket 311, Image 11, as Document No. 167665. As recorded in the Calumet County Register of Deeds office as Document #402840.

Parcel #7-52-1 described as follows: Lot One (1), Certified Survey Map No. 1123 filed in the Office of the Register of Deeds for Calumet County, Wisconsin on August 1, 1985, in Volume 8 on Page 56, as Document No. 178634, being part of the Fractional Northwest  $\frac{1}{4}$  of Section 7, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin; Less and Excepting there from premises described in Warranty Deed recorded in Jacket 3229, Image 26, Calumet County, Wisconsin. As recorded in the Calumet County Register of Deeds office as Document #402843.

Parcel #7-52-2 described as follows: A parcel of land in the Northwest of Section 7, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin, and particularly described as follows

Beginning at a point in the West line of said Northwest Sixty-eight and Four forty-sevenths (68 and 4/47) rods North of the Southwest corner of said Northwest, thence North on the West line of said Northwest , a distance to 693 95 feet to the point of beginning of the parcel as herein described, thence East 302 5 feet to an iron stake, thence North 150 05 feet, thence West 302 5 feet to the West line of said Northwest , thence South on said West line 150 05 feet to the place of beginning

Less and excepting there from any portion of the above described parcel lying North of the following described line Commencing at a point on the West line of said Northwest , 119  $\frac{7}{47}$  rods North of the Southwest corner of said Northwest , running thence in an Easterly direction to the East line of the above described premises and the termination of said line

Also excepting there from any portion of the above described premises lying within the following described premises, to-wit A parcel of land in the Northwest of Section 7, Township 20 North, Range 18 East, and more particularly described as follows

Beginning at a point in the West line of said Northwest 68 and 4/47 rods North of the Southwest Corner of said Northwest , thence North on the West line of said Northwest , a distance of 698 558 feet more or less to the point of beginning of the parcel as herein described, said point being the Northwest corner of land conveyed to Carl R Melchon's and Ann Melchon's, his wife, in Volume 77 of Deeds, page 298 of the Calumet County Registry, thence East along the North line of the property described in Volume 77 of Deeds, page 298 of the Calumet Registry, 302 5 feet to an iron stake, thence North 70 392 feet more or less, thence West 302 5 feet to the West line of said Northwest , thence South on the said West line 70 392 feet to the place of beginning

Also excepting premises as conveyed in Warranty Deed to State of Wisconsin, Department of Transportation recorded in Jacket 291, Image 38, as Document No 166996. As recorded in the Calumet County Register of Deeds office as Document #402351.

Parcel #7-52-3 described as follows:

**PARCEL I**

The South  $\frac{1}{2}$  of a parcel of land in the Northwest corner of the Northwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , Section 7, Township 20 North, Range 18 East, in the City of Menasha, Calumet County, Wisconsin, more particularly described as follows Beginning at the Northwest corner of the Northwest  $\frac{1}{4}$  of said Section 7, thence East on the Section line, 290 4 feet to an iron stake, thence South on a line that is parallel to the West line of said Northwest  $\frac{1}{4}$ , a distance of 150 0 feet to an iron stake, thence West on a line that is parallel to the North line of the parcel as herein described, a distance of 290 4 feet to the West line of said Northwest  $\frac{1}{4}$  and the center line of public highway "10", thence North on said West line of said Northwest  $\frac{1}{4}$ , a distance of 150 0 feet to the Northwest corner of said Section 7 and the place of beginning Excepting there from that portion of the above described which lies within the boundaries of a parcel conveyed to Calumet County described as A strip of land one (1) foot on the South end and seven (7) feet on the North along the West line of said property beginning at the Northwest corner of said Section 7, extending thence South a distance of 680 feet, also excepting any portion of the above that lies within the right-of-way of U S Hwy "10" Also excepting there from that portion of the above described premises conveyed to the State of Wisconsin, Department of Transportation by Warranty Deed dated November 16, 1982 and recorded in the office of the Register of Deeds for Calumet County, Wisconsin on January 21, 1983 in Jacket 291, Image 49, as Document No 167006

**PARCEL II**

Outlot One (1) of CERTIFIED SURVEY MAP NO 1620, filed in the office of the Register of Deeds for Calumet County, Wisconsin in Volume 11 of Certified Survey Maps on Page 149, as Document No 229183, being part of the Northwest  $\frac{1}{4}$  of the Fractional Northwest  $\frac{1}{4}$  of Section 7, all in Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin. As recorded in the Calumet County Register of Deeds office as Document #402330.

**From C-3 Business and Office to C-1 General Commercial**

Parcel #7-50-3 described as follows: Lot Two (2), Certified Survey Map No. 1939 filed in the Office of the Register of Deeds for Calumet County, Wisconsin on November 5, 1996, in Volume 14 on Page 6, as Document No. 262087, being part of Lot 3 of Certified Survey Map 1873, recoded in Volume 13 on Page 205 as Document No. 255041, being part of the Northwest  $\frac{1}{4}$  of Section 7, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin. As recorded in the Calumet County Register of Deeds office as Document #391337.

Parcel #7-53-1 described as follows: Lot One (1), Certified Survey Map No. 1872 filed in the Office of the Register of Deeds for Calumet County, Wisconsin on March 4, 1996, in Volume 13 on Page 202, as Document No. 255004, being part of Lot One (1) and part of Lot Two (2) of Certified Survey Map 1123, located in the Fractional Northwest  $\frac{1}{4}$  of Section Seven (7), Township Twenty (20) North, Range Eighteen (18) East, City of Menasha, Calumet County, Wisconsin. As recorded in the Calumet County Register of Deeds office as Document #405383.

SECTION TWO: All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

:

SECTION THREE This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

ATTEST:

\_\_\_\_\_  
Joseph F. Laux, Mayor

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk



**R-4-07**

**RESOLUTION CONGRATULATING HANNAH RASMUSSEN**

**WHEREAS**, the City of Menasha supports diversity as a “welcoming community”, and;

**WHEREAS**, diversity develops a common understanding of different people and different races, and;

**WHEREAS**, Hannah Rasmussen, a senior at Menasha High School, submitted an essay in the Martin Luther King, Jr., essay contest sponsored by Toward Community: Unity in Diversity, and;

**WHEREAS**, Hanna’s essay, *Questions*, was the winning essay for the high school level in the entire Fox River Valley, and;

**WHEREAS**, the essay promotes an understanding and respect for those with different cultural and racial backgrounds and is consistent with Menasha’s “Welcome Community” resolution.

**NOW, THEREFORE, BE IT RESOLVED**, that I, Joseph F. Laux, Mayor of the City of Menasha, with the Common Council concurring congratulate and salute Hannah Rasmussen on her winning essay and hope that it will inspire greater cultural understanding in our community.

Passed and approved this 1<sup>st</sup> day of February, 2007.

\_\_\_\_\_  
Joseph F. Laux, Mayor

Attest:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk



## MEMORANDUM

To: City of Menasha Common Council

From: Greg Keil, Community Development Director  
Tom Stoffel, City Comptroller  
Jeffrey S. Brandt, City Attorney

Date: January 11, 2007

RE: Rescission of Tax §74.33(1)(a) and (f)  
Agricultural Use Status of Calumet County Parcels #7-00001-00, 7-00002-01

In September of 2005 the City of Menasha entered into a development agreement with Edna Huelsbeck relating to the construction of Province Terrace through her property and related issues. Section 9 of that agreement provides that "Huelsbeck shall be allowed to use any portion of the property for agricultural purposes for the 2006 and subsequent growing seasons. The city will assess any property as agricultural that is actually used for agricultural purposes".

In December of 2006 Ms. Huelsbeck received tax bills for the two parcels she owns. None of the property was valued at agricultural use rates despite approximately 9 acres being used for agricultural purposes.

Accordingly, the following adjustments should be made to the tax bills: Parcel #7-00001-00 (7.652 acres) reduce from \$1,999.03 to \$32.39, Parcel #7-00002-01 (9.91 acres total, 2.25 acres agricultural use) reduce from \$5,690.65 to \$5,330.48. We recommend that the Common Council rescind \$1,966.64 from the tax bill for parcel #7-00001-00 and \$360.17 from the tax bill from parcel #7-0002-01.

The governing statute reads in part:

**74.33 Sharing and charging back of taxes due to palpable errors. (1) GROUNDS.** After the tax roll has been delivered to the treasurer of the taxation district under s. 74.03, the governing body of the taxation district may refund or rescind in whole or in part any general property tax shown in the tax roll, including agreed-upon interest, if:  
**(a)** A clerical error has been made in the description of the property or in the computation of the tax.  
**(f)** An arithmetic, transpositional or similar error has occurred.



City of Menasha • Department of Personnel  
Jeffrey S. Brandt, Personnel Director

MEMO

TO: Common Council  
Mayor Laux

FROM: Jeff Brandt JSB

SUBJECT: RW Management Contract

DATE: January 9, 2007

I have attached the renewal of the contract with RW Management for the Safety Committees and related issues for the City. This is the same as last year except that it is for only three months. I am in the process of preparing a Request for Proposals (RFP) for this function. I expect that they will be available for the Council to review prior to the second meeting in March. At that time, the Common Council can determine what vendor it wishes for these responsibilities. I recommend its approval.



**CITY OF MENASHA  
SAFETY COORDINATOR AND PROJECT MANAGEMENT**

**PERSONAL SERVICES CONTRACT**

This agreement made this 2 day of January, 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  
JANUARY, FEBRUARY AND MARCH**

Hereafter called the "Safety Coordinator" for the sum not to exceed, which includes expense:  
**\$6,000**

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 \$2,000, beginning January 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**

By: \_\_\_\_\_  
Signature

**RW Management Group, Inc.**

By: Jeffrey R. Roemer  
Jeffrey R. Roemer, President