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.

PUBLIC HEARING
6:45 PM- Proposed Ordinance Relating to Park Regulations (Dogs on Friendship Trail)

CITY OF MENASHA
Common Council
Council Chambers, 3rd Floor- 140 Main St., Menasha
August 6, 2007

7:00 PM

AGENDA

Back Print

I. CALL TO ORDER

A. Call to Order

II. PLEDGE OF ALLEGIANCE

A. Pledge of Allegiance

III. ROLL CALL/EXCUSED ABSENCES

A. Roll Call

IV. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Common Council, 7/16/07 ☐ Attachments

Minutes to receive:

B. Administration Committee, 7/16/07 ☐ Attachments

C. Board of Public Works, 7/16/07 ☐ Attachments

D. Neenah Menasha Fire Rescue, 7/24/07; Finance & Personnel Committee ☐ Attachments

E. Neenah Menasha Fire Rescue, 7/25/07; Joint Fire Commission ☐ Attachments

F. Public Library Board, 7/17/07 ☐ Attachments

G. IT Steering Committee, 6/20/07 ☐ Attachments

H. Joint Review Board, 7/23/07 ☐ Attachments

I. Parks and Recreation Board, 6/11/07 ☐

Attachments

J. **Plan Commission, 7/17/07** ☐ Attachments

K. **Police Commission, 7/19/07** ☐ Attachments

L. **Safety Committee, 5/9/07; City Hall** ☐ Attachments

M. **Safety Committee, 5/17/07; Police** ☐ Attachments

N. **Safety Committee, 5/22/07, 6/26/07; Public Works Facility and Parks** ☐ Attachments

O. **Neenah-Menasha Sewerage Commission, 6/26/07** ☐ Attachments

P. **Water and Light Commission; 6/27/07, 7/25/07** ☐ Attachments

Q. **Water and Light Commission, 7/25/07; Closed Session** ☐ Attachments

Communications:

1. **CA/HRD Brandt, 6/26/07; CVMIC Risk Assessment** ☐ Attachments

2. **CA/HRD Brandt, 7/26/07; Open Meetings Postings** ☐ Attachments

3. **CDD Keil, 8/2/07; TIF information distributed to the Joint Review Board** ☐ Attachments

4. **Contract Termination Agreement, 7/07; City of Menasha and ACE/Wisconsin II, LLC** ☐ Attachments

5. **Dept. of Natural Resources, 7/19/07; Sanitary sewer improvements proposed for the City of Menasha** ☐ Attachments

6. **PWD Radtke, 7/31/07; CTH AP Traffic Update** ☐ Attachments

7. **Wis. DOT, 7/07; Lift Bridge Operations in Winnebago County** ☐ Attachments

8. **Legislative Committee, 4/23/07; Winnebago County** ☐ Attachments

9. **Customers First!, 8/07; The Wire** ☐ Attachments

10. **CDD Keil, 8/2/07; Status of Zoning Ordinance/Site Plan Revisions** ☐ Attachments

11. **The Vault Lounge & Casual Fine Dining, 7/25/07; Informational Brochure** ☐ Attachments

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

Five (5) minute time limit for each person

A. **Public Comments on any matter of concern to the city**

VI. APPOINTMENTS

A. None

VII. CLAIMS AGAINST THE CITY

A. None

VIII. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. Clerk Galeazzi - League of Wisconsin Municipalities Annual Conference ☐ Attachments

IX. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

A. Plan Commission:

1. 7/17/07; Recommends approval of the Certified Survey Map - Gilbert Paper Site - Ahnaip Street ☐ Attachments

B. Administration Committee:

1. Agreement with BDD&G Holdings of Appleton, d/b/a/ Germania Hall ☐ Attachments
2. Accounts payable and payroll for 7/19/07 - 8/2/07 in the amount of $1,301,855.77 ☐ Attachments

C. Board of Public Works:

1. Street Use Application-Grunski Runski; 2 mile and 10k Run/Walk; Saturday, August 11, 2007; 6:30 AM-10:30 AM; (City of Menasha Parks and Rec. Department) ☐ Attachments
2. Street Use Application - Labor Day Parade; Monday, September 3, 2007; 9:30 AM-11:30 AM (Fox Valley Area Labor Council) ☐ Attachments
3. Street Use Application - St. Mary Central High Homecoming Parade; Friday, October 5, 2007; 5:00 PM - 6:00 PM ☐ Attachments
4. Change Order - Machine Control Specialists; Contract Unit No. M0002-940266-B; Water Treatment Plant Modifications; ADD: $2,054.00 (Change Order No. 1) ☐ Attachments
5. Change Order - CD Smith Construction, Inc., Contract Unit No. M0002-940266.02; Water Treatment Plant Modifications; ADD: $32,295.00 (Change Order No. 8) ☐ Attachments
6. Change Order - CD Smith Construction, Inc.; Contract Unit No. M0002-940266.02; Water Treatment Plant Modifications; ADD: $16,126.00 (Change Order No. 9) ☐ Attachments
7. Recommendation to Award - Quality Concrete & Excavating, Inc. of Manawa, WI; Contract Unit No. 2007-02; Concrete Walk Reconstruction; $51,887.70 ☐ Attachments
8. Recommendation to Award - City of Menasha Wastewater Collection System Rehabilitation Improvements - Phase 3 Project; Contract E145-07-01A; Insituform Technologies USA of Lemont, IL; $1,582,723.00 ☐ Attachments
9. Recommendation to Award - City of Menasha Wastewater Collection System Rehabilitation Improvements - Phase 3 Project; Contract E145-07-01B; National Power Rodding Corporation of Chicage, IL; $150, 459.73 ☐ Attachments
10. Recommendation to Award - City of Menasha Wastewater Collection System Rehabilitation Improvements - Phase 3 Project; Contract E145-07-01C; DeGroot, Inc. of Green Bay, WI; $212,233.57 ☐ Attachments
11. Recommendation to Award - City of Menasha Wastewater Collection System Rehabilitation Improvemenets - Phase 3 Project; Contract E145-07-01D; Infrastructure Technologies, Inc.; $312,491.00 ☐ Attachments

Request to Remove Street Lights in Front of 175 Main Street ☐ Attachments

12.

13. **Keyes Street Speed Study Report and Recommendation** ☐ Attachments

14. **Request for Yield Signs at Marquette St. and Elizabeth St. (Ald. Hendricks)** ☐ Attachments

X. ORDINANCES AND RESOLUTIONS

A. **O-10-07 - An Ordinance Relating to Park Regulations (Dogs on Friendship Trail)** ☐ Attachments

B. **R-16-07 - Authorizing the Borrowing of $13, 930, 000; Providing for the Issuance and Sale of Taxable General Obligation Promissory Notes (Steam Utility Project) Therefor; and Levying a Tax in Connection Threwith** ☐ Attachments

C. **R-17-07 - Resolution Relating to Proposed Expansion of UW-Fox Valley** ☐ Attachments

XI. HELD OVER BUSINESS

A. **None**

XII. COUNCIL DIRECTIVES

A. **CA/HRD Brandt - Time Warner Cable evening time slot allocation (Ald. Merkes)**

B. **CA/HRD Brandt - Update on Lake Park Villas (Ald. Chase)**

C. **Park Supt. Huss - Trees at 608 & 612 First St. (Ald Taylor)** ☐ Attachments

D. **Park Supt. Huss - Tree in front of 163 Main Street (Ald. Taylor)** ☐ Attachments

E. **CDD Keil - Badger Ice Cream sign issue (Ald. Hendricks)**

F. **CDD Keil - Update on occupancies at Third Street strip mall (Ald. Hendricks)**

G. **CDD Keil - 121 River St. (Ald. Merkes)**

H. **CDD Keil - Graffiti on building at Gilbert Site (Ald. Taylor)**

I. **CDD Keil - Refridgerator outside of Badger Ice Cream (Ald. Taylor)**

J. **PWD Radtke - River Street/Alcan Parking lot (Ald Wisneski)** ☐ Attachments

K. **PWD Radtke - Bolts sticking out of sidewalk at 300 block of Chute St (Ald. Taylor)** ☐ Attachments

L. **PWD Radtke - Parking lot behind the Vault Lounge (Ald. Taylor)** ☐ Attachments

M. **PWD Radtke - Curb corners on Broad and Milwaukee Streets (Ald. Taylor)** ☐ Attachments

N. **PWD Radtke - Curb corners on Garfield and Washington Streets (Ald. Taylor)** ☐ Attachments

O. **PWD Radtke - Audio and visual problems in Council Chambers (Ald. Wisneski)** ☐ Attachments

P. **Comp Stoffel - Report on SCA tax claim payment (Ald. Hendricks)**

Q. **PRD Tungate - Pool safety issues (Ald. Hendricks)** ☐ Attachments

XIII. 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. Public comments on matters pertaining to the agenda

XIV. ADJOURNMENT

A. Adjournment

MEETING NOTICE - August 20, 2007

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 those with disabilities are invited to contact the Clerk's Office at 967-3600 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Common Council
Council Chambers, 3rd Floor- 140 Main St., Menasha
July 16, 2007

MINUTES DRAFT

Back Print

I. CALL TO ORDER

A. Call to Order

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Mayor Laux at 8:10 p.m.			

II. PLEDGE OF ALLEGIANCE

A. Pledge of Allegiance

III. ROLL CALL/EXCUSED ABSENCES

A. Roll Call

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PRESENT: Ald. Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein.			
	ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stank, CDD Keil, PRD Tungate, Clerk Galeazzi and the Press. EXCUSED: DPW Radtke, C/T Stoffel, PHD Nett.			

IV. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Common Council, 7/2/07

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Common Council Minutes, 7/2/07	Alderman Michalkiewicz	Alderman Wisneski	Passed
	Motion carried on voice vote.			

Minutes to receive:

B. Administration Committee, 7/2/07

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result

Approve	Minutes to Receive B-H and Communications 1-9.	Alderman Michalkiewicz	Alderman Eckstein	Passed
	Discussion: Ald. Merkes-Joint Review Board, requested copies of the reports staff will be preparing on TIF districts. Ald. Hendricks and Taylor also requested copies.			

C. **Board of Public Works, 7/2/07**

D. **Committee on Aging, 5/17/07**

E. **Public Hearing, 7/2/07; St. Timothy's Special Use Permit**

F. **Public Hearing, 7/2/07; Comments on proposed changes to Menasha ordinance 13-1-66**

G. **Joint Review Board, 6/26/07; Winnebago County**

H. **Redevelopment Authority, 6/27/07**

Communications:

1. **WI Dept. of Commerce to CDD Keil, 6/22/07; Status of Gilbert Mill grant request**

2. **AP Beckendorf, 7/12/07; WIS 47 & 441 and Cnty AP Road Construction**

3. **WisDOT, 7/10/07; CTH AP - Midway Rd. Reconstruction Project Update**

4. **CA/HRD Brandt to Lake Park Villas Homeowners Association, 7/9/07; Naming of Ponds**

5. **Comp. Stoffel, 7/10/07; Council meeting of July 16, 2007**

6. **Legislative Committee Minutes, 6/15/07; Calumet County**

7. **Neenah Police Chief Appel to FC Vander Wyst, 7/3/07; July 1, 2007 Bicycle fatality**

8. **Lake Road, Menasha Residents to FC Vander Wyst, 6/29/07; Thank you**

9. **Family of Cecelia Stanke, 7/16/07; Thank you**

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

Five (5) minute time limit for each person

A. **Public Comments on any matter of concern to the city**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	A. Eric Fowle, ECWRPC, 132 Main Street. Supports TID 11 and Development Agreements.			
	B. Mickie Coenen, 901 7th Street. Safety at swimming pool and City parks.			
	C. Jeff Riedl, 408 Appleton Street. Support, O-10-07, allowing dogs in parks.			
	D. Joanne Rousch, 409 Cleveland Street. Gilbert Development, City Debt.			
	E. Mary Nebel, 713 First Street. TID 11, City Debt.			
	F. Mary Ann Mulvey, 274 Misty Meadows. Unprofessional behavior.			

VI. APPOINTMENTS

A. **None**

VII. CLAIMS AGAINST THE CITY

A. SCA Tax Claim

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To grant the claim, pay the refund and interest and add some reservation of rights.	Alderman Michalkiewicz	Alderman Eckstein	Passed
	Discussion. Motion carried on roll call 5-3. Ald. Wisneski, Pack, Eckstein, Michalkiewicz, Chase - yes. Ald. Merkes, Taylor, Hendricks - no.			

VIII. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. None

IX. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

A. Plan Commission:

1. None

B. Administration Committee:

1. Development Agreement between Gilbert Development Company, LLC and The City of Menasha. (Recommendation of RDA)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Development Agreement	Alderman Wisneski	Alderman Pack	Passed
	Motion carried on roll call 7-1. Ald. Taylor - no.			

2. Development Agreement between PJC Group, LLC and the City of Menasha. (Recommendation of RDA)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Development Agreement	Alderman Wisneski	Alderman Michalkiewicz	Passed
	Motion carried on roll call 7-1. Ald. Taylor - no.			

3. Accounts payable and payroll for 7/5/07 - 7/12/07 in the amount of $444,982.14

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Accounts Payable and Payroll	Alderman Wisneski	Alderman Eckstein	Passed
	Motion carried on roll call 7-1. Ald. Hendricks - no.			

C. Board of Public Works:

1. Recommendation to Award - Badger Highways, Inc.; Contract Unit No. 2007-01; Kaukauna Street/High Street, Street Rehabilitation - Pulverize/Resurface Asphalt Pavement; $80,959.80.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Recommendation to Award - Badger Highways, Inc.	Alderman Pack	Alderman Merkes	Passed
	Motion carried on roll call 8-0.			

2. **Street Use Application - Street Corner Fill the Boot Fundraiser for MDA; Friday, August 31, 2007; 10:00 AM to 4:00 PM (Neenah Menasha Fire Rescue)**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Street Use Application	Alderman Pack	Alderman Chase	Passed
	Motion carried on roll call 8-0.			

X. ORDINANCES AND RESOLUTIONS

A. Substitute Amendment 1 to O-10-07 (Schedule Public Hearing for 8/6/07 at 6:45 p.m.)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Adopt	Substitute Amendment 1 to O-10-07	Alderman Wisneski	Alderman Pack	Passed
	Motion carried on roll call 8-0.			
Move	to schedule public hearing for 8/6/07 at 6:45p.m.	Alderman Hendricks	Alderman Pack	Passed
	Motion carried on voice vote.			

B. O-12-07 - An Ordinance Relating to Signs

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Adopt	Substitute Amendment 2 to O-12-07	Alderman Merkes	Alderman Hendricks	
Move	to amend Section C (3) from 50% to 75% for both C-1 and C-2	Alderman Merkes	Alderman Taylor	Passed
	Motion carried on voice vote.			
Move	to remove Section F (Permits) from both C-1 and C-2.	Alderman Michalkiewicz	Alderman Chase	Passed
	Motion carried on roll call 6-2. Ald. Merkes, Wisneski, Pack, Eckstein, Michalkiewicz, Chase - yes. Ald. Taylor, Hendricks - no.			
	Motion to adopt Substitute Amendment 2 to O-12-07 as amended carried on roll call 8-0.			
Adopt	O-12-07	Alderman Merkes	Alderman Michalkiewicz	Passed
	Motion carried on roll call 6-2. Ald. Merkes, Pack, Hendricks, Eckstein, Michalkiewicz, Chase - yes. Ald. Taylor, Wisneski - no.			

C. R-15-07 - Resolution Creating Tax Incremental District #11 in the City of Menasha, WI

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Adopt	R-15-07	Alderman Michalkiewicz	Alderman Wisneski	Passed
	Motion carried on roll call 7-1. Ald. Taylor - no.			

XI. COUNCIL DIRECTIVES

A. CA/HRD Brandt - Steps of walkway behind 175 Main St. (Ald. Taylor)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	When Bruce Stenz from CVMIC inspected the steps to the walkway behind 175 Main Street, he discovered an issue with the stairs. In checking with the Building Inspectors, they were uncertain if this issue would pass the current State Code. It did meet the building code requirements when it was constructed. To fix the issue with the stairs may create problems with the safety of the steps.			

B. CA/HRD Brandt - Update on Lake Park Villas (Ald. Pack)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	John Coughlin from Coldwell Bankers Realty has signed offers on six lots between $39,000 - $44,000 per lot. Closing on one of the lots will be this week. Athletica Fitness Center is still in receivership.			

C. CDD Keil - Badger Ice Cream sign issue (Ald. Hendricks)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Badger Ice Cream will be going out of business, and a new business will be taking over the building. The signs will be removed with the closing of Badger Ice Cream.			
	NEXT AGENDA: Ald. Hendricks - 1) Sign issue at Badger Ice Cream; 2) Safety issues at swimming pool; 3) Status of Third Street strip mall; 4) SCA tax claim payment. Ald. Taylor - 1) Trees in front of 608 and 612 First Street; 2) Bolts sticking out of sidewalk on Chute Street; 3) Parking Lot behind 175 Main Street; 4) Curb corners at intersections of Broad/Milwaukee and Garfield/Washington; 5) Refrigerator/freezer outside Badger Ice Cream building; 6) Tree in front of 163 Main Street; 7) Graffiti on building at Gilbert Site. Ald. Merkes - Broadcast time on Time Warner Cable Channel 2. Ald. Chase - Status of Lake Park Villas. Ald. Wisneski - River Street/Alcan parking lot landscaping.			

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. Public comments on matters pertaining to the agenda

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	None			

XIII. ADJOURNMENT

A. Adjournment

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adjourn at 9:19 p.m.	Alderman Taylor	Alderman Pack	Passed
	Motion carried on voice vote.			
	Respectfully submitted by Deborah A. Galeazzi, City Clerk			

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
July 16, 2007

MINUTES DRAFT

Back Print

I. CALL TO ORDER

A. Call to Order

Motions

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

II. ROLL CALL/EXCUSED ABSENCES

A. Roll Call

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PRESENT: Ald. Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein.			
	ALSO PRESENT: Mayor Laux, CA/HRD Brandt, Mayor Laux, CDD Keil, MUGM Young, Clerk Galeazzi and the Press.			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Administration Committee Minutes, 7/2/07

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Administration Committee Minutes, 7/2/07	Alderman Pack	Alderman Eckstein	Passed
	Motion carried on voice vote.			

IV. DISCUSSION

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

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	GM Doug Young reported on Steam Utility Project: Operations are going smoothly. The #4 generator was off-line to fix a cable failure. Still mixing the old coal with the new coal. Will not see the full impact of the new coal supply until end of July when the old coal is used up. The consultant has made a recommendation to the vendor on the			

	noise issue. It is now between the vendor and designer. Waiting to see the results. Dresser-Rand has repaired the damaged rotor and will be installed. A draft of the workout plan has been received from Sargent and Lundy. Staff is reviewing the complete report and will provide comments. Council was given a copy of the executive summary for review.
	Water Treatment Plant: The final phase of the project is being completed. Crews are working on the landscaping. Staff is developing the control system. The final installation of piping in Broad Street will be completed next few weeks. The piping to the lake for the intake circulation project is being installed and project being finalized.

B. **Substitute Amendment 1 to O-10-07 An Ordinance Relating to Park Regulations. (Schedule Public Hearing for 8/6/07 at 6:45 p.m.)**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Discussion ensued on changes made to the ordinance by the Parks and Recreation Board. CA/HRD Brandt explained the ordinance will automatically be repealed after one year unless otherwise requested to remain.			

C. **R-15-07 - A Resolution Creating Tax Incremental District No. 11 in the City of Menasha, Wisconsin.**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CCD Keil explained the TID. This TID is different from the other TID as this is a developer-financed. The developer and property owners will borrow funds to get the projects going. The developer gets reimbursed through TIF increment grants. The developer and property owners will assume most of the risk, not the City.			
Move	to adjourn meeting to July 17 at 6:00 p.m. to correct sound system problems	Alderman Taylor	Alderman Merkes	Failed
	Motion failed on roll call 3-5. Ald. Taylor, Merkes, Hendricks - yes. Ald. Wisneski, Pack, Eckstein, Michalkiewicz, Chase - no.			
Move	to recess to correct sound system problem	Alderman Hendricks	Alderman Taylor	Passed
	Motion carried on roll call 8-0.			
	6:39 p.m. - Recessed. 6:44 p.m. - Reconvened.			
	CCD Keil explained the City's application for the State Brownfield Grant has not been funded at this time. He will resubmit the application after the State budget is finalized and more grant funds are available.			

D. **Development Agreement between Gilbert Development Company, LLC and The City of Menasha. (Recommendation of RDA)**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Randy Stadtmueller, Managing Member of Gilbert Development Co., explained the interest rate on the funds borrowed will be high as this will be for commercial financing. They have a lease agreement with East Central Wisconsin Regional Planning Commission for the first floor of the proposed office building. ECWRPC would like to be in the building by March 2008.			

E. **Development Agreement between PJC Group, LLC and the City of Menasha. (Recommendation of RDA)**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CCD Keil explained this agreement is for the renovation of the warehouse facility, office building and demolition of the former Gilbert Paper Mill buildings. Does not include the parking lot on the south side of Ahnaip Street.			

F. Accounts payable and payroll for 7/5/07-7/12/07 in the amount of $444,982.14.

Motions

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

V. ADJOURNMENT

A. Adjournment

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adjourn at 7:55 p.m.	Alderman Taylor	Alderman Merkes	Passed
	Motion carried on voice vote.			

	Respectfully submitted by Deborah A. Galeazzi, City Clerk

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers, 140 Main Street, Menasha
July 16, 2007

MINUTES DRAFT

Back Print

I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Chairman Pack at 7:57 p.m.			

II. ROLL CALL/EXCUSED ABSENCES

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PRESENT: Ald. Michalkiewicz, Chase, Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein.			
	ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, CDD Keil, PRD Tungate, Clerk Galeazzi and the Press.			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. July 2, 2007

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Board of Public Works Minutes, 7/2/07	Alderman Michalkiewicz	Alderman Eckstein	Passed
	Motion carried on voice vote.			

IV. DISCUSSION

A. Recommendation to Award - Badger Highways, Inc.; Contract Unit No. 2007-01; Kaukauna Street/High Street, Street Rehabilitation - Pulverize/Resurface Asphalt Pavement; $80,959.80

Motions

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

B. Street Use Application - Street Corner Fill the Boot Fundraiser for MDA; Friday, August 31, 2007; 10:00 AM to 4:00 PM (Neenah Menasha Fire Rescue)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Chairman Pack reported for N-M Fire Rescue. There will be no street closure; however the firefighters will be located in the Express Station parking lot. They have the permission of the Express Station to set up in their lot. All proceeds will go to MDA. Last year this was done in Neenah and they raised $10,000.			
	CA/HRD Brandt explained this is a union function and the firefighters that will be participating will be off duty. A Street Use Application is require because they will be approaching cars that are stopped at the intersection.			

V. ADJOURNMENT

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adjourn at 8:05 p.m.	Alderman Taylor	Alderman Wisneski	Passed
	Motion carried on voice vote.			
	Respectfully submitted by Deborah A. Galeazzi, City Celrk			

Neenah-Menasha Fire Rescue
Finance & Personnel Committee Meeting
Tuesday, July 24, 2007
Hauser Room – City of Neenah

Vice-Chair Stevenson called the meeting to order at 5:30 p.m.

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

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

Approval of May 22, 2007 Meeting Minutes: The Committee reviewed the meeting minutes from May 22, 2007. **MSC Lange/Pack to approve the minutes from May 22, 2007, all voting aye.**

5:35 p.m. – Ald. Wisneski entered the meeting. Ald. Wisneski asked that Ald. Stevenson continue with running the meeting.

June 2007 Month End Budget Report: Director Easker handed out an updated month end report dated June 30, 2007. He noted that the auto insurance and liability insurance line items have been updated to the budget. Chief Vander Wyst said that new portable radios have been ordered and this will be reflected in July's budget. Personal protective equipment (PPE) that needed replacement has been completed and the remainder of the budget will be left in the account in case there is a need to purchase new gear due to PPE being damaged from a fire or chemical spill in 2007. Chief Vander Wyst also informed the Committee that line item deductions for accounts 814 and 815 would be made in July's budget. This is for the hardware for the I Series and email retention for our department. The remainder of the budget will be used for computer hardware. He also noted that our portion for the new phone system has been allocated in account 8118. Ald. Ahles asked that we look carefully at what is budgeted PPE for 2008 to make sure we can continue with our replacement cycle for PPE and asked when gear should be replaced. Chief Vander Wyst said they are putting that into the budget and PPE should be replaced every 5-7 years due to normal wear and tear or earlier if issues arise from a fire or chemical spill. **MSC Lange/Michalkiewicz to accept the month end budget report for June 2007, all voting aye.**

June Activity Report: The Committee reviewed June's activity report. Ald. Pack and Ahles commended the department for the recent letters from Chief Appel, Gold Cross Ambulance and Lake Road residents regarding the department's service and assistance. **MSC Ahles/Wisneski to accept June 2007 activity report, all voting aye.**

Fire Commission Minutes: The Committee reviewed the Fire Commission minutes from May 23, 2007. These are informational only and no action is required.

Auto Pulse Training: Chief Vander Wyst reported everyone, with the exception of the two employees who are currently on light duty, have completed training for the new auto pulse machine. Arrangements will be made for training with the two remaining employees once they are released to regular duty without restrictions. He received positive feedback from staff members and they were happy that they were able to have the training before they used the machine. Chief Vander Wyst also mentioned that our Department received positive feed back from the trainers on how well our employees did during training. He was told they were all very receptive to the training. Chief Vander Wyst also noted that both City Attorneys reviewed the contract with Zoll Medical and approved the language.

Offer to Purchase Engine 32 from Erv's Rural Area Fire Protection District: The Committee reviewed the offer to purchase Engine 32 from Erv's Rural Area Fire Protection District. Chief Vander Wyst explained that they did come and look at Engine 32 and know that we will be using this engine until Pierce completes our new engine. Ald. Stevenson asked where the money from the sale of the purchase would go. Director Easker explained that this would be returned to NMFR's budget in 2008, when the sale of the engine will be completed. It would then be returned to the two Cities, per the formulary set in the merger agreement. The Committee raised concerns about obtaining proof of their ability to pay, adding a clause with a forfeiture of a portion of the $10,000 if they back out of the contract and adding language to the contract that the engine will not be in the same condition as what they viewed it in June 2007, due to normal wear and tear. The Committee also discussed the date for delivery of this engine. Chief Vander Wyst said the new engine will be available on March 18, 2008 and we would need time to transfer equipment to the new engine and train personnel on the new engine. He felt April 18, 2008 would be an acceptable date for this engine to be available for pick up. Chief Vander Wyst will forward these concerns to the two City Attorneys for review and consideration. Director Easker advised the Committee that this contract doesn't need to go to both Councils for approval, as equipment sales need to only be approved by the Committee. **MSC Lange/Michalkiewicz to approve the offer to purchase for Engine 32 with Erv's Rural Area Fire Protection District in the amount of $80,000 pending the review and approval of both City Attorneys, all voting aye.**

PH Glatfelter Bill: Discussion was held regarding the bill that was sent out to the salvage company for the last fire that we had at the PH Glatfelter building. Chief Vander Wyst said that we still have not received payment from the salvage company and Assistant Chief Auxier did have a meeting with them and followed up on the invoice. The salvage company did state they would send payment this week. Discussion was held regarding the condition of the building and Chief Vander Wyst was asked to discuss the condition of the building and the safety concerns with Director Buckingham.

Assistant Chief of Training/Emergency Management Vacancy: Chief Vander Wyst updated the committee on the hiring process. He noted that phone interviews are currently being conducted and after these are completed chosen applicants will be invited for the assessment process in August. His goal is to make an offer of employment by the beginning of September.

Permission to Sell Used Equipment: Chief Vander Wyst explained that we have purchased new sawzalls and drills. There are numerous pieces of equipment that have been replaced and he was looking for direction on how to sell the old equipment. Discussion was held by the Committee and it was decided to put all equipment for sale on Ebay.

MSC Stevenson/Pack to adjourn at 6:35 p.m., all voting aye.

Respectfully Submitted,

Len Vander Wyst
Chief

LV/tt

Neenah-Menasha Fire-Rescue
Joint Fire Commission Meeting
Wednesday, July 25, 2007 –12:00 p.m.
Hauser Room – City of Neenah

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

Present: Commissioners Jim Liebhauser, Dave Brotski, Bill Mattes, Chris Wales-Magners, Elizabeth Nevitt, and Nancy Barker

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

Approval of Minutes: The Commission reviewed the minutes from May 23, 2007. **MSC Liebhauser/Mattes to approve the minutes of May 23, 2007, all voting aye.**

Activity Report: The Commission reviewed June's activity report. This is informational only and no action is required by the Commission.

Budget Report: The Commission reviewed June's monthly budget report. This is informational only and no action is required by the Commission.

Minutes from Joint Finance & Personnel Committee: The Commission reviewed the Joint Finance & Personnel Committee minutes of May 24, 2007. This is informational only and no action is required.

Assistant Chief of Training/Emergency Management: Chief Vander Wyst explained that there are eight applicants for the position. Phone interviews are being conducted this week and appropriate candidates will be invited to the assessment process on August 16, 2007. The Commission decided to cancel their meeting on August 22, 2007 and will meet on August 16, 2007 at 2:30 p.m. The agenda will reflect language indicating an executive session and possible offer of employment may take place.

MSC Brotski/Nevitt to adjourn at 12:35 p.m., all voting aye.

Respectfully Submitted,

Len Vander Wyst
Chief

LV/tt

D R A F T

MINUTES OF REGULAR MEETING

ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

July 17, 2007

Call to order and roll call at 4:02 p.m. by Keith Fuchs
Present: Eisen, Englebert, Enos, Foth, Fuchs, Stanke, Werley
Absent: Eckstein
Also present: Director Saecker, J. Bongers (Head of Adult Services), M. Loch-Wouters (Head of Children's Services), K. Seefeldt (Administrative Assistant)

Introduction of New Members
Mayor Laux has appointed Jill Enos and Susan Werley to their first three-year terms. Enos will replace Mary Butler and Werley will replace Al LaFaive. Winnebago County Executive Mark Harris recently appointed Paul Eisen as the Board's County representative, replacing Colleen O'Brien.

Englebert arrived at 4:05 p.m.

Election of Officers
Director Saecker presented the following nominations: Keith Fuchs as president, Rosalind Stanke as vice-president, and Charlotte Foth as secretary. There were no nominations from the floor. Nominations were closed and the slate was elected unanimously on a motion by Eisen and seconded by Englebert.

Authorization of Bills
1. Motion to authorize payment of the July list of bills from the 2007 budget by Werley, seconded by Stanke, and carried unanimously.

Foth arrived at 4:08 p.m.

Consent Business
2. Approve minutes from the Library Board meeting of June 19, 2007.

Motion
Motion to approve minutes from the Library Board meeting of June 19, 2007 by Englebert, seconded by Foth, and carried unanimously.

Director's Report/Information Items
3. Statistics. The library lent 41,135 items in June, a 3.8% decrease over June 2006. Director Saecker and library department heads will continue to explore ways to better promote our collections.

4. Gifts. We received a $25.00 donation from Jewelers Mutual in memory of Mary Swanson. We also received a $500 grant from the Omicron Chapter of Delta Kappa Gamma for bilingual books for children and young adults.
5. Orientation for New Board Members. Director Saecker offered to provide an orientation for new board members. She will give a tour of the library, outline their role as a trustee, and explain our funding system.
6. 2nd Quarter Endowment Report. The second quarter Endowment report was presented for the Board's review. Annual fund raising efforts to increase the Endowment will begin later this fall. Eisen asked for an explanation of the account codes used by the Community Foundation in their monthly reports.
7. Grant from Community Foundation. We received $4800 from the Community Foundation this month. This annual disbursement allows us to move funds from our Foundation investments into our Endowment's general account. Funds received this year will be used toward the purchase of the outdoor sign and to refurbish chairs in our Gegan Room.
8. Staff Meeting. Our third quarterly staff meeting was held on Saturday, July 14. Items addressed by the staff included trends in circulation and long range planning.
9. Accomplishments in First Year. A list of Director Saecker's accomplishments during her first year here was distributed to the board. She credited staff for the effort they put forth in contributing to many of the projects listed.

Discussion/Action Items

10. New Meeting Time. Board members gave consideration to the best day and time for future board meetings.

Motion

Motion to approve moving the monthly Library Board meetings to the third Thursday of each month at 4:30 p.m. by Enos, seconded by Eisen, and carried unanimously.

11. Board/Staff Social. Director Saecker recommended that we plan a board/staff social to give everyone the opportunity to get to know one another. The event will be held early on a Friday evening at a local restaurant. The Library will provide appetizers and individuals will be asked to purchase their own beverages. Director Saecker will select two dates in August for the board's consideration.
12. Formation of Committees. President Fuchs made the following appointments to Standing Committees:
    Finance Committee: Eckstein, Eisen, Enos
    Building & Grounds: Englebert, Enos, and Foth
    Policies & Personnel: Fuchs, Stanke, Werley
    Investment: Fuchs, Stanke, Director Saecker
    Paul Eisen is the Library's County liaison. He also offered to serve on the Long Range Planning Committee.

Adjournment

Motion to adjourn the meeting at 4:31 p.m. by Werley, seconded by Foth, and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday, August 16, 2007 at 4:30 p.m.

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

CITY OF MENASHA
IT Steering Committee
Gegan Room, Menasha Public Library
June 20, 2007

MINUTES

Back Print

I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order at 8:20 AM by CHAIRMAN Wisneski			
	Members present: CHAIRMAN Wisneski, CLERK Galeazzi, COMP Stoffel, ITMgr Lacey and DPW Radtke			
	Absent: AP Beckendorf and PC Stanke			
	Also Present: MAYOR Laux, CA/PD Brandt and ITSupv James			

II. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Approval of minutes of May 16 and May 29, 2007 meetings

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve w/ Conditions	To amend minutes of May 16, 2007 by replacing 'Dawn' with 'Heather' and to change quotation marks on minutes of May 29, 2007	ITMgr Lacey	DPW Radtke	Passed

Communications:

1. Email from Fred Stoeger

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	The Committee discussed the status of Mr. Stoeger's submission of the City's success story on the telephone change over to Toshiba Corporation. No one has heard back anything at this time. The Committee was informed that One Communications would like permission to use the same story on the savings the City will be experiencing in their advertisements. They will contact the City with a written communication on this matter. MAYOR Laux requested that this success story be forwarded to the Common Council for their information.			

III. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. Committee monthly update on status of projects/operations/costs

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	ITMgr Lacey handed out the monthly bar graph for review by the Committee. There was a significant increase in time used by the Parks and Recreation Department related to getting computers set up at			

the swimming pool. ITSupv James commented that some of the work done was not really IT related, but because he performed the work, the hours were charged to the Parks and Recreation Department.

DPW Radtke commented on the high percentage of expenditures through the end of May. ITMgr Lacey responded that most large capital outlay items (telephone system) are purchased earlier in the year and so this inflates the cost, but it will even out by year end.

IV. ACTION ITEMS

A. Committee discussion on "Mayor answers your questions and concerns" link on City's website

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result

CHAIRMAN Wisneski addressed the Committee concerning an inquiry from a constituent asking if the Mayor was composing his own questions and then answering them. MAYOR Laux responded that he may be clarifying questions he is asked, but he is not making them up. He wants to put out an unbaised non-political answer to issues which are currently of interest to City residents. MAYOR Laux had talked to Mayor Scherck about doing this because Mayor Scherck has had this type of question and answer site for a long time. CA/PD Brandt asked if the Mayor is composing a question, what is wrong with that. Who speaks for the City of Menasha? CHAIRMAN Wisneski felt it might be proper to include some type of disclaimer on this site and the Mayor will look into adding some type of disclaimer.

B. Committee discussion and recommendation on proposed Computer End User Policy

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Committee members had questions about what the policy covers, can employees listen to the radio on the internet, NO, can the internet be accessed for limited personal use, YES, etc.			
Approve w/ Conditions	Amend page one to remove 'related' and replace with 'reported' and on page four to remove 'or' and replace with a comma and recommend as amended to the Common Council	DPW Radtke	Clerk Galeazzi	Passed

C. Committee update and discussion of NOVUS AGENDA Software

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result

IT Staff are having difficulty obtaining the names of other users that use the minutes module of NOVUS AGENDA so the City could contact them for information. Some strong words were exchanged in the last telephone conversation on this issue and NOVUS AGENDA management are now reluctant to provide information on other users. There is still some dissatisfaction with the minutes portion of NOVUS AGENDA, but the new update is due in July and the City is third in line to receive it. City staff will continue to use it until we can see if there is greater flexibility with the new update. MAYOR Laux wants to explore further what the Library is doing and how their search function works. MAYOR Laux requested that at the August IT Steering Committee meeting, an internet hook-up be available so the Committee can see how the search function for the Library and for NOVUS AGENDA works. This will be a month after the new update is installed and should give a good sampling of how it works.

D. Committee discussion on next Committee meeting date - July 18, third Wednesday

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result

By consensus of the Committee members present, the next IT Steering Committee meeting is set for Wednesday, July 18, 2007 at 8:15 AM in the Gegan Room of the Menasha Public Library.

V. ADJOURNMENT

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to adjourn.	DPW Radtke	Clerk Galeazzi	Passed

Meeting adjourned at 10:05 AM

Respectfully submitted,

Thomas Stoffel

Committee Secretary

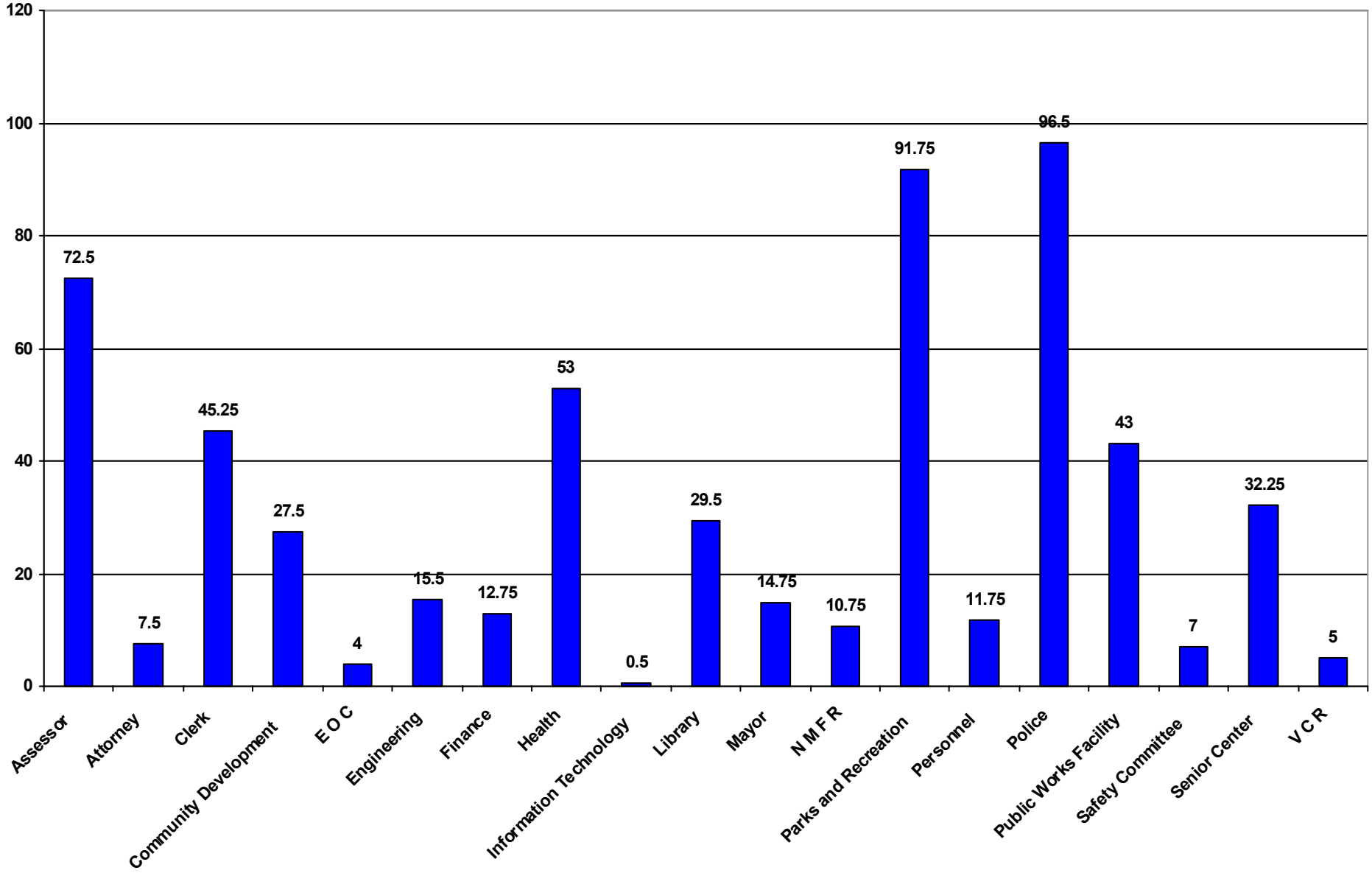
	Budget $	YTD $	% used YTD
Total Budget	$326,117	$144,562	44.33%

January 2007 through May 2007

I.T. Department
Projects
May 16, 2007 through June 19, 2007

- Novus Agenda refinement.
- 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 & 2008
- Planning of Sneakernet project for 3rd Quarter.
- Work with Assessor Consultants on Assessor database.
- Research Fleet and Fuel management systems for Pubic Works Facility
- Assist with Pool cash reporting and schedule rotation.
- Assist with City Web site modifications.
- Prepare for IT equipment recycling.
- Recycled old cell phones for use by Police VCR program.
- Created Blood Born Pathogen continuing education test and certificate.
- Updated PCs at Senior center using donated PCs from Time Warner.
- Implemented 911 phones throughout City buildings as redundant backup for absolute power loss.
- 2008 budget planning.

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.

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CITY OF MENASHA
Joint Review Board - Winnebago County
Conference Room, 1st Floor City Hall - 140 Main Street, Menasha
July 23, 2007

MINUTES

DRAFT

Back Print

I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Chairman Stan Martenson at 2:55 p.m.			

II. ROLL CALL/EXCUSED ABSENCES

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Members Present: Stan Martenson, Mark Van Der Zee, Wally Bergstrom and Faith Schiedermayer Members Absent: Joe Hotynski Others Present: Greg Keil, CDD			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Minutes of the June 26, 2007 Meeting

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the minutes of the June 26, 2007 meeting. Motion carried 4-0.	D. Wally Bergstrom	Mark Van Der Zee	Passed

IV. DISCUSSION

A. Status of Menasha TIF District and Comparison with Other Communities

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CDD Keil distributed the Wisconsin Department of Revenue TIF Value Limit report for 2006. He also reviewed a chart comparing the City of Menasha TIF utilization to that of			

DRAFT

other cities and villages with a population between 10,000 and 30,000. Menasha's TIF increment is 4.62 percent of equalized value as compared to the 12 percent maximum imposed by the state statute. Copes of TIF district maps were distributed.

Commissioners discussed the utilization of TIF financing and the improvements that have taken place in the respective districts. They also discussed the life of TIF districts and the advantages and disadvantages of adding new project expenditures over the life of the districts versus early termination of the TIF district. Comm. Martenson noted the absence of the City of Kaukauna from the chart that was distributed.

B. Review of Public Record, Planning Documents and Resolution R-15-07 Creating TID #11 (maps to be received at meeting)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result

CDD Keil reviewed the project plan and actions taken by the Plan Commission and Common Council after the public hearing. Commissioners discussed the advantages to the city with respect to developer financing of the TIF. They also discussed the higher interest rate associated with the developer financing and its impact on the total amount of tax increment needing to be spent to implement the project plan.

V. ACTION ITEMS

A. Consideration of Joint Review Board Resolution 1-07 Approving the Creation of Tax Incremental District #11

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve Joint Review Board Resolution 1-07 Motion carried 4-0.	D. Wally Bergstrom	Mark Van Der Zee	Passed

VI. ADJOURNMENT

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to adjourn the meeting at 3:40 PM. Motion carried 4-0.	Mark Van Der Zee		Passed

DRAFT

CITY OF MENASHA
Parks and Recreation Board
Jefferson Park Pavilion - 915 Third Street, Menasha
June 11, 2007

MINUTES

Back Print

I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Chr. D. Sturm at 6:05 p.m.			
	PARK BOARD MEMBERS PRESENT: Chr. Dick Sturm, George Korth, Ald. Sue Wisneski, Ron Suttner, Tom Konetzke and Nancy Barker			
	PARK BOARD MEMBERS ABSENT: Mary Francis (excused)			
	OTHERS PRESENT: PRD Tungate, PS Huss, Shirley and Bill Johnston, Jan Davey, Nancy Wilkinson, Marge and Jerry Hoffman, Barbara Kemps, Krista Werner, Aaron Madsen, Cherii, Carrie and Jeff Riedl, Ann Maas, Joan Stoddard, Geoffrey Cook, and Carol Baumhardt			

II. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Mintues of the May 14, 2007 Meeting

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the minutes of the May 14, 2007 Park Board meeting. Motion carried 6-0.	Alderman Wisneski	George Korth	Passed

III. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A. Allowing Leashed Pets on Specific Park Trails and Park Areas - Rough Draft of Ordinance - O - 10 - 07

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Chr. Sturm asked for public comments regarding draft ordinance 0-10-07 pertaining to allowing leashed dogs on specific park trails and park areas.			
	1. Ann Maas – likes change, most dog owners are responsible, parents need to act			

DRAFT

responsibly and watch their kids.

2. Marge Hoffman – does not like change, dogs can frighten kids on bikes.

3. Geoffrey Cook – likes the change, have bags for dog droppings, call Police if people seen not picking up dog droppings. People should have the right of way on trail, pets should move to the side. Much greater chance to have a bad encounter with another person than a misbehaved dog on the trail. Benefits to people far outweigh the negatives.

4. Aaron Madsen – likes the change, Neenah allows it, dog license fee is paid and owner gets nothing for it.

5. Cheri Riedl – likes the change, dogs on trail can teach kids to be more comfortable around dogs. With drugs, sexual predators, etc. there's a lot more to worry about than a few irresponsible pet owners.

6. Jan Davies – likes the change, has not seen a problem in Neenah, asked if Trestle Trail has seen a dog problem? Bicycle vs. walker conflict is more likely than dog vs. walker conflict.

7. Shirley Johnson – likes the change, boat launch area has dogs already, likes trial basis.

8. Barbara Kemps – does not like the idea, people will not clean up after their dogs.

9. Krista Wernerr – likes the change, wants her dog with her, pets are people companions, why can't they enjoy the experience in a park?

10. Carol Baumhardt – likes the change, dogs are my family, come from Chicago area. This area a lot less dog friendly.

11. Carrie Riedl—likes the change, well trained dogs will make other kids feel comfortable.

12. Jeff Riedl – likes the change, responsible pet owners won't put a dog in bad situations.

Other general thoughts of those in attendance: don't allow dogs near the baseball fields, heavy fines for unleashed dogs is appropriate, dogs on trail might help goose problem, we already have irresponsible people using our parks, why aren't they banded from using the parks.

Park Board MemberComments:

Chr. D. Sturm: "5% rule" meaning 5% infringe or reduce the rights of the other 95% who are responsible and follow the rules. Issue has been reviewed before. Commanded the Board for their open-mindedness on the issue. Recent pet waste problem in Greenville was cited.

T. Konetzke: against having dogs at Koslo Park.

Ald. S. Wisneski: told a story of a small girl who was bitten by a dog several years ago in Jefferson Park at the fireworks display. Some people are still afraid of dogs.

N. Barker: Against dogs near the ball diamond, Board has endorsed concept of a dog park, likes trial basis.

G. Korth: if approved likes trial period and short leash length.

The Board asked PRD Tungate to investigate what other communities are doing, is there any legal liability in allowing dogs on trails. The issue, possibly with a revised ordinance, will be considered at the July 9 at meeting at Hart Park.

B. -

IV. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. Army Reserve Building Update

DRAFT

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PRD Tungate continues to seek information from staff at Miron Construction about having an analysis done on the Army Reserve Building.			

B. Glatfelter Property Update

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Glatfelter property – Group of park and recreation staff will meet later in the week to discuss interest—topic will be on July agenda.			

C. Isle of Valor Update - PS Huss

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Isle of Valor project is preceding well, September 8, 2007, 10:00 a.m. is the dedication.			

D. 2007-2011 Open Space and Recreation Facilities Plan

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	2007-2011 Open Space and Recreational Facilities Plan, a revised draft will be redistributed next month.			

E. Swimming Pool Maintenance and Project Update - PRD Tungate and PS Huss

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Pool has opened. Several small maintenance and cosmetic projects have been completed or will be done as time permits. Water quality has been excellent so far.			

V. DISCUSSION

A. Potential for Paving Trail Between Third Street and Plank Road

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Trail segment between the Jefferson Park apartments and Plank Road has been paved.			

B. VHS Virus - Potential Need for Boat Cleaning Equipment at Launch Sites and Other Related Projects

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result

DRAFT

Chr. D. Sturm inquired if we potentially will need boat cleaning equipment at our launch sites to help prevent the spread of the VHS virus. G. Korth said that as far as he knows, only small private lakes are considering such action.

VI. ACTION ITEMS

A. Set Date in June for Park Eviction Administrative Review

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	A date was set for a possible Park Eviction Administrative Review on June 25, 2007 at 6:00 p.m. at City Hall. A written notice will be sent if the review occurs.			

VII. ADJOURNMENT

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to adjourn at 8:28 p.m.	Alderman Wisneski	Ronald Suttner	Passed

PARK & REC BOARD MEETING - SIGN UP SHEET

Date: _____

Name	Address
Shirley Johnston	835 BROAD
Bill Johnston	"
Jim Barry	1232 Grove
Nancy Wilkinson	863 Marquette
Marge Hoffman	824 Harding St
Jerry Hoffman	824 Harding St
Barbara Kemps	831 First St.
Krista Werner	708 Paris St.
AARON MADSEN	708 PARIS St.
Cheri Riedl	408 Appleton St
Carrie Riedl	408 Appleton St
JEFF RIEDL	408 APPLETON ST.
Ann Maas	728 Appleton Road
Joan Stoddard	52 Depere St
Geoffrey Cook	51 Depere St.
Carol Baumhardt	51 DePere St

CITY OF MENASHA
Plan Commission
Council Chambers, Third Floor City Hall, 140 Main Street
July 17, 2007

MINUTES DRAFT

Back Print

I. CALL TO ORDER

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	The meeting was called to order at 3:32 p.m. by Mayor Joseph Laux.			

II. ROLL CALL/EXCUSED ABSENCES

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	PLAN COMMISSION MEMBERS PRESENT: Mayor Laux, Ald. Merkes, and Commissioners Sanders and Sturm. PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke and Commissioners Schmidt and Cruickshank. OTHERS PRESENT: Ron Hentz, Laurel Nobbe, Ken Brusda, Eric Richter, Vern Larsen, Lois Forslund, Doris Syzmanski, Tom Grade, Paul Brunette, Bob Acord, Doug Schmidt, Addis Hilliker, Nick Schmidt, Tom Wollerman, Christopher Evenson, and Randy Stadtmueller.			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Minutes of the June 27, 2007 Plan Commission meeting.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the minutes of the June 27, 2007 Plan Commission meeting.	Comm Sanders	Comm Sturm	Passed

IV. ACTION ITEMS

A. Landscape Design Concept - 81 & 87 Racine Street

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	CDD Keil described the circumstances which led to the city acquisition of 504 Broad Street and 81 and 87 Racine Street and explained the condemnation requirement of public use. During the condemnation process, the intended purposes were listed as			

	parking and open space. The sites were remediated and cleared. In 2004, the Schreiber-Anderson redevelopment plan identified the area as an entry feature to the downtown. Since then, Otter Creek has developed a landscape design along with local artist Tom Grade.
	Tom Grade described the proposed combination greenspace and parking area. The greenspace area incorporates: several "islands" to reflect the meaning of the word "Menasha"; towers that will match other towers in the downtown; and a gently curving path that is meant to mimic the fluidity and movement of the river.
	Discussion: • Handicap access • Picnics allowed in the greenspace • Project expenses and sources of money • The possibility of grants and donations • The effects of the absence of a street-side sidewalk
	Mayor Laux opened discussion to members of the gallery. Nick Schmidt, resident of Headwaters Condominiums, asked about timing, process, and whether there will be a capital campaign. Chris Evenson, of 524 Broad Street, presented an alternative design that consisted of an urban campground for use only by those on foot and stated his belief that there is no need for parking with all the existing empty spaces in the Broad Street parking lot. Discussion followed. Vern Larsen, of 59 Racine Street, stated his need for additional parking and the dangers of crossing Racine Street. Discussion regarding Racine Street traffic ensued. Laurel Nobbe, of 59 Racine Street explained her perception that parking on Broad Street is not a viable option. Chris Evenson stated that the aesthetics of a parking lot are not desirable for a resident that has to look at it 24 hours a day. Discussion ensued regarding access onto Racine Street. Ken Brusda, of 59 Racine Street, stated that a compromise may be in order. The parking could be expanded to include some more stalls, and the rest can be landscaping. Ron Hintz, Menasha Postmaster, stated that parking is an issue for the post office and that the proposed plan does not help and would be a playground for kids to tear up. Discussion ensued regarding available parking across the street in the Broad Street parking lot. Lois Forlund, of 509 First Street, stated her desire to make sure there is a landscaped buffer between her property and the greenspace/parking area. Discussion ensued regarding the long-time availability of the properties. If parking was needed, the post office and other business owners could have purchased the properties and converted them. Paul Brunette, of Otter Creek, stated that he would remodel the current concept with the concerns brought up in this meeting in mind. Discussion ensued regarding recommendations from the Schreiber-Anderson plan which noted that angle parking on Broad Street would be appropriate. Addis Hillicker, resident of Headwaters Condominiums, inquired about city policy regarding the provision of parking for private businesses and stated his concern that if the city is developing the property, the primary concern should be with greenspace or something all citizens can enjoy. There was some discussion regarding the eminent domain process and public use.

B. Consideration of Road Name - Midway Outreach

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No action taken: private road.			

C. Certified Survey Map - Gilbert Paper Site - Ahnaip Street

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to recommend approval of the CSM for the Gilbert Paper Site on Ahnaip Street.	Comm Sanders	Mayor Laux	Passed
	Discussion ensued regarding the "powerhouse", whether buildable areas exists on the south side of the chemical plant, and street configuration plans.			

D. Site Plan Review - Ahnaip Street Office Building (former Gilbert Paper Site)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve w/ Conditions	Motion to approve the proposed site plan with three conditions: 1. No chain link fence shall be used; 2. The 30-foot light pole proposed on sheet A-6 shall be no higher than 25 feet; and 3. Pedestrian access from the sidewalk to the upper level front door shall be added.	Alderman Merkes	Comm Sanders	Passed
	Discussion: • Fencing • Dumpster enclosure • Bike racks • Location and height of light pole • Site lighting • Grade from sidewalk • South elevation as it relates to the street and pedestrians • The addition of access to the building from the sidewalk • Windows in tenant space #3 • Whether the cornices have been undersized • The reason for exceeding the required number of parking stalls • The addition of landscaping within the parking lot • The use of the architectural style as a bold statement at the street • Drainage			

E. Site Plan Amendment - Broad Street Water Treatment Plant

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	AP Beckendorf explained that the pattern in the wall face previously requried staining and they are now proposing to remove this requirement. No action was taken on this item. The previous requirements remain.			

V. ADJOURNMENT

A. -

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to adjourn at 6:00 p.m.	Comm Sanders	Alderman Merkes	Passed

MENASHA POLICE COMMISSION MEETING MINUTES

DATE: July 19, 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, Jim Liebhauser, Amy Ristow, Lt. Charles Sahr, Officer Jeff Jorgenson and Chief Stanke

Absent: Larry Buck and Joe Cruickshank.

I. Minutes of the last meeting: M/S/C Ristow/Liebhauser to accept the 5/17/2007 Meeting Minutes.

II. Police Report – Lt. Sahr, Officer Jorgenson and Chief Stanke.

1. Chad Shaub was offered a position but has accepted employment elsewhere. The hiring process will resume with a new list of candidates.

2. Debbie Borchert has started a part-time clerical position.

3. The Menasha Police Department has started an Award Pin and Certificate program. Officers will be awarded pins and certificates to honor accomplishments and years of service.

4. The Menasha Police Department met with the Park and Recreation Department heads and the Park and Rec. Commissioners on 7/18/2007 to address a recent increase in gang activity in Menasha parks. A handout was given to MPD Commissioners which outlined what was covered at the meeting.

5. M/S/C Ristow/Liebhauser to take Zach Albrecht off probation and change to full-time status.

M/S/C Ristow/Liebhauser to accept the Police Department Report.

III. Old Business: None.

IV. New Business: None.

V. Correspondence: None.

VI. Schedule next meeting: Thursday, September 20, 2007 at 5:00pm.

VII. Adjournment: M/S/C Ballard/Ristow at 6:00pm

Respectfully submitted,

Barb Ballard
Commissioner, Secretary

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City Hall Safety Committee
Minutes
May 9, 2007

Members Present: Jeff Brandt, Tasha Saecker, Sue Nett

Members Excused: Kristi Heim, Tom Stoffel, Sylvia Bull, Todd Drew, Adam Alix

A. Minutes from March 7, 2007 reviewed.

B. Old Business

1. A memo from Adam Alix was shared with committee members, summarizing the response he received from Perry Manor, DHFS regarding health concerns of working close to cell towers, such as the one on the city hall roof. Health risk is extremely low.

2. Todd Drew and Brian Tungate were assigned the task of developing a reporting mechanism for patron swimming pool injuries. This item will be put back on the agenda for next month.

3. A short discussion was held on updating city employee ID's and whether or not contractors working in city buildings i.e. plumbers etc. should be required to check in and wear a visitors ID. It was decided to further explore updating ID's for city employees and requiring each employee to then wear the ID while on duty.

4. The parking committee will be discussing the safety hazard presented by the parking stall west of the east exit from the Broad Street parking lot. Health department personnel have noted that when exiting the parking lot on the east end, if there is a larger vehicle parked in the first stall to the west, you have to enter the traffic lane to determine if there is a car approaching from the west. Staff have had some near misses and have observed other near misses.

C. New Business

1. The May Safety topic was distributed. "Slow Down Give'em a Brake" encourages drivers to slow down in a construction zone and to be alert for unexpected hazards, as this is the start of road construction season.

2. There were no injuries to review. Discussion was held regarding reporting injury incidents for other than employees i.e. visitors to city buildings. It was recommended that an incident report for visitors be developed and brought back to the committee for review.

3. S. Nett reported that the AED's at City Hall, Senior Center, Library, Public Works Facility, and Pool will be updated to the new CPR guidelines as soon as the manufacturer is able to do so. An order request was placed approximately 4-6 weeks ago.

4. There was a brief discussion as to whether or not this meeting date and time was appropriate (First Wed of the month at 1:00PM). It was decided to keep the first Wed. for now but change the time to 1:15.

D. Training – The training matrixes all need to be updated. P. Murphy has started to do this.

E. Next meeting: June 6, 2007 at 1:15PM at the library.

Submitted by

Susan Nett

Police Safety Committee Meeting

Minutes

May 17, 2007

Present: David Jagla, Mark Mauthe, Mike Brunn, Peggy Murphy, Sue Nett

Absent: Aaron Zemlock, Chuck Sahr

A. Minutes from March 22, 2007 meeting reviewed.

B. Old Business
   1. Hearing screenings are completed for required staff for 2006.

C. New Business
   1. May Safety Topic "Safe Travel Through Construction Zones" was handed out.
   2. There were no injuries for review for this meeting.
   3. The committee discussed having one of the complaint clerks or secretaries be a member of this committee. M. Brunn to check and then let S. Nett know who may be interested.
   4. It was decided to keep the meeting date on the third Thursday of the month at 2:30 PM.

D. Training
   1. Bloodborne pathogen review will need to be done at the end of summer. Mike Brunn usually sets up an on-line training for this review.

E. Next Meeting – June 21, 2007

Public Works Facility and Parks Safety Committee Meeting
Minutes
May 22, 2007

Present: Mark Radke, Brian Tungate, Jeff Nieland, Tim Jacobson, Matt Schultz, Ken Popelka, Corey Gordon, Adam Alix, Jeff Brandt, Sue Nett, Peggy Murphy

Absent: Bob Huss, Larry Losselyoung

A. Approve minutes from 3-27-07 meeting reviewed.

B. Old Business
   1. Hearing Tests should be complete on current employees. M. Radke to check if Al Conger is complete and B. Huss needs to check if Steve Griesbach is complete. A short discussion was held on having new employees complete the hearing screening at their pre-employment physical. This would give a baseline to work from for future hearing screenings. S. Nett to check with Brenda Taubel to have this as part of the pre-employment physical.

C. New Business
   1. May Safety Topic "Road Construction Safety" reviewed and distributed.
   2. There were no injuries for review this month.
   3. Future agenda items that any committee member wants to discuss should be forwarded to either P. Murphy or S. Nett.
   4. C. Gordon requested clarification on the wearing of safety vests versus safety colored shirts. The concern is the adoption of standards in Chapter Comm 32 (Department Commerce) and the ANSI Standards. S. Nett will contact Bruce Stenz to see if he can attend next month's safety meeting to help clarify this issue.
   5. C. Gordon also requested clarification on competent person training and what his role/responsibility should be in checking for this with on-site contractors. S. Nett will ask Bruce Stenz to speak to this issue as well.

D. Training
   1. Annual refresher training in blood borne pathogens and lock out/tag out need to be scheduled. Preferred times are November and spring. Several sessions need to be held. Preference for training is to try and get all topics covered in one session and schedule different times so all employees don't have to attend at the same time.

E. Next Meeting June 26, 2007 at 9AM

Public Works Facility and Parks Safety Committee
Minutes
June 26, 2007

Meeting called to order at 9:05AM.

Present: Bob Huss, Jeff Nieland, Corey Gordon, Mark Radtke, Matt Schultz, Ken Popelka, Adam Alix, Jeff Brandt, Tim Jacobson, Peggy Murphy, Sue Nett.

Others Present: Bruce Stenz, CIVMIC

Absent: Brian Tungate, Larry Losselyoung

A. Motion to approve minutes from May 22, 2007 meeting made by Jeff Brandt and seconded by M. Radtke. Motion carried. M. Radtke requested minutes be sent out with the agenda prior to each meeting.

B. Old Business
   1. Hearing tests – M. Radtke stated Al Conger has completed his hearing screening. B. Huss to check with Steve Griesbach and let S. Nett know. Baseline hearing screenings will be done as part of the pre-employment physicals.
   2. Bruce Stenz explained the requirements for wearing high visibility clothing. Department of Commerce Chapter 32.39 (Exposure to Traffic) refers to ANSI standards (the ANSI standards are national guidelines not law) which does not accept fluorescent colored only shirts. There needs to be the accepted level of reflective material on the shirt or vest. Motion by C. Gordon and seconded by J. Brandt to relax the City Safety rule to allow T-shirts that are high visibility but don't meet ANSI standard to be worn on the job. Discussion followed as to whether or not the safety of the employers should be compromised by allowing high visibility T-shirts that don't meet ANSI standards. Motion failed. Majority of committee members opposed.
   3. Bruce Stenz discussed city staff responsibility when inspecting a job site i.e. a problem is noted and then the city staff is asked what they recommend as a fix. C. Gordon had questioned if as a city staff was he required to offer solutions. B. Stenz discussed reviewing the job site checklist at the start of the job and after the job site has been vacated for a period of time such as lunch. City staff should be able to recognize hazards, provide guidance to resources to solve problem and notify supervisor of hazards/actions. City engineering staff are considered to be competent trained if they have had trench training.

C. New Business
   1. The June Safety Topic was distributed. This month's topic "Safety is a Race We All Can Win", reminds employees to be mentally ready for their job each day and to be alert to safety hazards.
   2. Injury review was completed for two incidents presented by J. Nieland. One incident was a pulled muscle in the chest area for an employee that was

pushing/pulling a full dumpster to the rear of a sanitation truck. A review with the employees on proper pushing/pulling was done. Incident #2 involved a summer employee who was lifting forms from a truck and didn't realize the forms were flexible so as the form bent the employee was hit in the shin. There was no lost time. Summer employees should have training on use of equipment that may not be familiar to them.

3. S. Nett handed out information from a CIVMIC article on workplace heat to remind supervisors to encourage employees to stay hydrated on days with a high heat index and to encourage those who do strenuous activities to take a few extra short breaks in the shade to avoid heat exhaustion etc.
4. The Emergency Operations and Evacuation Plan for the Public Works Facility was distributed. Committee members were asked to review it for any changes. Once updated, planning can begin for practice evacuations. The Committee will start reviewing the plan at the next meeting.
5. S. Nett requested anyone who had agenda items for the next meeting to contact her.

D. Training

None planned at this time.

E. Meeting Adjourned at 10:34AM. Next meeting July 24, 2007

Submitted by

Susan Nett

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday June 26, 2007

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

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

Also Present: Paul Much, Rob Franck, Jim Peichl (MCO); Chad Olsen, Carl Verhagen (McMahon Associates); Mike Sambs (Waverly S.D.).

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve the minutes of the Regular Meeting of May 22, 2007. Motion carried unanimously.

Correspondence

The following correspondence was discussed.

1. May 23, 2007 letter from Randall Much, NMSC to Ms. Tracey Driessen, Cellu-Tissue.
   RE: Conditional approval to remove bulkhead and utilize 21-inch sewer line.

2. June 19, 2007 e-mail to Mr. Begos from Paul Much, NMSC.
   RE: Response to request for discharge of petroleum contaminated groundwater.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the unaudited financial statements for May 2007. After discussion, moved by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to accept the unaudited financial statements for the month of May 2007 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #11771 in the amount of $102,288.42 for the month of July 2007. Motion made by Commissioner J. Jurgenson, seconded by Commissioner D. Youngquist to approve MCO invoice #11771 in the amount of $102,288.42 for the month of July 2007 and to pay the invoice after July 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of May 2007. The rates earned in the Money Market Accounts remained steady; MCO generated $3,228 in additional income for the Commission; restricted cash balances totaled $2,581,000 at the end of May. Commissioner D. Youngquist requested to have comparative restricted cash values reported on the report. Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to accept the Accountants Report for the month of May 2007. Motion carried unanimously.

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

#36277	Sludge to Sludge Heat Exchanger - Design	$106.50.

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Motion made by Commissioner R. Zielinski, seconded by Commissioner D. Youngquist to approve for payment invoices #36277 to McMahon Associates. Motion carried unanimously.

Accountant Voigt reported to the Commission the contract with AT&T for our phone service expires on September 4. Other options for phone service are being looked at. These options could include the need to replace our current analog phone system with a digital phone system. More information will be known in the next couple months.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of May 2007. The plant is running well. The oil pump on the repaired methane engine failed. Discussions are being held with the company to have this item covered under warranty. After discussion, motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the operating report for the month of May 2007 and to place the report on file. Motion carried unanimously.

Paul Much presented to the Commission the 2006 Compliance Maintenance Annual Report (CMAR) for their review. The report grades the treatment plant in ten categories. The Commission received a grade of "A" in eight of the categories. The Commission received a grade of "D" in the category for collection system and a grade of "F" in biosolids management. The collection system grade reflects having each member community being responsible for maintaining the interceptor sewer system. Each community is responsible for establishing their own CMOM program. The biosolids management grade is a result of the sludge contract hauler failing to collect soil samples and track site loadings. Soil analyses have been completed on approved sludge hauling sites. The overall grade point average for the CMAR is 3.22. To complete the CMAR for submittal to the DNR, the Commission needs to pass a resolution indicating they have reviewed and approved the CMAR. After discussion, motion made by Commissioner J. Jurgenson, seconded by Commissioner D. Youngquist to approve NMSC Compliance Maintenance Resolution 2007-1. Motion carried unanimously.

Chad Olsen updated the Commission on the Sludge-to-sludge heat exchanger. The original source for pump rental will not rent a pump for sludge pumping use. A second source was found to rent a pump from; their rental cost would be $3,000 - $5,000 per month for each pump plus shipping costs. The rental cost would be dependent upon the condition of the pump when it would be returned. A quote was received for the purchase of the pump to be used in the heat exchanger; the cost to purchase the pump is $5,828. In addition to the pumps, VFD's would also be needed; the cost for the VFD is about $2,500. Delivery time is estimated at 4-6 weeks. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner K. Bauer to approve the purchase of two Moyno Pumps and VFD drives. Motion carried unanimously.

Carl Verhagen discussed with the Commission the Primary Electric Distribution Study that was prepared for the NMSC. This study examined the electric service that serves the NMSC. Items that were reviewed were the primary cables, transformers, and switchgear. The primary cables being used historically have a life expectancy of 20 years. The cables are now approaching 25 years of use. The NMSC has 5 transformers; two are the old "gray" units, and the remaining three are pad mounted units. The transformers are in good shape, they have not been

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overloaded during their life. The old gray units have a rating of 6,000 KW and have had an average use of only 2,500 KW. The switchgear is no longer supported, parts are not available and they are no longer repairable. The recommendation from this study is to first have a site survey prepared for the treatment plant facility to have a complete composite drawing of the facility that records underground services. The expected cost for this site survey is estimated at $7,500. Once this is completed, it is then recommended to begin the project under Option "B" which is to replace the current primary cable with new cable built for 40-year life expectancy, keep the existing transformers but move the pad mounted units, and replace the switchgear. Discussion ensued; the cost for switchgear is estimated at $15,000 per switch and 3 are needed. The site survey may also require outside services to come in and locate/mark other services on the facility. After discussion, motion made by Commissioner W. Helein, seconded by Commissioner D. Youngquist to proceed with the site survey and option "B" as recommended in the Primary Electric Distribution Study. Motion carried unanimously.

Jim Peichl discussed the issue with the waste gas burner. The current waste gas burner is not current with code, the auto ignition system does not function properly, and the unit has exceeded its estimated life. Any new waste gas burner installation would need to meet current code. The main change in the installation is to move the gas burner from the building roof down to ground level. MCO staff will be able to make the electrical connections saving the Commission on labor charges. Installation would be by Lee's Contracting at an estimated price of $24,500. It is recommended to purchase the Groth 4-inch waste gas burner with regulator at a cost of $28,493. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner J. Jurgenson to proceed with the replacement of the waste gas burner and to purchase the Groth 4-inch waste gas burner with regulator. Motion carried unanimously.

Manager Much presented a sewer extension request received from OMNI Associates for the Nature Trail Subdivision – Phase 5, located in the City of Neenah. After discussion, motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the sewer extension request for the Nature Trail Subdivision – Phase 5 contingent upon approval from the City of Neenah. Motion carried unanimously.

Old Business

Manager Much updated the Commission on the status of the Engine/Genset system. The engine experienced a breakdown with a failure of the oil pump. Discussions to have the engine covered under warranty have begun.

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

Sewer ownership update. No additional information to report.

Ground settlement along 48-inch interceptor. Attorney Gunz has met with the homeowners to discuss the issue. The husband seems to understand the issue.

Future sludge storage and hauling. No additional information to report.

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Vouchers

Motion made by Commissioner G. Cowling, seconded by Commissioner W. Helein, to approve Operating and Payroll Fund Vouchers #129753 thru #129815 in the amount of $245,790.92 for the month of May 2007. Motion carried unanimously.

Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 9:22 a.m.

_____ _____

President Secretary

THE NEXT REGULAR MEETING IS ON TUESDAY JULY 24th, 2007.

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REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

Draft

June 27, 2007

Commission President Martenson called the Regular Meeting of the Water and Light Commission to order at 7:30 A.M., with Commissioners Bob Fahrbach, Joe Laux, and Carla Watson present on roll call. Also present were Melanie Krause, Manager of Business Operations; Steve Grenell, Project Engineer; Lonnie Pichler, Electric Distribution Supervisor; Dave Rodriguez, Customer and Utility Services Manager; Kristin Schalinski, Business Operations Accountant; Dick Sturm, Manager of Steam Production; Jerry Sturm, Water Plant Supervisor; John Teale, Technical Services Engineer, and the Press.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

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

A. Minutes of the Regular Meeting of May 23, 2007.

B. Minutes of the Closed Sessions of May 23, 2007.

C. Checks dated May 31 and June 7 - 27, 2007, which includes Net Payroll Voucher Checks, Void O & M Check 31202, and Operation and Maintenance Voucher Checks for a total of $2,248,591.83, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.

D. Correspondence, as listed.
Copy of letter dated May 17, 2007 to General Manager Young, from ATC Manager of Interconnection Services Jeff Schraufnagel, re: Reliability Standards and Requirements
Copy of letter dated May 22, 2007, to DNR Regional Drinking Water Representative Bob Barnum, from General Manager Young, re: Water Quality Report
Copy of thank you card received May 25, 2007, from Brandon Mucha, UW Fox Valley Scholarship recipient
Copy of letter dated May 31, 2007, from Carrie Waters, Donation Chairperson, Maplewood Middle School, re: Thank You
Copy of press release dated June 1, 2007, from NERC, re: Mandatory Reliability Standards
Copy of letter dated June 1, 2007, to Mgr. of Business Operations, from Cortney Joosten (former high school scholarship recipient), re: Thank You
Copy of memorandum dated June 4, 2007, to Rob Ujazdowski & Dennis Van Dinter, from General Manager Young, re: Thank You

Item IV. May Financial and Operations Statement - After discussion, the Commission accepted the May Financial and Operations Statement as presented.

Item V. Claims Against The Utility – there were no claims discussed at this meeting.

Item VI. Purchase Orders over $10,000.00 issued since the last Commission meeting were presented for informational purposes. In addition, there were two purchase orders listed that were not included in this year's budget.

The motion by Comm. Fahrbach, seconded by Comm. Watson, was unanimous on roll call to approve PO #5704 to August Winter, in the amount of $22,826.00, to move the coal crusher, and PO #5727 to Nowman, Inc., in the amount of $11,000.00, to troubleshoot Turbine #5.

Item VII. Unfinished Business – there was no Unfinished Business discussed at this meeting.

Item VIII. New Business – Dennis L. Gauerke Resolution of Appreciation – the motion by Comm. Fahrbach, seconded by Comm. Watson, was unanimous to approve the following:

RESOLUTION OF APPRECIATION

WHEREAS, Dennis L. Gauerke was employed at Menasha Utilities from November 23, 1970, through July 7, 2007, and

WHEREAS, Dennis L. Gauerke dedicated 36½ years of his life to Menasha Utilities, serving as Engineering Technician;

WHEREAS, Dennis L. Gauerke's positive attributes were the professionalism and dedication he gave to his work, the knowledge of his job, the respect, courtesy, and cooperative attitude he portrayed towards his coworkers, and providing outstanding leadership at the Utilities and in the Community;

NOW THEREFORE BE IT RESOLVED by the Menasha Utilities Commission and the General Manager to extend to Dennis L. Gauerke our Sincere Appreciation and Thanks for his dedication and service to the Community.

RESOLVED FURTHER, by the Menasha Utilities Commission that a copy of this resolution is tendered to him as a record of this Appreciation and Thanks.

Passed and approved this 27th day of June 2007.

MEUW Safety Award –Manager of Business Operations Krause announced Menasha Utilities received the MEUW Safety Award at their annual conference held earlier this month. In addition, Mayor Laux received the LaFollette Public Official Award.

Resolution – Steam Utility Reserve Fund – Mrs. Krause distributed a report from RBC Capital Markets regarding the 2007 General Obligation Financing for Steam Utility Purposes. This report will be given to the Common Council at their July 2 meeting. The Council will also be requested to approve a resolution to pay the September 1 interest payment from the Reserve Fund. The Reserve Fund will then be replenished from this refinancing for the March payment, the September payment, and the capital recovery projects.

Comm. Fahrbach asked about the timeframe for receiving the Work-out Plan from Sargent & Lundy. Mayor Laux responded that a draft report was expected last week, but it had not been received as of today. Comm. Fahrbach requested the report be given to the Commission as soon as it is received.

The motion by Comm. Watson, seconded by Comm. Martenson, was unanimously approved on roll call to recommend the Common Council approve a resolution to use the Steam Utility Reserve Fund to make the September 1, 2007 interest payment.

Item IX. Project Reports, Water Plant Project – Water Plant Supervisor Jerry Sturm reported the project continues to go well. He gave an update on the Broad Street and Brighton Beach portions of the project.

Steam Plant – Manager of Steam Production Dick Sturm reviewed several problems that arose the past several weeks. The #4 boiler and generator was off June 18 due to leaking tubes. The boiler has since been repaired and is back online. Turbine #5 has been off line since June 6 for rework, and additional internal issues have been encountered resulting in the project being off schedule. Moisture in the coal received from the C. Reiss dock continues to be a problem.

There has been very little activity on the reliability/efficiency projects due to other issues. As time allows, and personnel are available, this project will move forward.

The consultant was on site to analyze the source and intensity of the noise generation. A final report with formal recommendations is expected next week.

Item X. Staff Reports, General Manager – there were no additional questions to the report presented.

Electric and Water Distribution/Safety Report – Electric and Water Distribution Supervisor Pichler reported the Natures Way Subdivision project is finished, and crews will be working at Province Terrace and Southfield West.

Steam Utility – there were no additional questions to the report presented.

Energy Services Representative Voigtlander arrived at 8:10 a.m.

Water Plant – Supv. Jerry Sturm reported carbon usage has increased considerably due to the algae build up.

Telecommunications, Business Operations, Customer and Utility Services, and Energy Services Representative – there were no additional questions to the reports presented.

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

Item XII. The motion by Comm. Fahrbach, seconded by Comm. Laux, was unanimously approved on roll call to adjourn at 8:20 a.m.

By: ROBERT H. FAHRBACH
Secretary

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

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REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

Draft

July 25, 2007

Commission Vice President Allwardt called the Regular Meeting of the Water and Light Commission to order at 7:30 A.M., with Commissioners Bob Fahrbach, Joe Laux, and Carla Watson present on roll call. Also present were Doug Young, General Manager; Melanie Krause, Manager of Business Operations; Steve Grenell, Project Engineer; Lonnie Pichler, Electric Distribution Supervisor; Kristin Schalinski, Business Operations Accountant; Dick Sturm, Manager of Steam Production; Jerry Sturm, Water Plant Supervisor; and the Press.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

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

A. Minutes of the Regular Meeting of June 27, 2007.

B. Checks dated July 5 - 25, 2007, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of $1,359,606.16, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.

Item IV. June Financial and Operations Statement – General Manager Young commented electric and water were fairly strong months even though there have been some rising PCAC's on the electric side during the month of May.

After discussion, the Commission accepted the June Financial and Operations Statement as presented.

Item V. Claims Against The Utility – there were no claims discussed at this meeting.

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

A memo was included reporting on a vendor change to supply ammonia at the Water Plant which will result in a savings of $.04 per pound.

Technical Services Engineer Teale arrived at 7:35 a.m.

Item VII. Unfinished Business – there was no Unfinished Business discussed at this meeting.

Item VIII. New Business, Water Plant Contract Change Orders Approval

i. #8 C.D. Smith – Water Plant Supervisor Jerry Sturm reported one of the changes is for an additional line to Manitowoc Street to connect to the high pressure main. This request also included adding two additional roof drains, relocating three transformers, and electrical work and piping for the new chlorine analyzers.

ii. #9 C.D. Smith – This request will change the access drive from asphalt to reinforced concrete, change an existing 10" bypass line to a new 20" water main at the intersection of Broad & Milwaukee, add controls for a second damper in GAC contactor room, and relocate two exterior security cameras

iii. #1 McM Systems – The Change Order #1 is a request to add components to the main control panel to accommodate additional control for the new chlorine analyzers.

Comm. Laux asked about additional security cameras at the sedimentation basin being included as part of the Safe Drinking Water Funds. Staff was requested to develop a proposal for the next meeting.

The motion by Comm. Fahrbach, seconded by Comm. Watson, was unanimous on roll call to approve the Water Plant Change Orders as presented.

Third Street 2008 Pre-budget Water Project Recommendation – Electric & Water Distribution Supervisor Pichler reported on the DOT project scheduled for spring of 2009 which requires the water main to be replaced from Tayco to Racine Streets. The water main in this street is over 100 years old. If the water main replacement project is not approved, the DOT will have to re-engineer their project plans at the city's expense.

Staff is requesting pre-approval for the 2008 water distribution budget for this main replacement project in the amount of approximately $235,503. The DOT needs a decision on the main replacement by August 1, 2007, and utility plans submitted by October 1, 2007.

Comm. Laux raised the issue of considering a borrowing package to replace the water main from Tayco to Manitowoc Street.

The motion by Comm. Laux, seconded by Comm. Fahrbach, was unanimously approved to submit the Tayco to Racine Street water main replacement project in the 2008 budget, and to investigate financing options for replacing the water main from Tayco to Manitowoc Streets

Energy Services Representative Voigtlander arrived at 8:00 a.m.

DTE Coal Contract Amendment – Project Engineer Grenell reviewed the contract amendment to defer payment for 8,500 tons of coal over the life of the contract to help with the cash flow situation.

The motion by Comm. Laux, seconded by Comm. Watson, was unanimous on roll call to authorize staff to execute the appropriate documents to facilitate the contract amendment.

Item IX. Project Reports, Water Plant Project – Water Plant Supv. Sturm reported the inside painting is going well, and the wiring is being completed. Crane Engineering will be onsite later today to energize the circulation pump. The Water Treatment Plant project is still on schedule with an anticipated start-up in December.

Steam Plant – Manager of Steam Production Dick Sturm reported on the replacement of boiler feed pump B, which will qualify for a WPPI efficiency rebate. Other reliability/efficiency projects are on hold due to time constraints and implementation of the work-out plan.

General Manager Young stated revisions are being made to the work-out plan before it is released. Steam costs will not be released as part of a public document for negotiation purposes. There are also some litigation items that need to be reviewed. Staff will make additional comments that will be included in the second revision of the plan. It is expected the first revision will be released in the next week to the Commission and Common Council. The second revision may take an additional two weeks after that time to complete the analysis portion.

Mr. Sturm gave an update on the #5 turbine rework. It is being reassembled for the second time and there have been numerous metallurgy issues. A complete metallurgical audit has been performed, and a preliminary draft received. There are pipe stress issues that still need to be resolved, and the project is now off schedule by 35 days. The generator #4 came off line on June 27 due to the terminals shorting out; the reassembly process is underway. If the #4 generator will be expected to run full time during the summer months, there are certain maintenance issues that were deferred because it was thought this generator was not going to be part of the business plan. Since it is part of the business plan, some of the maintenance issues will have to be looked at. The coal conveying system continues to present difficulties, and the vibrating screen removal is scheduled to begin on July 31.

Item X. Staff Reports, General Manager – General Manager Young stated the Emegency Response Plan has been updated and distributed.

Electric and Water Distribution/Safety Report – Supv. Pichler reported crews are working at the Southfield West Subdivision, and the annual truck testing was completed last month.

Steam Utility – In response to a question from Comm. Allwardt, Mr. Dick Sturm added the broken stoker chain was due to rocks in the fuel supply; two chains have broken in the past month, both caused by rocks. He added the annual inspection of the #4 boiler will be done in September.

Water Plant – Mr. Jerry Sturm reported staff is pilot testing the Hach chlorine analyzer, the hypochlorite day tanks are being replaced with smaller tanks, and training has been completed on the Wonderware software.

Telecommunications – there were no additional questions to the report presented.

Business Operations – Manager of Business Operations Krause announced Dan Hutter, Engineering Technician, will be starting on July 30, replacing an employee who retired.

Customer and Utility Services, Energy Services Representative – there were no additional questions to the reports presented.

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

Item XII. The motion by Comm. Fahrbach, seconded by Comm. Watson, was unanimously approved on roll call at 9:20 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Labor Negotiations

By: ROBERT H. FAHRBACH
Secretary

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

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION
July 25, 2007

Commission Vice President Mark Allwardt called the Closed Session to order at 9:20 a.m., upon the unanimously approved motion by Comm.Fahrbach, and seconded by Comm. Watson, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Labor Negotiations

Commissioners Fahrbach, Laux, and Watson were present on roll call by Commission Vice President Allwardt. Also present were General Manager Young and Manager of Business Operations Krause.

The purpose of the Closed Session was to discuss bargaining topics.

There being no further business, the motion by Comm. Fahrbach, seconded by Comm. Watson, was unanimously approved to adjourn at 9:50 a.m.

BY: ROBERT FAHRBACH
Secretary

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City of Menasha • Department of Personnel
Jeffrey S. Brandt, Personnel Director
jbrandt@ci.menasha.wi.us

Menasha

MEMO

TO: Common Council
Mayor Laux
Department Heads

FROM: Jeff Brandt JSB

SUBJECT: CVMIC Risk Assessment

DATE: July 26, 2007

I have enclosed a copy of the completed Risk Assessment as performed by CVMIC. As you recall, this is done every two years. It is difficult to compare this to the one done in August 2005 since CVMIC continues to refine and change the criteria. I have attempted to do that and to identify areas that we could consider.

The only area that I could find where we had a lower score for 2007 was Fire Protection. This was a priority for the Safety Committee and has been remedied. I expect that we will return to Level III or IV during the 2009 Risk Assessment. The other noteworthy issue is the low score for I-9 Documentation. We are in the process of establishing and implementing a policy for that.

There are several areas where we improved our ratings:

Safety manual - Level II to Level III
The commitment of the Common council in outsourcing to RW Management allowed the City to re-establish the Safety Manual, to establish training and to establish documentation. Returning this to City staff in Health Department has proven to be successful. The Safety Committees continue to evaluate the manual and satisfy training requirements.

Electronic Communications – Level III to Level IV
The IT Committee recommended a new policy that was approved by the Common Council and has been implemented.

Discrimination and Harassment – Level III to Level IV
With the help of CVMIC, we have added this to the safety training matrix. The next series of training is scheduled for this fall.

140 Main Street • Menasha, Wisconsin 54952-3151 • (920) 967-5117 • Fax (920) 967-5273
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ADA Title I – Level III to Level IV
With the help of CVMIC, we have added this to the safety training matrix. The next series of training is scheduled for this fall.

Personal Protective Equipment – Level III to Level IV
This was a commitment of the Safety Committee in 2006.

Motorcycle – Level II to Level III

Law Enforcement Policy Review – Level III to Level IV
This was determined to be a need during the 2005 Risk Assessment and the Police Department committed to the issue.

The following areas have been identified and the process has started to upgrade:

Facility Security, Certificates of Insurance, Emergency Management Plan, Fleet Safety, Ergonomics and Citizen Complaint Process.

The Hearing tests and documentation has been completed.

The following are areas that I have identified as relatively simple and inexpensive to upgrade:

Facility Self-Inspection Programs – Establishing a regular schedule, documentation and correcting deficiencies.
Permit/License – Arranging training for affected employees.
AIDS, Gambling, Ethics, Open Records, Employment Testing and Asbestos Policies – contact CVMIC to obtain model policies.
Roadway Hazards – we are investing significant energy at the Safety Committee and DPW is training on this area.
Open Records Training - The City is in good shape as far as Department Heads and Supervisors are concerned. This needs to be extended to other staff.

The following areas require the commitment and time of elected officials:

Wellness – Many municipalities and counties have established a wellness program, incentivizing it by a discount on premium share of health insurance premiums. This also requires a commitment from organized labor.
ADA Title II Training.
EPL Training.

Media Relations – Not only does a policy need to be developed, but there needs to be a level of trust between elected officials and designated spokespersons.
Open Records Training
Mutual Aid – although we have many Mutual Aid agreements, the issue of reimbursement is not adequately addressed. Most mutual aid is of short duration without significant cost. There will come a time when a mutual aid request will be made or received that has significant economic impact, especially if an employee becomes injured working outside of his/her normal jurisdiction.

At the CVMIC Summer Meeting, we were told that the results for all CVMIC communities will be assembled and some ability to compare ourselves with other comparable communities will be available in the fall. When that data is received, it will be shared with all of you. CVMIC is divided into large, medium, and small communities. Menasha is a medium sized community.

RISK MANAGEMENT
ASSESSMENT INSTRUMENT

CVMIC Staff Evaluator: Ken Horner

Date of Original Evaluation: Date of Re-Evaluation: 4/26/07

Member Municipality: City of Menasha

Designated CVMIC Representative: Jeff Brandt

Assigned Member Loss Control Contact: Bruce Stenz

Loss Control Program Categories	Total Possible Points	Total Points Earned	% of Possible Points Earned
A. Management Direction	125	121	96.8
B. Loss Control Methods	150	95	63.3
C. Risk Management Practices	300	255	85
D. Fleet Safety Techniques	125	105	84
E. Employment Practices Liability Management	325	274	84.3
F. Safety & Health Regulatory Compliance	233	188	80.7
G. Utilization of CVMIC Resources	115	98	85.2
H. Claims & Accident Reporting, Investigation, Monitoring & Follow-Up	185	125	67.6
FINAL RATING	**1558**	**1271**	**81.6**

CATEGORY A - MANAGEMENT DIRECTION

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	**Loss Prevention Program Objectives and Action Plan**	LP program objectives and action plan have not been developed beyond CVMIC loss control work plan. (0)	Some CVMIC work plan objectives met, others are not, timeliness and follow-up should be improved. (10)	Written LP program objectives and clear action plan developed, implemented and reviewed on an ongoing basis; corresponds to CVMIC Liability Loss Control Work plan. (25)	Documented evidence that LP program objectives and action plan receive high priority by management. (35)	**35**	1. Copy of written program 2. Documented evidence of completion of work plan items
#2	**Designated Safety Coordinator or Risk Manager**	No designation of Safety Coordinator or Risk Manager. (0)	Safety Coordinator or Risk Manager is designated in writing. Other duties preclude accomplishment of many safety/loss prevention activities. (10)	Safety Coordinator or Risk Manager is knowledgeable; basic program implemented; further compliance needed. (25)	Safety Coordinator or Risk Manager demonstrates proficiency in all aspects of the risk management program. (35)	**35**	1. Designated Coordinator's job description 2. Documentation of continuing education
#3	**Participation by Department Heads, City Attorney & Key Elected and Appointed Officials**	No participation. (0)	Safety Coordinator or Risk Manager has access to key officials; Department heads cooperate in risk reduction and safety efforts. (10)	Key officials and Department heads review loss prevention reports; holds supervisors accountable; may attend meetings. (20)	Key officials and Department heads regularly participate in Safety Committee meetings, training sessions, inspections, etc. (30)	**30**	1. Minutes of last 2 safety committee meetings, 2. List of safety training programs attended by Department Heads in last year (75% participation rate)
#4	**Risk Management & Safety Program Communications & Process Improvements**	No formalized Communication channels to discuss or direct recommended improvements in safety and risk management processes. (0)	Informal communication channels exist to discuss or direct recommendations on safety and risk management process improvements. (4)	Established, formal communication channels/networks exist to link safety and risk management functions with City-wide operations to discuss and direct recommend safety or risk management process improvements. (10)	Established Manual of safety and risk management policies/procedures to standardize City-wide application of safety and risk management practices. (15)	**15**	1. Safety/risk management manual 2. Review of established communication channels/networks
#5	**Written Risk Management/Safety Policy Developed and Disseminated**	No developed policy or no dissemination of policy. (0)	Partial posting—dissemination to some managers and supervisors. (2)	Policy disseminated; managers and supervisors demonstrate working knowledge of policy. (6)	Evidence that Municipality supports and advocates policy. e.g. - budgetary, reporting, accountability demonstrated. (10)	**6**	1. Policy 2. Training records or other evidence policy was disseminated

CATEGORY A SCORE __121__ (125)

CATEGORY B - LOSS CONTROL METHODS

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	**City/Village Safety Rules**	No safety rules. (0)	Some safety rules developed, but largely unwritten. (5)	Written city/village safety rules have been developed and documented, but further development needed. (15)	General city/village safety rules and job-specific safety rules written and disseminated. Evidence indicates that department rules are followed and enforced, and updated at least once every 5 years. (25)	**25**	1. Copy of safety rules including date of last update 2. Documentation of safety rule dissemination
#2	**Safety Committee Organization(s)**	No safety committee organization(s) exist. (0)	Safety committee(s) exists; members not designated in writing; no regular meetings; limited documentation. (5)	Committee members designated & meet regularly. Partial documentation of meetings, inspections and recommendations. (15)	Committee meets regularly; works from agenda, minutes taken, goals and objectives set, problems identified, corrected or satisfactorily resolved. Evidence of results and effectiveness. (25)	**25**	1. Listing of safety committee members 2. Copy of last 2 safety committee meeting agendas and minutes
#3	**Facility Self-Inspection Program**	No periodic inspections scheduled and conducted; no records maintained. (0)	Limited inspections conducted, but inadequate/ incomplete. Partial documentation. Poor follow-up practices. (5)	Scheduled frequency of inspections; special forms used; some items not closed after many months. (15)	Documents show adequate frequency and depth of inspections; follow-up procedures for corrections of deficiencies implemented. Records reviewed by management. (20)	**5**	1. Copy of safety inspection program/form 2. Copy of the last 2 inspection reports 3. Evidence of follow up corrective action
#4	**Employee Involvement & Feedback**	Little employee involvement and limited feedback given on safety concerns. (0)	Only responds to documented safety problems. (5)	Solicits employee input to identify problems. Has documented responses and improvements based on employees input. (10)	Instrument/process in place to solicit employee input for safety and risk management. Program allows and demands critiquing of incidents. Peer/supervisor review for process shortcomings. (15)	**15**	1. Copy of instrument/process in place to solicit employee input 2. Provide examples of input received and follow up action taken
#5	**Employee Safety Awareness & Recognition Program**	No safety awareness or recognition programming done. (0)	Limited & infrequent safety awareness or recognition done (i.e. occasional poster, bulletin, safety video or talk.) (5)	Safety awareness activities done at least once/month - video, poster, bulletins, training, and/or occasional informal employee recognition given. (10)	Frequent and well structured awareness program - monthly safety poster/bulletins, regular training or use of videos, and/or formal yearly safety awards program for employees. New employee safety & health orientation conducted at time of hire (15)	**15**	1. Copies of awareness material used 2. List of videos used in the last year 3. Copy of new employee safety related orientation material

#6	**Employee First Aid Program**	No employee First Aid program or training. (0)	Some basic First Aid supplies available and some employees trained in Basic First Aid and CPR. (5)	First Aid station at most facilities, basic First Aid supplies available. (10)	Formal First Aid program established including: First Aid station at each facility, organized First Aid supply cabinet at facility and in foreman's trucks, employees at each First Aid station trained in basic First Aid and CPR and emergency injury response procedure in place and followed. (15)	**15**	1.Copy of program 2. List of locations of first aid stations 3. List of trained employees at each first aid station 4. List and date of CPR qualified personnel
#7	**Facility Security**	Internal facility accessible by the public. No electronic monitoring or alarms. (0)	Accessibility to internal facility by non-employees only allowed by department personnel. Secure area separate from working area of facility. (5)	In addition to Level II: limited electronic monitoring and alarms. Written city wide policy on locks and key control. (7)	In addition to Level III: comprehensive electronic security and lighting system. Identification system for employees, clients and customers. (10)	**5**	1. Copy of key control policy 2. Copy of customer identification system/program
#8	**Employee Health and Wellness Program**	No program. (0)	Occasional program on health or wellness, but no structured program and limited emphasis placed in this area. (5)	Health or wellness programs offered at least every other month. Limited employee input into choice of programs. No real structure to what is done. (15)	Well established program with a coordinator and an employee health and wellness committee, defined goals, and programs promoted and offered on a regular basis to all employees, i.e. cholesterol screening, weight reduction, stress reduction, smoking cessation, health screening, fitness classes. (25)	**5**	1. Copy of minutes from last 2 wellness committee meetings 2. Sample program material 3. List of wellness activities conducted in last year

CATEGORY B SCORE __110___ (150)

CATEGORY C - RISK MANAGEMENT PRACTICES

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Service Contract Administration and Risk Transfer Techniques***	Contracts are advertised and bid in accordance with statutory requirements. Some Agreements unwritten or do not include insurance requirements or risk transfer procedures. (5)	No "handshake" agreements exist for services, such as: custodial, concessions, tree trimming, smoke detector/fire extinguisher inspections, snow removal, etc.; purchase orders stipulate insurance and risk transfer requirements. (20)	In addition to Level II: Legal review of all contract documents and processes; Department heads received training on contract risk transfer & management techniques; documented evidence of contract administration & enforcement, including recordkeeping. (30)	In addition to Level III: All public Safety Mutual Aid Agreements have had legal and risk management review. (35)	**35**	1. Sample copy of a couple of service contracts 2. Record of related training & who attended 3. Copy of mutual aid agreements 4. Proof that mutual aid agreement was approved by Council
#2	***Construction Contract Risk Management Practices***	No formal risk management practices for construction projects. (0)	Legal review of all contract documents and processes prior to bid letting and awarding. (5)	In addition to Level II: Development of standardized bid specifications and risk management review of contracts, including: . coverages & limits . indemnification & hold harmless agreements . named additionally insured party . contractor assigned responsibility for site safety/health and environmental compliance. (10)	In addition to Level III: documented evidence of contract administration and enforcement; field inspection personnel received training in contract administration and enforcement. (15)	**15**	1. Copy of a construction project contract 2. Documentation of the risk management contract review process 3. Training records from last program conducted for field inspection staff on contract enforcement

#3	***Sidewalk Inspection & Maintenance Program***	No policy or program. (0)	Minimal policy only; no criteria for design or construction standards; rely only upon statutes to defend against claims; no scheduled interval inspections; responding to complaints only; complaints linked to work order maintenance system. (5)	Established criteria for design, construction, inspection and replacement. Assigned responsibility for ongoing inspection intervals; property owners notified of repairs/replacement; documentation of same. All sidewalk claims are promptly and effectively investigated by City officials (or an independent third party); photographs of claim scenes as appropriate; litigation strategy developed by legal counsel. (15)	Inspections completed on a 3 – 5 year cycle, documented citizen complaint system (30)	**30**	1. Copy of inspection & maintenance program 2. Documentation of frequency of inspections 3. Copy of a sidewalk claim file
#4	***Transportation to Municipal Programs or Services***	No policy or risk controls. (0)	Obtaining certificates of insurance from volunteer drivers with appropriate coverages and limits specified. (5)	City-owned fleet vehicles operated by City personnel with appropriate safety/ liability controls. (15)	Contracting out most transportation services or participants responsible for making independent transportation arrangements without City involvement, insurance and risk transfer issues addressed. (20)	**20**	1. Copy of policy or notice to participants
#5	***Sewer Maintenance Program***	No policy or program exists. (0)	Unwritten or minimal policy only regarding maintenance; no documentation of maintenance activities; relies only upon statutes and absolute pollution exclusion clause in policy to defend against claims. (5)	Written policy and procedures regarding scheduled maintenance (cleaning/flushing/ rodding) activities; documentation includes maps with locations maintained each year. Employees trained on a scheduled basis on how to deal with homeowners. (15)	<u>In addition to Level III;</u> Locations warranting additional attention (tree roots, grease traps, institutions or known/suspected problem areas) identified and serviced; televising program for suspected problem areas; inflow/ infiltration reduction program established. (20)	**20**	1. Copy of policy or written program 2. Copy of schedule for televising 3. Copy of service log

#6	***Special Event Liability Controls***	No formal permit application procedure developed for some events; due process through appeals process is afforded if permit denied. (2)	In addition to Level I: legal review and approval prior to issuance of permit; certificates of insurance obtained as necessary. (5)	In addition to Level II: Written rules and multi-departmental involvement in development of risk management plan for the event. Written guidelines established when insurance is required. (10)	In addition to Level III: CVMIC risk management review conducted; consistently practices risk avoidance and/or transfer techniques, including consideration of risk transfer options such as special events liability insurance. (15)	**15**	1. Copy of written program/policy 2. Copy of written insurance guidelines 3. Copy of application form
#7	***Outside Users of Municipal Facilities and Parks***	No policy or risk controls established. (0)	Formal application or registration process with written facility use policies; due process afforded for appeals, if usage denied. (5)	In addition to Level II: security deposit required; adequate life safety and security precautions established; written guidelines established when insurance is required and certificates of insurance obtained. (10)	In addition to Level III: restrictions on alcohol imposed and enforced. Certificates of insurance monitored on a centralized basis. (15)	**15**	1. Copy of policy 2. Copy of written insurance guidelines
#8	***Public Officials Liability Prevention***	Adherence to statutory requirements for open meetings and open records. (5)	In addition to Level I: Minutes maintained to document proceedings of all public meetings; meeting notices have ADA accessibility clause. (10)	In addition to Level II: Attorney present or consulted prior to discussions involving personnel matters and Executive Sessions; Zoning Board of Appeals processes established for zoning, licensing and permits. (12)	In addition to Level III: Written "handbook" or orientation session for new elected officials; elected officials attend appropriate training, such as Wisconsin League of Municipalities Conferences. (15)	**15**	1. Copy of written handbook or orientation material 2. Documentation that training occurred

#9	***Certificate of Insurance***	No formal program. (0)	Certificates of Insurance received & filed at one location on some events & for some contracts. Not required for all events. (10)	Certificates of Insurance required & received in one location and reviewed to ensure limits & requirements are appropriate. (20)	Formal Certificate of Insurance program. All events & contracts require Certificate of Insurance. Appropriate limits of liability are set for specific events based on exposure. Certificates are centralized & reviewed to ensure limits & requirements are appropriate & system set up to ensure that certificates do not expire prior to the end of the contract or event. (30)	**20**	1. Copy of program and system in place for review of certificates of insurance 2. Access to review member file
#10	***Media Relations Policy***	No policy. (0)	Written Policy in some departments but no uniformity in news dissemination. (5)	Policy and procedures in place, news media informed, and management training conducted. (10)	**<u>In addition to Level III:</u> Key department members trained in media relations; on-going meetings with media representatives when situation warrants. (15)**	**5**	1. Copy of policy 2. Copy of most recent training records
#11	***Emergency Management Plan***	No local plan or method has been developed. (0)	Verbal plan only. Limited knowledge exhibited. No documentation. (3)	Comprehensive written plan developed, however, additional training and drills necessary. Partial documentation. (10)	<u>In addition to level III:</u> Annual drills conducted, evaluated & documented. Involvement by all agencies. (20)	**10**	1. Copy of plan 2. Documentation of annual drills
#12	***Traffic Sign Management***	No program for maintenance of traffic signs and control devices. (0)	Written procedure for emergency response to downed signs and control devices, replacement of signs done when damaged. No inventory or regular maintenance program. (5)	An established written guideline on replacement of signs, sign inventory is not maintained on a regular basis. Signs are inspected but not on a scheduled basis. (15)	Established policy & program including up-to-date inventory list of all signs, regular day & evening inspection & maintenance schedule for signs & control devices. Signage is consistent with regulation. (25)	**25**	1. Copy of written program/policy 2. Copy of sign inventory 3. Copy of sign inspection timetable

#13	***Use of Volunteers***	No training of volunteers. No volunteer policies & procedures in place. (0)	Volunteers are supervised, some specific job descriptions developed, some training provided. (5)	Orientation training sessions conducted for volunteers. Volunteer written policies & procedures are in place which control the use of volunteers and their use of vehicles and equipment, license checks completed. (15)	Background checks are conducted on appropriate volunteers with exposure to minors and seniors. Procedures and policies in place for volunteers on Boards & Committees. (20)	**15**	1. Copy of written policies/procedures 2. Sample Copy of some volunteer job descriptions 3. Copy of orientation material 4. Copy of back ground check forms
# 14	***Permitting and Licensing Process***	No formal permit/ license application procedure developed for some permits/license ; due process through appeals process is afforded if permit/license denied. (0)	legal review of permitting/licensing process and certificates of insurance obtained as necessary (5)	Well documented process (15)	Those responsible for issuing permits/licenses have received training on contract risk transfer & management techniques (25)	**15**	1. Copy of the process document
# 15	***Inspection Process***	Limited documentation of inspections, no designated backup or cross training, staffing not adequate to complete follow up inspections (0)	Some rough and most final inspections completed, PPE available but not often used, limited backup and cross training conducted, some new inspectors lack desired education and experience, Housing complaints are strictly complaint based with no scheduled rental property inspections conducted (10)	Most rough and final inspections completed, all life/safety issues documented and followed up on, PPE used on a regular basis, well established orientation/mentoring program for new inspectors, adequate cross training and backup available, job descriptions reflect necessary education and experience levels and those are followed through on when hiring a new inspector. (30)	Almost all rough, final and occupancy inspections completed, proper documentation maintained on all inspections and necessary reports completed, handheld PDA's for documentation with information available to contractor or property owner on-line, supervisory review of inspections for Q & A. housing inspections conducted on a scheduled basis on all rental property (45)	**N/A**	1. Sample documentation 2. Schedule of housing inspections

CATEGORY C SCORE __255__ (300

CATEGORY D - FLEET SAFETY TECHNIQUES

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Driver Improvement Training Sessions***	None. (0)	Training provided occasionally to selected drivers or to new drivers. (10)	In addition to Level II: Training provided to those drivers with a preventable accident. (15)	Regularly scheduled (every 2 to 3 years) refresher driver training provided to all drivers. (25)	**25**	1. Documentation of refresher training
#2	***Vehicle Operation & Driving Policy***	None. (0)	Informally communicated rules, not documented. (5)	Written rules or policy concerning City-owned and/or personal vehicles used on-the-job, including accident reporting procedures. (15)	In addition to Level III: obtaining certificates of insurance from drivers using personal vehicles on-the-job. (20)	**20**	1. Copy of policy 2. Copy of accident reporting form and procedures
#3	***Vehicle Preventive Maintenance Program***	No documentation of vehicle maintenance or repairs. (0)	No ongoing scheduled maintenance; emergency repairs only as needed; limited documentation. (5)	Ongoing scheduled maintenance intervals; all maintenance and repairs documented. (10)	Comprehensive (automated) PM program, including detailed service history and scheduled replacement of fleet vehicles. (20)	**20**	1. Documentation of PM program 2. Copy of vehicle form currently in use 3. Copy of "out of service" policy or procedure
#4	***Vehicle Occupant Safety***	No policy governing occupant safety restraints. (0)	Verbal policy only requiring mandatory use of seat belts on the job. (5)		Written policy requiring mandatory use of seat belts on-the-job; evidence of enforcement and compliance. (10)	**10**	1. Copy of policy
#5	***Vehicle Operators' Inspection Process***	None. (0)	Informal, daily visual inspections; operators trained on basics of inspections. (3)	Weekly documented inspection checklist used to supplement daily visual inspections. (7)	In addition to Level III: supervisor periodically evaluates quality of operators' visual and written inspections. (10)	**10**	1. Copy of 4 completed peruse checklists or forms on commercial vehicles 2. Copy of peruse inspection form used with non-CMV's

#6	***Driver Selection/ Qualification***	No policy or standards established. (0)	Request drivers to show valid drivers license and appropriate CDL endorsements at time of hire and annually conduct MVR at time of hire. (3)	In addition to Level II: has and enforces written policy on employee notification of changes to driving privileges. (7)	In addition to Level III: road test by competent evaluator at time of hire; participation in WI DOT Employer Notification Program. (10)	**10**	1. Copy of written policy 2. Copy of road test used for new employees 3. Documentation of participation in WI DOT Employer Notification Program
#7	***Fleet Safety Program***	None or informal plan (0)	Partial written plan or inconsistency applied to all departments (10)	Comprehensive written plan/ program in place which is substantially similar in scope to the CVMIC plan (20)	In addition to Level III: Documented evidence to establish consistent application of policy and accountability or supervisors, managers and employees (30)	**10**	1. Copy of written plan/program

CATEGORY D SCORE __105__ (125)

CATEGORY E – EMPLOYMENT PRACTICES LIABILITY MANAGEMENT

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENATION
#1	***Personnel Function Performance Standards***	No centralized personnel functions; no established personnel policies; no method for documenting poor performance; no restricted access to confidential records. (0)	Limited centralized personnel activities; limited scope of personnel policies; restricts access to and maintains confidentiality of medical records. (5)	Specialized/technical personnel staff or centralized personnel activities, especially recordkeeping; has a method for documenting poor performance. Established procedure to eliminate duplicate personnel files (20)	In addition to Level III: maintains documentation of progressive discipline, performance appraisals, probationary reports, and pre-termination legal sessions. (30)	**30**	1. Documentation of centralized personnel record keeping system
#2	***Personnel Policies - score each policy separately***	No written policy in this area.	Written policy available in each department but has not been distributed to all supervisors and affected employees.	Written policy disseminated to all supervisors and employees with some training conducted.	Written policy part of a policy manual that all supervisors and affected employees have received. Thorough training has been conducted. Policy is reviewed and updated once every 3 years or when a substantive change has occurred.		1. Copy of policy 2. Copy of most recent training rosters
#2-A	***Aids - privacy***	(0)	(2)	(3)	(5)	**0**	
#2-B	***At-Will Employment***	(0)	(1)	(3)	(5)	**5**	
#2-C1	***Code of Conduct - behavior at work***	(0)	(1)	(2)	(3)	**3**	
#2-C2	***Code of Conduct –fighting***	(0)	(1)	(2)	(3)	**3**	
#2-C3	***Code of Conduct - gambling***	(0)	(1)	(2)	(3)	**1**	
#2-C4	***Code of Conduct - insubordination***	(0)	(1)	(2)	(3)	**3**	
#2-D1	***Code of Ethics - conflict of interest***	(0)	(1)	(2)	(3)	**2**	
#2-D2	***Code of Ethics - gifts and gratuities***	(0)	(1)	(2)	(3)	**3**	
#2-D3	***Code of Ethics - political activities***	(0)	(1)	(2)	(3)	**2**	

#2-E	***Confidential Information/ Open Records***	(0)	(2)	(3)	(5)	**3**	
#2-F	***Consolidated Omnibus Budget Reconciliation Act (COBRA)***	(0)	(2)	(3)	(5)	**5**	
#2-G	***Discipline***	(0)	(2)	(3)	(5)	**5**	
#2-H	***Drug-Free Workplace - Drug and Alcohol testing***	(0)	(2)	(3)	(5)	**5**	
#2-I	***Electronic Communication***	(0)	(3)	(5)	(7)	**5**	
#2-J	***Employment Records***	(0)	(3)	(5)	(7)	**7**	
#2-K	***Employment Testing***	(0)	(2)	(3)	(5)	**2**	
#2-L	***FMLA***	(0)	(3)	(5)	(7)	**7**	
#2-M	***FLSA***	(0)	(3)	(5)	(7)	**7**	
#2-N	***Leave of Absence***	(0)	(2)	(3)	(5)	**5**	
#2-O	***Non - Discrimination***	(0)	(3)	(5)	(7)	**7**	
#2-P	***Personal Use of City Equipment***	(0)	(2)	(3)	(5)	**5**	
#2-Q	***Polygraph Testing***	(0)	(2)	(3)	(5)	**N/A**	
#2-R	***Termination***	(0)	(3)	(5)	(7)	**7**	
#2-S	***Travel Policy***	(0)	(2)	(3)	(5)	**5**	
#2-T	***Violence in the Workplace***	(0)	(3)	(5)	(7)	**7**	
#3	***Legal Review and Support Services.***	Legal Counsel reviewed and approved employment application. (2)	In addition to Level I: Legal Counsel reviewed and approved Personnel Policy Manual and/or Personnel Procedures. (5)	In addition to Level II: Legal Counsel consulted prior to initiating termination procedures (10)	In addition to Level III: department heads and supervisory personnel receive documented legal training on Employment Practices Liability Management. (15)	**15**	1. Copy of EPL training records for last year 2. List of all Department and Division Heads with dates of attendance

#4	***Anti-Discrimination and Anti-Harassment Measures.***	Required Federal EEOC and Wisconsin Fair Employment Act posters prominently displayed; EEOC notice inserted in job advertisements and postings. (5)	In addition to Level I: Development and dissemination of anti-discrimination & anti-harassment policy and reporting/ investigation procedures, includes complaint procedure. (15)	In addition to Level II: department heads & supervisors receive documented training on anti-discrimination & anti-harassment. (25)	In addition to Level III: Employee training on workplace sensitivity/diversity including anti-harassment; documented evidence of policy enforcement and accountability, including policy revisions, remedial training and/or disciplinary measures. (45)	**45**	1. Copy of policy 2. Copy of last training roster for supervisors 3. Copy of last training roster for employees
#5	***ADA Title I***	Designated ADA coordinator trained in ADA with limited time available to comply with the Act. (5)	In addition to Level I: Some job descriptions specify essential job function, medical records are maintained separate from employment files, someone designated to address requests for reasonable accommodation. (10)	In addition to Level II: Most job descriptions specify essential job functions, supervisors have received training on ADA compliance requirements, elimination of pre-offer medical and psychological – related questions and examination. (15)	In addition to Level III: all job descriptions specify essential job functions, developed policy and return-to-work program to accommodate newly disabled personnel, involvement of municipal attorney in fit-for-duty hearings. (25)	**25**	1. Copy of 4 job descriptions 2. Copy of ADA and reasonable accommodation policies 3. Copy of last training roster for supervisors on ADA compliance
#6	***ADA Title II***	Designated ADA coordinator; coordinator received training on ADA requirements; other duties do not preclude ADA compliance efforts. (5)	In addition to Level I: ADA transition plan and self-evaluation of programs/services completed and documented; attainment of barrier-free environment; personnel designated to respond to request for reasonable accommodations; department heads received training on ADA compliance requirements. (10)	In addition to Level II: Council/board adopted reasonable accommodation policy, established procedure for requests for accommodation, developed grievance procedure, supervisors received training on ADA policy and procedures. (15)	In addition to Level III: public notice on organization compliance with ADA completed public education on citizen rights under ADA conducted, all front line employees trained on ADA policy and procedure. (25)	**10**	1. Copy of a building transition plan 2. Copy of a program/service self evaluation form 3. Copy of the ADA title II reasonable accommodation policy 4. Copy of the citizen grievance form 5. Training roster of front line employee training

#7	***Recruitment and Selection***	Application & recruitment process/ documents are not in compliance with ADA, EEOC or State of Wisconsin standards. (0)	Application & recruitment process/documents in compliance with ADA, EEOC and State of Wisconsin standards, only validated written tests are used, most interviews are documented. Probationary/review period is utilized appropriately. (15)	In addition to Level II: all questions asked comply with ADA and EEOC standards; all interviews are well documented. Interviewer trained in appropriate interviewing techniques. (20)	In addition to Level III: a job analysis is conducted to establish hiring criteria; reference/background investigation conducted; post offer medical/ psychological conducted on appropriate positions. Entire recruitment & selection process well documented. (30)	**30**	1. Copy of the employment application 2. Copy of interview questions for the last 2 positions filled 3. Copy of a reference check form 4. Documentation of interviewer training
#8	***Employee Assistance Program***	No program. (0)	No structured program but employees are referred at times for evaluation & assistance by appropriate city/village official to a certified professional. (5)	Structured employee assistance program, no training provided, limited use of program, (well below national averages, 3-5% of employee population). (10)	Formal employee assistance program with certified provider, supervision & employee training provided on program. Program is actively communicated and promoted to employees and is used at national average. (15)	**15**	1. Copy of program 2. Last roster of employee training 3. Sample of program promotional materials
#9	***I – 9 Compliance***	No written policy (0)		Written policy, I-9's are always taken within 3 days of employment, appropriate documentation is reviewed, I-9's maintained for appropriate period after employee termination (10)	I-9 process handled in a centralized location, staff involved have received documented training, only designated individuals sign the I-9's (20)	**0**	1. Copy of policy 2. Proof I-9's are maintained as required

CATEGORY E SCORE 274 (325)

CATEGORY F - SAFETY & HEALTH REGULATORY COMPLIANCE

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Preparedness for Department of Commerce Health/Safety Inspection***	None. (0)	Required Dept. of Commerce posters prominently displayed: · Hazardous Chemicals in the Workplace. · Public Employee Safety & Health. (3)	In addition to Level II: supervisors received training on supervisory safety responsibilities and/or public sector safety/health compliance responsibilities. (8)	In addition to Level III: conducted documented self-audit of Dept. of Commerce safety/ health regulatory compliance status. Departments aware of the Chapter 32 requirements. (15)	**15**	1. Documentation of DOC training received by supervisors
#2	***Job Site Protection and Traffic Control Measures***	No policy or training. (0)	Warning signs, traffic cones and barricades used on most roadway projects, though not necessarily in conformance with the manual on Uniform Traffic Control Devices (MUTCD) or Wisconsin Supplement. (2)	Written policy and procedures regarding conformance to MUTCD or Wisconsin Supplement; availability of required high visibility signs, cones and barricades; supervisors and employees receive training on policy and devices. (5)	Evidence of active conformance to MUTCD and enforcement by supervisors; requests assistance from local law enforcement to help monitor and regulate traffic speed through work zones. (10)	**10**	1. Copy of policy 2. Copy of most recent training roster
#3	***Department of Commerce Target Priority: Excavation***	No policy or training. (0)	Written policy, but only limited training. (2)	Written policy with adequate equipment and classroom training and competent person training completed. (5)	In addition to Level III: availability, use and/or enforcement of shoring or shielding equipment (or contracting-out excavations exceeding 5' depth). (10)	**10**	1. Copy of policy 2. Copy of most recent training roster
#4	***Department of Commerce Target Priority: Confined Space Entry***	No policy or training. (0)	Written policy, but only limited training and equipment. (2)	Written policy and classroom training. Entrants and attendants receive training on CPR, basic first aid and rescue protocols. (7)	In addition to Level III: "Hands-on," simulation type training, conducted periodically. Rescue procedure in place and rescue training conducted with rescue agency. Rescue procedure clearly defined. (10)	**10**	1.Copy of policy 2. Copy of most recent training roster 3. Copy of list of all confined spaces 4. 4 Copies of a completed entry form 5. List of current confined space related equipment

#5	***Department of Commerce Target Priority: Right-To-Know Law***	No policy or training. (0)	Written policy and material safety data sheets readily available; personnel trained at time of hire. (2)	In addition to Level II: material safety sheets organized and consistent chemical labeling practices observed. (7)	In addition to Level III: chemical inventory conduct annually. Refresher training conducted annually and applied to actual MSDS and operations. (10)	**10**	1. Copy of policy 2. Copy of most recent training roster 3. Copy of a chemical inventory
#6	***Department of Commerce Target Priority: Respiratory Protection***	No policy or training. (0)	Written policy, but no formal training on respiratory protection equipment. (2)	Written policy with periodic training on selection and use of respiratory protection equipment. (7)	In addition to Level III: conducting required respiratory users' medical evaluation and fit testing and training. (10)	**10**	1. Copy of policy 2. Copy of most recent training roster 3. Copy of Fit testing records 4. Proof that medical evaluations are being conducted (i.e. Dr. invoice)
#7	***Department of Commerce Target Priority: Hearing Conservation***	No policy or training. (0)	Optional personal protective equipment available for voluntary use; no sound levels conducted; no written policy. (2)	Sound levels conducted; written policy regarding recommended and, if necessary, mandatory use of personal protective equipment; development of a formal Hearing Conservation Program if warranted based upon sound levels. Appropriate training conducted and documented. (7)	In addition to Level III: Consideration of engineering and administrative controls to minimize noise exposures; conducting baseline, annual and exit audiometric testing. (10)	**7**	1. Copy of policy 2. Copy of most recent training roster 3. Copy of sound level testing 4. Proof of audiometric testing (i.e. Dr. invoice)
#8	***Department of Commerce Target Priority: Bloodborne Pathogens***	No policy or training. (0)	Written policy, but no exposure control plan and no training or limited training. (2)	Written policy and exposure control plan addressing appropriate control measures, practices and training. (7)	In addition to Level III: offering (and documenting) pre-exposure hepatitis B vaccinations to personnel with occupational exposure. (10)	**10**	1. Copy of policy 2. Copy of most recent training roster
#9	***Department of Commerce Target Priority: Lockout/Tagout***	No policy or training. (0)	Written policy, but no lockout devices or training. (2)	Written policy with available lockout devices/stations and equipment inventory and magnitude of energy sources. (7)	In addition to Level III: providing employee training on hazards and lockout/tag out procedures for authorized and affected employees. (10)	**10**	1. Copy of policy 2. Copy of most recent training roster 3. Copy of LO/TO equipment inventory 4. Verification of LO/TO equipment (where is it located and what is in place)

#10	***Powered Industrial Trucks (forklifts)***	No written program in place. No formal training conducted. (0)	Written program developed. Some training conducted. (2)	Written program developed and implemented. Initial instructional and practical training sessions completed and documented. (7)	In addition to Level III: inspection checklists are completed prior to vehicle use and are maintained. Refresher training is conducted as mandated. Operator performance is evaluated at least every 3 years. (10)	**10**	1. Copy of policy 2. Copy of most recent training roster 3. Copy of the last 4 inspection checklists
#11	***Fire Protection***	Buildings have fire extinguisher stations. No formal fire extinguisher training has been conducted. No documented fire drills. (0)	Some fire extinguisher training has been conducted. Fire extinguishers and placement of extinguishers meet regulations. (2)	Fire extinguisher training is conducted and documented on an annual basis for all designated employees. (7)	In addition to Level III: automatic sprinkler system water control valves, air and water pressure are checked on a monthly basis. Results are documented. In addition, fire extinguishers are inspected on a monthly basis. Any corrective actions are documented. (10)	**2**	1. Documentation of last fire drills 2. Policy on fire extinguisher use or last training roster of designated employees
#12	***Availability, us and enforcement of Personal Protective Equipment (PPE)*** ***Eye protection*** ***Hearing protection*** ***Head protection*** ***Hand protection*** ***Foot protection*** ***Body protection***	(2 pts/item) Certified hazard Assessment Completed 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____	(2 pts/item) Written Policy 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____	(2 pts/item) Training on PPE Completed 1 _____ 2 _____ 3 __x__ 4 _____ 5 _____ 6 _____	(2 pts/item) PPE provided, required and use is enforced 1 __x__ 2 __x__ 3 _____ 4 __x__ 5 __x__ 6 __x__ (48)	**46**	1. Copy of policy 2. Copy of most recent training roster 3. Copy of 4 PPE hazard assessment forms

#13	***Facility Evacuation Plan Established***	No facility plan developed. (0)	Verbal plan only. exhibited. No documentation. (2)	Comprehensive plan developed & promulgated, however, additional training and drills necessary. Partial documentation, including posted evacuation routes. (7)	Comprehensive plan fully developed in coordination with public safety agencies. Plan is implemented. Drills conducted, evaluated & documented (10)	**7**	1. Copy of plan 2. Copy of most recent training roster or documentation of last drills conducted
#14	***Ergonomics***	No ergonomic policy or workstation or worksite ergonomic evaluation conducted. No employee training conducted. (0)	Limited employee training on ergonomics. Ergonomic evaluation occasionally conducted but only in conjunction with workers' compensation injury or for serious problem. (2)	Ergonomic policy or written guidelines. Ergonomic evaluation conducted upon request with certain modification made and training conducted for employees. (7)	Procedure developed in writing to address ergonomic issues when purchasing new equipment, tools and furniture. Work station and worksite ergonomic evaluations conducted with appropriate modification made, training conducted for employees and follow-up done to determine effectiveness of changes. (10)	**2**	1. Copy of policy/procedure 2. Copy of most recent training roster 3. Copy of 3 work site ergonomic evaluations
#15	***Fall Protection***	No written policy or training in place. (0)	Written policy in place. No formal training has been conducted. (2)	Proper fall protection equipment in place. All equipment is inspected prior to use. Regular inspections of equipment are documented. Limited training has been conducted. (7)	Formal training has been conducted and documented. (10)	**10**	1. Copy of policy 2. Copy of most recent training roster 3. Copy of last equipment inspection check list 4. Copy of annual competent person inspection record for body harnesses and shock absorbing lanyards
#16	***Chemical Hygiene Plan***	No written policy or training in place. (0)	Written policy in place. No formal training has been conducted. A Chemical Hygiene Officer has been designated. (2)	Fume hoods are tested on an annual basis. A spill prevention plan is in place. (7)	Air monitoring has been conducted to determine employee exposure. Formal training has been conducted. (10)	**N/A**	1. Copy of policy 2. Copy of most recent training roster 3. Documentation of last 3 annual fume hood tests

#17	***Lead***	No written policy or training in place. (0)	Written policy in place. PPE readily available. No formal training has been conducted. (2)	Administrative and engineering controls are in place to reduce employee exposures. Formal training has been conducted. (7)	Air monitoring has been conducted to determine employee exposure. A medical surveillance program is in place for employees who are or may be exposed above the action level for more than 30 days per year. A blood sampling program is in place for all employees who have exposures above the limit. (10)	**2**	1. Copy of policy 2. Copy of most recent training roster 3. Copy of medical surveillance program
#18	***Asbestos***	No written policy or management plan in place. No formalized training has been conducted. (0)	A written policy is in place. A management plan is in place which identifies the presence, location and quantity of ACM and/or PACM at each facility. (2)	All employees who perform building maintenance, repair or housekeeping duties and who may come into contact with ACM and/or PACM are trained on an annual basis. (7)	Contractors who may come into contact with ACM and/or PACM are notified about the presence and their locations within the facility. All removal and repairs are conducted by licensed contractors. (10)	**0**	1. Copy of policy 2. Copy of most recent training roster 3. Copy of management plan that identifies the presence, location and quantity of asbestos in each location
#19	***Tuberculosis***	No written policy is in place. No formalized training has been conducted. (0)	A risk assessment has been conducted to determine which employees have potential occupational exposure. A written policy is in place. Training is conducted for employees with potential exposure. (2)	Baseline skin testing is conducted for employees with potential occupational exposure at the time of hire. Reporting procedures for potential exposures has been established. (7)	Annual skin testing is conducted for all employees with potential occupational exposure. Post exposure follow-up procedures are in place. Respirators are provided and the respiratory requirements are being met. (10)	**10**	1. Copy of policy 2. Copy of most recent training roster 3. Verification of most recent skin testing (Copy of Dr. invoice)
#20	***Flammable Liquids***	No formal, structured program in place. (0)	Written flammable liquids policy, limited training. (2)	Well-established written policy and procedures in place, documented training, all secondary containers meet NFPA 30 guidelines. Proper PPE utilized and maintained. (7)	In addition to Level III: flammables are stored in approved flammable cabinets, formal spill prevention plan in place, storage rooms comply with NFPA 30 design guidelines, all spraying of flammable liquids done in compliance with 1910.107, training conducted and documented on an annual basis. (10)	**7**	1. Copy of policy 2. Copy of most recent training roster 3. Copy of spill prevention plan

CATEGORY F SCORE __188__ (233)

CATEGORY G - UTILIZATION OF CVMIC RESOURCES

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Participation in board-level, committee, summer and annual meetings***	Participated in less than 33% of meetings organization representative was scheduled to attend. (2)	Participated in 34-50% of meetings organization representative was scheduled to attend. (5)	Participated in 51-74% of meetings organization representative was scheduled to attend. (7)	Participated in more than 75% of meetings organization representative was scheduled to attend. (10)	**10**	1. Documentation of participation (provided by CVMIC)
#2	***Utilization of CVMIC or other video online training resources***	Used ≤7 videos, or participated in online programs (0)	Used between 8-13 videos online programs (3)	Used between 13-19 videos or online programs (7)	Used >20 videos or online programs (10)	**10**	1. Documentation of Video usage across departments
#3	***Attendance at training programs, issues forum or Advisory Committee meetings***	Participated in less than 15% of topics offered or meetings held. (2)	Participated in 16-33% of topics offered or meetings held. (10)	Participated in 34-50% of topics offered or meetings held. (15)	Participated in more than 51% of topics offered or meetings held. (20)	**20**	1. Documentation of participation (provided by CVMIC)
#4	***Distribution of Update Newsletter and Resource Catalog***	No demonstrable distribution or circulation among departments. (0)		Demonstrable distribution or circulation of 1 item. (2)	Demonstrable distribution or circulation of both items. (5)	**5**	1. List of who receives newsletters
#5	***Supervisory Training & Development***	No supervisors trained; no training offered. (0)	Some supervisors trained; is supervisor limited documentation. No formal training system or plan in place. (5)	Ongoing supervisory training systems developed and includes policy & procedures, supervisory practices and safety, etc. Most supervisors participate in training sessions; documentation needs improvement. (20)	Comprehensive training program well planned and documented; special problem sessions held in addition to general sessions; training & development sessions offered to all personnel. (30)	**20**	1. Copy of training plan 2. Rosters of last years supervisory training
#6	***Recordkeeping on employee training***	Organization has no recordkeeping system to document training. (0)	Organization recordkeeping consists of filing training certificates by employee name or other category. (5)	Organization maintains a comprehensive manual record system which documents training by employee name, category of training, training provider and number of hours. (10)	Organization maintains an automated training record system containing full documentation with the ability to generate training profiles by employee, and training category as well as generate other reports. Such a system would also contain information regarding instructor credentials. (15)	**15**	1. Copy of a sample screen of the record keeping system 2. Copy of a sample report that is generated by the system

#7	***EPL Training Through CVMIC***	Participation is infrequent and attendance is limited (2)	Yearly participation in EPL training however not all supervisors or departments represented (7)	All departments are represented and almost all mangers and supervisors attend annual training (at least 75%) (18)	In Addition to Level III: Mayor and Elected Officials attend training or receive similar training (25)	**18**	1. List of all supervisor and who attended CVMIC training

CATEGORY G SCORE __98__ (115)

CATEGORY H - CLAIM & ACCIDENT REPORTING, INVESTIGATION, MONITORING & FOLLOW-UP

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Internal Claims Management Techniques***	Provide correspondence of applicable claims to CVMIC; accurate and thorough details provided in a timely manner. (5)	In addition to Level I: Maintain frequent contact and keep CVMIC informed as to intent to settle or litigate claims; provide follow-up receipts and correspondence related to claims. (10)	In addition to Level II: uses CVMIC claim checklist on most major claims; prompt follow-up in obtaining photos/ sketches, witness statements or municipal records in defense of claim; obtain written release of all future claims and provide copy to CVMIC. (20)	In addition to Level III: uses CVMIC claim checklist on all major claims; provides CVMIC with timely and year end payment information on claims. (25)	**25**	1. Copy of a claim file or log showing open claims and incidents
#2	***Citizen Liability Complaint Reporting and Tracking System***	No formal policy or system. (0)	Complaints or service requests received informally by departments with only limited documentation. (10)	Formalized reporting procedure with routing to appropriate department; sufficient documentation maintained to demonstrate timely response; complaints linked to work order maintenance system. (20)	Documented evidence of program oversight and feedback mechanism to citizen; documentation maintained to demonstrate final disposition of complaint or service request. (25)	**10**	1. Copy of the forms used and reports generated 2. Documentation of follow up
#3	***Fleet Accident Review Process***	No review conducted on fleet accidents. (0)	Supervisor/Manager reviews most accidents, not always on a timely basis; accident review determines preventability, but does not recommend corrective actions. (8)	Supervisor/Manager reviews all incidents, most within timely basis; determines preventable accidents and recommended corrective actions. (15)	Supervisor/Manager or Board/Committee reviews all incidents on time; demonstrates understanding of "preventable" and "nonpreventable." Maintains documentation of findings, recommendations, and remedial actions. (25)	**15**	1. Copy of review board guidelines 2. Copy of preventable nonpreventable standards being used 3. Documentation of Review Board process
#4	***Employee Accident Reporting & Investigation Procedures***	No investigations; no reports made by supervisor. (0)	Standardized written reporting and investigation forms utilized; reports are inconsistent or late; little documentation of corrective action in evidence. (15)	Supervisors trained and accomplish effective investigations in timely manner; corrective measures consistently identified. (25)	Reports are consistently completed accurately and timely; corrective measures (remedies) implemented. Reports forwarded to Safety Coordinator within 48 hours (40)	**25**	1. Copy of last 4 investigations conducted 2. Documentation of training received by supervisor or investigators

#5	***Reporting of on the job accidents, injuries and illnesses***	No policy or procedure for reporting accidents involving employees. (0)	Centralized place to report accidents, policy & procedure established for reporting accidents, not all accidents reported in a timely manner. (10)	In addition to Level II: all accidents reported in timely manner, OSHA 300 log is completed, up to date & maintained at each facility appropriate State Department of Commerce forms completed & sent to state in a timely manner. (20)	In addition to Level III: medical log kept at each facility & forwarded to central location. Medical forms taken by employee to doctor & returned to City/Village, OSHA 300 log posted in February each year. OSHA 300A form is mailed to DCOMM prior to March 1 of each year (30)	**20**	1. Copy of policy/procedure 2. Copy of most recent OSHA 300 log 3. Copy of blank medical log form kept at each department 4. Copy of summary form (330A) that is sent to DCOMM
#6	***Modified duty. Return to Work Program***	No modified duty return to work program. (0)	Some employees returned to modified duty. No consistency in how this is handled. No policy or procedure. (5)	Written modified duty return to work policy and procedure. Most employees returned to work on modified duty when possible. (15)	In addition to Level III: organization works closely with W.C. carrier, employee, doctors & supervisor in returning employee on modified duty. Training is conducted for all supervisors on policy & procedure. (25)	**15**	1. Copy of policy 2. Copy of training roster 3. Cite recent examples
#7	***Employee Injury Case Management***	No case management program. (0)	Case management occurs on some serious cases but not all. No involvement by department or organization in case management. Handled completely by workers' compensation carrier, TPA or internal claims coordinator. (5)	Case management occurs on most serious cases. Coordination occurs between department, organization & workers' compensation carrier, TPA or internal claims coordinator. (10)	In addition to Level III: employee supervision involved in case management program. Coordination occurs between coordinator of workers compensation program, W.C. carrier, supervisor & employee. (15)	**15**	1. Documentation of case management

CATEGORY H SCORE __125__ (185)

FIRE & EMS
EVALUATION & NEEDS ASSESSMENT

Date of Evaluation: 4/26/07 CVMIC Staff Evaluator: Ken Horner

Member Municipality: City of Menasha

Designated CVMIC Representative: Jeff Brandt

Fire Department Assessment Team: Fire Chief

Loss Control Program Categories	Total Possible Points	Total Points Earned	% of Possible Points Earned
A. Management Direction	50	50	100
B. Liability/Risk Management Processes	184	140	76.1
C. Safety & Health Programs	327	322	98.5
D. EMS/Ambulance Services	286	246	86
E. Policy & Procedure Development	105	100	95.2
F. COM 30 Issues	185	185	100
G. Training & Education	150	150	100
H. Facility Design & Maintenance	170	170	100
FINAL RATING	1457	1363	93.5

CATEGORY A - MANAGEMENT DIRECTION

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Fire Chief, Ambulance or EMS Director Support***	No participation. (0)	Risk Manager has access to Fire Chief, Chief, ambulance, EMS Director and command staff cooperates in safety efforts. (7)	Chief, Ambulance or EMS Director reviews loss prevention efforts. Officers are held accountable. Attends meetings. Shows budget commitment to provide supplies, materials and equipment to support Risk Management. Documentation of efforts required. (15)	Fire Chief (or designee) and command staff participate in and/or supports regular Safety meetings, training sessions, and inspections. (20)	**20**	1. Copy of last 3 Safety committee meetings 2. 2 year training record for Chief/EMS Director
#2	***Risk Management/ Safety Addressed in Staff/Operational Meetings***	Not included. (0)	Included, but infrequently. (5)	Included and documented frequently. Agendas for staff meetings reflect commitment. (12)	Bulletins pass on employee expectations. Formal process available to review liability and safety goals. (15)	**15**	1. Copy of last 2 staff meeting agendas 2. Documentation of process to review liability and safety goals
#3	***Department Commitment to Loss Control***	No plan, No commitment, or No progress. (0)	Written plan. Demonstrated improvement and implementation of activities to achieve plan goals. (5)	Plan is on-going. Training efforts focus on identified deficiencies, or areas targeted for improvement. (10)	Plan is fully implemented. All members of the Department know what plan is. Officers, employees and volunteers held accountable for non-compliance. Risk Management process involves employees. (15)	**15**	1. Copy of plan 2. Documentation of achievements
	TOTALS						

CATEGORY A SCORE 50 (50)

CATEGORY B – LIABILITY/RISK MANAGEMENT PROCESSES

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Vehicle use for special occasions (weddings, parades, etc.), guest passengers and ride-a-long***	Department has no written policy regarding use of vehicles for special occasions, guest passengers or ride-a-longs. (0)	Department has written policy that controls use of vehicles, guest passengers and ride-a-long. (10)	Use of vehicles for special occasions is strictly controlled to comply with DOC 30. All passengers must be seated and belted. Ride-a-longs and guest passengers severely restricted. (15)	No ride-a-longs or guest passengers allowed. (20)	**15**	1. Copy of policy
#2	***Media Relations Policy***	No policy. (0)	Policy established but no uniformity in information dissemination. (5)	Written policy and procedures in place, news media informed, and training conducted. (10)	In addition to Level III: Department has established procedures, members trained in media relations; on-going meetings with media representatives. Public information officer identified during incidents. (12)	**10**	1. Copy of policy 2. Documentation of training on policy
#3	***Open Records***	No policy or procedure. (0)	Policy and procedures developed. Open records information is posted strategically for public scrutiny. Legal custodians are designated. (7)	**Legal custodians are designated and trained.** (10)	In addition to Level III: department wide training (reviewed by legal counsel) to include civilian employees. Policy addresses confidential records, medical/patient records, e-mail, computer files, etc. Training reviewed by legal counsel and training provided on a department wide basis (including civilian personnel). (12)	**10**	1. Copy of policy 2. Documentation of department wide training
#4	***Civil Liability Awareness and Legal Update Training***	No training. (0)	Infrequent training. (5)	Periodic training including current legal issues. (10)	In addition to Level III: regular legal updates distributed to all personnel, in-service training for all personnel, on legal liabilities. (15)	**10**	1. Documentation of training for the last 2 years

#5	***Specialized Responses (Score separately for each team. If your agency does not have one of the designated teams, please enter N/A)*** ***(Note-if your department does not provide the specified services but contracts for the service or obtains the service through mutual aid agreements, please check the box and score according to that agency's compliance.)***	Does not exist within the agency and there are no written guidelines (policy) governing the use of other agency teams or agency team exists without a policy and formal training is limited.	Activity not provided by agency, however, written policies exist on the use of teams from other agencies. If agency provides response (or agency contributes members to a multi-jurisdictional team), the response is governed by written policy regarding its use. Training to support response activity provided each year.	Selection of participants is made by a procedure with strict screening protocols. On-going Training provided. Leader has decision-making authority, the roles of all supervisory personnel involved in the activity are clearly defined. Administration, supervision, and dispatch personnel have a good working knowledge of how to activate a "response".	In addition to Level III: Trains as a unit a minimum of once per month and members also attend specialized skill seminars, (i.e., comply with all medical protocols, fit testing, etc.). Supervisory and administrative personnel adhere to policy regarding operations and decision-making. Administrators and officers not directly attached receive training in critical incident management and demonstrate understanding operations. Department budget reflects commitment to quality equipment and training.		1. Copy of written policy or guidelines 2. Documentation of training 3. Documentation of selection protocols
#5A	***High Level Rescue Provided By ____***	(0)	(5)	(15)	(20)	**5**	
#5B	***Ice Rescue Provided By ____***	(0)	(5)	(15)	(20)	**20**	
#5C	***1st Responder Provided By ____***	(0)	(5)	(15)	(20)	**20**	
#5D	***Dive Rescue Provided By ____***	(0)	(5)	(15)	(20)	**N/A**	
#5E	***Confined Space Rescue Plan Provided By ____***	(0)	(5)	(15)	(20)	**15**	
#5F	***Hazmat Provided By ____***	(0)	(5)	(15)	(20)	**N/A**	
#5G	***Technical Rescue Provided By ____***	(0)	(5)	(15)	(20)	**N/A**	

#6	***Mutual Aid Agreements (If your department does not provide or receive mutual/ automatic aid and is not a party to any such agreement, including hazmat or other special responses, please so note)***	No formal written agreements in place. (0)	Development of written agreements with other Fire or EMS agencies. Agreements developed or reviewed by legal advisor. (5)	Written policy and procedures developed along with management training and implementation. Agreements contain sunset provision. (10)	Written agreement in place, on-going training with department personnel and other mutual aid and/or automatic response agencies. Documentation and review of all calls for assistance. Periodic legal and risk management review of all mutual aid agreements. (20)	**10**	1. Copy of mutual aid agreement 2. Documentation of training 3. Proof of approval by the Common Council or Village Board
#7	***Alcohol Use Policies***	No policy or risk controls in place. Alcohol permitted and consumed on premises. (0)	Informal policy in place that restricts the consumption of alcohol to post training and incident situations. (5)	Written policy prohibiting the consumption of alcohol on premises (15)	In addition to Level III: a written policy prohibits employees or volunteers from consuming alcohol for a minimum of 6-8 hours before reporting to work or reporting to work while impaired in any way. (Zero tolerance policy.) (25)	**25**	1. Copy of policy or contractual provision
	TOTALS						

CATEGORY B SCORE 140 (184)

CATEGORY C - SAFETY AND HEALTH PROGRAMS

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Designated Safety Officer***	No designation of a Department Safety Officer or on scene Safety Officer. (0)	Safety Officer is designated in writing and reports directly to the Fire Chief. Other duties preclude accomplishment of safety/health activities. (10)	Safety Officer has knowledge of state and local laws regulating firefighter safety and health. In addition Safety Officer has knowledge of the principles and techniques of managing a Safety/Health Program. A basic program is implemented. (30)	In addition to Level III: the Safety Officer demonstrates proficiency, has the authority to recommend immediate correction of situations that create an imminent hazard to personnel, and has the authority to alter, suspend or terminate activities at an emergency scene when he/she judges those activities to be unsafe or an imminent hazard. (40)	**40**	1. Documentation of designated safety officer 2. Copy of job description, position description or related SOG
#2	***Safety Committee***	No formal Safety Committee established. (0)	Safety Committee established. Members designated in writing. However, Committee does not meet on a regular basis. Inadequate documentation of activities or follow up of open items is not timely. (10)	In addition to Level II: Committee meets on a regular and frequent basis. Meetings activities are documented and open items are followed up on, in a timely manner. Minutes are conspicuously posted. (25)	In addition to Level III: an agenda for each meeting shall be maintained to show commitment to safety/health. The committee conducts research, makes recommendations and studies and reviews matters pertaining to the Health and Safety Program. Close contact is maintained between the committee and the Fire Chief (or EMS Director). (30)	**30**	1. Copy of last 3 safety committee agendas and minutes
#3	***Personal Protective Equipment (PPE), (Fire/Rescue)***					**117**	1. Copy of policy or SOG

	Equipment Meets Identified Standard (3)	Written Policy In Place (7)	Policy/PPE Available & Normally Used (10)	PPE Required, Policy Enforced, PPE Provided (13)
Turn Out Gear (NFPA, 1971)	____	____	____	____
Helmet (NFPA, 1971)	____	____	____	____
Hoods (NFPA, 1971)	____	____	____	____
Personal Alert Device (NFPA, 1982)	____	____	____	____
Gloves (NFPA, 1971)	____	____	____	____
Footwear (NFPA, 1971)	____	____	____	____
Hearing Protection (29 CFR)	____	____	____	____
Face Piece (ANSI 287.1)	____	____	____	____
Eye Protection (ANSI 287.1)	____	____	____	____
	(27)	(63)	(90)	(117)

#4	***Respiratory Protection***	No written Respiratory Protection Plan Policy and no formal documented training. (0)	SCBA's and/or HEPA respirators are maintained and tested according to manufacturer specification by certified personnel that meet manufacturer's specifications (10)	Written Respiratory Protection Program that satisfies requirements of 29 CFR 1910.134, but no or limited documented training on use of respiratory equipment or no medical or incomplete medical evaluations. (15)	In addition to Level III: annual training, medical evaluations and fit testing conducted for employees required to use SCBA or HEPA respirators which complies with 29 CFR 1910.134. Documented routine (yearly for HEPA). (30)	**30**	1. Copy of policy or SOG 2. Documentation of annual training 3. Documentation of annual fit testing
#5	***Bloodborne Pathogens***	No written policy in place. (0)	Written policy and exposure control plan in place. However, there is limited or poorly documented training and other documentation to support efforts. (10)	Comprehensive program in place and complies with Dept. of Commerce and OSHA standards. In addition, annual training is conducted and documented on HCV, HBV, HIV, TB and other pathogens. PPE is readily available. (25)	In addition to Level III: PPE use is required and enforced. HBV series is made available to those at risk on a pre-exposure basis and all training records and declination forms are documented and on file. (30)	**30**	1. Copy of policy 2. Documentation of annual training
#6	***Physical Fitness Programs***	No program (0)	Exercise room or alternate site; donated, employee owned equipment; no training; No established or minimum fitness standard; identification of employees deemed not physically fit to perform essential duties; department encourages exercise and wellness/fitness. (15)	Department exercise room; department purchased equipment; developed a fitness program to meet minimum fitness standard; alternate membership to health club. (25)	Department approved fitness program supported by equipment and training; instructor development and individualized programs; performance guidelines/testing criteria. (30)	**30**	1. Copy of fitness program 2. Copy of performance guidelines/testing criteria

#7	***Confined Space If department, is not the designated emergency responder for any company or agency and does not perform rescue, please check here: _____***	No written policy or documented training conducted. (0)	Written policy, in place, limited training conducted, policy/S.O.P. disseminated, adequate staffing to meet agency objectives. (10)	Written policy documented training all required equipment on site. Equipment, training and medical screening meet requirements established by DOC 32 and OSHA. Department has written policy on the procedures to be followed before accepting responsibility to perform confined space rescue for any public agency or private company. Efforts are documented. (20)	In addition to Level III: "Hands on" simulation training is conducted; confined spaces are designated, labeled and an up to date list is maintained for all confined spaces. Documentation is maintained for pre-planning inspections and hazard assessment. Inspection program for PPE and equipment is in place. (25)	**25**	1. Copy of policy 2. Copy of most recent training rosters for both confined space entry and rescue training
#8	***Hazmat If the department does not serve as a Hazmat responder, please check here _____***	No written program or documented training conducted. (0)	Written program in place, limited training conducted, policy/S.O.P. disseminated, adequate with staffing to meet agency objectives (10)	In addition to Level II: agency has clearly defined objectives and adequate apparatus, equipment, supplies, materials and documented training to meet agency stated level of response. (20)	In addition to Level III: agency has up-to-date information system in place by which to provide information to analyze the hazardous materials program. Inspection program for PPE and equipment in place. (25)	**20**	1. Copy of written program 2. Documentation of most recent training
	TOTALS						

CATEGORY C SCORE __322__ (327)

CATEGORY D – EMS/AMBULANCE SERVICES

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Access to patient records. Compliance with 146.50 (12)***	No policy. (0)	Verbal policy complies with requirements of 146.50 (12). (10)	Written policy in place. Complies with146.50 (12) Addresses: - Storage - Access to records - Purging of records - Records of minors (20)	In addition to level III: Training in place to ensure compliance All efforts are documented. (30)	**20**	1. Copy of policy 2. Documentation of most recent training
#2	***Patient releases***	No written policy, no standardized forms. (0)	Written protocol/policy and standardized forms. - Covers minors - Address patient declines treatment -Copy provided to patient - Follow-up letter re: minors that refuse treatment. (10)	Protocol/policy, forms reviewed bi-annually to ensure compliance. (20)	Training provided and documented. Review and approval documented. (30)	**N/A**	1. Copy of policy and protocols 2. Documentation of most recent training
#3	***Exposure Control: Access to medical records in compliance with 1910.1020***	No written policy. (0)	Written policy in place which complies with requirements of 1910.1020. Some training completed. (10)	Documented proof of training and retraining for all affected employees. Demonstrated knowledge of policy. (20)	Records/file maintenance - Files retained for 30 years. - Separate medical records. - File documentation complete. (30)	**30**	1. Copy of policy 2. Documentation of most recent training
#4	***Run reports and documentation***	No written policy. No standardized forms/reports. (0)	Written policy in place. Standardized forms or report. Policy complies with 146.50 (12) and addresses confidentially. Some training provided. (10)	Training complete. Refresher training on regular intervals. Run reports are routinely reviewed. (20)	Documentation of record retention, privacy assured, secure storage. (30)	**30**	1. Copy of policy 2. Documentation of most recent training

#5	***Bi-annual review of operational plan under HSS 110,111 or 112. Please check highest level of service provided: EMT _____ EMT I _____ Paramedic _____***	No state approved operational plan. (0)	State approved operational plan. (Date of last review.) (10)	Written policies/protocols developed approved by service/medical director. Written agreement with service/medical director. Financial risk transfer supported by insurance. (25)	Documentation to support Protocol review sessions and competency review sessions every two years. Documentation of participation. Documentation of skills and knowledge. (40)	**N/A**	1. Copy of policy/ protocols 2. Documentation of training
#6	***Ambulance inspections***	No written policy/protocols. No checklists or standardized forms. (0)	Standardized inspection form/checklist. Written policy/protocol. Supervisory oversight/review of completed forms to ensure compliance with trans 309. (5)	Documentation of inspections maintained for minimum of 1 year. Scheduled daily/weekly inspections. (10)	Satisfactory compliance date of last inspection. (15)	**N/A**	1. Copy of policy/ protocols 2. Copy of 2 most recent inspection forms/checklists

#7	***Patient restraints***	No written policy protocol. (0)	Written policy/protocol some training provided. (5)	All employees receive skill-based training. Refresher training provided at least every 2 years. (15)	Policy reviewed and update every two years. Complete documentation of use. Records reviewed and maintained. (20)	**N/A**	1. Copy of policy 2. Documentation of training
#8	***Training records***	No policy on maintenance of training records. Records not maintained on a centralized basis. (0)	Centralized record keeping. Manual system may not provide complete documentation of training. Some scheduling of programs. Some tracking to ensure required training is maintained. (10)	Centralized record keeping system. Training requirements monitored to ensure compliance with departmental policy and licensing requirements. (25)	Established training plan. Individual records up to date. Skill and competency based testing. Training program content documented. Instructor qualifications documented. (40)	**40**	1. Copy of policy or SOG 2. Example of screen from automated system or any reports generated

#9	***Continuous Quality Improvement (CQI)***	No CQI plan in place or plan is incomplete, unwritten or inconsistently applied. (0)	Written plan in place. Documentation may be incomplete. Compliance is consistent or incomplete. (5)	Written plan supported by: - Regular case review - Designated responsible person. - Peer chart reviews. - Data collection. - Due process policy to ensure proper review. - Formalized process to ensure feedback. -Formal procedures to handle complaints, etc. - Formal committee with scheduled meeting and minutes. - Medical/service director involvement. (10)	Documented program improvements based on compliance with items identified in Level III. Specify those accomplishments. (20)	**5**	1. Copy of CQI plan 2, Copy of minutes from review committee
#10	***Lab License CLIA Waiver. Check below if no glucose monitor used:*** _____	No CLIA Waiver received or waiver out of date. (0)	CLIA Waiver received. Specify date: _____ (2)	Glucose monitor calibrated less than once per shift. (6)	Glucose monitor calibrated once per shift. (10)	**N/A**	1. Copy of CLIA Waiver 2. Documentation of calibration
#11	***Hazmat 1910.120***	No training provided. (0)	Awareness level training provided. Some competencies established. (5)	Annual competency based awareness training provided addresses: - Hazmat ID - Site Set up - Shipping papers - Use of Fire Dept. supplies/equipment - Minimum isolation distance. - Knowledge of NAERG Guidebook. (10)	All first responders (Police/Fire/EMS) receive awareness level hazmat training. (20)	**20**	1. Documentation of training

#12	***HEPA Respirators***	No written Respiratory Protection Plan Policy and no formal documented training. (0)	HEPA respirators are maintained and tested according to manufacturer specification by certified personnel that meet manufacturer's specifications. (10)	Written Respiratory Protection Program that satisfies requirements of 29 CFR 1910.134, but no or limited documented training on use of respiratory equipment or no medical or incomplete medical evaluations. (15)	In addition to Level III: Annual training, medical evaluations and fit testing conducted for employees required to use HEPA respirators which complies with 29 CFR 1910.134. Documented routine (yearly for HEPA). (20)	**15**	1. Copy of policy 2. Documentation of annual training 3. Documentation of annual fit testing
#13	***Personal Protective Equipment (PPE)***		Hazard Assessment Completed (2)	Written Policy In Place. Some PPE Provided. (4)	PPE Provided & Normally Used Meets OSHA, ANSI, NFPA Or Other Standard (9)	PPE Required, Documented Training and Maintenance (12)	**84**	1. Copy of policy 2. Documentation of most recent training 3. Copy of a completed hazard assessment form
		HEPA Respirator	_____	_____	_____	_____		
		CPR Mask	_____	_____	_____	_____		
		Patient Care Gloves	_____	_____	_____	_____		
		Mask	_____	_____	_____	_____		
		Goggles	_____	_____	_____	_____		
		Face Shield	_____	_____	_____	_____		
		Gowns	_____	_____	_____	_____ (84)		
#14	***EMS/Ambulance preventative maintenance***		No established Preventative Maintenance Schedule (0)	Some PM Conducted But No Established Schedule (2)	Established PM Schedule Some Documentation (6)	Documentation Maintained Schedule Complete (12)	**2**	1. Copy of PM policy, SOG or maintenance schedule
		Cardiac Monitors	_____	_____	_____	N/A		
		Suction Units	_____	_____	_____	N/A		
		Blood Pressure	_____	X	_____	_____		
		Stretchers	_____	_____	_____	N/A		
		Glucose Monitors	_____	_____	_____	N/A (60)		
	TOTALS							

CATEGORY D SCORE 246 (286)

CATEGORY E - POLICY & PROCEDURE DEVELOPMENT

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Standard Operating Guidelines Manual***	Agency has no written manual(s) of administrative directives, policies or procedures, or guidelines. (0)	Agency has manual(s) containing current policies, procedures, or guidelines. Identify key policies. (10)	In addition to manual(s) containing required or recommended policies or procedures, agency has a clear mission statement and written values and beliefs forming the basis for administrative guidance system. (DOC 30/DHFS) (25)	In addition to Level III: agency maintains manual(s) providing written policies or procedures or guidelines on most areas for those foreseeable incidents that personnel might encounter. Supported by periodic training. Policies/procedures/ guidelines reviewed and amended on a regular basis. (30)	**30**	1. Show copy of manual 2. Documentation of training on manual
#2	***Guideline Development Process***	Standard operating guideline/policy development is primarily the personal philosophy of the chief, EMS Director or designee with little or no input from other sources. (2)	Standard operating guideline/policy development includes input, as appropriate, from senior staff, line supervisors and affected personnel. (15)	In addition to Level II: Standard operating guideline/policy development includes a legal review of critical task policies to ensure compliance with legal and procedural guidelines. (20)	In addition to Level III: elements of policy development; if applicable, include the maintenance of historical files which include documentation related to research and considerations of the impact on external and public relations, internal relations and morale, financial resources and agency efficiency and effectiveness. (25)	**20**	1. Documentation of SOG development guidelines
#3	***Guideline Dissemination***	Standard operating guideline/policy is posted or placed in manual and personnel are advised of availability. (7)	Standard operating guideline/policy is read or distributed to all affected personnel. Some form of "read and acknowledge" documentation is maintained. (15)	Written copy of standard operating guideline/policy is given to all affected personnel and documentation of dissemination and training is maintained. (20)	In addition to Level III: there is periodic re-education process especially in any high risk/critical task, which includes a documented test or assessment of proficiency. (25)	**25**	1. Documentation of dissemination and training

#4	***Guideline Review and Revision***	There is no formalized schedule for revision or review. (0)	All policies and procedures are assigned a review date. (10)	In addition to scheduled review or revision dates, changes **made** in response to issues as they arise. (20)	There is constant attention by management to ensure policies, procedures and guidelines are revised to comply with regulatory changes or modifications to recommended guidelines. Training provided as needed. (Evidence to support departmental practices are consistent with established guidelines.) (25)	**25**	1. Documentation of review and revision schedule
	TOTALS						

CATEGORY E SCORE __100__ (105)

CATEGORY F – DEPARTMENT OF COMMERCE (COM-30)

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Apparatus Inspections***	No formal inspection program. (0)	Periodic inspections of fire and EMS apparatus. No established schedule. Incomplete documentation. No procedure to take vehicle determined to be unsafe out of service until repaired. (10)	Documented weekly inspections or within 24 hours of use or repair. (For volunteer department-procedures and documented that apparatus are inspected upon return from call and as a part of weekly training.) (20)	In addition to level III: Maintenance, inspections and repair consistent with manufacturer recommendations. Formal preventative maintenance program. Documented daily inspections. (30)	**30**	1. Copy of inspection program 2. Copy of 4 recent inspections
#2	***Pumps On Apparatus Do not apply to EMS/Ambulance Operation***	No formal pump testing program or program that is inconsistent or unscheduled. (0)	Testing of pumps generally in compliance with NFPA 1911. Not all testing completed on a timely basis. (10)	Completion of annual testing of all pumps In compliance with NFPA 1911. (20)	Plus routine maintenance performed consistent with manufacturer recommendations. (30)	**30**	1. Documentation of pump testing program
#3	***Aerial Device Testing Does not apply to EMS/Ambulance operations and fire department without aerial equipment***	No formal program for testing aerial devices or testing program is inconsistent. (0)	Testing of aerial devices generally in compliance with NFPA 1914. Not all testing completed on a timely basis. (10)	Completion of testing of all aerial devices by a qualified individual or firm. In compliance with NFPA 1914 (20)	In addition to Level III: Routine maintenance performed consistent with manufacturer recommendations. (30)	**30**	1. Documentation of aerial testing program
#4	***Fire equipment operator certification***	No written policy addressing fire equipment operator certifications. (0)	New pumper and aerial equipment operators required to meet requirements mandated by COM 30.09 but not within 12 months of employment. (10)	For fire operations, new pumper and aerial device operators meet the minimum requirements and obtain training mandated by COM 30.09(2) within 12 months of appointment. (15)	Required certification completed prior to assignment as operator. (20)	**20**	1. Copy of policy 2. Documentation of required testing and certification

#5	***New Firefighter Qualifications*** ***Does not apply to EMS/Ambulance Operations***	Department uses minimum requirements established by: _____WTCB _____Approved State Apprenticeship Program _____In house training program approved by WC-WTCB _____NFPA 1001 (0)	All Fire Fighters successfully complete specified training within 24 months of appointment or individual used only to level of certification. (5)	Department provides monthly training on standard operating procedures/ guidelines. Training documented and presented by qualified instructors. (12)	Fire Chief or his/her designee has completed 12 hours National Fire Academy field course for instructional techniques or equivalent. (30)	**30**	1. Documentation of training and certification
#6	***Fire Officer Appointments***	Department uses minimum requirements established by: _____WTCB _____Approved State Apprenticeship Program _____In house training program approved by WC-WTCB _____NFPA 1021 (0)	Some officers are given the opportunity to take the basic officer training within 12 months of appointment. (5)	All officers are given the opportunity to take the basic officer training within 12 months of appointment. (12)	All officers successfully complete the basic officer course within 12 months of appointment. (20)	**20**	1. Documentation of training
#7	***Fire Prevention*** ***This item does apply to a stand alone EMS/ Ambulance operation***	**Inconsistent or incomplete documentation** (0)	Compliance with most state regulations documented. Active public education. (10)	Department inspection activities linked with municipal building inspection department. Information provided regarding occupancy permits, and ADA Compliance. Activities routinely coordinated with active on-going communication. (15)	Pre-plans, information available in route, companies involved inspections. (For volunteer departments, credit can be given if it can be demonstrated that the chief performs these duties and relays the information through departmental training.) (25)	**25**	1. Copy of 2 preplans 2. Documentation of inspections efforts
	TOTALS						

CATEGORY F SCORE _185_ (185)

CATEGORY G - TRAINING & EDUCATION

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Coordination and Planning of the Training Function***	Department has no person assigned to plan and coordinate training and has no established method of analyzing and prioritizing training needs. (0)	Department relies upon services of vocational-technical district or other external resource to plan and provide the required training to achieve Firefighter I & II, apparatus, EMS operator/driver, fire officer certification. (15)	In addition to relying on external resources, departmental personnel used to conduct in-house in-service training; designated training officer. (20)	Department has assigned a person to plan and coordinate the training function, and establishes specific documented training goals and objectives for the organization as well as individual employees. (30)	**30**	1. Copy of the training plan
#2	***Recordkeeping***	Department has no formal recordkeeping system to document training. (0)	Department record keeping consists of filing training certificates by employee name or other category. (10)	Department maintains a comprehensive manual record system which documents training by employee name, topic *and* trainer (20)	Department maintains an automated training record system containing full documentation with the ability to generate training profiles by employee, reports by training category as well as other reports. System also contains information regarding instructor credentials. (30)	**30**	1. Copy of a couple of blank screens from the system and sample reports that are generated
#3	***Training Needs Analysis***	Department does not conduct a needs analysis to determine training that will be provided. No specific efforts to ensure mandated training requirements are fulfilled. (0)	Department engages in training needs analysis only to the extent that mandated training areas are identified. (5)	Department identifies mandated training areas and maintains a system to identify performance deficits so that training can be provided in these areas. (15)	Department has a formalized needs analysis program including: training profiles on the organization and individuals; a consistent method of problem identification, and seeks input from employees and supervisors through surveys and other instruments. (30)	**30**	1. Copy of the most recent training needs analysis
#4	***Training***	Department does not meet minimum mandated state training standards. (0)	Department provides no training beyond the minimum training (including: mandated topics) (10)	Department exceeds the minimum training for each employee. (15)	In addition to the minimum training requirements, training occur utilizing a variety of methodologies National Fire Academy (incident command), videos, and/or computer based training programs. (30)	**30**	1. Documentation of training efforts and methodologies

#5	***Fire Tactical Training (Fire operations only) Does not apply to EMS operations***	Not utilized. (0)	Has written policy which establishes incident commands been incorporated into Standard Operating Procedures (SOP/SOG's). (10)	Department provides a variety of training which exposes employees to different situations requiring that decision making be made based on existing facts, circumstances and potential hazards, (tactical, table top, skills based, live burns, etc.) (20)	Training is provided for all standard operating procedures/SOG's. Training requires employee interaction and decision making. Including utilization of competency based techniques which require the employee to perform a task and demonstrate an acceptable level of skill. Performance also assessed through post-incident critiques. (30)	**30**	1. Copy of policy 2. Documentation of most recent training
	TOTALS						

CATEGORY G SCORE __150__ (150)

CATEGORY H - FACILITY DESIGN & MAINTENANCE

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Facility Safety Inspections***	No safety/fire inspections of the facility are conducted. (0)	Safety/fire inspections are conducted on an infrequent basis by department personnel. (5)	Safety/fire inspections are conducted and documented on a scheduled basis by department personnel. (10)	A comprehensive written plan for safety/fire inspections is in place. Inspections are conducted on a regular and frequent basis and an action plan exists for areas found to be delinquent. All follow up is documented. Open items are addressed in a timely manner. (15)	**15**	1. Copy of written plan 2. Copy of last 2 facility inspections
#2	***Equipment Inspections***	Give Yourself 15 Points for Each of the Following: 1. All fire extinguishers are inspected and tested as specified in NFPA 10. ____ 2. All fire hose is routinely inspected and service tested on an annual basis. ____ 3. All ground ladders are inspected and service tested on an annual basis. ____ 4. All fire equipment carried on fire apparatus or designated for training is visually inspected at least weekly and within 24 hours after any use. ____ 5. Firefighters have been trained in how to inspect and maintain PPE. Inspections are documented. ____ 6. Every personal alert safety system is inspected and tested at least weekly and prior to each use. ____ 7. Life safety rope is inspected according to manufacturers' specifications. ____ 8. A system exits which allows all members to remove from service any defective equipment until equipment is repaired or replaced. ____ 9. "Public Access" requirement has been reviewed and facility fire inspected twice annually. ____ (135)				**135**	1. Copy of last 2 inspection documents in each area.
#3	***Apparatus Floor Ventilation (applies to both air handling and vehicle exhaust)***	No formal program in place for ventilation inspection or air monitoring. (0)	Some documented air sampling results are on file but they may not be within the last 12 months. HVAC units have been inspected but not on an annual basis. Air handling system in place. No testing conducted. (5)	Air sampling is conducted on an annual basis and results are on file. Documentation of annual HVAC inspection on file. (10)	Ventilation system complies with air quality standard. Criteria for air sampling have been met. Air exchange rate in compliance. Corrective action protocol in place to address air-handling concerns. (20)	**20**	1. Copy of program 2. Copy of last air sampling results
	TOTALS						

CATEGORY H SCORE _170_ (170)

DPW/UTILITIES
EVALUATION & NEEDS ASSESSMENT

CVMIC Staff Evaluator: Ken Horner

Date of Original Evaluation: Date of Re-Evaluation: 4/26/07

Member Municipality: City of Menasha

Designated CVMIC Representative: Jeff Brandt

Department of Public Works Assessment Team:

Loss Control Program Categories	Total Possible Points	Total Points Earned	% of Possible Points Earned
DPW/Utilities	200	172	86
FINAL RATING	**200**	**172**	**86**

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POIINTS	BEST PRACTICES DOCUMENTATION
#1	***Solid Waste Management*** ***If contracted out check here _____***	No written plan or policy. No ordinance in place. (0)	Limited written plan/policy. Limited documentation. (2)	Written plan for all operations. Limited documentation, limited training. (8)	Well-established written plan that includes risk transfer, documentation, and specific training, which includes sharps, recycling, hazardous waste and solid waste. Methods to track disposal also in place. Proper risk transfer techniques reviewed and in place for contract with waste disposal site (20)	**20**	1. Copy of plan/ policy 2. Documentation of dissemination and training on plan/policy 3. Documentation of log of citizen complaints re: tags and log of tag use
#2	***Departmental Hazmat Program***	No formal written plan. (0)	Limited written plan in place with limited criteria identified. (5)	Written plan in place, criteria identified some training. (15)	Formal written spill prevention and response plan in place. Documentation of internal procedures. Employee training up-to-date and documented. Employees can demonstrate a working knowledge of policy. (30)	**30**	1. Copy of plan 2. Documentation of training
#3	***Roadway Painting (line striping, cross walks, parking, etc.)*** ***If contracted out check here _____***	No formal inspection or painting program in place. (0)	Formal inspection and maintenance in place. Training conducted and documented. Limited MUTCD compliance, no formal storage/disposal program. (7)	Formal written inspection/maintenance painting program in place. Site complies with MUTCD compliance. Proper storage and disposal methods developed. (15)	<u>In addition to Level III:</u> PPE meets ANSI 107-1999 guidelines. Proper risk transfer techniques reviewed and in place if contracted out (30)	**30**	1. Copy of program 2. Copy of recent inspections records

#4	***Traffic Signals & Street Lights*** ***If contracted out check here _____***	Written timing plan in place. No formal maintenance documentation. No inspection program in place. (2)	In addition to timing plan, formal written maintenance documentation and annual inspection program in place. Inspections are documented. (7)	In addition to Level II: formal written response plan for lights, knock downs and power outages in place. Documentation maintained. (15)	In addition to Level III: lockout/tag out procedures followed, safety vests used and comply with ANSI 107-1999, signs on signals in place and maintained. Request assistance from local law enforcement to help direct traffic as needed. Proper risk transfer techniques reviewed and in place if contracted out. (30)	**30**	1. Copy of timing plan 2. Copy of response plan 3. Copy of most recent inspection documentation
#5	***Roadway Hazards Response***	No written plan. Respond to citizen complaints. (2)	Written plan in place, employees trained; limited documentation. (7)	Written plan in place, employees trained, training documented, documentation maintained to demonstrate timely response, enforcement of employee PPE. (15)	Comprehensive program in place, complaints linked to work order maintenance system, documentation maintained to demonstrate final disposition of complaint or service request. PPE complies with ANSI 107-1999. (30)	**2**	1. Copy of plan 2. Documentation of training 3. Copy of 2 examples of complaints that were addressed and documented 4. Copy of log/verification of contact and follow up
#6	***Snow Plowing***	No written plan, limited to sporadic training, no annual driver's record review. (0)	Written policy, documented training, coordination of plowing with other departments. No time limit on length of time employees can operate. (5)	In addition to Level II: policy limits length of time employees can continuously operate or established right of an employee to go home if fatigued or unfit. Also allows supervisor to send employees home, modify work schedule when multiple snow storms could create fatigue problems adjust plowing schedule to coincide with normal sleep schedule. Policy is strictly enforced for the annual review of driver records. (15)	In addition to Level III: storage of salt/calcium chloride meets all applicable standards. Formal snow storage and disposal program implemented. (30)	**30**	1. Copy of plan 2. Documentation of training 3. Documentation of time limit set on how long an employee can continuously operate

#7	***Digger's Hotline***	Not a member of Digger's Hotline, no training conducted. (0)	Written policy in place, limited training and limited documentation (5)	Written policy in place, formal training conducted and documented, all time requirements are complied with. (15)	<u>In addition to Level III:</u> policy and procedures are established by Digger's Hotline, documentation of dig and all training is documented and maintained. Proper risk transfer techniques reviewed and in place. (30)	**30**	1. Copy of policy 2. Documentation of training 3. Copy of documentation log

SCORE <u>172</u> (200)

LAW ENFORCEMENT LIABILITY LOSS CONTROL EVALUATION & NEEDS ASSESSMENT

Date of Evaluation: 4/26/07 CVMIC Staff Evaluator: Ken Horner

Member Municipality: City of Menasha

Designated CVMIC Representative: Jeff Brandt

Police Department Assessment Team:

Loss Control Program Categories	Total Possible Points	Total Points Earned	% of Possible Points Earned
A. Liability Management Processes	180	169	93.9
B. Risk Management Practices	60	30	50
C. Safety & Health Programs	85	75	88.2
D. Employment Practices Liability Management	30	30	100
E. Policy & Procedure Development	150	150	100
F. Critical Task Issues	250	183	73.2
G. Training & Education	300	275	92
H. Facility Design & Maintenance	120	115	95.8
FINAL RATING	1175	1027	87.4

CATEGORY A - LIABILITY MANAGEMENT PROCESSES

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Accident Investigation Procedures for Auto and Worker's Compensation Incidents***	Basic required reports are completed. No supervisory review or investigation conducted. (0)	Proper reporting and investigation forms utilized; reports late; little effort exerted to identify and implement corrective action. (4)	Supervisors trained and accomplish effective investigations in timely manner; corrective measures consistently identified. (9)	Reports are consistently completed accurately and timely. Completed reports forwarded to Safety Coordinator within 48 hours; corrective measures are implemented. (15)	**15**	1. Copy of investigation report 2. Documentation of training
#2	***Citizen Complaints and Internal Affairs Investigation***	No policy or procedure. (0)	Complaints are received informally with only limited documentation. Establish policy parameters on what constitutes an investigatable complaint. (5)	Reporting procedure in place with routing to appropriate departments; sufficient documentation maintained to demonstrate timely response. (20)	Documented evidence of program oversight and feedback mechanism to citizen; documentation maintained to demonstrate final disposition of complaint or service requirements. Establishment of Internal Affairs function. (35)	**35**	1. Copy of policy/ procedure
#3	***Media Relations Policy***	No policy. (0)	Policy established but no uniformity in news dissemination. (5)	Policy and procedures in place, news media informed, and management training conducted. (17)	In addition to Level III: all department members trained in media relations; on-going meetings with media representatives, and Public Information Office position established. (25)	**25**	1. Copy of policy 2. Documentation of most recent training
#4	***Open Records***	No policy or procedure. (0)	Policy and procedures developed. Open records information is posted strategically outside of record bureau for public scrutiny. Legal custodians are designated. (6)	Policy and procedures in place; management awareness training involving legal counsel is conducted. (14)	In addition to Level III: department wide training by legal counsel to include civilian employees. (20)	**14**	1. Copy of policy 2. Documentation of most recent training
#5	***Civil Liability Awareness and Legal Update Training***	No training. (0)	Infrequent training. (5)	Periodic roll call training and legal update bulletins. (Bi-Weekly) (16)	In addition to Level III: regular legal updates distributed to all personnel, in-service and roll call training for all personnel, thorough investigation and documentation of all civil complaints. On-going consultation with legal advisors. (25)	**25**	1. Documentation of training and role call bulletins

#6	***Emergency Response Teams (SWAT)***	Team does not exist within the agency and there are no written guidelines (policy) governing the use of other agency teams or agency team exists without a policy and formal training is virtually non-existent. (0)	Team does not exist within the agency; however written policies exist on the use of other agency teams. Agency team exists (or agency contributes members to a multi-jurisdictional team) and the team is governed by written policy regarding its use. Team trains as a unit four (4) times per year. There is an established, trained team of negotiators. (10)	Selection of team members is made by a procedure with strict screening protocols. Team trains as a unit a minimum of eight (8) times per year and at least once a year with Officer In Charge and negotiators. Policy gives SWAT team leader actual tactical decision-making authority and the roles of all supervisory personnel involved in the incident are clearly defined. Administration, supervision, and dispatch personnel have a good working knowledge of how to activate the team. (20)	In addition to Level III: team trains as a unit a minimum of once per month and members also attend specialized skill seminars, (i.e., sniper subgun, team leader, chemical agents, etc.). Supervisory and administrative personnel adhere to policy regarding team operation and decision-making. Administrators and supervisors not directly attached to the team receive training in critical incident management and demonstrate understanding of the SWAT concept. Department budget reflects commitment to quality equipment and training. (30)	**20**	1. Copy of policy or guidelines 2. Copy of selection procedure/criteria for members 3. Documentation of training efforts
#7	***Specialized Units (Score separately for each. If your agency does not have one of the designated units, please enter N/A)***	No written policy or formal training is limited.	Written policy and training is provided once each year. Accidents are reviewed and recommendations made to correct deficiencies.	Selection of participants is made by a procedure with strict screening protocols. Performance evaluations conducted and performance deficiencies are corrected and remedial training is provided as needed.	Program is reviewed annually. Supervisory oversight and review of unit is on going. Formal training program established to ensure necessary skills are maintained.		1. Copy of policy for each area 2. Documentation of most recent training in each area
	Motorcycles	(0)	(5)	(15)	(20)	**15**	
	Bikes	(0)	(5)	(15)	(20)	**20**	
	Snowmobiles	(0)	(5)	(15)	(20)	**N/A**	
	Horses	(0)	(5)	(15)	(20)	**N/A**	
	ATV's	(0)	(5)	(15)	(20)	**N/A**	
	Boats	(0)	(5)	(15)	(20)	**N/A**	
	Canine Units	(0)	(5)	(15)	(20)	**N/A**	

	TOTALS						

CATEGORY A SCORE 169 (180)

CATEGORY B - RISK MANAGEMENT PRACTICES

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Mutual Aid Agreements***	No formal agreements in place. (0)	Development of written policy agreements with other law enforcement agencies and legal advisors. (10)	Written policy and procedures developed along with management training and implementation. (20)	Agreement in place, on-going training with department personnel and other mutual aid agencies. Documentation and review of all calls for assistance. Legal and risk management review of all mutual aid agreements. (30)	**10**	1. Copy of mutual aid agreement 2. Documentation of training conducted 3. Documentation of Common Council/Village Board approval
#2	***Managing MEG Units***	Multi-jurisdictional MEG units exist with no designation of policy as to jurisdiction or supervision. (0)	Policies exist which address issued weapons, reverse buys, and apply guidelines to undercover operations. (10)	Multi-jurisdictional mutual aid agreements are in place. Policies exist which outline the use and control of expense accounts and buy money. Unit has dedicated supervisor whose training includes officer survival, incident command, and the supervisor demonstrates proficiency in tactical knowledge. (20)	Selection to unit is based on screening dimensions. Unit has clear access to legal assistance. Random drug and alcohol testing of officers assigned to the unit. (If agency has no MEG unit and does not conduct any undercover operations, but has ongoing investigations conducted by state agencies and so forth in their jurisdiction, consideration should be given to scoring at Level III.) (30)	**20**	1. Copy of policy 2. Copy of criteria used for selection to unit 3. Copy of job description for unit supervisor
	TOTALS						

CATEGORY B SCORE _30_ (60)

CATEGORY C - SAFETY AND HEALTH PROGRAMS

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Bloodborne Pathogens***	No policy. (0)	Written policy and exposure control plan, however, no monitoring, documentation or training. (5)	Comprehensive policy complying with OSHA and DOC standards; annual training in HIV, HBV, TB and other pathogens. Provision of necessary personal protective equipment and supplies. (15)	In addition to Level III: provide training and vaccinations to those deemed to be significantly at risk. Maintenance of training records and documentation of vaccination or declination. (30)	**30**	1. Copy of policy 2. Documentation of most recent training
#2	***Body Armor***	No policy. (0)	Written policy regarding the use of protective body armor; no department specifications; vests purchased by individual officers. No mandatory wear. (8)	Department provides funding specifically earmarked for purchase of vests for officers; departmental specifications, but no mandatory wear policy. (20)	Department specifications (NIJ approved) and annual review of body armor; random physical inspection of vests; replacement policy at recommended industry standards; mandatory wear policy for patrol officers and other personnel actively involved in investigations, critical incidents and field operations. (40)	**40**	1. Copy of policy
#3	***Physical Fitness/ Wellness Program***	No program. (0)	Department exercise room or alternate site; donated/officer owned equipment; no training; established minimum fitness standard; identification of officers not deemed physically fit to perform essential duties; department encourages exercise and wellness/ fitness. (5)	Department exercise room; department purchased equipment; developed a fitness program to meet minimum fitness standard; alternate membership to health club. (10)	Department approved fitness/ wellness program supported by equipment and training; cholesterol screening, weight reduction, stress reduction, stop smoking programs, etc.; instructor development and individualized programs; performance guidelines/ testing criteria. (15)	**5**	1. Copy of program, fitness standards and testing criteria
	TOTALS						

CATEGORY C SCORE 75 (85)

CATEGORY D - EMPLOYMENT PRACTICES LIABILITY MANAGEMENT

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Employee Mental Health Assistance***	Command staff and first-line supervisors are trained to recognize symptoms of all stress affecting employee performance and appropriate intervention strategies. (5)	Department has an established Officer Assistance Program; maintains confidentiality of employee assistance referrals. (15)	Department has a policy on critical incident stress debriefings; Department has a policy on post-traumatic stress and all affected personnel receive periodic training on post-traumatic stress syndrome. (25)	Department has a policy on preventing violence in the workplace and all affected personnel receive periodic training on workplace violence. (30)	**30**	1. Copy of program and/or policy 2. Documentation of training for supervisors and employees
	TOTALS						

CATEGORY D SCORE _30_ (30)

CATEGORY E - POLICY & PROCEDURE DEVELOPMENT

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Standard Operating Procedure Manual***	Agency has no written manual(s) of administrative directives, policies or procedures. (0)	Agency has manual(s) containing current policies or procedures in at least the mandatory areas as required by Wisconsin Statutes: 1. Open Records (§19.34) _____ 2. Use-Of-Force (§66.312[2]) _____ 3. Citizen Complaints (§66.312[3]) _____ 4. Emergency Vehicle Operations (§346.03[6]) _____ 5. Domestic Abuse (§968.075[3]) _____ 6. Strip Search (§968.255) _____ (18)	In addition to manual(s) containing state mandated policies or procedures, agency has a clear mission statement and written values and beliefs forming the basis for administrative guidance system. (35)	In addition to Level III: agency maintains manual(s) providing written policies or procedures on most areas for those foreseeable incidents that personnel might encounter. Maintains up to date policy manual online (50)	**50**	1. Show copy of manual 2. Copy of mission and value statements
#2	***Policy Development Process***	Policy development is primarily the personal philosophy of the chief administrator or designee with little or no input from other sources. (5)	Policy development includes input, as appropriate, from senior staff, line supervisors and affected personnel. (15)	In addition to Level II: policy development includes a legal review of state mandated and critical task policies to ensure compliance with legal and procedural guidelines. (25)	In addition to Level III: elements of policy development; if applicable, include the maintenance of historical files which include documentation related to research and considerations of the impact on external and public relations, internal relations and morale, financial resources and agency efficiency and effectiveness. (30)	**30**	1. Documentation of policy development guidelines and how input is sought from others
#3	***Policy Dissemination***	Policy is posted or placed in manual and personnel are advised of availability. (5)	Policy is read or distributed to all those to who it applies and some form of "read and acknowledge" documentation is maintained. Investigation procedures. (10)	Written copy of policy is given to all affected employees and documentation of policy dissemination and initial training is maintained. (20)	In addition to Level III: there is periodic re-education process especially in any high risk/critical task. (See item #1 level II above) (35)	**35**	1. Documentation of how policies are disseminated and trained on

#4	***Policy Review and Revision***	There is no formalized schedule for revision or review. (0)	All policies and procedures are assigned a review date. (10)	In addition to scheduled review or revision dates, changes occur in response to issues as they arise. (25)	There is constant attention by management to indicators forecasting the need for change or revision which is immediately reflected in changes in policy, procedures and training. (35)	**35**	1. Documentation of review and revision process and timetable
	TOTALS						

CATEGORY E SCORE __150__ (150)

CATEGORY F - CRITICAL TASK ISSUES

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Vehicle Pursuits***	No written policy or one that is not in compliance with Wisconsin State Statutes. (0)	Written policy meets requirements of Wis. Stats. §346.03(6). Written policy includes restrictive matrix or criteria for pursuits, ramming and/or roadblocks. Policy also includes a directive on termination of a chase by a supervisor. The policy may include alternatives to pursuit such as tire deflation devices. Training on policy conducted annually. (35)	In addition to Level II: personnel receive bi-annual training using the vehicles normally driven during patrol operations. (55)	In addition to Level III: the department has interagency agreements with outside jurisdictions regarding pursuits. Legal and risk management review of mutual aid agreements conducted by the municipal attorney. Vehicle Pursuit training is conducted annually. (70)	**55**	1. Copy of policy 2. Documentation of most recent training 3. Copy of any interagency agreements
#2	***Use of Force***	No policy or one that is not in compliance with Wisconsin Statutes. (0)	Written policy containing aspects of confrontational continuum. Includes special instructions for special units (K-9; SWAT); regular training on confrontational continuum is conducted; semi-annual service weapon requalification and annual familiarization with shotgun and tactical weapons. (35)	In addition to Level II: policy is reviewed annually by the municipal attorney and police administration. Each use of force incident is critically reviewed and findings are used for training/ disciplinary purposes. DAAT training on a semi-annual basis. Quarterly requalification and training with service weapon. Also, semi-annual familiarization with shotgun and tactical weapons. (60)	In addition to Level III: documentation showing annual training including comprehensive testing on the departmental use-of-force policy; DAAT training on a quarterly basis. Quarterly requalification and monthly training on service weapon; quarterly familiarization on shotguns and tactical weapons. (90)	**60**	1. Copy of policy 2. Documentation of most recent training and frequency and type of training
#3	***Communications Policy***	Training: no policy. Equipment: portable and/or mobile or base radio. (0)	Training: written policy that acknowledges that phone calls/ com-plaints are received by the agency. There is a basic protocol about radio procedure. Equipment: A written radio log is kept. Maps of service area posted. Equipment gives the ability to directly communicate through a communications center. (9)	Training: training on policy and procedures, including documentation of unusual calls. Equipment: back-up equipment, emergency power supply; TDD equipment. Electronic communications log. (18)	Training: combination of on-the-job training, formal policy, in-service training and on-going performance reviews conducted. Equipment: "state of the art", able to track officers on map. Electronic communications log. (25)	**18**	1. Copy of the policy 2. Documentation of training

#4	***Emergency Vehicle Operation***	No written policy or one that is not in compliance with Wis. Statutes. (0)	Written policy and procedures governing response protocol. Major training occurs every three years. (30)	In addition to Level II: periodic training on emergency vehicle operator course (EVOC), at least every 2 years. (50)	In addition to Level III: annual EVOC training. (65)	**50**	1. Copy of policy 2. Documentation of annual EVOC training
	TOTALS						

CATEGORY F SCORE 183 (250)

CATEGORY G - TRAINING & EDUCATION

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Coordination and Planning of the Training Function***	Department has no person assigned to plan and coordinate training and has no established method of analyzing and prioritizing training needs. (0)	Department relies upon services of vocational-technical district to plan and provide the minimum required 24-hours of in-service training. (15)	In addition to relying on external resources, the department uses personnel to conduct in-house in-service training; designated training officer. (35)	Department has assigned a person to plan and coordinate the training function, and establishes specific documented training goals and objectives for the organization as well as individual employees. (50)	**50**	1. Copy of training plan
#2	***Recordkeeping***	Department has no recordkeeping system to document training. (0)	Department recordkeeping consists of filing training certificates by employee name or other category. (15)	Department maintains a comprehensive manual record system which documents training by employee name, category of training, training provider and number of hours. (35)	Department maintains an automated training record system containing full documentation with the ability to generate training profiles by employee, and training category as well as generate other reports. Such a system would also contain information regarding instructor credentials. (50)	**50**	1. Copy of a couple of blank screens from the system and sample reports that are generated
#3	***Training Needs Analysis***	Department does not conduct a needs analysis to determine training that will be provided. (0)	Department engages in training needs analysis only to the extent that mandated training areas are identified. (10)	Department identifies mandated training areas and maintains a system to identify performance deficits so that training can be provided in these areas. (30)	Department has a formalized needs analysis program including: training profiles on the organization and individuals, has a consistent method of problem identification, and seeks input from employees and supervisors through surveys and other instruments. (50)	**50**	1. Copy of the most recent training needs analysis

#4	***Training***	Department does not meet minimum mandated state training standards. (0)	Department provides no training beyond the mandated 24 hours of in service training (including: mandated topics such as bloodborne pathogens and hazmat response). (10)	Department exceeds the 24 hours of mandated in-service training for each officer. (To include mandated topics such as bloodborne pathogens and hazmat response.) (35)	In addition to the minimum training requirements, training occurs utilizing a variety of methodologies such as the Law Enforcement Television Network (LETN), law enforcement video programs such as the Roll Call training series produced by the Training and Standards Bureau and/or computer based training programs. (50)	**50**	1. Documentation of training efforts & methodologies
#5	***Contextual Training (Decision Making/Situational Training)***	Department does not utilize any method of contextual or situational training. (0)	Department provides hands-on training in areas such as EVOC and firearms, but does not include situational factors that require decision making by the officer. (5)	Department provides a variety of training which exposes officers to different situations requiring that decision making be made based on existing facts, circumstances and potential hazards. (25)	Training is provided in a variety of areas including critical policies which require officer interaction and decision making. This level would include utilization of training systems such as F.A.T.S. or the Cinetranic Range System, competency based training which requires the officer to perform a task and demonstrate an acceptable level of skill and the utilization of pre- and post-tests to assess knowledge levels of officers in specific areas. (50)	**25**	1. Documentation of training including performance criteria set
#6	***Managerial and Supervisor Training***	Department requires less than 8 hours of supervisory training to supervisors on an annual basis. (0)	Department requires supervisors to attend at least 8 hours of supervisory training annually. (15)	Department requires that all supervisors complete a first line supervisory course at time of promotion and subsequently provides a minimum of 8 hours of supervisory training annually. (35)	Department requires that supervisors attend command level courses such as those provided through the Southern Police Institute and Northwestern Traffic Institute in addition to Level III requirements. (50)	**50**	1. Documentation of training and requirements set
	TOTALS						

CATEGORY G SCORE _275_ (300)

CATEGORY H - FACILITY DESIGN & MAINTENANCE

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Lockup Facility*** ***Check here if no lockup or holding cells _____***	Lock-up not State certified or DOC inspector's report shows need of improvements. Rooms used for custody which were not designed as a secure facility. (0)	Certified lock-up, however, no on-going in-house training or inspections. (10)	Meets all requirements of DOC 349. (25)	In addition to Level III: provides on-going training and in-house inspections of lock-up (50)	**50**	1. Copy of last inspection 2. Documentation of training
#2	***Custody Practices***	No criteria for custody. Juveniles placed in lock-up. Rooms used for custody which were not designed as a secure facility. (0)	Lock-up is the only option for secure detention. No or inadequate custody criteria. (10)	Book and release policy in place and adhered to; clear criteria for custody; custody only in secure lock-up facility. (30)	In addition to Level III: clear, comprehensive policy on arrest and custody and on-going training and supervision or all custody/booking done at county jail facility. (40)	**40**	1. Copy of policy 2. Documentation of most recent training
#3	***Indoor Firearms Range Facility and range maintenance/cleaning***	No ventilation in indoor range. No safety requirements for ear and eye protection. No control over range use. (0)	Comprehensive, written firearms range use policy, including when range officer must be present. Indoor range ventilated. Use of range restricted to authorized personnel. Safety equipment available, but not enforced. Written agreements exist with outside law enforcement and military organizations using range facility. (10)	In addition to Level II: indoor range ventilation moves air downrange. Strict control over use of range. Eye and ear protection and body armor required of all persons in the range area. Range must have certified firearms instructor in control of firing at all times. Range maintenance and cleaning in complete compliance with DOC regulations, maintenance employees receive necessary training and medical testing (25)	In addition to Level III: Air quality checked regularly. Serum lead level and audiometric testing for all Range Masters conducted annually. (30)	**25**	1. Copy of policy 2. Copy of most recent air quality test
	TOTALS						

CATEGORY H SCORE _115_ (120)

PARK & RECREATION
EVALUATION & NEEDS ASSESSMENT

Date of Evaluation: 4/26/07 CVMIC Staff Evaluator: Ken Horner

Member Municipality: City of Menasha

Designated CVMIC Representative: Jeff Brandt

Park & Recreation Assessment Team:

Loss Control Program Categories	Total Possible Points	Total Points Earned	% of Possible Points Earned
Park & Recreation	234	171	73.1
FINAL RATING	234	171	73.1

PARK & RECREATION ASSESSMENT

	ITEM	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	POINTS	BEST PRACTICES DOCUMENTATION
#1	***Park Inspections & Maintenance***	No periodic inspections scheduled and conducted; no records maintained.	Limited inspections conducted, but inadequate/incomplete. Partial documentation. Inadequate follow-up practices.	Scheduled frequency of inspections; special forms used; some items not corrected in a timely manner.	Documents show adequate frequency and depth of inspections; follow-up procedures for corrections of deficiencies implemented. Records reviewed by management.		1. Documentation of inspection frequency and follow-up 2. Copy of last 2 inspections and any reports generated 3. Copy of amenity inventory and condition assessment forms
#1a	***General Park Grounds***	(0)	(3)	(5)	(7)	**7**	
#1b	***Picnic/Park Pavilions & Equipment***	(0)	(2)	(3)	(5)	**5**	
#1c	***Parking Lots & Sidewalks***	(0)	(2)	(3)	(5)	**2**	
#1d	***Athletic Facilities (Baseball, Softball, Soccer, etc...)***	(0)	(3)	(5)	(7)	**3**	
#1e	***Trails (Bikes/Hiking)***	(0)	(2)	(3)	(5)	**2**	
#1f	***Skate Parks***	(0)	(3)	(5)	(7)	**3**	
#1g	***BMX Tracks***	(0)	(2)	(3)	(5)	**N/A**	
#1h	***Beaches***	(0)	(2)	(3)	(5)	**2**	
#1i	***Piers, Docks, Boat Launches, Bridges & Waterfront Facilities***	(0)	(3)	(5)	(7)	**3**	
#1j	***Arenas, Stadiums & Community Centers***	(0)	(3)	(5)	(7)	**3**	
#1k	***Sledding Hills***	(0)	(3)	(5)	(7)	**3**	
#1l	***Ski Facilities***	(0)	(3)	(5)	(7)	**N/A**	
#1m	***Ice Rinks***	(0)	(3)	(5)	(7)	**3**	
#1n	***Golf Courses***	(0)	(3)	(5)	(7)	**N/A**	

#2	***Playgrounds***	No periodic inspections scheduled and conducted; no records maintained. (0)	Limited inspections conducted, but inadequate/incomplete. Partial documentation. Inadequate follow-up practices. (5)	Scheduled frequency of inspections; special forms used to ensure all equipment meets Consumer Product Safety Commission guidelines. (15)	Documentation shows adequate frequency and depth of inspections; Follow-up procedures for corrections of deficiencies implemented. Records are reviewed by management. Playground equipment meets ADA guidelines. (20)	**20**	1. Documentation of inspection frequency and follow-up 2. Copy of last 2 inspections and any reports generated
#3	***Forestry***	Training is conducted on some forestry equipment (chainsaws, bucket trucks, etc...). Personal Protective Equipment in place. (5)	Tree inspections are conducted and documentation is in place and follow-up is conducted as the hazard warrants. (10)	Annual maintenance pruning schedule in place. Work zone traffic safety policy in place and training is conducted. Line clearance training conducted annually. Compliance with local forestry ordinances and ANSI Z133.1 (15)	Procedures are in place for working on private property. Risk transfer guidelines are in place for dealing with contracted services. (20)	**15**	1. Documentation of tree inspections 2. Copy of annual pruning schedule 3. Copy of procedure in place for working on private property 4. Copy of risk transfer guidelines for contracted services
#4	***Signs in Park & Recreation Facilities***	No program in place. (0)	Some signage in place. No inspection or maintenance program. No uniformity in sign postings. (5)	Adequate signage. Informal inspection and maintenance program. (10)	Formal inspection & maintenance program in place. Signs are repaired in a timely fashion. (15)	**10**	1. Copy of inspection and maintenance program 2. Copy of last 2 completed inspections

#5	***Use of Non-Owned Facilities and Equipment***	No documented program or procedures in place. (0)	Some training of staff. Some written procedures in place. No inspection or risk transfer documentation. Proper indemnification agreements are in place and reviewed on a periodic basis. (5)	Written usage procedure in place. Staff trained. Facilities inspected before use and proper documentation in place. (10)	In addition to Level III: security and evacuation procedures in place. Risk transfer accomplished. (15)	**15**	1. Copy of written program or procedure 2. Documentation of training of staff 3. Copy of security/evacuation plan 4. Copy of risk transfer documents
#6	***Aquatics***	Scheduled facility inspections are conducted. Documentation is maintained. Water quality and testing is maintained per WI code HFS 172. Employee(s) responsible for the daily pool maintenance and chemical handling duties are trained as Aquatic Facility Operator (AFO), Certified Pool Operator (CPO), or equivalent. Lifeguards meet WI code HFS 172. (5)	Lifeguards/staff are trained in all related safety and personnel issues. (ex. BBP, Harassment, Sun Exposure) (10)	Aquatic staff is trained on chemical safety. Hazard communication training is conducted prior to chemical use. MSDS's are in place. Orientation training is conducted on proper chemical handling procedures. (15)	Emergency preparedness and response plan in place. Training and drills are conducted with all employees. Designated evacuation routes are posted and maintained. Proper signage in place. Security is consistent with WI code HFS 172. (20)	**20**	1. Documentation of inspections, water quality testing and employee training on chemical use 2. Copy of emergency preparedness plan 3. Documentation of most recent drills 4. Proof waterslides are properly licensed and inspected under DOC Chapter 34 requirements
#7	***Contractual Risk Transfer for Park & Recreation Activities***	No policy or risk controls established. (0)	Formal application or registration process with written policies along with hold harmless or waiver of liability. (5)	In addition to Level II: security deposit required; adequate life safety and security precautions established; certificates of insurance obtained when required. (10)	In addition to Level III: restriction on alcohol imposed and enforced. (15)	**15**	1. Copy of policy, application and hold harmless waiver
#8	***Chemical/Pesticide Control***	No policy, program or certification in place (0)	Chemical /Pesticide application conducted following WI requirements. Posting requirements met but no written program (10)	Written program, well documented, PPE available and use is enforced, all MSDS sheet on file and employees have been trained on them. (15)	Operators are all state certified, risk transfer guidelines are in place for dealing with contracted services (20)	**0**	1. Copy of policy or program 2. Documentation of employee training and category 3.0 (Turf and Ornamental) applicator certification 3. Sample of a pesticide application record form or logbook

#9	***Concession Stands***	No written contract, no established program, guidelines or rules (0)	Written contract, policy or program, appropriate health inspections are conducted, sanitation requirements are met and licenses obtained (5)	Employee training is conducted on policy or rules (10)	risk transfer guidelines are in place for dealing with contracted services (15)	**15**	1. Copy of contract or written policy/program 2. Documentation of employee training 3. Copy of most recent health department inspection
#10	***Tools and Equipment (excluding heavy equipment)***	No policy or program in place (0)	Informal program, no regular maintenance or inspection conducted, no restriction on use, some employee training (10)	Formal written program that addresses maintenance, inspections, transportation, restrictions on use and loaning out by others or for employees personal use, PPE available and use enforced (20)	Documented inspections occur including site inspections, all employees trained on equipment or tools prior to use, ergonomic evaluations conducted when history of injury warrants it (25)	**25**	1. Copy of program 2. Documentation of employee training 3. Copy of last 2 tool/equipment inspections forms

SCORE _171_ (234)

Risk Assessment Focus Group/2007 Original RA

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

MEMO

TO: Common Council
Mayor Laux

FROM: Jeff Brandt JSB

SUBJECT: Open Meetings Postings

DATE: July 26, 2007

The Wisconsin Supreme Court recently overruled a previous decision of the Court of Appeals as to the specificity necessary in posting agendas. The new rule is a reasonableness standard is how to evaluate whether topics are properly noticed. I have attached a copy of State of Wisconsin ex rel. Brian L. Buswell v. Tomah Area School District No. 2005 AP2998 decided June 13, 2007 for your review.

The factors identified by the Supreme Court when evaluating the notice are contained at page 12.

1. Whether more detailed notice is compatible with the conduct of governmental affairs is determined on a case-by-case basis. Such a determination may include, but is not limited to, the time and effort involved in assessing what information should be provided in a notice and the inherent limitations of citizen boards.
2. The particular public interest in the subject matter of a meeting may require greater specificity in the hearing notice. Particular public interest may be a matter of both the number of people interested and the intensity of that interest. The level of interest, in and of itself, however, is not dispositive. Rather, it must be balanced with other factors on a case-by-case basis.
3. The degree of specificity may depend on whether the subject of the meeting is routine or novel. Where the subject of a meeting recurs regularly, there may be less need for specificity because members of the public are more likely to catch the public unaware. Novel issues may therefore require more specific notice.

The entire analysis of the Supreme Court in the majority opinion and the two concurring opinions once again underscores that the rule in Wisconsin is openness and full knowledge to the citizenry. Please take special notice of the emphasis placed on the policy behind Wisconsin's Open Meetings Law.

> "In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the

140 Main Street • Menasha, Wisconsin 54952-3190
(920) 967-5117 • Fax (920) 967-5273 • E-mail: jbrandt@ci.menasha.wi.us

public is entitled to the fullest and most complete information regarding affairs of government as is compatible with the conduct of governmental business."

We can be proud that Menasha drastically minimizes closed sessions compared with many other municipalities. However, we do have areas that we can improve upon. The agenda item of Council Directives has proven to be a useful tool to provide information to Council members and the general public. It is my recommendation that we alter the process slightly. Rather than asking the Council whether it has issues for the following meeting, I recommend that those Council members simply notify the Clerk as to the item they wish included on the subsequent meeting agenda and the person they wish to provide the report. In that way, there would not be discussion about items that have not appeared on the agenda. Such a procedure certainly follows the third factor listed above.

Similarly, I recommend the same procedure when a citizen presents an issue during the public participation portion of the meeting. While deferring the issue may be inconvenient for the person raising the issue, it does provide opportunity for other members of the community to participate in the process regarding that issue. This allows for a full airing of the subject by any pros or cons. Any Council member, Department Head or the Mayor who believes the issue raised by the citizen is worthy of further discussion can again ask the Clerk to place the item on the agenda.

Although the Buswell case doesn't discuss it, the City of Menasha still struggles with the issue of walking quorums. Caution has been recommended both at the League of Municipalities Attorneys' Institute and at the CVMIC Summer Meeting that walking quorums do constitute a violation of the Open Meetings law. The Supreme Court has amended the Code of Attorneys' Responsibility which is now in effect. I have attended several training sessions regarding the new rules. For municipal attorneys, the initial inquiry to be made is "Who is the client?" I interpret my client to the City of Menasha as a whole. I do not interpret that my client is either the Mayor or any other elected official. As such, I struggle with my responsibility to report what appear to be violations of the Open Meetings law through walking quorums. When an issue is on a Common Council agenda that has some element of controversy, when the vote of the Common Council is divided, and when there has been no discussion about the issue during the meeting, a reasonable person would suspect that a walking quorum or illegal meetings preceded the vote. Again, I renew my advice that the Common Council and the Mayor should discuss these matters in properly noticed meetings, not in walking quorums. As an aside, the convenience of e-mail as a communication tool provides an easy opportunity to discover evidence of open Meetings violations.

I recommend that all elected officials take advantage of the many training opportunities available through the League, the Alliance of Cities, the Attorney General's Office and other sources to learn more about this issue. I am happy to assist anyone in finding such training opportunity.

H
State ex rel. Buswell v. Tomah Area School Dist.
Wis.,2007.

Supreme Court of Wisconsin.
STATE of Wisconsin ex rel. Brian L. BUSWELL,
Plaintiff-Appellant-Petitioner,
v.
TOMAH AREA SCHOOL DISTRICT,
Defendant-Respondent.
No. 2005AP2998.

Argued Jan. 11, 2007.
Decided June 13, 2007.

Background: Relator, on behalf of the state, brought action against school district for violation of Open Meetings Law, asserting that district provided insufficient notice that it would be considering at a meeting the master contract with teachers' union and at two meetings the hiring procedure for coaches. The Circuit Court, Monroe County, Michael J. McAlpine, J., granted school district's motion to dismiss for failure to state a claim upon which relief can be granted. Relator appealed. The Court of Appeals, 2006 WL 1843324, affirmed. Relator petitioned for review.

Holdings: The Supreme Court, Ann Walsh Bradley , J., held that:

(1) section of Open Meetings Law governing contents of public notice sets forth a reasonableness standard, not a bright-line rule; overruling *State ex rel. H.D. Enter. II, LLC v. City of Stoughton,* 230 Wis.2d 480, 602 N.W.2d 72;

(2) public notice was not sufficiently specific to be reasonably likely to apprise public that meeting concerned master contract with teachers' union;

(3) public notice was not required to include information that board would act upon new hiring provision for coaches;

(4) public notice for meeting at which master contract was approved was sufficient to comply with Open Meetings Law;

(5) rule that reasonableness standard applies would be given only prospective effect;

(6) imposition of forfeitures was not appropriate remedy, and

(7) relator was entitled to award of attorney fees under Open Meetings Law.

Decision of Court of Appeals reversed and remanded.

Patience Drake Roggensack, J., filed concurring opinion.

Louis B. Butler, Jr., J., concurred in part, dissented in part, and filed opinion.
West Headnotes
[1] Appeal and Error 30 ⚷919

30 Appeal and Error
30XVI Review
30XVI(G) Presumptions
30k915 Pleading
30k919 k. Striking Out or Dismissal.
Most Cited Cases
When reviewing a trial court's decision regarding a motion to dismiss for failure to state a claim, a reviewing court takes as true the facts alleged in the complaint.

[2] Appeal and Error 30 ⚷842(1)

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30 Appeal and Error
30XVI Review
30XVI(A) Scope, Standards, and Extent, in General
30k838 Questions Considered
30k842 Review Dependent on Whether Questions Are of Law or of Fact
30k842(1) k. In General. Most Cited Cases

Appeal and Error 30 ⚷1083(1)

30 Appeal and Error
30XVI Review
30XVI(L) Decisions of Intermediate Courts
30k1081 Questions Considered
30k1083 Review Dependent on Whether Questions Are of Law or of Fact
30k1083(1) k. In General. Most Cited Cases
Interpretation of a statute presents questions of law that the Supreme Court reviews independently of the determinations rendered by the Circuit Court and Court of Appeals.

[3] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Section of Open Meetings Law governing contents of public notice of a meeting of a governmental body sets forth a reasonableness standard for determining degree of specificity required in identifying subject matter of meeting, not a bright-line rule where general topic of meeting constitutes sufficient notice; overruling *State ex rel. H.D. Enter. II, LLC v. City of Stoughton,* 230 Wis.2d 480, 602 N.W.2d 72. W.S.A. 19.84(2).

[4] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Under Open Meetings Law, reasonableness standard for determining degree of specificity required in identifying subject matter of meeting in a public notice requires taking into account the circumstances of the case in determining whether notice is sufficient; this includes analyzing such factors as the burden of providing more detailed notice, whether the subject is of particular public interest, and whether it involves non-routine action that the public would be unlikely to anticipate. W.S.A. 19.81(1), 19.84(2).

[5] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
In applying reasonableness standard to determine degree of specificity required by Open Meetings Law in identifying subject matter of meeting in a public notice, whether more detailed notice is compatible with the conduct of governmental affairs is determined on a case-by-case basis; such a determination may include, but is not limited to, the time and effort involved in assessing what information should be provided in a notice and the inherent limitations of citizen boards. W.S.A. 19.81(1), 19.84(2).

[6] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
In applying reasonableness standard to determine degree of specificity required by Open Meetings Law in identifying subject matter of meeting in a public notice, the demands of specificity should not thwart the efficient administration of governmental business. W.S.A. 19.81(1), 19.84(2).

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[7] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Under section of Open Meetings Law governing contents of public notice of a meeting of a governmental body, particular public interest in the subject matter of a meeting may require greater specificity in the hearing notice. W.S.A. 19.84(2).

[8] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Particular public interest in a meeting of a governmental body, which could require more specificity in public notice as to subject matter of meeting under Open Meetings Law, may be a matter of both the number of people interested and the intensity of that interest; the level of interest, in and of itself, however, is not dispositive, but rather must be balanced with other factors on a case-by-case basis. W.S.A. 19.84(2).

[9] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Degree of specificity required under Open Meetings Law in a notice of a public meeting of a governmental body regarding the subject matter of the meeting may depend on whether the subject of the meeting is routine or novel; novel issues may require more specific notice. W.S.A. 19.84(2).

[10] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Determination of whether public notice of a meeting of a governmental body is sufficient under the Open Meetings Law should be based upon what information is available to the officer noticing the meeting at the time notice is provided, and based upon what it would be reasonable for the officer to know. W.S.A. 19.84(2).

[11] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Under Open Meetings Law, public notice of a governmental body's meeting must reasonably apprise members of the public of the subject matter of a meeting under the circumstances. W.S.A. 19.84(2).

[12] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Reasonableness standard to determine degree of specificity required by Open Meetings Law in identifying subject matter of meeting in a public notice does not require that every issue on every agenda always be enumerated because such a requirement would be unreasonable; rather, general subject headings may suffice in cases where a general heading reasonably apprises members of the public of the subject matter of the meeting, while in other cases, reasonably apprising members of the public may require greater specificity. W.S.A. 19.84(2).

[13] Administrative Law and Procedure 15A⚷

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15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Under reasonableness standard for determining degree of specificity required by Open Meetings Law in identifying subject matter of meeting in a public notice, meeting participants are free to discuss any aspect of the noticed subject matter, as well as issues that are reasonably related to it. W.S.A. 19.84(2).

[14] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Under Open Meetings Law, a governmental body's meeting cannot address topics unrelated to the information in the public notice of the meeting. W.S.A. 19.84(2).

[15] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Open Meeting Law's notice requirement functions to assure that members of the public are reasonably apprised of what is discussed at governmental meetings. W.S.A. 19.84(2).

[16] Schools 345 ⚷57

345 Schools
345II Public Schools
345II(C) Government, Officers, and District Meetings
345k51 District Boards
345k57 k. Meetings. Most Cited Cases
Public notice of school board's meeting was not sufficiently specific to be reasonably likely to apprise members of the public that meeting concerned master contract with teachers' union, and thus notice violated Open Meetings Law; stating in notice that master contract would be discussed would not have been burden to board, master contract included new hiring provision for coaches that was of interest to public, and master contract was not routine. W.S.A. 19.84(2).

[17] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Under Open Meetings Law, notice of closed sessions must contain enough information for the public to discern whether the subject matter is authorized for closed session. W.S.A. 19.85(1).

[18] Administrative Law and Procedure 15A⚷124

15A Administrative Law and Procedure
15AII Administrative Agencies, Officers and Agents
15Ak124 k. Meetings in General. Most Cited Cases
Presence of incorrect information on a public notice of a governmental body's meeting does not always constitute a violation of the notice requirements of the Open Meetings Law. W.S.A. 19.84(2).

[19] Schools 345 ⚷57

345 Schools
345II Public Schools
345II(C) Government, Officers, and District Meetings
345k51 District Boards
345k57 k. Meetings. Most Cited Cases
Under Open Meetings Law, public notice of school board's meeting to address master contract with teachers' union was not required to include information that board would act upon new hiring

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provision for coaches set forth within master contract, although there was public interest in provision, and although provision was novel; requiring information about provision was unreasonable given great burden of providing notice of particular provisions of collective bargaining contracts. W.S.A. 19.84(2).

[20] Schools 345 ⚷57

345 Schools
345II Public Schools
345II(C) Government, Officers, and District Meetings
345k51 District Boards
345k57 k. Meetings. Most Cited Cases
School board's public notice, which stated that approval of master contract with teachers' union was subject of meeting, was sufficient to comply with Open Meetings Law, although notice did not state that master contract included novel provision regarding hiring coaches, which was matter of public interest; member of public could determine from notice that master contract would be discussed at meeting, and burden of specifying particular provisions in multifaceted contract was too great to require statement about hiring coaches. W.S.A. 19.84(2).

[21] Courts 106 ⚷100(1)

106 Courts
106II Establishment, Organization, and Procedure
106II(H) Effect of Reversal or Overruling
106k100 In General
106k100(1) k. In General; Retroactive or Prospective Operation. Most Cited Cases
Supreme Court would give only prospective effect to rule that reasonableness standard applies when determining degree of specificity required in identifying subject matter of meeting in public notice under Open Meetings Law, and thus rule would be applied in current case, which involved school board's public notices, and to cases challenging future public notices; rule resulted in overruling of a case, retroactive operation would not further operation of new rule, and retroactive application of rule could have produced substantial inequitable results. W.S.A. 19.84(2).

[22] Courts 106 ⚷100(1)

106 Courts
106II Establishment, Organization, and Procedure
106II(H) Effect of Reversal or Overruling
106k100 In General
106k100(1) k. In General; Retroactive or Prospective Operation. Most Cited Cases
Supreme Court ordinarily adheres to the doctrine that a decision which overrules an earlier decision is retrospective in operation.

[23] Courts 106 ⚷100(1)

106 Courts
106II Establishment, Organization, and Procedure
106II(H) Effect of Reversal or Overruling
106k100 In General
106k100(1) k. In General; Retroactive or Prospective Operation. Most Cited Cases
Because retroactive application of a new rule can be unsettling because of justifiable reliance on a contrary view of the law, the Supreme Court will on occasion prospectively overrule past precedent to limit such unsettling effect.

[24] Courts 106 ⚷100(1)

106 Courts
106II Establishment, Organization, and Procedure
106II(H) Effect of Reversal or Overruling
106k100 In General
106k100(1) k. In General; Retroactive or Prospective Operation. Most Cited Cases
Courts may apply new rule of law "prospectively" in different ways; court may determine that new rule will apply only to future events, and not to case before it or any other case arising from conduct that has already occurred, court may apply rule to case in which rule is announced and to future events, but not to cases arising from conduct that has already occurred, and court may apply new rule to cases in which trial has not yet begun or in which time for appeal has not yet expired.

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[25] Courts 106 ⚷100(1)

106 Courts
106II Establishment, Organization, and Procedure
106II(H) Effect of Reversal or Overruling
106k100 In General
106k100(1) k. In General; Retroactive or Prospective Operation. Most Cited Cases
Three factors inform the inquiry of whether Supreme Court's judicial determination should have retroactive versus prospective application: (1) whether the decision establishes a new principle of law, either by overruling clear past precedent on which litigants may have relied, or by deciding an issue of first impression whose resolution was not clearly foreshadowed, (2) whether retroactive application would further or retard the operation of the new rule, and (3) whether retroactive application could produce substantial inequitable results.

[26] Schools 345 ⚷57

345 Schools
345II Public Schools
345II(C) Government, Officers, and District Meetings
345k51 District Boards
345k57 k. Meetings. Most Cited Cases
Voiding provision governing hiring of coaches in master contract with teachers' union was not appropriate remedy for school board's violation of Open Meetings Law regarding public notice of meeting at which master contract was discussed; master contract had expired. W.S.A. 19.84(2).

[27] Schools 345 ⚷57

345 Schools
345II Public Schools
345II(C) Government, Officers, and District Meetings
345k51 District Boards
345k57 k. Meetings. Most Cited Cases
Imposition of forfeitures against school board members who attended meeting was not appropriate remedy for board's violation of Open Meetings Law regarding public notice of meeting at which master contract with teachers' union was discussed; action against school board resulted in overruling of prior case that imposed bright-line rule, and board members complied with law as it existed at time that public notice was published. W.S.A. 19.84(2), 19.96.

[28] Schools 345 ⚷126

345 Schools
345II Public Schools
345II(J) Actions
345k126 k. Costs. Most Cited Cases
Relator, who brought action on behalf of state against school district for violation of Open Meetings Law, was entitled to award of attorney fees under section of Open Meetings Law that allowed court to award actual and necessary costs of prosecution, including reasonable attorney fees, to prevailing relator; awarding fees to relator provided incentive to others to protect public's right to open meetings and to deter governmental bodies from skirting Open Meetings Law. W.S.A. 19.81(4), 19.97(4).

[29] Municipal Corporations 268 ⚷92

268 Municipal Corporations
268IV Proceedings of Council or Other Governing Body
268IV(A) Meetings, Rules, and Proceedings in General
268k92 k. Rules of Procedure and Conduct of Business. Most Cited Cases
Under section of Open Meetings Law that allows court to award actual and necessary costs of prosecution, including reasonable attorney fees, to prevailing relator who brings action under the Open Meetings Law on behalf of the state, an appropriate award of attorney fees is determined by the lodestar methodology. W.S.A. 19.84(2).

***808** For the plaintiff-appellant-petitioner there were briefs by Jack D. Buswell and Arndt, Buswell & Thorn, S.C., Sparta, and oral argument by Jack D. Buswell.
For the defendant-respondent there was a brief by Lori M. Lubinsky, Brian C. Hough, and Axley

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Brynelson, LLP, Madison, and oral argument by Lori M. Lubinsky.
An amicus curiae brief was filed by Thomas C. Bellavia, assistant attorney general, on behalf of Attorney General Peggy A. Lautenschlager.
An amicus curiae brief was filed by Melissa A. Cherney and Christine L. Galinat, Madison, on behalf of the Wisconsin Education Association Council.
An amicus curiae brief was filed by Michael J. Julka , Richard F. Verstegen, and Lathrop & Clark LLP, Madison, on behalf of the Wisconsin Association of School Boards, Inc.
¶ 1 ANN WALSH BRADLEY, J.
The petitioner, Brian Buswell, seeks review of an unpublished court of appeals decision affirming a judgment that dismissed his claims that the Tomah Area School District violated the public notice requirements of Wisconsin's open meetings***809** law.[FN1] He asserts that the court of appeals erred when it concluded that the Tomah Board of Education provided adequate notice that it would be considering the Tomah Education Association's master contract at its June 1, 2004, meeting and a new hiring procedure for coaches at both its June 1 and June 15, 2004, meetings.

FN1. *See Buswell v. Tomah Area School Dist.,* No.2005AP2998, unpublished slip op., 2006 WL 1843324 (Wis.Ct.App. July 6, 2006)(affirming a judgment of the Circuit Court for Monroe County, Michael J. McAlpine, Judge); Wis. Stat. § 19.84 (2003-04)(all references to the Wisconsin Statutes are to the 2003-04 version unless otherwise noted).

¶ 2 Buswell advances that the notices violated Wis. Stat. § 19.84(2) because they were not reasonably likely to apprise members of the public of the subject matter of the meetings and that the notices are inconsistent with the policies for the open meetings law as set forth in Wis. Stat. §§ 19.81(1) and (4). In essence, Buswell contends that this court should adopt a reasonableness standard for determining the degree of specificity required in identifying the subject matter of a meeting in order to comply with the notice provision of the open meetings law.

¶ 3 We conclude that the plain meaning of Wis. Stat. § 19.84(2) sets forth a reasonableness standard, and that such a standard strikes the proper balance contemplated in Wis. Stat. §§ 19.81(1) and (4) between the public's right to information and the government's need to efficiently conduct its business. Applying that standard, we determine that the June 1 notice was insufficient under § 19.84(2) and contrary to the policies in §§ 19.81(1) and (4) because it failed to reasonably apprise members of the public that it would consider the Tomah Education Association's master contract at that meeting. We further determine, however, that the failure to detail the new hiring procedure for coaches contained in the new master contract renders neither the June 1 nor the June 15 notice insufficient because it would not be reasonable to require such detail in these circumstances. Accordingly, we reverse the court of appeals and remand the cause to the circuit court for further proceedings.

I

¶ 4 In June 2004, the Tomah Board of Education (" Board") held two meetings regarding a new master contract between the Tomah Education Association ("TEA") and the Tomah Area School District (" School District") for the 2003-04 and 2004-05 school years. Prior to the June meetings, Tomah community members had expressed concerns over a proposal to include a provision giving priority to TEA members over other candidates for athletic coaching positions in the new TEA master contract. The record reflects that no previous TEA master contract contained a procedure for hiring athletic coaches.

¶ 5 Prior to the June 1 meeting, 16 community members, including Buswell, sent a letter to the Board regarding the School District's policy for hiring coaches. The letter expressed concern about the possibility that the Board would adopt a new hiring policy for coaches and objected to including any such policy in the new TEA contract.

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¶ 6 On June 1, 2004, the School Board held a special meeting in closed session to discuss the provisions of the new TEA master contract. The Board had issued a public notice of the agenda which stated:

Contemplated closed session for consideration and/or action concerning employment/negotiations with District personnel pursuant to Wis. Stat. § 19.85(1)(c).[FN2]

FN2. Wis. Stat. § 19.85(1) outlines the procedures and legitimate purposes for holding closed meetings. Section 19.85(1)(c) provides that closed sessions may be convened for:

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

***810** ¶ 7 During the June 1 closed session, the Board tentatively approved the TEA master contract subject to TEA ratification and ratification by the Board in open session. The new master contract included the preferential hiring procedure for coaches given to TEA members over other applicants who were not members of TEA.

¶ 8 On June 15, 2004, the Board held a regular meeting preceded by a public notice stating, in relevant part:

New Business-Consideration and/or Action on the Following:

...

TEA Employee Contract Approval

During the open session of the June 15 meeting, the Board officially ratified the TEA master contract that had been tentatively approved at the June 1 meeting.

¶ 9 Buswell filed suit against the School District, alleging it had violated the open meetings law by failing to: give adequate notice that (1) the Board would consider the TEA master contract at the June 1 meeting; (2) the Board would consider the new hiring procedure for coaches contained within that contract at the June 1 meeting; and (3) the Board would consider ratification of the new hiring procedure for coaches at the June 15 meeting. The circuit court granted the School District's motion to dismiss for failure to state a claim, basing its ruling on the court of appeals decision in *State ex rel. H.D. Enter. II, LLC v. City of Stoughton,* 230 Wis.2d 480, 602 N.W.2d 72 (Ct.App.1999). The court of appeals affirmed the circuit court, concluding that notice of the meeting met the standard under *H.D. Enterprises. State ex rel. Buswell v. Tomah Area School Dist.,* No.2005AP2998, unpublished slip op., ¶ 7, 2006 WL 1843324 (Wis.Ct.App. July 6, 2006). Buswell petitioned for review.

II

[1] ¶ 10 This case comes to the court on review of a motion to dismiss for failure to state a claim. In such a posture, a reviewing court takes as true the facts alleged in the complaint. *Methodist Manor of Waukesha, Inc. v. Martin,* 2002 WI App 130, ¶ 2, 255 Wis.2d 707, 647 N.W.2d 409.

[2] ¶ 11 Our focus here is on the interpretation of Wisconsin's open meetings statutes. We must discern whether the notices provided for the two meetings complied with the open meetings law. The interpretation of a statute presents questions of law that we review independently of the determinations rendered by the circuit court and court of appeals. *Haferman v. St. Clare Healthcare Found., Inc.,* 2005 WI 171, ¶ 15, 286 Wis.2d 621, 707 N.W.2d 853.

III

[3] ¶ 12 Although the current version of Wisconsin's open meetings law has been in force for over 30 years, this court has never addressed the issue of the degree of specificity required in identifying the subject matter of a meeting in order to comply with the notice provision of the open meetings law. Buswell contends that the notices provided by the Board for its June 1 and June 15, 2004, meetings were too general and did not

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comply with § 19.84(2). That section provides in relevant part:

***811** Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.... [FN3]

FN3. The statute requires that a notice be " reasonably likely to apprise members of the public and the news media" of the subject matter of the meeting. However, Buswell does not frame his argument in regards to adequate notice to the media. Rather, his arguments all address whether the notices reasonably apprise members of the public. Accordingly, this is the question we address.

¶ 13 With respect to the June 1 meeting, Buswell claims that the notice was deficient because it did not indicate that the Board would act upon a new master contract with the TEA, and it did not state that the Board would act upon the new procedure for hiring coaches within the master contract. He argues that the notice would have had to mention both the TEA contract and the new hiring provision in order to be "reasonably likely to apprise members of the public" of the subject matter of the meeting. With respect to the June 15 meeting, Buswell claims that the notice was deficient because it did not state that the Board would act upon the new hiring provision for coaches.

¶ 14 Buswell further argues that the failure to indicate that the meetings would consider the TEA contract and new hiring provision is contrary to the polices of the open meetings law, as set forth in Wis. Stat. § 19.81(1) and (4). Section 19.81(1) provides:

In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.

Section 19.81(4) adds that the open meetings subchapter "shall be liberally construed to achieve the purposes set forth in this section...." Buswell maintains that these policies require more specific notice than that provided in the notices for the June 1 and June 15 meetings. At the heart of Buswell's argument is his contention that the court of appeals erred in failing to adopt and apply a reasonableness standard in determining whether the notices complied with Wisconsin's open meetings law.

¶ 15 The cornerstone of the court of appeals' analysis is the interpretation of § 19.84(2) in *H.D. Enterprises*. It involved a grocery store's application for a liquor license from the city of Stoughton. The city published notice of a council meeting at which it would consider the application. The published agenda for the meeting indicated that the council would discuss the application by listing the item as "licenses." At the meeting, the council denied the license. 230 Wis.2d at 482, 602 N.W.2d 72. The council, however, reconsidered the denial at a second meeting. The notice for the second meeting also listed the item as "licenses." At the second meeting, the council granted the license. *Id.*

¶ 16 The plaintiff filed a lawsuit alleging that the city had violated § 19.84(2). It argued that merely listing an agenda item as "licenses" does not provide specific enough information to reasonably apprise members of the public of the subject matter of the meeting, which was the reconsideration of the denial of the grocery store's application for a liquor license. *Id.* at 485, 602 N.W.2d 72. The court of appeals disagreed***812** with the plaintiff. It determined that the word "licenses" sufficed to apprise members of the public of the subject matter of the meeting, and that the statute does not require " that the subject matter of a meeting be explained with any more specificity." *Id.* at 486, 602 N.W.2d 72. Rather, it adopted a bright-line rule that "the general topic of items to be discussed is sufficient to satisfy the statute." *Id.* at 487, 602 N.W.2d 72. OVERRULED

¶ 17 In the present case, the court of appeals determined that *H.D. Enterprises* compelled the

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conclusion that the notices were sufficient. Because the terms in the Board's notices-" employment/negotiations" and "TEA Employment Contract Approval"-are no more general than " licenses," the court of appeals reasoned that the Board provided sufficient subject matter notice for its June 1 and June 15 meetings. *Buswell,* unpublished slip op., ¶ 7.

¶ 18 The court of appeals further indicated that it was required to follow *H.D. Enterprises,* but was sympathetic to Buswell's argument. It stated that " [w]hile we are sympathetic to Buswell's policy argument, and might have decided the issue differently prior to [*H.D. Enterprises*], we do not write on a clean slate." *Id.,* ¶ 6, 602 N.W.2d 72. Instead, it noted that any arguments for changing the standard established in *H.D. Enterprises* must be directed to this court.

¶ 19 The School District maintains that very general terms such as "employment/negotiations" and "TEA Employment Contract Renewal" provided sufficient notice for the meetings. At oral argument the School District contended that under the *H.D. Enterprises* bright-line rule, even broader language, such as "District personnel," would have provided sufficiently specific notice. We, however, disagree that such a broad heading is per se "reasonably likely to apprise members of the public" that the subject of the meeting is a new master contract for teachers.

¶ 20 The court of appeals' and the School District's interpretation of *H.D. Enterprises* elevates a very general provision into a one-size-fits-all provision. Under their approach, a meeting is not required to have notice with any more specificity than a very general provision such as "licenses."

¶ 21 Allowing such broad language as "licenses" to constitute sufficient notice as a matter of law is contrary to the plain language of § 19.84(2) and the policies of the open meetings law set out in §§ 19.81(1) and (4). We therefore reevaluate the approach of *H.D. Enterprises.* Rather than taking a bright-line approach, where any notice that is no more general than "licenses" is sufficient, we adopt a reasonableness approach, according to which notice must be reasonably specific under the circumstances.[FN4] It is our view ***813** that such a reasonableness standard is required by the plain language and policies of the open meetings law.

new rule

FN4. In a concurrence, Justice Roggensack contends that *H.D. Enterprises* did not establish a bright-line rule and accuses the majority of attacking a straw man. Concurrence, ¶¶ 56, 68 (citing *State ex rel. H.D. Enter. II, LLC v. City of Stoughton,* 230 Wis.2d 480, 602 N.W.2d 72 (Ct.App.1999)). This "straw man" interpretation, however, is the generally accepted interpretation by everyone other than that concurrence. It is the interpretation adopted by the Attorney General, the parties, the circuit court, and the court of appeals in this case. It is also the interpretation that comports with the actual language of *H.D. Enterprises.*
In an amicus brief, the Attorney General states that *H.D. Enterprises* created a " one-size-fits-all standard applicable to all notices." It concludes that the "bright-line standard of *H.D. Enterprises* is inconsistent with the 'reasonably apprise' standard established by the Legislature in Wis. Stat. § 19.84(2)."
Likewise, the petitioner concedes that " [a]fter *H.D. Enterprises,* if general notice provisions like 'licenses' ... are acceptable, then all notices that are equally as general pass muster." The respondent also agrees, asserting that if the word "licenses" was deemed sufficiently specific under *H.D. Enterprises,* then " 'Consideration and/or Action Concerning Employment Negotiations' is more than enough to apprise members of the public that the School Board may consider and/or act concerning the negotiations."
The circuit court and the court of appeals agree that *H.D. Enterprises* creates a bright-line rule. The circuit court determined that it was bound under *H.D. Enterprises* to conclude that the notice for the meetings was adequate. The court of

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appeals similarly concluded that notices that are no more general than "licenses" suffice under *H.D. Enterprises.* Buswell, unpublished slip op., ¶ 7.

Finally the very language of *H.D. Enterprises* supports the interpretation that notices no more general than "licenses" are per se adequate. "There is no requirement in the statute that the subject matter of a meeting be explained with any more specificity." 230 Wis.2d at 486, 602 N.W.2d 72.

¶ 22 To begin, the plain language of § 19.84(2) is not amenable to a bright-line rule. That section requires that public notice be "*reasonably* likely to apprise members of the public" (emphasis added). The use of the word "reasonably" suggests a balancing of factors. Such a balancing requires a case-specific analysis. In other words, whether notice is sufficiently specific will depend upon what is reasonable under the circumstances.

¶ 23 We find support for this determination in the reasoning of *State ex rel. Badke v. Vill. Bd. of the Vill. of Greendale,* 173 Wis.2d 553, 494 N.W.2d 408 (1993). In *Badke,* a village board meeting regarding a controversial special use permit was held at a facility that was not quite large enough to accommodate the approximately 70 people who attended. Twenty people could enter only a foyer in the building, not the main meeting hall, and up to three people were denied entrance altogether. Some attendees testified that they could not adequately hear the proceedings from their spot in the foyer. *Id.* at 563, 494 N.W.2d 408.

¶ 24 The plaintiffs in *Badke* contended that because some citizens could not gain entrance and others could not hear what was said at the meeting, the meeting violated the requirement that meetings be "held in places reasonably accessible to members of the public and shall be open to all citizens at all times...." Wis. Stat. § 19.81(2). This court determined that the words "reasonably accessible" suggests that "open to all citizens at all times" does not require absolute accessibility. Rather, it held that "reasonably" implies that reviewing courts must evaluate on a case-by-case basis in determining whether meetings are sufficiently accessible. *Id.* at 580, 494 N.W.2d 408. We determine that the word "reasonably" has similar effect in § 19.84(2).

¶ 25 The proposition that a statement of the general topic of a meeting should per se constitute sufficient notice runs contrary to the policies articulated in § 19.81(1). That section states that the "public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business." Such information extends to public notice of meetings under § 19.84(2). *Badke,* 173 Wis.2d at 577-78, 494 N.W.2d 408.

¶ 26 We note, too, that § 19.81(1) states that the open meetings law is based on the premise that " representative government [depends] upon an informed electorate." We observe that government functions best when it is open and when people have information about its operations. It is not, however, merely a matter of enhancing the functions of government. Rather, the government must be accountable to the governed.***814** It must be accountable to the people who underwrite government finances and provide its legitimacy. Having access to information about the workings of government undercuts arguments of subterfuge and ultimately promotes public trust and confidence. Moreover, as this court determined in *Badke,* the notice requirement gives the public information about the business to be conducted that will alert them to the importance of the meeting, so that they can make an informed decision whether to attend. *Badke,* 173 Wis.2d at 573-74 and 577-78, 494 N.W.2d 408.

¶ 27 Thus, the language of § 19.84(2) and the policies underlying the open meetings law do not abide a bright-line rule where the general topic of a meeting constitutes sufficient subject matter notice as a matter of law. Rather, they demand a reasonableness standard according to which notice must be reasonably specific under the circumstances of the case. Because the reasonableness standard is at odds with the application of a bright-line rule, we therefore overrule *H.D Enterprises.*[FN5]

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FN5. As noted in an amicus brief submitted by the Attorney General, this approach comports with the approach consistently advocated by the Attorney General, who is charged with interpreting the state's open meetings law under Wis. Stat. § 19.98. In the compliance guide for open meetings law published by the Department of Justice, the Attorney General urges that in noticing meetings, officers "should keep in mind that the public is entitled to the best notice that can be given at the time the notice is prepared." Wis. Dept. of Justice, *Wisconsin Open Meetings Law: A Compliance Guide,* p. 9 (Aug. 2005).

[4] ¶ 28 The reasonableness standard requires taking into account the circumstances of the case in determining whether notice is sufficient. This includes analyzing such factors as the burden of providing more detailed notice, whether the subject is of particular public interest, and whether it involves non-routine action that the public would be unlikely to anticipate. *See H.D. Enter.,* 230 Wis.2d at 490, 602 N.W.2d 72 (Vergeront, J., dissenting).

[5][6] ¶ 29 The first factor, the burden of providing more specific information on the body noticing the meeting derives from § 19.81(1). It balances the policy of providing greater information with the requirement that providing such information be "compatible with the conduct of governmental affairs." Wis. Stat. § 19.81(1). Whether more detailed notice is compatible with the conduct of governmental affairs is determined on a case-by-case basis. Such a determination may include, but is not limited to, the time and effort involved in assessing what information should be provided in a notice and the inherent limitations of citizen boards. In *Badke,* this court aptly described the demands on public officials:

1

In Wisconsin, there are many parttime citizen boards that work long hours for relatively little or no pay. These boards' real compensation comes from the satisfaction of public service. It is very difficult for these boards to anticipate the myriad of situations that may call into question the parameters of the open meeting law. We recognize that most public officials diligently try to abide by the law....

173 Wis.2d at 570, 494 N.W.2d 408. The crucial point is that the demands of specificity should not thwart the efficient administration of governmental business.

[7][8] ¶ 30 In considering the second factor, we are persuaded that particular public interest in the subject matter of a meeting may require greater specificity in the hearing notice. Particular public interest may be a matter of both the number of people interested and the intensity of ***815** that interest. The level of interest, in and of itself, however, is not dispositive. Rather, it must be balanced with other factors on a case-by-case basis.

2

[9] ¶ 31 Third, the degree of specificity of notice may depend on whether the subject of the meeting is routine or novel. Where the subject of a meeting recurs regularly, there may be less need for specificity because members of the public are more likely to anticipate that it will be addressed. However, novel issues are more likely to catch the public unaware. Novel issues may therefore require more specific notice.

3

[10] ¶ 32 The determination of whether notice is sufficient should be based upon what information is available to the officer noticing the meeting at the time notice is provided, and based upon what it would be reasonable for the officer to know. Thus, whether there is particular public interest in the subject of a meeting or whether a specific issue within the subject of the meeting will be covered, and how that affects the specificity required, cannot be determined from the standpoint of when the meeting actually takes place. Rather, it must be gauged from the standpoint of when the meeting is noticed.

[11][12] ¶ 33 The School District raises several objections to the adoption of a reasonableness standard in determining whether a notice complies with Wisconsin's open meetings laws. None is persuasive. First, quoting *H.D. Enterprises,* it asserts that a case-by-case analysis would "burden municipalities with an obligation to detail every issue that will be discussed under every agenda item

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during meetings when that is not mandated by statute." *H.D. Enterprises,* 230 Wis.2d at 487, 602 N.W.2d 72. A notice must reasonably apprise members of the public of the subject matter of a meeting under the circumstances. A reasonableness standard will not require that every issue on every agenda always be enumerated because such a requirement would be unreasonable. Rather, general subject headings may suffice in cases where a general heading reasonably apprises members of the public of the subject matter of the meeting. In other cases, reasonably apprising members of the public may require greater specificity.

[13][14][15] ¶ 34 Second, the School District argues that a reasonableness standard would inappropriately constrain discussion at meetings of governmental bodies because their deliberations would be limited to the noticed narrow topics. We disagree. Under a reasonableness standard, meeting participants would be free to discuss any aspect of the noticed subject matter, as well as issues that are reasonably related to it. It is true that a meeting cannot address topics unrelated to the information in the notice. However, that is because the notice requirement functions to assure that members of the public are reasonably apprised of what is discussed at such meetings. The objection that other topics may not be freely addressed is therefore not an objection to a reasonableness standard, but to the notice requirement itself.

¶ 35 Third, the School District argues that a reasonableness standard would impose an unacceptable burden on governmental bodies to predict and gauge public interest in every item on a meeting's agenda. While it is correct that a reasonableness standard will at times require that bodies anticipate and account for public interest when noticing meetings, it will not impose a per se requirement to predict and gauge public interest on each subject at every meeting. Where predicting and ***816** gauging public interest imposes an unreasonable burden, the bodies will not be required to do so.

[16] ¶ 36 Applying the reasonableness standard, we determine that the notice for the June 1 hearing was not sufficiently specific to be "reasonably likely to apprise members of the public" of the subject matter of the meeting. The June 1 notice stated: " Contemplated closed session for consideration and/or action concerning employment/negotiations with District personnel pursuant to Wis. Stat. § 19.85(1)(c)." This description is vague, for it could cover negotiations with any group of district personnel or with any individual employee within the district.[FN6]

FN6. The Wisconsin Association of School Boards, Inc. and the Wisconsin Education Association Council submitted amicus briefs arguing that the Board was not a "governmental body" within the meaning of § 19.82(1) when it discussed the terms of a collective bargaining agreement at the June 1 meeting. That section excludes from the definition of " governmental body" entities "formed for or meeting for the purpose of collective bargaining under subch. I, IV or V of ch. 111." Wis. Stat. § 19.82(1). Because the Board met on June 1 in part to discuss provisions of the TEA master contract, the briefs argue that the Board was not required to follow the notice requirements of the open meetings law. Neither the School District nor Buswell raise this issue in briefs or in oral argument. Further, the record does not indicate that the Board met on June 1 for the purpose of collective bargaining. Rather, it indicates that it met to consider approval of the terms reached via collective bargaining. We therefore decline to address the issue here.

[17][18] ¶ 37 Moreover, the June 1 notice was misleading. It stated that the closed session was pursuant to Wis. Stat. § 19.85(1)(c).[FN7] That section provides for closed sessions for considering matters related to *individual* employees, not for considering collective bargaining agreements. [FN8] As the School District conceded at oral argument, the appropriate statute to cite would have been § 19.85(1)(e).[FN9] Because the notice was vague and misleading, it was not "reasonably likely to apprise

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members of the public" of the subject matter of the meeting-in this case the TEA master contract.[FN10]

FN7. The School District argues that notice for closed sessions may be less specific than notice for open sessions due the fact that the public may not attend. It cites to *Olson v. City of Baraboo Joint Review Bd.* for the view that less detail is required where public input is not allowed, as in closed session. 2002 WI App 64, ¶ 15, 252 Wis.2d 628, 643 N.W.2d 796. However, *Olson* implies only that adequate notice of a closed session may not require information about whether a vote on a subject will occur, so long as the subject matter of the vote is adequately specified. *Id.* We do not see a justification for a per se rule that notice for closed sessions may be less specific than notice for open sessions.
In contrast, the Attorney General contends in an amicus brief that closed sessions may require more specific notice than open sessions. We likewise do not see a justification for a per se rule that notice for closed sessions must always be more specific than notice for open sessions. Notice of closed sessions must contain enough information for the public to discern whether the subject matter is authorized for closed session under § 19.85(1).

FN8. The minutes for the June 1 meeting show that the Board considered applications for the position of high school principal, which would fall under § 19.85(1)(c). Thus, citing that statute is not misleading insofar as individual personnel matters were considered at the meeting. Rather, it is misleading because it suggests that *only* individual personnel matters were to be considered at the meeting.

FN9. Section 19.85(1)(e) provides for closed sessions when:
(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

FN10. The School District cites to *Olson v. City of Baraboo Joint Review Bd.* for the proposition that incorrect information on a public notice does not render that notice inadequate. 252 Wis.2d 628, ¶ 14, 643 N.W.2d 796. We agree that there is not a per se rule that § 19.84(2) is violated any time there is incorrect information on a public notice. Here, however, the notice does not specify whether the closed session is to consider individual employment matters or collective bargaining agreements, and the cited statute misleadingly suggests that the meeting will cover only individual employment matters. The mistake therefore compounds the inadequacy of the notice rather than being offset by other information in the notice. *See id.*, ¶ 15.

***817** ¶ 38 Examining the circumstances of this case, we determine that those factors support the conclusion that the June 1 notice required greater specificity. First, and most importantly, stating that the TEA master contract would be discussed at the June 1 meeting would not be a burden to the Board. It requires only a few words. Further, the notice for the June 15 meeting actually listed the TEA master contract on the agenda, and there is no contention that listing it there was a burden.

¶ 39 Second, the TEA master contract included a new hiring provision for coaches that was of interest to a number of people in the community. Several citizens had made the effort to petition the Board regarding whether to put a provision for hiring coaches into the master contract.

¶ 40 Third, the TEA master contract was not a routine subject insofar as it contained a new hiring provision for coaches to which a number of members of the community objected. This suggests that the notice should have mentioned the

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TEA master contract.

¶ 41 Thus, analyzing the circumstances of the case, we conclude that the Board did not provide sufficient notice for the June 1 meeting. The notice was vague and misleading. Under the circumstances, it was not sufficiently specific to be " reasonably likely to apprise members of the public" that the meeting concerned the TEA master contract.

[19] ¶ 42 Although we determine that the notice for the June 1 meeting required greater specificity than it provided as to the TEA master contract, we do not agree with Buswell's contention that the notice violated § 19.84(2) by failing to state that the Board would act upon the new hiring provision for coaches set forth within the master contract. Again, we apply the factors to the circumstances of the case to determine whether providing the more specific information would be reasonable.

¶ 43 The first of the factors, the burden of providing greater information, weighs against requiring that the notice for the June 1 meeting state that the Board would address the hiring provision. Admittedly, the second and third factors weigh in favor of requiring that the notice state that the Board would address the hiring provision. There was particular public interest in the hiring provision, and the hiring provision within the contract was novel. However, we determine that the burden of providing notice of particular provisions of collective bargaining contracts is great enough that requiring that information would be unreasonable under the circumstances.

¶ 44 Master contracts may be complex and contain any number of provisions. Requiring that school boards, or other similarly situated bodies, anticipate and list all of those provisions in a public notice would likely consume a disproportionate amount of their limited time and may require a significant effort. Moreover, as the School District argues, requiring that public notice list which individual provisions of collective bargaining agreements will be discussed in closed session could serve to undermine governmental bodies' bargaining***818** positions, which would place a substantial burden on them. Thus, considering the balance of factors, we determine that the burden of including a particular contract provision in its notice for the June 1 meeting is substantial enough that it is not required under § 19.84(2).[FN11]

FN11. Justice Butler contends that for the same reason that it would not have been burdensome to provide notice that the TEA master contract would be under consideration at the June 1 meeting, it would also not be burdensome to provide notice of the new hiring provision for coaches, for in each case "a few words in the notice would have sufficed." Concurrence/dissent, ¶ 88. Admittedly, adding a few words about hiring coaches is not burdensome. However, the number of words required for a particular contract provision is not the only consideration. Rather, the question is what degree of specificity will be required in describing the particular aspects of a contract that will be under consideration. It is our determination that providing notice that a contract will be discussed at a meeting is not burdensome, but specifying the particular provisions of a multifaceted contract is significantly more burdensome.

[20] ¶ 45 We also reject Buswell's argument that the notice for the June 15 meeting was insufficient. Unlike the notice for the June 1 meeting, the notice for the June 15 meeting listed "TEA Employee Contract Approval." Thus, a member of the public could determine that the TEA master contract would be discussed by reading the notice. As with the notice for the June 1 meeting, the notice for the June 15 meeting need not have specified that the new hiring provision for coaches would be part of the TEA contract. The burden of specifying particular provisions in a multifaceted contract would be too great. We acknowledge that given the level of interest in the subject matter, it may have been beneficial to list the new hiring provision that was contained in the TEA master contract. However, we do not mandate such specificity here.

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IV

[21][22][23][24] ¶ 46 As discussed above, whether a public notice is sufficient under open meetings law is determined by applying a reasonableness standard and analyzing the specifics of the case. This is a departure from the bright-line rule announced in *H.D. Enterprises,* according to which a notice stating only the general topic to be discussed at the meeting is sufficient. 230 Wis.2d at 486-87, 602 N.W.2d 72. Ordinarily, this court adheres to the doctrine that a decision which overrules an earlier decision is retrospective in operation. *State v. Picotte,* 2003 WI 42, ¶ 42, 261 Wis.2d 249, 661 N.W.2d 381 (citing *Harmann v. Hadley,* 128 Wis.2d 371, 377, 382 N.W.2d 673 (1986)). Yet, retroactive application of a new rule can be unsettling because of justifiable reliance on a contrary view of the law. This court will therefore on occasion prospectively overrule past precedent to limit such unsettling effect. *Harmann,* 128 Wis.2d at 378, 382 N.W.2d 673. [FN12]

FN12. The technique of prospective overruling is often called "sunbursting," for *Great Northern Ry. Co. v. Sunburst Oil & Refining Co.,* 287 U.S. 358, 53 S.Ct. 145, 77 L.Ed. 360 (1932); *see* Thomas E. Fairchild, *Limitation of New Judge-Made Law to Prospective Effect Only: " Prospective Overruling" or "Sunbursting",* 51 Marq. L.Rev. 254, 255 (1967-68). Courts may apply a new rule of law " prospectively" in different ways. A court may determine that the new rule will apply only to future events, and not to the case before it or any other case arising from conduct that has already occurred, as was the case in *Sunburst Oil. Id.* at 364, 53 S.Ct. 145; *Harmann v. Hadley,* 128 Wis.2d 371, 378, 382 N.W.2d 673 (1986). A court may also apply the rule to the case in which the rule is announced, and to future events, but not to cases arising from conduct that has already occurred, as we are doing in the instant case. *Harmann,* 128 Wis.2d at 378, 382 N.W.2d 673. In addition, a court may apply the new rule to cases in which the trial has not yet begun or in which the time for appeal has not yet expired. *Id.,* citing *Bielski v. Schulze,* 16 Wis.2d 1, 19, 114 N.W.2d 105 (1962).

***819** [25] ¶ 47 Three factors inform the inquiry of whether our judicial determination should have retroactive versus prospective application. *Wenke v. Gehl Co.,* 2004 WI 103, ¶ 70-71, 274 Wis.2d 220, 682 N.W.2d 405. Those three factors are: (1) whether the decision establishes a new principle of law, either by overruling clear past precedent on which litigants may have relied, or by deciding an issue of first impression whose resolution was not clearly foreshadowed; (2) whether retroactive application would further or retard the operation of the new rule; and (3) whether retroactive application could produce substantial inequitable results. *Id.* at ¶ 71.

¶ 48 Applying these factors here, we reach the conclusion that the application of the reasonableness standard should be given only prospective effect. First, our decision establishes a standard that is a departure from past precedent. Second, retroactive application would not further the operation of the new rule. The public cannot go back and attend meetings that may have been inadequately noticed when such meetings have already occurred. Third, and most importantly, retroactive application of the reasonableness standard may produce substantial inequitable results. It could jeopardize the legitimacy of past actions taken at all levels of government.

¶ 49 In order to reduce the burden on governmental bodies and mitigate any hardships that result from a change in the law, we will apply the rule announced here only to this case and to cases challenging future notices. Thus, any challenge to the specificity of the subject matter of a public notice under Wis. Stat. § 19.84(2) that was issued prior to the date this opinion is mandated will be examined under the requirements of *H.D. Enterprises.* We apply the new rule to this case because Buswell has acted as a relator on behalf of the state, pursuant to Wis. Stat. § 19.97(3). As such, he has worked to vindicate his and others' right to open government. *State ex rel. Hodge v.*

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Town of Turtle Lake, 180 Wis.2d 62, 78, 508 N.W.2d 603 (1993). Applying the new rule in such a case may serve as an incentive for others to act similarly and to deter future misconduct.

V

[26] ¶ 50 Having determined that the June 1 notice was insufficient, and that we will apply the reasonableness standard in this case, we turn to the question of remedy. In his amended complaint, Buswell requests voiding the hiring provision for coaches in the master contract adopted in the June meetings, forfeitures against any member of the board who knowingly attended a meeting violating the open meetings law, and reasonable attorney fees.

No

¶ 51 Voiding a contract provision is not an available remedy here. The court was advised that the master contract that adopted the hiring provision has expired. The argument that a provision in an expired master contract can be voided appears incongruous.

NO

[27] ¶ 52 Similarly, forfeitures are not available as a remedy in this case. Section 19.96 provides for forfeitures by "[a]ny member of a governmental body who knowingly attends a meeting of such body held in violation" of the open meetings law. Our decision overrules the bright-line rule of *H.D. Enterprises* and establishes a reasonableness standard in its place. Members of governmental bodies who complied with the law as it then existed cannot be sanctioned for a violation based on an interpretation first announced today.

YES

***820** [28] ¶ 53 With respect to attorney fees, Wis. Stat. § 19.97(4) provides that a person bringing an action as relator on behalf of the state (as is the case here) for enforcement of the open meetings law may receive costs and attorney fees:

In such actions [i.e., where a person brings a case as a relator], the court may award actual and necessary costs of prosecution, including reasonable attorney fees to the relator if he or she prevails....

[29] ¶ 54 Section 19.81(4) requires that the provisions of the open meetings law be liberally construed to advance the law's purposes. This court has interpreted that requirement to merit awarding attorney fees to the prevailing relator where doing so advances the purposes of the open meetings law. *Hodge v. Town of Turtle Lake,* 180 Wis.2d at 78, 508 N.W.2d 603. Such is the case here. Awarding attorney fees to Buswell will provide an incentive to others to protect the public's right to open meetings and to deter governmental bodies from skirting the open meetings law. Accordingly, we remand the case to the circuit court to determine the appropriate award. [FN13]

FN13. The appropriate award of attorney fees is determined by the "lodestar" methodology. *Anderson v. MSI Preferred Ins. Co.,* 2005 WI 62, ¶ 39, 281 Wis.2d 66, 697 N.W.2d 73.

VI

¶ 55 In sum, we adopt a reasonableness standard for determining the degree of specificity required in identifying the subject matter of a meeting in order to comply with the notice provision of the open meetings law. We conclude that the plain meaning of Wis. Stat. § 19.84(2) sets forth a reasonableness standard, and that such a standard strikes the proper balance contemplated in Wis. Stat. §§ 19.81(1) and (4) between the public's right to information and the government's need to efficiently conduct its business. Applying that standard, we determine that the June 1 notice was insufficient under § 19.84(2) and contrary to the policies in §§ 19.81(1) and (4) because it failed to reasonably apprise the public that it would consider the TEA's master contract at that meeting. We further determine, however, that the failure to detail the new hiring procedure for coaches contained in the new master contract renders neither the June 1 nor the June 15 notice insufficient because it would not be reasonable to require such detail in these circumstances. Accordingly, we reverse the court of appeals and remand the cause to the circuit court for further proceedings.

Rights declared. We reverse the court of appeals

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and remand the cause to the circuit court.

¶ 56 PATIENCE DRAKE ROGGENSACK, J. (concurring).

Because I conclude that the June 1, 2004 notice of the open meeting was insufficient to satisfy Wis. Stat. § 19.84(2) (2005-06),[FN1] I join the mandate of the court. However, I write separately because in my view the notice for the June 1 meeting does not satisfy the requirements of *State ex rel. H.D. Enterprises II, LLC v. City of Stoughton,* 230 Wis.2d 480, 602 N.W.2d 72 (Ct.App.1999), in regard to § 19.84(2). I also write separately because instead of analyzing whether the subject matter of the notice given for the June 1 meeting is sufficient under *H.D. Enterprises* and § 19.84(2), the majority opinion sets up a straw-man, its "bright line rule," that it says *H.D. Enterprises* creates. Majority ***821** op., ¶¶ 16, 19, 22. The majority opinion then proceeds to overrule *H.D. Enterprises* by knocking down the straw-man that the majority opinion created. Majority op., ¶¶ 27, 52. In my view, the public would be better served by additional guidance about compliance with § 19.84(2) than is given either in *H.D. Enterprises* or in the majority opinion. Accordingly, I respectfully concur.

FN1. All further references are to the 2005-06 version of the Wisconsin Statutes unless otherwise noted.

I. BACKGROUND

¶ 57 This case arises out of a citizen complaint by Brian Buswell (Buswell) that the board of the Tomah Area School District (the board) did not comply with the public notice provisions of Wis. Stat. § 19.84(2), in regard to a June 1 meeting where both the TEA Employee Contract and the applicants for the position of high school principal were discussed. Buswell also alleges that the public notice provisions were violated for a second meeting held on June 15, 2004. He alleges that the "subject matter" of both meetings was not reasonably described in the respective notices because they did not give notice that the board would be considering new hiring procedures for athletic coaches that would give hiring preference to current TEA members. He also asserts that the notice for the June 1 meeting was misleading because that notice included a reference to Wis. Stat. § 19.85(1)(c), as the statutory basis for conducting part of the meeting in closed session. He asserts, and the City agrees, that § 19.85(1)(c) is not applicable to discussing the TEA Employee Contract in closed session.

¶ 58 The board contends that both notices were sufficient. The notice for the June 1 meeting provided:

Contemplated Closed Session for Consideration and/or Action Concerning Employment/Negotiations with District Personnel Pursuant to Wis. Stats. 19.85(1)(c).

The board admits that the statutory reference in the notice could have been misleading, but it asserts that *State ex rel. Olson v. City of Baraboo Joint Review Board,* 2002 WI App 64, 252 Wis.2d 628, 643 N.W.2d 796, concludes that incorrect information in a notice of a public meeting is not fatal to the sufficiency of the notice. The board also contends that by noticing that it would consider "TEA Employee Contract Approval" at the June 15 meeting, it complied with Wis. Stat. § 19.84(2).[FN2]

FN2. I agree with the majority opinion's conclusion that the notice for the June 15 meeting is sufficient to satisfy Wis. Stat. § 19.84(2), therefore, I do not address that notice further in this concurrence.

¶ 59 Prior to the June 1 board meeting, the community knew that there was a proposal for the TEA Employee Contract that would give priority to current TEA members in regard to hiring for coaching jobs. Majority op., ¶ 4. The question that is presented for this review is whether the notice of both meetings reasonably apprised the public and the news media of the subject matter of those meetings when the hiring of coaches was not mentioned, and in regard to the June 1 notice, whether, because the TEA Employee Contract was not mentioned, the notice was misleading as well.

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II. DISCUSSION

A. Standard of Review

¶ 60 This review requires us to interpret various statutory provisions and to apply them to the facts presented herein. The interpretation and application of statutes are questions of law subject to our independent review. ***822***Jackson County v. DNR,* 2006 WI 96, ¶ 10, 293 Wis.2d 497, 717 N.W.2d 713.

B. Wisconsin Stat. § 19.84(2)

¶ 61 Wisconsin Stat. § 19.84(2) provides in relevant part:
Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.

Buswell does not challenge the sufficiency of the notice of the time, date or place of the meeting. Rather, he challenges the sufficiency of the subject matter described in the notice, claiming it is incomplete, misleading and does not reasonably apprise the public of what the board will discuss.

1. Notice of the June 1 Meeting

¶ 62 It is undisputed that the board intended to and did discuss two topics at the June 1 meeting under one subject matter topic: the TEA Employee Contract and applications for the position of high school principal. Therefore, the board was required to give public notice of both, if there are two different subject matters that were to be discussed during the meeting.

¶ 63 "Subject matter" is not defined in Wis. Stat. § 19.84 or elsewhere in the statutes that address open meeting requirements. *Black's Law Dictionary* describes "subject matter" as:
The issue presented for consideration; the thing in which a right or duty has been asserted; the thing in dispute.

Black's Law Dictionary 1466 (8th ed.2004). This is a broad inclusive definition, but it gives us little guidance about how much particularity or in what form one should describe the subject matter that will be addressed at a meeting of a public body.

¶ 64 In *H.D. Enterprises,* the court of appeals addressed "subject matter" in the context of the Stoughton Common Council's consideration of Pick 'N Save's application for a liquor license. *H.D. Enterprises,* 230 Wis.2d at 482, 602 N.W.2d 72. Pick 'N Save's application had been published in accord with alcohol licensing requirements found in Wis. Stat. § 125.04(3). *Id.* at 482, 602 N.W.2d 72. The meeting agenda was used by the common council as public notice that it would consider the liquor license on January 27. *Id.* The agenda listed " licenses" as an agenda topic. *Id.* This notice was the first of three occasions on which the liquor license was discussed, before H.D. Enterprises alleged the City violated its public notice obligation. *Id.* The application for a liquor license was denied after that first common council meeting. *Id.* However, H.D. Enterprises did not allege that the notice insufficiently described the subject matter of the first meeting. *Id.* at 487, 602 N.W.2d 72.

¶ 65 At the second meeting, "licenses" again was listed on the common council's agenda that gave notice of the meeting. *Id.* at 482, 602 N.W.2d 72. Pick 'N Save's application was granted at that meeting. *Id.* H.D. Enterprise had not appeared at the second meeting, and it objected to the reconsideration of Pick 'N Save's application. *Id.* Therefore, approximately six days after the second meeting, the common council convened a third meeting that H.D. Enterprises attended and in which the common council considered H.D. Enterprises' request that it rescind Pick 'N Save's liquor license. *Id.* at 482-83, 602 N.W.2d 72. The common council refused to do so. *Id.* at 483, 602 N.W.2d 72.
H.D. Enterprises then sued the City of Stoughton claiming that the term "licenses" was ***823** too general a description of the subject matter of the second meeting to satisfy Wis. Stat. § 19.84(2). *Id.*

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¶ 66 The circuit court concluded the notice was sufficient and H.D. Enterprises appealed. In concluding that "licenses" was a sufficient description of the subject matter to reasonably apprise the public, the court of appeals examined all the circumstances surrounding consideration of Pick 'N Save's application for a liquor license. *Id.* at 483-84 and 487, 602 N.W.2d 72. It noted that the notice for the common council's first consideration of the matter used "licenses" to describe the subject matter. *Id.* at 487, 602 N.W.2d 72. The court noted that H.D. Enterprises had appeared at that council meeting and therefore, it had experience with the City's use of that description. *Id.* The court of appeals noted that H.D. Enterprises did not complain about the lack of notice for the first meeting. *Id.* The court of appeals also balanced the burden to municipalities, which would be caused by detailing every facet of a subject matter that may be addressed under every agenda item, with the sufficiency of the notice to the public. *Id.*

¶ 67 The court of appeals opinion took guidance from *State ex rel. Schaeve v. Van Lare,* 125 Wis.2d 40, 370 N.W.2d 271 (Ct.App.1985), where Schaeve complained that the description of the subject matter of the meeting did not have enough particularity to comply with the statute. *H.D. Enterprises,* 230 Wis.2d at 486, 602 N.W.2d 72. In *Schaeve,* it was contended that the subject matter set out in the notice was insufficient because it said only that the possible discipline of a public employee would be considered. *Schaeve,* 125 Wis.2d at 47, 370 N.W.2d 271. The court of appeals concluded there was "no requirement in the statute that the subject matter of a meeting must be explained with any more specificity." *Id.* at 47, 370 N.W.2d 271.

¶ 68 Contrary to the assertion in the majority opinion, its straw-man, the "bright-line rule," is nowhere mentioned or "announced" in *H.D. Enterprises. See* majority op., ¶ 46. Instead, *H.D. Enterprises* is based on the facts and circumstances that were relevant to the license that would be discussed at an upcoming common council meeting, as it had been in other meetings. *H.D. Enterprises,* 230 Wis.2d at 482-83 and 485, 602 N.W.2d 72. *H.D. Enterprises* reasoned that "[s]ection 19.84(2), stats. requires that a public notice set forth the time, date, place and subject matter of a meeting in such form as is likely to reasonably apprise members of the public." *Id.* at 485, 602 N.W.2d 72.[FN3] It established no rule that is applicable without consideration of the relevant facts and circumstances.

FN3. The City of Stoughton used entire meeting agendas as the public notices for its meetings. *State ex rel. H.D. Enterprises v. City of Stoughton,* 230 Wis.2d 480, 482, 602 N.W.2d 72 (Ct.App.1999).

¶ 69 Moving to the case now before the court, upon consideration of the facts and circumstances of the notice provided by the board of the Tomah Area School District in regard to the June 1 meeting, I conclude it was insufficient under *H.D. Enterprises's* interpretation of Wis. Stat. § 19.84(2). I conclude that the board's notice of the June 1 meeting was insufficient based on three facts that are present here and for which countervailing facts were present in and important to the decision in *H.D. Enterprises.*

¶ 70 First, two very different topics were addressed under one heading in the notice for the board's June 1 meeting, e.g., the consideration of the applicants for the position of high school principal and the provisions***824** for a new TEA Employee Contract. In *H.D. Enterprises,* the liquor license was the subject matter noticed and discussed at both meetings. *Id.* at 487, 602 N.W.2d 72.

¶ 71 Second, the provisions of the master TEA Employee Contract were going to be presented at the June 1 meeting, i.e., this was a brand-new contract for the board to consider. In *H.D. Enterprises,* the second notice given was the same as the first. *Id.* at 487, 602 N.W.2d 72. Because the liquor license was discussed by the common council under that topic previously, the public and the news media had experience in the subject matter as described in the notice. *Id.* H.D. Enterprises had attended a previous common council meeting that

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was noticed in the same form, by using the meeting agenda with the topic "licenses" as a subject matter. *Id.*

¶ 72 And, third, the notice for the June 1 meeting was misleading in regard to the TEA Employee Contract because the notice referenced Wis. Stat. § 19.85(1)(c) as the basis for the board's taking up the subject matter in closed session. Section 19.85(1)(c) is the appropriate cite for the consideration of applicants for the position of high school principal, but it does not apply to collective bargaining agreements such as the TEA Employee Contract. Section 19.85(1)(e) is the section of the statutes that permits a public body to consider collective bargaining agreements in closed session. By failing to include both § 19.85(1)(c) and (e) in the notice, the board misled the public about both the subject matter of the closed meeting and the number of topics that would be discussed. In *H.D. Enterprises,* there was no allegation that the notice was misleading. Accordingly, I conclude that the notice of the June 1 meeting of the board did not set forth the subject matter in a form that reasonably apprised the public and the news media that the TEA Employee Contract would be discussed in the closed session portion of that meeting. Therefore, the notice for the June 1 meeting did not comply with the requirements of Wis. Stat. § 19.84(2), as interpreted in *H.D. Enterprises.*

¶ 73 However, even though I conclude that the notice for the June 1 meeting was not sufficient to satisfy Wis. Stat. § 19.84(2), as interpreted in *H.D. Enterprises,* it appears that the guidance given by *H.D. Enterprises* is not sufficient to assist in achieving compliance by those public bodies that are required to give public notice of the subject matter of meetings.[FN4] The statute requires that notice of the subject matter be set out "in such form as is reasonably likely to apprise" the public and the news media. I would advise, but not require, that public bodies adopt a standard format for their meeting agendas. The entire agenda for the meeting should then be used as the § 19.84(2) notice. This would give the public and the news media experience in what issues are apt to be addressed under recurring topics.***825** I suggest that the agendas contain subtopics when more than one matter is to be discussed under one agenda topic. I also recommend including in the notice a statement that questions about the agenda can be addressed to a representative of the public body, whose name, phone number and an appropriate time to call would be listed. If the public body has described a subject matter in a way that generates questions or confusion about what is to be discussed, I suggest a more detailed agenda topic be employed for future meeting agendas. In that way, the public body will learn both what specificity is required to describe the subject matter of the meeting and what form best assists the public and the news media in understanding what will transpire at meetings.

FN4. There are times when one authors an opinion and believes that the issues presented were sufficiently addressed, but in hindsight, they were not. As the author of *H.D. Enterprises,* I now find myself in a position similar to that of Justice Robert Jackson. When faced with a similar problem, he remarked, "The matter does not appear to me now as it appears to have appeared to me then." *McGrath v. Kristensen,* 340 U.S. 162, 178, 71 S.Ct. 224, 95 L.Ed. 173 (1950) (Jackson, J. concurring) (further citations omitted). *H.D. Enterprises* appears to me now a bit differently than it appears to have appeared to me in 1999. When it was written, the court of appeals decision in *H.D. Enterprises* appeared to provide sufficient guidance on the form in which the subject matter in a public notice should be provided in order to reasonably apprise the public and the news media of what would be discussed. However, now it appears more guidance was needed.

2. Other Concerns

¶ 74 I also part company with the majority opinion's use of *State ex rel. Badke v. Village Board of the Village of Greendale,* 173 Wis.2d 553, 494 N.W.2d 408 (1993), as support for its contentions about the specificity with which the subject matter

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in a Wis. Stat. § 19.84(2) public notice is to be given. Majority op., ¶¶ 23-26. *Badke never* addresses or refers to the specificity of the subject matter in a public notice. And this is for good reason. In *Badke,* there was *no notice of any type* given that the village board was going to meet. *Badke,* 173 Wis.2d at 569, 494 N.W.2d 408.

¶ 75 Furthermore, in regard to the specificity with which the subject matter of a meeting must be described in the notice, the majority opinion asserts that if the topic is of "particular public interest," " greater specificity" may be required in the notice. Majority op., ¶¶ 29-30. I see no qualifier in Wis. Stat. § 19.84(2). The public and the news media are those to whom reasonable notice is due. In my view, the majority opinion's requirement is an invitation for additional litigation claiming the notice was insufficient. For example, how is the public servant who prepares the notice to know that there is a "particular public interest?" Will the notice be insufficient if he or she should have known of a "particular public interest" but did not? Does he or she have a duty to learn of a "particular public interest" in the subject matters that will be considered? Furthermore, does a member of the public who has an interest in the subject matter of the meeting but who has never expressed that interest to others deserve less complete notice?

¶ 76 I would not venture into these subjective woods. Rather, I conclude that the standard set by Wis. Stat. § 19.84(2) is an objective standard. Notice is to be reasonable. And, the persons to be noticed are simply the public, interested or not, and the news media, interested or not.

¶ 77 And finally, I disagree with the majority opinion's broad assertion that "[i]t is true that a meeting cannot address topics unrelated to the information in the notice." Majority op., ¶ 34. The majority opinion cites no authority for this conclusion. Does the majority opinion mean that the typical agenda item of "such other matters as may come before the body" can never provide sufficient notice under Wis. Stat. § 19.84(2) for a matter that unexpectedly is presented to the board and requires immediate attention? At least one attorney general did not believe that to be the case. 66 Op. Att'y Gen. 68, 70 (1977). Notice based on the facts and circumstances of the case affect when the notice given is sufficient to reasonably apprise the public and the news media.

¶ 78 Accordingly, for the reasons set forth above, I concur, joining only the mandate of the majority opinion.

***826** ¶ 79 LOUIS B. BUTLER, JR., J. (concurring in part, dissenting in part).

I join those portions of the majority opinion which conclude that (a) Wis. Stat. § 19.84(2) (2003-04) [FN1] sets forth a reasonableness standard; (b) such a standard strikes the proper balance contemplated in Wis. Stat. § 19.81(1) and (4) between the public's right to information and the government's need to efficiently conduct its business; (c) applying the reasonableness standard, the June 1, 2004, notice was insufficient under § 19.84(2) and contrary to the policies in § 19.81(1) and (4) because it failed to reasonably apprise members of the public that the master contract of the Tomah Education Association ("TEA") would be considered at that meeting; (d) *State ex rel. H.D. Enterprises II, LLC v. City of Stoughton,* 230 Wis.2d 480, 602 N.W.2d 72 (Ct.App.1999), should be overruled; (e) this decision should be applied prospectively; and (f) this matter should be remanded to the circuit court to determine the appropriate award as to costs and attorney fees.

FN1. All references to the Wisconsin Statutes are to the 2003-04 version unless otherwise noted.

¶ 80 I write separately because I conclude that the majority fails to apply the reasonableness standard it adopts in this case to the question of whether the June 1 posting provided sufficient notice regarding the Tomah Board of Education's ("Board") consideration of a *new* hiring procedure for athletic coaches. Applying the majority's standard, I conclude that the June 1 notice was insufficient because it failed to reasonably apprise members of the public that the Board would be considering a proposal that was a matter of particular interest to the community, involved a non-routine action that the public was unlikely to anticipate, and could

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have easily been included in the notice.

¶ 81 The facts are accurately set forth in the majority opinion,[FN2] and will not be repeated in full here. Of import is the fact that in June 2004 the Board held two meetings regarding a new master contract between TEA and the Tomah Area School District ("School District") for the 2003-04 and 2004-05 school years. Prior to those meetings, a number of community members had expressed concerns over a proposed new procedure for hiring athletic coaches. [FN3] No prior TEA master contract contained a procedure for hiring athletic coaches.

FN2. Majority op., ¶¶ 4-9.

FN3. The broad community interest exhibited in this case prior to the June 2004 meetings establishes that the public was aware that a proposal was under consideration for a new hiring policy giving priority to TEA members over other candidates for athletic coaching positions in the new TEA master contract. Majority op., ¶ 4. Consequently, I accept the majority's conclusion that the notice for the June 15 meeting, which listed TEA contract approval, was legally sufficient. *See* majority op., ¶ 45. Nevertheless, the better practice, given the level of public interest that was shown here, would have been to give notice that the procedures for hiring coaches would be discussed at the June 15 meeting.

¶ 82 The public notice issued by the Board setting forth the agenda of the June 1 meeting stated, in relevant part:
Contemplated Closed Session for Consideration and/or Action Concerning Employment/Negotiations with District Personnel Pursuant to Wis. Stats. 19.85(1)(c).

Section 19.85(1)(c) provides that closed sessions may be convened for considering employment, promotion, compensation or performance of any public employee. The notice did not contain any information referencing the TEA master contract or any ***827** proposed hiring procedures for athletic coaches.

¶ 83 At issue is whether the notice provided for the June 1, 2004, meeting was too general and not in compliance with Wis. Stat. § 19.84(2). That section provides, in relevant part:
Every public notice of a meeting of a governmental body shall set forth the ... subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public... .

¶ 84 Brian Buswell ("Buswell") contends that the June 1 notice was deficient because it did not indicate that the Board would act upon a new master contract with the TEA, and it did not indicate that the Board would act upon the new hiring provision for athletic coaches. The majority concludes, and I agree, that the notice failed to apprise the public that the TEA master contract would be under consideration at the June 1 meeting. Majority op., ¶ 36. I respectfully disagree with the majority's conclusion that the notice was sufficient with respect to the new hiring provision for athletic coaches. Majority op., ¶ 42.

¶ 85 The majority notes that with respect to the TEA master contract, the notice given was vague because it could cover any negotiations with any group of district personnel or with any individual employee within the district. *Id.*, ¶ 36. Moreover, it was misleading, as the statute referenced [FN4] in the notice provides for closed sessions for individual employees, not for considering collective bargaining agreements. *Id.*, ¶ 37.

FN4. Wis. Stat. § 19.85(1)(c).

¶ 86 The reasonableness standard adopted by the court takes into account such factors as the burden of providing more detailed notice, whether the subject is of particular interest, and whether it involves non-routine action that the public would be

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unlikely to anticipate. *Id.*, ¶ 28. The majority first points out that it would not unduly burden the Board to include a few words in the notice about the fact that the TEA master contract would be discussed at the June 1 meeting. *Id.*, ¶ 38. Second, the majority notes the TEA master contract included a hiring provision that was of interest to a number of people in the community, as several citizens had made an effort to petition the Board regarding whether to put a provision for the hiring of coaches into the master contract. *Id.*, ¶ 39. Third, the majority recognizes that the TEA master contract was not a routine subject, as it contained a new provision for the hiring of coaches to which members of the community objected, the subject of which had never before been included in a TEA contract. *Id.*, ¶¶ 4, 40.

¶ 87 For the very reasons the majority concludes the June 1 notice was insufficient with respect to the TEA master contract, I conclude the notice was insufficient with respect to the new provision regarding the hiring of athletic coaches. Thus, it is incomprehensible that the majority would reject its own analysis when discussing the June 1 notice as it relates to the new provision for the hiring of coaches that is set forth in the TEA master contract. As to the coaches provision, the June 1 notice is still vague because it fails to discuss coaches or procedures to hire coaches at all, and could cover any negotiations with any group of district personnel or with any individual employee within the district. Moreover, the June 1 notice was still misleading as to the coaches provision, as Wis. Stat. § 19.85(1)(c) once again provides for closed sessions for individual employees,***828** and not for considering new hiring provisions for athletic coaches in general. The majority inadequately explains how an insufficient notice as to a public meeting regarding the TEA master contract is sufficient with respect to an item buried within that very contract, particularly when the item in question has never before been the subject of contract negotiations and was of special interest to the public.

¶ 88 When applying the factors associated with the reasonableness standard, the majority concedes that the second and third factors [FN5] weigh in favor of requiring notice that the Board would address the coaches provision. Majority op., ¶ 43. Thus, the majority's analysis stands on the first factor, the burden of providing greater information. Yet, just what was the burden? Once again, a few words in the notice would have sufficed, simply by indicating that the procedure for hiring athletic coaches would be discussed. For a matter of considerable public concern, this was no "burden."

FN5. These factors, again, include whether the subject is of particular interest, and whether it involves non-routine action that the public would be unlikely to anticipate. The public had already shown great interest in the athletic coach hiring provision, and the June 1 notice contemplated employment negotiations for any of the individual employees within the district, but did not provide for general hiring procedures for athletic coaches.

¶ 89 If, as the majority concludes, the June 1 notice was insufficient to apprise members of the public that the TEA master contract would be considered at the June 1 meeting, then it was necessarily insufficient to apprise members of the public that a new provision regarding the hiring of athletic coaches *contained within the TEA master contract* would be considered.

¶ 90 "[T]he notice requirement gives the public information about the business to be conducted that will alert them to the importance of the meeting, so that they can make an informed decision whether to attend." Majority op., ¶ 26 (citing *State ex rel. Badke v. Village Bd. of the Village of Greendale,* 173 Wis.2d 553, 573-74, 577-78, 494 N.W.2d 408 (1993)). I wholeheartedly concur. Yet, no informed decision to attend was possible here, as the notice failed to give the public any idea of what would be discussed at the meeting. The June 1 notice (1) fails to inform the public that the TEA master contract will be considered, and (2) fails to inform the public that a new hiring procedure for athletic coaches will be discussed. Accordingly, I would reverse the court of appeals as to both of these issues.

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¶ 91 For the foregoing reasons, I respectfully concur in part and dissent in part from the court's decision and mandate.

Wis.,2007.
State ex rel. Buswell v. Tomah Area School Dist.
732 N.W.2d 804, 2007 WI 71

END OF DOCUMENT

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STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

J.B. VAN HOLLEN
ATTORNEY GENERAL

Raymond P. Taffora
Deputy Attorney General

114 East, State Capitol
P.O. Box 7857
Madison, WI 53707-7857

RECEIVED
JUL 26 2007
CITY ATTORNEY'S OFFICE

July 25, 2007

Mr. Warren P. Kraft
City Attorney
City of Oshkosh
Post Office Box 1130
Oshkosh, WI 54903-1130

Dear Mr. Kraft:

Your April 20, 2007 letter to Attorney General J.B. Van Hollen has been forwarded to me for response. Your letter inquires about the level of specificity the Open Meetings Law requires in describing the subjects addressed in city council meetings. In particular, you ask for clarification of a March 5, 2004 informal opinion of former Attorney General Peggy A. Lautenschlager, which advised that subject matter descriptions like "mayor's comments," "alderperson's comments," and "staff comments" failed to satisfy the requirement of Wis. Stat. § 19.84(2) that meeting notices describe the "subject matter of [each] meeting . . . in such form as is reasonably likely to apprise members of the public and the news media thereof."

You state that the City of Oshkosh has historically put the following items in its notices for common council meetings: "COUNCIL MEMBER STATEMENTS" and "WHATEVER ELSE IS GOOD OR PERTINENT FOR THE CITY." You state that the former is time set aside for council members to talk about items of particular concern to each member whether related to the city or other governmental entities, or to the member's individual or personal concern, or to events and activities occurring within the community. You state that the latter time is set aside for the city manager, who is the city's chief executive officer, to talk about such items as requests for future workshops or closed sessions, events and activities in the community including major road construction or project schedules, or awards, honors and recognitions to the city.

You also state that since March 2004, the council added the following statement to its operational rule concerning council member statements: "'Council members shall inform the City Clerk by 12:00 noon on the Monday prior to the Council meeting of such statements.'" You state that there was extended discussion at the April 17, 2007 organizational meeting of the common council about the need for the quoted sentence, and the advisability of adding a further statement to the effect that no council member statements will be permitted unless properly noticed. You state that the existing statement was not removed, and the additional statement was not formally introduced for action. Instead, the council directed you to obtain clarification from the Department of Justice about which topics are intended to be covered by the March 5, 2004 letter.

The balance of your letter consists of twenty-eight pages of excerpts from the meeting notices and meeting minutes from June 13, 2006, through April 10, 2007, where "COUNCIL MEMBER STATEMENTS" or "WHATEVER ELSE IS GOOD OR PERTINENT FOR THE CITY." You ask this department to review each of the excerpted entries and to advise whether advance notice was required for the item(s) identified in the entry. Presumably, your purpose is to obtain guidance for future meeting notices.

At the time of your April 26, 2007 letter, there was a case pending in the Supreme Court which specifically asked the Court to interpret the portion of Wis. Stat. § 19.84(2) quoted in the first paragraph of your letter. The decision in *State ex rel. Buswell v. Tomah Area School District*, 2007 WI 71, ___ Wis. 2d ___, ___ N.W.2d ___, was released on June 13, 2007. That decision provides you the appropriate guidance for advising your client.

In *Buswell*, the Supreme Court determined that "the plain meaning of Wis. Stat. § 19.84(2) sets forth a reasonableness standard, and that such a standard strikes the proper balance contemplated in Wis. Stat. §§ 19.81(1) and (4) between the public's right to information and the government's need to efficiently conduct its business." *Buswell*, 2007 WI 71, ¶ 3. The Court determined that the balancing of factors required by the reasonableness standard for meeting notices "requires a case-specific analysis," and that "whether notice is sufficiently specific will depend on what is reasonable under the circumstances." *Id.*, ¶ 22. The Court determined that the factors to be analyzed "include[] . . . [1] the burden of providing more detailed notice, [2] whether the subject is of particular public interest, and [3] whether it involves non-routine action that the public would be unlikely to anticipate." *Id.*, ¶ 28 (bracketed references added). Under a "reasonableness" standard, "meeting participants would be free to discuss any aspect of the noticed subject matter, as well as issues that are reasonably related to it." *Id.*, ¶ 34. However, "a meeting cannot address topics unrelated to the information in the notice." *Id.*

The first factor "balances the policy of providing greater information with the requirement that providing such information be 'compatible with the conduct of governmental affairs.' Wis. Stat. § 19.81(1)." *Id.*, ¶ 29. The determination must be made on a case-by-case basis. *Id.* "The demands of specificity should not thwart the efficient administration of governmental business." *Id.*

The second factor takes into account "both the number of people interested and the intensity of that interest," though the level of interest is not dispositive, and must be balanced with other factors on a case-by-case basis. *Id.*, ¶ 30.

The third factor considers "whether the subject of the meeting is routine or novel." *Id.*, ¶ 31. There may be less need for specificity where a meeting subject occurs routinely, because members of the public are more likely to anticipate that the subject will be addressed. *Id.* "Novel issues may . . . require more specific notice." *Id.*

The Court determined that the pertinent factors must be "based upon what information is available to the officer noticing the meeting at the time the notice is provided, and based upon what it would be reasonable for the officer to know." *Id.*, ¶ 32. Based on its adoption of the reasonableness standard for meeting notices, the Court overruled a prior published court of appeals decision which adopted the "bright-line" test that a subject description was legally sufficient if it were no more general than "licenses." *Id.*, ¶ 21, n.4; ¶ 27; overruling *State ex rel. H.D. Ent. v. City of Stoughton*, 230 Wis. 2d 480, 602 N.W.2d 72 (Ct. App. 1999).

Although the *Buswell* decision does not provide direct advice to attorneys who advise governmental bodies about compliance with the Open Meetings Law, a number of observations may be in order. A prosecutor is not required to prove a knowing violation of the Open Meetings Law in circumstances that do not involve attendance at a meeting, *e.g.*, where a meeting notice is insufficiently specific. Wis. Stat. § 19.96. Under *Buswell*, litigation of cases involving the sufficiency of meeting notices is likely to become more expensive, burdensome, and uncertain for governmental bodies. There is a high potential that material disputes of fact will arise about each of the factors identified in the *Buswell* decision, such as the burdensomeness to the body of providing greater specificity, the level of public interest in a subject, and whether a subject is routine or novel. Moreover, the reasonableness standard in combination with disputed facts decreases the likelihood that a case can be resolved on a dispositive motion as a matter of law. In addition, because different trial-level fact-finders can each act reasonably even though they come to different conclusions based on the particular weight they give to the relevant factors, it will likely become harder to predict the outcome of open meetings litigation that involves the sufficiency of meeting notices. Given these likely consequences of the *Buswell* decision, counsel for governmental bodies may wish to advise their governmental body clients to create meeting notices with "'the best notice that can be given at the time the notice is prepared.'" *Buswell*, 2007 WI 71, ¶ 27 n.5, quoting *Wisconsin Open Meetings Law: A Compliance Guide* at 9 (Wis. Dept. of Justice, August 2005). Specifically, counsel may wish to advise their governmental body clients to conscientiously identify the specific subjects that are likely to be addressed at the meeting, and may wish to review their clients' notices for a period of time to ensure that "a person interested in [that] specific subject would be aware, upon reading the meeting notice, that the subject might be discussed." DOJ *Compliance Guide* at 9.

Thank you for sending your request for guidance. I hope the *Buswell* decision and the observations in this letter are helpful guides for drafting future city council meeting notices.

Sincerely,

Raymond P. Taffora
Deputy Attorney General

RPT:BAO:ajw

City of Menasha • Department of Community Development

MEMORANDUM

To: Common Council

From: Greg Keil, CDD

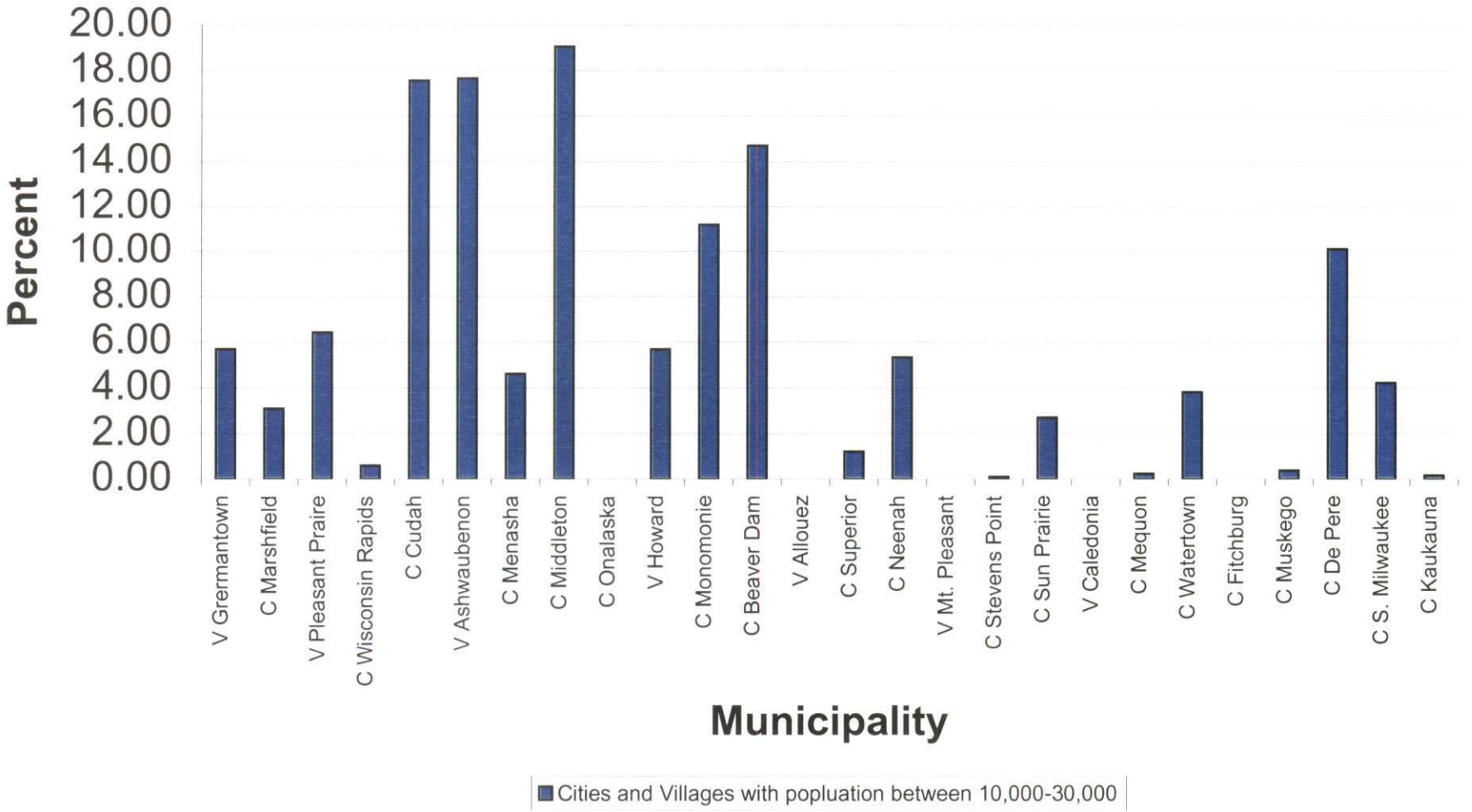
Date: August 2, 2007

RE: TIF Information Distributed to the Joint Review Board

At the July 16, 2007 Common Council meeting several aldermen requested copies of the information on TIF status that was to be distributed to the joint review board. That information is attached. I am planning on making a presentation to the council on TIF after the Department of Revenue releases the 2007 TIF valuation reports sometime in September.

140 Main Street • Menasha, Wisconsin 54952-3151 • Phone (920) 967-3650 • Fax (920) 967-5272

TID Value Increment as a Percent of Equalized Value - 2006



TIF Value Limitation Report for 2006

Wisconsin Department of Revenue
Equalization Section

Co Mun Code	Municipality	TID No.	Base Year	2006 TID Current Value	2006 TID Value Increment	2006 Munic Total TID Increment	2006 Munic Total TID Current Value	2006 Municipal Equalized Value	12 % Test
37201	ABBOTSFORD	01	1981	931,600	724,100	724,100	931,600	101,176,600	0.72%
01201	ADAMS	01	1983	4,261,700	3,062,600				
01201	ADAMS	02	1996	14,765,000	5,179,800				
01201	ADAMS	03	1996	15,597,500	10,427,800	18,670,200	34,624,200	84,030,600	22.22%
23101	ALBANY	02	1995	2,739,400	1,529,900	1,529,900	2,739,400	51,566,600	2.97%
31201	ALGOMA	01	2005	9,528,000	1,628,800	1,628,800	9,528,000	163,370,200	1.00%
06201	ALMA	01	1994	3,817,600	3,048,500				
06201	ALMA	02	1994	821,300	595,800	3,644,300	4,638,900	49,913,200	7.30%
03101	ALMENA	01	1990	5,939,000	5,650,700				
03101	ALMENA	02	1992	1,341,500	1,194,800	6,845,500	7,280,500	26,844,900	25.50%
18201	ALTOONA	02	2000	10,438,400	9,243,500				
18201	ALTOONA	03	2001	8,157,600	3,886,800	13,130,300	18,596,000	355,971,400	3.69%
48201	AMERY	05	1992	6,073,000	5,990,800				
48201	AMERY	06	2004	17,266,300	2,825,400	8,816,200	23,339,300	206,001,900	4.28%
49102	AMHERST	01	1996	3,340,500	3,066,000				
49102	AMHERST	02	2003	415,400	398,200	3,464,200	3,755,900	53,949,900	6.42%
34201	ANTIGO	03	1999	5,544,300	202,700				
34201	ANTIGO	04	1999	24,385,500	6,061,500				
34201	ANTIGO	05	2001	10,681,400	1,377,200	7,641,400	40,611,200	339,200,000	2.25%
44201	APPLETON	01	1980	129,307,200	80,137,700				
44201	APPLETON	02	1991	12,781,600	8,730,700				
44201	APPLETON	03	1993	74,199,200	55,258,400				
44201	APPLETON	04	1995	177,344,400	124,562,700				
44201	APPLETON	05	1999	10,754,200	6,084,700				
08201	APPLETON	06	2000	65,832,100	64,207,900	338,982,100	470,218,700	4,350,186,400	7.79%
61201	ARCADIA	03	1994	10,678,900	10,498,800				
61201	ARCADIA	04	1994	7,612,800	7,025,700	17,524,500	18,291,700	123,707,000	14.17%
33101	ARGYLE	01	1983	1,627,000	1,019,900	1,019,900	1,627,000	31,297,600	3.26%
11101	ARLINGTON	01	1999	9,365,700	6,862,800	6,862,800	9,365,700	62,171,800	11.04%
71100	ARPIN	02	2005	928,100	122,200	122,200	928,100	10,070,300	1.21%
02201	ASHLAND	06	1994	9,569,700	9,025,300				
02201	ASHLAND	07	1997	1,740,300	1,365,400				
02201	ASHLAND	08	1997	3,490,500	3,235,300	13,626,000	14,800,500	410,648,500	3.32%
05104	ASHWAUBENON	02	1991	543,334,100	363,290,800	363,290,800	543,334,100	2,056,860,700	17.66%
37102	ATHENS	01	1995	1,947,000	1,902,500	1,902,500	1,947,000	45,966,500	4.14%
18202	AUGUSTA	03	2003	289,400	37,100				
18202	AUGUSTA	04	2005	5,056,800	1,101,100	1,138,200	5,346,200	58,187,500	1.96%
25102	AVOCA	01	1995	5,611,900	3,443,400	3,443,400	5,611,900	18,221,500	18.90%
55106	BALDWIN	01	1983	6,431,600	5,990,000				

TIF Value Limitation Report for 2006

Wisconsin Department of Revenue
Equalization Section

Co Mun Code	Municipality	TID No.	Base Year	2006 TID Current Value	2006 TID Value Increment	2006 Munic Total TID Increment	2006 Munic Total TID Current Value	2006 Municipal Equalized Value	12 % Test
55106	BALDWIN	03	1988	9,483,100	9,382,400				
55106	BALDWIN	05	1995	2,797,800	2,775,300				
55106	BALDWIN	06	2005	13,777,200	1,552,700	19,700,400	32,489,700	289,419,400	6.81%
48106	BALSAM LAKE	02	1995	3,140,500	3,128,700				
48106	BALSAM LAKE	03	2004	1,260,400	1,238,100				
48106	BALSAM LAKE	04	2005	3,400	(62,500)	4,366,800	4,404,300	140,224,600	3.11%
56206	BARABOO	01	1979	7,205,300	5,369,300				
56206	BARABOO	03	1980	1,347,100	966,600				
56206	BARABOO	06	1999	37,604,400	29,815,200	36,151,100	46,156,800	762,698,100	4.74%
25106	BARNEVELD	01	2002	2,761,200	1,028,900	1,028,900	2,761,200	80,374,900	1.28%
03206	BARRON	02	2000	3,434,600	1,443,200				
03206	BARRON	03	2005	10,424,200	598,800	2,042,000	13,858,800	132,468,900	1.54%
14206	BEAVER DAM	02	1985	90,942,900	86,772,900				
14206	BEAVER DAM	03	1994	7,518,100	7,244,400				
14206	BEAVER DAM	04	1994	56,674,900	56,467,500	150,484,800	155,135,900	1,023,755,500	14.70%
45106	BELGIUM	04	1995	18,801,100	18,485,100	18,485,100	18,801,100	157,771,000	11.72%
13106	BELLEVILLE	02	1995	27,318,600	19,807,400	19,807,400	27,318,600	168,100,400	11.78%
33106	BELMONT	01	2004	5,549,300	5,493,300	5,493,300	5,549,300	45,886,100	11.97%
53206	BELOIT	03	1988	15,541,400	15,496,700				
53206	BELOIT	05	1990	64,682,400	38,440,690				
53206	BELOIT	06	1991	40,132,800	26,059,700				
53206	BELOIT	08	1995	4,902,900	3,256,600				
53206	BELOIT	09	1998	4,721,800	1,055,500				
53206	BELOIT	10	2001	26,458,300	24,694,900				
53206	BELOIT	11	2002	4,071,800	2,108,600				
53206	BELOIT	12	2003	1,986,000	1,190,700				
53206	BELOIT	13	2005	26,271,900	2,417,400	114,720,790	188,769,300	1,470,055,900	7.80%
33107	BENTON	01	1993	4,218,700	4,046,200	4,046,200	4,218,700	32,998,100	12.26%
24206	BERLIN	02	1979	450,900	450,900				
24206	BERLIN	03	1980	2,262,300	1,973,000				
24206	BERLIN	07	1990	5,406,000	4,746,000				
24206	BERLIN	08	1991	644,500	608,100				
24206	BERLIN	09	1991	1,298,400	1,169,100				
69206	BERLIN	10	1993	5,128,900	5,079,600				
24206	BERLIN	11	1993	1,087,100	1,073,300				
24206	BERLIN	13	1994	181,800	128,800	15,248,900	17,095,300	231,963,300	6.57%
65106	BIRCHWOOD	01	2004	2,506,000	601,000				
65106	BIRCHWOOD	02	2005	2,287,700	113,400	714,400	4,793,700	32,081,100	2.23%
58106	BIRNAMWOOD	01	1997	18,794,100	5,493,200	5,493,200	18,794,100	29,655,500	18.52%

TIF Value Limitation Report for 2006

Wisconsin Department of Revenue
Equalization Section

Co Mun Code	Municipality	TID No.	Base Year	2006 TID Current Value	2006 TID Value Increment	2006 Munic Total TID Increment	2006 Munic Total TID Current Value	2006 Municipal Equalized Value	12 % Test
44107	BLACK CREEK	01	1983	606,600	177,300				
44107	BLACK CREEK	02	1993	13,828,500	11,715,800	11,893,100	14,435,100	62,877,100	18.91%
13107	BLACK EARTH	01	1990	5,291,900	3,680,200				
13107	BLACK EARTH	02	1994	1,385,600	1,276,800	4,957,000	6,677,500	96,202,900	5.15%
27206	BLACK RIVER FALLS	01	2000	5,564,100	4,687,400				
27206	BLACK RIVER FALLS	02	2001	1,024,100	312,300				
27206	BLACK RIVER FALLS	03	2002	453,100	(43,000)				
27206	BLACK RIVER FALLS	04	2003	546,600	84,400	5,084,100	7,587,900	204,047,100	2.49%
61206	BLAIR	02	1983	342,000	218,400				
61206	BLAIR	03	1995	4,675,800	4,463,900	4,682,300	5,017,800	43,540,000	10.75%
09206	BLOOMER	04	2005	4,321,900	534,500	534,500	4,321,900	199,276,700	0.27%
13108	BLUE MOUNDS	01	1995	8,640,700	7,629,500	7,629,500	8,640,700	45,786,100	16.66%
58107	BONDUEL	01	1994	14,259,400	12,277,800	12,277,800	14,259,400	73,632,900	16.67%
22206	BOSCOBEL	02	1998	1,927,700	1,869,800				
22206	BOSCOBEL	03	2002	912,500	326,100				
22206	BOSCOBEL	04	2005	6,966,400	1,876,100	4,072,000	9,806,600	108,619,500	3.75%
58108	BOWLER	02	1997	338,400	301,000	301,000	338,400	9,358,100	3.22%
17106	BOYCEVILLE	02	1996	3,168,000	2,833,100	2,833,100	3,168,000	39,364,500	7.20%
09106	BOYD	01	1996	3,200,000	1,272,600				
09106	BOYD	02	2005	795,200	328,400	1,601,000	3,995,200	23,332,000	6.86%
20106	BRANDON	01	1997	6,741,300	5,094,500	5,094,500	6,741,300	40,255,900	12.66%
23206	BRODHEAD	02	1992	9,875,600	9,416,500				
23206	BRODHEAD	03	2002	2,306,600	2,256,300				
23206	BRODHEAD	04	2005	114,800	6,400				
23206	BRODHEAD	05	2005	1,596,300	67,300	11,746,500	13,893,300	158,167,600	7.43%
37106	BROKAW	01	1997	9,726,600	9,279,500	9,279,500	9,726,600	36,261,000	25.59%
67206	BROOKFIELD	03	2004	169,474,300	38,364,200	38,364,200	169,474,300	6,242,007,600	0.61%
40107	BROWN DEER	02	1995	29,564,200	17,584,300				
40107	BROWN DEER	03	2005	24,898,400	1,929,500				
40107	BROWN DEER	04	2005	21,192,900	1,394,300	20,908,100	75,655,500	1,075,292,200	1.94%
14106	BROWNSVILLE	01	1993	17,748,000	17,301,400	17,301,400	17,748,000	51,956,600	33.30%
54106	BRUCE	01	1998	139,800	128,500				
54106	BRUCE	02	2002	1,815,600	543,200	671,700	1,955,400	26,512,900	2.53%
51206	BURLINGTON	03	1992	274,977,600	143,150,000				
51206	BURLINGTON	04	1995	33,374,800	29,829,400	172,979,400	308,352,400	824,024,600	20.99%
67107	BUTLER	01	1992	31,319,800	18,476,500	18,476,500	31,319,800	253,031,400	7.30%
09111	CADOTT	01	1990	8,460,100	7,508,700	7,508,700	8,460,100	66,522,200	11.29%
13111	CAMBRIDGE	02	1992	3,074,400	1,703,100				
13111	CAMBRIDGE	03	1998	8,972,400	6,280,200	7,983,300	12,046,800	133,905,600	5.96%

TIF Value Limitation Report for 2006

Wisconsin Department of Revenue
Equalization Section

Co Mun Code	Municipality	TID No.	Base Year	2006 TID Current Value	2006 TID Value Increment	2006 Munic Total TID Increment	2006 Munic Total TID Current Value	2006 Municipal Equalized Value	12 % Test
03111	CAMERON	01	2005	2,549,200	231,700	231,700	2,549,200	80,809,600	0.29%
29111	CAMP DOUGLAS	01	1995	2,455,500	1,825,300	1,825,300	2,455,500	18,349,800	9.95%
41111	CASHTON	01	1993	2,012,200	1,930,000				
41111	CASHTON	02	1998	1,283,800	447,800				
41111	CASHTON	03	2005	807,700	476,000	2,853,800	4,103,700	37,490,900	7.61%
48111	CENTURIA	01	1999	11,012,700	6,329,700	6,329,700	11,012,700	36,137,300	17.52%
03211	CHETEK	02	1997	23,143,600	11,094,500	11,094,500	23,143,600	146,535,700	7.57%
08211	CHILTON	02	1992	21,930,700	21,782,700				
08211	CHILTON	04	2005	1,928,400	(227,900)				
08211	CHILTON	05	2005	1,524,700	163,600	21,946,300	25,383,800	222,539,100	9.86%
09211	CHIPPEWA FALLS	04	1994	10,851,200	5,681,300				
09211	CHIPPEWA FALLS	05	1998	13,403,800	10,548,000				
09211	CHIPPEWA FALLS	06	1998	8,163,100	3,899,800				
09211	CHIPPEWA FALLS	07	2001	6,732,100	5,230,500				
09211	CHIPPEWA FALLS	08	2002	2,432,700	1,993,700				
09211	CHIPPEWA FALLS	09	2002	6,312,400	2,922,600				
09211	CHIPPEWA FALLS	10	2005	1,196,300	1,196,300	31,472,200	49,091,600	735,733,800	4.28%
48112	CLAYTON	02	1999	929,000	861,000	861,000	929,000	23,610,300	3.65%
48113	CLEAR LAKE	02	2000	1,935,100	1,504,000				
48113	CLEAR LAKE	03	2003	3,169,700	1,114,700	2,618,700	5,104,800	58,916,100	4.44%
36112	CLEVELAND	01	1996	6,803,500	5,872,200	5,872,200	6,803,500	84,574,400	6.94%
53111	CLINTON	04	1998	23,848,500	6,041,200	6,041,200	23,848,500	116,909,400	5.17%
68211	CLINTONVILLE	03	1992	15,028,900	14,095,600				
68211	CLINTONVILLE	04	1994	1,579,700	1,326,000				
68211	CLINTONVILLE	05	2002	7,656,200	7,656,200				
68211	CLINTONVILLE	06	2003	373,400	54,000				
68211	CLINTONVILLE	07	2005	1,891,500	(91,200)	23,131,800	26,529,700	211,205,700	10.95%
10211	COLBY	02	1993	4,079,900	3,822,400	SEE MARATHON COUNTY PORTION			
* 37211	COLBY	02	1993	14,516,200	10,001,500	13,823,900	18,596,100	62,551,500	22.10%
38111	COLEMAN	01	2005	3,342,400	738,500	738,500	3,342,400	39,988,300	1.85%
17111	COLFAX	03	2002	4,101,400	1,498,100	1,498,100	4,101,400	48,328,600	3.10%
69111	COLOMA	01	1997	979,800	412,500				
69111	COLOMA	02	2005	1,263,900	45,900	458,400	2,243,700	21,642,300	2.12%
11211	COLUMBUS	02	1994	2,357,400	688,900				
11211	COLUMBUS	03	1995	6,848,400	3,267,200	3,956,100	9,205,800	316,775,700	1.25%
44111	COMBINED LOCKS	01	2005	748,400	480,700	480,700	748,400	249,465,800	0.19%
62112	COON VALLEY	01	1987	2,278,500	1,671,200				
62112	COON VALLEY	02	1996	1,850,500	1,792,800	3,464,000	4,129,000	37,558,100	9.22%
09213	CORNELL	02	2001	1,005,900	533,300	533,300	1,005,900	56,921,400	0.94%

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	13112	COTTAGE GROVE	05	2003	10,857,700	10,692,300				
	13112	COTTAGE GROVE	06	2005	6,798,900	730,100				
	13112	COTTAGE GROVE	07	2005	21,855,300	7,905,300	19,327,700	39,511,900	460,439,800	4.20%
	21211	CRANDON	01	2002	2,353,700	802,700	802,700	2,353,700	91,528,300	0.88%
	38121	CRIVITZ	01	2001	10,046,200	5,760,600	5,760,600	10,046,200	67,297,800	8.56%
*	22211	CUBA CITY	02	1999	5,496,000	4,481,500	4,481,500	5,496,000	98,003,600	4.57%
	33211	CUBA CITY	02	1999	-	(53,700)	SEE GRANT COUNTY PORTION			
	40211	CUDAHY	01	1994	292,284,600	219,035,400	219,035,400	292,284,600	1,246,698,100	17.57%
	03212	CUMBERLAND	03	1979	4,889,600	4,287,800				
	03212	CUMBERLAND	06	1980	385,800	385,800				
	03212	CUMBERLAND	07	1995	13,423,800	12,417,400	17,091,000	18,699,200	152,671,800	11.19%
	10111	CURTISS	01	1996	7,935,300	5,277,500	5,277,500	7,935,300	11,932,900	44.23%
	03116	DALLAS	02	2001	958,900	929,000	929,000	958,900	14,189,600	6.55%
	64116	DARIEN	02	1995	18,230,900	15,213,000	15,213,000	18,230,900	102,962,700	14.78%
	33216	DARLINGTON	06	2003	6,176,400	2,038,500	2,038,500	6,176,400	97,394,600	2.09%
	05216	DE PERE	02	1980	45,468,700	44,818,100				
	05216	DE PERE	04	1980	43,765,400	36,472,750				
	05216	DE PERE	05	1996	56,007,500	44,466,800				
	05216	DE PERE	06	1998	57,170,700	50,188,100	175,945,750	202,412,300	1,737,873,600	10.12%
	12116	DE SOTO	01	2001	288,400	126,700	SEE VERNON COUNTY PORTION			
*	62116	DE SOTO	01	2001	466,400	126,200	252,900	754,800	16,579,400	1.53%
	13117	DEERFIELD	02	1995	14,224,800	9,312,200				
	13117	DEERFIELD	03	2005	8,803,000	678,100	9,990,300	23,027,800	164,701,600	6.07%
	13118	DEFOREST	01	1994	133,478,100	126,187,600	126,187,600	133,478,100	785,397,400	16.07%
	67216	DELAFIELD	03	1994	48,091,700	36,700,300	36,700,300	48,091,700	1,255,101,700	2.92%
	64216	DELAVAN	04	2003	37,155,500	14,157,700	14,157,700	37,155,500	615,609,700	2.30%
	05116	DENMARK	01	1990	30,667,400	28,932,100	28,932,100	30,667,400	116,942,500	24.74%
	25216	DODGEVILLE	01	1997	22,112,900	21,705,500				
	25216	DODGEVILLE	02	1998	1,274,100	903,500	22,609,000	23,387,000	332,801,800	6.79%
	10116	DORCHESTER	01	1992	6,020,800	5,787,800				
	10116	DORCHESTER	02	1995	21,367,100	5,867,700	11,655,500	27,387,900	42,918,300	27.16%
	63221	EAGLE RIVER	01	1990	18,091,800	15,431,750	15,431,750	18,091,800	165,629,000	9.32%
	64121	EAST TROY	02	1994	6,758,100	6,337,900				
	64121	EAST TROY	03	1999	13,868,400	13,339,600	19,677,500	20,626,500	324,914,600	6.06%
	09221	EAU CLAIRE	05	1997	182,800	120,800				
*	18221	EAU CLAIRE	05	1997	22,477,400	21,539,700				
	09221	EAU CLAIRE	06	1997	10,892,400	9,906,500	SEE EAU CLAIRE COUNTY PORTION			
	18221	EAU CLAIRE	07	1997	6,004,500	5,675,400				
	18221	EAU CLAIRE	08	2002	26,728,500	16,287,600	53,530,000	66,285,600	3,951,641,300	1.35%

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37121	EDGAR	01	2002	768,100	(21,200)				
37121	EDGAR	02	2002	-	(326,000)	-	768,100	62,109,500	
53221	EDGERTON	03	1986	5,155,600	1,631,300				
13221	EDGERTON	05	1998	19,090,700	18,470,400				
53221	EDGERTON	06	2000	16,617,700	7,824,500				
53221	EDGERTON	07	2000	2,302,000	1,651,900				
53221	EDGERTON	08	2005	5,274,000	1,112,400	30,690,500	48,440,000	317,053,000	9.68%
59121	ELKHART LAKE	01	1993	61,316,000	57,206,900	57,206,900	61,316,000	242,622,600	23.58%
64221	ELKHORN	02	1994	117,444,700	85,403,600				
64221	ELKHORN	03	1995	43,937,800	27,068,600	112,472,200	161,382,500	662,124,400	16.99%
47121	ELLSWORTH	01	1984	1,481,200	1,481,200				
47121	ELLSWORTH	02	1992	5,118,800	4,891,300				
47121	ELLSWORTH	03	1993	403,000	371,500				
47121	ELLSWORTH	04	1996	1,276,900	1,222,300				
47121	ELLSWORTH	05	1996	990,700	893,500	8,859,800	9,270,600	190,992,300	4.64%
67122	ELM GROVE	02	2004	39,211,900	5,776,100	5,776,100	39,211,900	1,070,282,900	0.54%
47122	ELMWOOD	03	2002	2,196,800	1,444,500	1,444,500	2,196,800	40,667,300	3.55%
29221	ELROY	02	1999	300,800	27,600				
29221	ELROY	03	1999	3,025,700	589,200				
29221	ELROY	04	1999	4,224,600	2,913,300				
29221	ELROY	05	1999	1,203,200	1,166,700	4,696,800	8,754,300	56,714,000	8.28%
39121	ENDEAVOR	01	1993	5,668,400	4,508,500	4,508,500	5,668,400	19,111,500	23.59%
53222	EVANSVILLE	05	2004	12,955,000	1,871,200	1,871,200	12,955,000	295,466,300	0.63%
20126	FAIRWATER	01	1997	4,036,000	3,284,600	3,284,600	4,036,000	19,367,700	16.96%
18127	FALL CREEK	01	2000	1,811,000	1,748,700	1,748,700	1,811,000	61,691,700	2.83%
11126	FALL RIVER	04	1999	14,147,800	9,731,800	9,731,800	14,147,800	107,038,100	9.09%
22226	FENNIMORE	04	2002	707,500	675,300				
22226	FENNIMORE	05	2005	7,432,200	473,300	1,148,600	8,139,700	99,292,800	1.16%
12126	FERRYVILLE	01	2003	174,100	122,000	122,000	174,100	19,023,300	0.64%
13225	FITCHBURG	04	2003	61,887,700	27,728,600	27,728,600	61,887,700	2,296,882,600	1.21%
20226	FOND DU LAC	03	1981	8,733,100	4,207,400				
20226	FOND DU LAC	04	1991	2,600,400	1,326,900				
20226	FOND DU LAC	06	1991	35,201,400	34,154,600				
20226	FOND DU LAC	07	1992	21,075,000	20,928,900				
20226	FOND DU LAC	08	1992	2,786,900	715,500				
20226	FOND DU LAC	09	2000	3,497,900	3,101,800				
20226	FOND DU LAC	10	2004	4,730,700	2,700,100	67,135,200	78,625,400	2,431,370,400	2.76%
64126	FONTANA	01	2001	94,048,000	63,827,600	63,827,600	94,048,000	1,078,550,900	5.92%
53126	FOOTVILLE	01	2000	2,897,500	1,662,200	1,662,200	2,897,500	34,688,000	4.79%

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28226	FORT ATKINSON	06	2000	6,701,800	5,566,400				
28226	FORT ATKINSON	07	2000	23,893,300	12,305,400	17,871,800	30,595,100	858,736,000	2.08%
14226	FOX LAKE	01	1987	22,368,200	21,424,100	21,424,100	22,368,200	79,334,600	27.00%
36126	FRANCIS CREEK	02	2004	1,398,500	1,178,900	1,178,900	1,398,500	37,598,600	3.14%
40226	FRANKLIN	02	1993	134,350,200	132,120,800				
40226	FRANKLIN	03	2005	130,689,300	12,921,100				
40226	FRANKLIN	04	2005	20,728,100	910,200	145,952,100	285,767,600	3,481,759,700	4.19%
48126	FREDERIC	02	1988	6,615,000	5,890,300	5,890,300	6,615,000	57,957,700	10.16%
45126	FREDONIA	02	1994	19,480,400	18,214,900	18,214,900	19,480,400	150,185,500	12.13%
01126	FRIENDSHIP	01	1997	4,104,800	1,408,500				
01126	FRIENDSHIP	02	2000	184,900	36,900	1,445,400	4,289,700	26,563,000	5.44%
11127	FRIESLAND	01	1995	6,133,800	3,606,100	3,606,100	6,133,800	21,039,400	17.14%
61231	GALESVILLE	02	2001	3,899,000	2,860,400	2,860,400	3,899,000	78,480,600	3.64%
12131	GAYS MILLS	01	2000	1,846,600	1,839,000	1,839,000	1,846,600	20,415,800	9.01%
64131	GENOA CITY	02	1997	80,954,200	76,898,200	76,898,200	80,954,200	181,922,500	42.27%
66131	GERMANTOWN	03	1989	74,830,600	73,972,650				
66131	GERMANTOWN	04	1994	50,328,700	37,371,700				
66131	GERMANTOWN	05	1998	18,101,900	14,795,900	126,140,250	143,261,200	2,216,968,400	5.69%
42231	GILLETT	01	1986	1,409,000	628,700				
42231	GILLETT	02	1993	978,900	931,200				
42231	GILLETT	03	2000	8,555,600	1,185,100	2,745,000	10,943,500	56,516,800	4.86%
60131	GILMAN	02	1991	2,746,400	1,868,700	1,868,700	2,746,400	14,026,200	13.32%
54131	GLEN FLORA	01	1991	2,734,700	2,717,100	2,717,100	2,734,700	6,145,700	44.21%
59131	GLENBEULAH	01	2005	1,017,400	19,600	19,600	1,017,400	25,862,100	0.08%
40231	GLENDALE	06	1996	85,892,900	50,559,700				
40231	GLENDALE	07	1996	113,526,100	99,490,100				
40231	GLENDALE	08	2002	83,017,400	9,283,700	159,333,500	282,436,400	1,982,017,300	8.04%
55231	GLENWOOD CITY	02	1996	5,777,500	5,750,300				
55231	GLENWOOD CITY	03	2000	9,471,800	4,231,200	9,981,500	15,249,300	75,047,700	13.30%
45131	GRAFTON	02	1996	12,790,200	12,268,100				
45131	GRAFTON	03	1999	40,507,400	19,467,500				
45131	GRAFTON	04	2004	56,374,000	8,526,600	40,262,200	109,671,600	1,082,019,900	3.72%
07131	GRANTSBURG	01	1983	766,800	210,200				
07131	GRANTSBURG	02	1988	807,300	257,600				
07131	GRANTSBURG	03	1994	7,708,200	6,550,900				
07131	GRANTSBURG	04	2005	1,189,900	98,900	7,117,600	10,472,200	67,889,700	10.48%
33131	GRATIOT	01	2001	1,248,100	798,200	798,200	1,248,100	8,176,500	9.76%
05231	GREEN BAY	04	1998	50,151,800	23,197,800				
05231	GREEN BAY	05	2000	99,866,700	40,632,400				

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05231	GREEN BAY	06	2001	17,568,100	1,583,800				
05231	GREEN BAY	07	2002	41,477,800	27,108,300				
05231	GREEN BAY	08	2002	17,013,700	10,675,000				
05231	GREEN BAY	09	2004	6,655,500	2,863,200				
05231	GREEN BAY	10	2004	17,070,400	1,163,600				
05231	GREEN BAY	11	2005	36,742,100	892,000				
05231	GREEN BAY	12	2005	222,284,400	25,908,000				
05231	GREEN BAY	13	2005	19,253,900	(2,691,300)	134,024,100	528,084,400	6,144,755,300	2.18%
24231	GREEN LAKE	03	2005	9,367,100	476,300	476,300	9,367,100	197,761,200	0.24%
10231	GREENWOOD	01	1991	1,798,400	1,559,400				
10231	GREENWOOD	02	1998	484,900	426,600	1,986,000	2,283,300	39,895,300	4.98%
40136	HALES CORNERS	02	1995	59,812,800	36,538,700	36,538,700	59,812,800	680,668,200	5.37%
55136	HAMMOND	03	1993	297,100	157,900				
55136	HAMMOND	04	1993	529,500	328,400				
55136	HAMMOND	05	1995	5,009,100	4,866,500				
55136	HAMMOND	06	1999	11,690,000	11,674,000	17,026,800	17,525,700	127,612,200	13.34%
66236	HARTFORD	04	1988	48,798,600	48,201,000				
14230	HARTFORD	04	1988	46,164,900	46,164,900				
66236	HARTFORD	05	2005	10,490,900	10,133,400	104,499,300	105,454,400	1,070,611,000	9.76%
67136	HARTLAND	02	1998	59,142,700	56,308,000				
67136	HARTLAND	03	1998	21,304,800	20,469,500	76,777,500	80,447,500	1,140,531,000	6.73%
54136	HAWKINS	02	2005	-	(59,400)	-	-	13,273,100	
22136	HAZEL GREEN	01	1997	1,731,300	907,400	907,400	1,731,300	43,937,400	2.07%
25136	HIGHLAND	02	1999	1,808,000	959,100	959,100	1,808,000	35,791,300	2.68%
08136	HILBERT	01	1996	5,592,600	3,819,700	3,819,700	5,592,600	49,361,400	7.74%
62236	HILLSBORO	02	1993	10,050,300	9,566,700				
62236	HILLSBORO	03	1993	747,000	477,500				
62236	HILLSBORO	04	1998	4,583,100	1,867,300	11,911,500	15,380,400	58,682,800	20.30%
14236	HORICON	01	1984	4,493,100	4,294,400				
14236	HORICON	03	1990	6,009,800	5,539,900	9,834,300	10,502,900	227,918,100	4.31%
44136	HORTONVILLE	02	2000	4,052,700	3,205,900	3,205,900	4,052,700	154,688,100	2.07%
05136	HOWARD	02	1992	75,316,100	73,732,200	73,732,200	75,316,100	1,296,034,000	5.69%
59135	HOWARDS GROVE	01	2005	1,784,100	(9,500)	-	1,784,100	200,014,400	
55236	HUDSON	04	1995	176,752,000	173,460,400	173,460,400	176,752,000	1,475,092,400	11.76%
26236	HURLEY	03	1994	4,491,700	3,312,900	3,312,900	4,491,700	60,737,300	5.45%
66141	JACKSON	02	1992	33,290,000	30,194,600				
66141	JACKSON	03	1994	39,125,100	38,234,300				
66141	JACKSON	04	1995	9,482,900	8,837,200	77,266,100	81,898,000	510,901,000	15.12%
53241	JANESVILLE	03	1985	22,328,300	9,410,200				

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53241	JANESVILLE	07	1992	3,582,900	1,753,900				
53241	JANESVILLE	08	1992	16,947,600	5,597,000				
53241	JANESVILLE	09	1993	5,292,100	2,075,900				
53241	JANESVILLE	10	1994	11,450,100	6,535,100				
53241	JANESVILLE	12	1994	6,549,100	4,789,500				
53241	JANESVILLE	14	1995	46,857,600	20,643,700				
53241	JANESVILLE	15	1995	7,434,900	5,748,600				
53241	JANESVILLE	16	1996	11,217,800	11,024,100				
53241	JANESVILLE	17	1997	3,378,300	1,970,800				
53241	JANESVILLE	20	1999	4,472,500	3,161,800				
53241	JANESVILLE	21	1999	3,400	1,200				
53241	JANESVILLE	22	1999	39,218,100	38,714,600				
53241	JANESVILLE	23	2002	5,431,500	457,800				
53241	JANESVILLE	24	2002	10,068,600	3,509,900				
53241	JANESVILLE	25	2003	388,600	375,700				
53241	JANESVILLE	26	2004	31,431,200	6,648,900				
53241	JANESVILLE	27	2003	5,143,000	1,078,200	123,496,900	231,195,600	3,927,834,200	3.14%
28241	JEFFERSON	02	1997	15,625,900	6,500,000				
28241	JEFFERSON	04	2000	1,996,600	1,996,600				
28241	JEFFERSON	05	2001	17,535,500	3,283,400	11,780,000	35,158,000	463,513,900	2.54%
28141	JOHNSON CREEK	02	1994	67,525,800	56,147,000				
28141	JOHNSON CREEK	03	1995	39,807,400	39,106,000	95,253,000	107,333,200	284,853,600	33.44%
14241	JUNEAU	02	1996	17,083,300	15,644,500				
14241	JUNEAU	03	1996	4,487,200	1,763,500	17,408,000	21,570,500	112,201,400	15.51%
44241	KAUKAUNA	04	2000	4,043,900	1,484,400				
44241	KAUKAUNA	05	2003	-	(4,174,900)	1,484,400	4,043,900	863,927,100	0.17%
36132	KELLNERSVILLE	01	2003	1,128,900	345,300	345,300	1,128,900	11,671,900	2.96%
41141	KENDALL	01	1990	2,621,000	2,221,200	2,221,200	2,621,000	17,910,300	12.40%
30241	KENOSHA	01	1979	63,481,300	61,208,300				
30241	KENOSHA	04	1989	104,794,200	100,960,100				
30241	KENOSHA	05	1994	69,423,900	69,104,200				
30241	KENOSHA	06	1997	12,530,900	8,814,700				
30241	KENOSHA	07	2002	4,277,800	3,099,200				
30241	KENOSHA	08	2002	8,974,800	8,728,900				
30241	KENOSHA	09	2003	48,126,800	23,588,100				
30241	KENOSHA	10	2005	11,873,800	(423,900)	275,503,500	323,483,500	6,218,398,100	4.43%
66142	KEWASKUM	02	2005	11,315,500	8,446,800	8,446,800	11,315,500	272,207,700	3.10%
31241	KEWAUNEE	01	1982	16,124,400	13,428,200				
31241	KEWAUNEE	02	1994	5,493,900	5,094,900	18,523,100	21,618,300	166,976,100	11.09%

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36241	KIEL	02	1990	5,657,400	5,322,500				
36241	KIEL	03	1992	46,652,100	46,480,300	51,807,400	52,564,000	220,106,300	23.54%
44141	KIMBERLY	03	1999	1,836,100	1,653,100				
44141	KIMBERLY	04	2005	1,730,800	952,600	2,605,700	3,566,900	436,943,500	0.60%
17141	KNAPP	02	1997	1,199,800	525,600				
17141	KNAPP	03	2005	205,300	4,100	529,700	1,405,100	19,240,700	2.75%
37145	KRONENWETTER	01	2005	17,730,900	15,468,600				
37145	KRONENWETTER	02	2005	5,763,300	2,911,900				
37145	KRONENWETTER	03	2005	444,400	39,300				
37145	KRONENWETTER	04	2005	2,088,800	1,982,200	20,402,000	26,027,400	419,218,600	4.87%
32246	LA CROSSE	04	1987	33,764,800	33,764,800				
32246	LA CROSSE	05	1992	8,559,300	7,664,500				
32246	LA CROSSE	06	1994	74,366,600	40,481,800				
32246	LA CROSSE	07	1997	14,928,700	5,223,700				
32246	LA CROSSE	08	1997	6,103,600	2,414,600				
32246	LA CROSSE	09	1999	12,817,200	11,374,300				
32246	LA CROSSE	10	2003	2,672,700	132,600				
32246	LA CROSSE	11	2005	138,371,500	13,887,500				
32246	LA CROSSE	12	2005	4,195,800	1,435,600	116,379,400	295,780,200	2,917,093,000	3.99%
62146	LA FARGE	01	2003	3,807,500	3,689,200	3,689,200	3,807,500	28,005,700	13.17%
54246	LADYSMITH	05	1997	5,690,800	2,728,800				
54246	LADYSMITH	07	1998	14,200	500				
54246	LADYSMITH	08	2003	4,394,000	3,534,000	6,263,300	10,099,000	151,941,800	4.12%
56146	LAKE DELTON	02	2000	107,887,600	71,519,000				
56146	LAKE DELTON	03	2005	79,308,200	35,344,500	106,863,500	187,195,800	1,174,782,000	9.10%
64246	LAKE GENEVA	03	1995	38,196,600	34,749,600				
64246	LAKE GENEVA	04	1995	109,539,300	89,900,300	124,649,900	147,735,900	1,139,496,800	10.94%
09128	LAKE HALLIE	01	2003	31,764,300	20,824,700				
09128	LAKE HALLIE	02	2003	1,630,500	1,498,600	22,323,300	33,394,800	426,576,800	5.23%
28246	LAKE MILLS	02	1998	13,648,900	2,203,200	2,203,200	13,648,900	428,067,300	0.51%
44146	LITTLE CHUTE	01	1990	17,530,300	9,802,650				
44146	LITTLE CHUTE	02	1996	25,839,900	21,829,700				
44146	LITTLE CHUTE	03	1999	39,515,900	31,490,100	63,122,450	82,886,100	641,877,100	9.83%
25147	LIVINGSTON	01	1992	2,035,600	1,986,000				
22147	LIVINGSTON	02	1996	452,100	158,800	2,144,800	2,487,700	26,265,800	8.17%
11246	LODI	03	2005	173,900	12,900	12,900	173,900	210,192,700	0.01%
14146	LOMIRA	03	1995	10,185,900	9,326,700	9,326,700	10,185,900	133,819,000	6.97%
52146	LONE ROCK	01	1992	2,455,800	1,850,600	1,850,600	2,455,800	32,662,500	5.67%
10246	LOYAL	01	1995	815,700	628,500	628,500	815,700	47,841,600	1.31%

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48146	LUCK	02	2002	4,793,700	217,900				
48146	LUCK	03	2005	3,913,100	390,700	608,600	8,706,800	76,494,300	0.80%
31146	LUXEMBURG	01	1995	18,501,400	13,781,200	13,781,200	18,501,400	151,568,600	9.09%
13251	MADISON	14	1985	109,226,900	70,489,650				
13251	MADISON	23	1994	90,791,300	61,237,200				
13251	MADISON	24	1995	188,848,400	148,911,600				
13251	MADISON	25	1995	148,707,000	110,100,300				
13251	MADISON	26	1997	166,625,800	52,950,500				
13251	MADISON	27	1998	18,723,100	14,177,500				
13251	MADISON	28	2000	401,883,200	195,584,200				
13251	MADISON	29	2000	77,762,100	36,020,700				
13251	MADISON	30	2002	28,970,400	6,427,200				
13251	MADISON	31	2002	10,470,600	8,446,300				
13251	MADISON	32	2003	137,805,600	46,870,900				
13251	MADISON	33	2004	3,707,000	2,379,700				
13251	MADISON	34	2005	129,554,800	36,014,600				
13251	MADISON	35	2005	29,659,800	3,859,200				
13251	MADISON	36	2005	66,401,200	8,034,700	801,504,250	1,609,137,200	21,219,003,600	3.78%
68251	MANAWA	01	1992	32,705,500	19,528,200	19,528,200	32,705,500	70,898,600	27.54%
36251	MANITOWOC	02	1981	9,205,500	7,106,600				
36251	MANITOWOC	07	1989	16,895,800	16,691,600				
36251	MANITOWOC	08	1994	1,874,400	1,271,000				
36251	MANITOWOC	09	1995	6,594,000	6,429,300				
36251	MANITOWOC	10	1997	2,575,600	2,335,700				
36251	MANITOWOC	11	1997	12,713,500	5,502,000				
36251	MANITOWOC	12	1999	7,255,600	7,030,200				
36251	MANITOWOC	13	2000	11,627,000	6,907,200				
36251	MANITOWOC	14	2002	9,494,500	2,027,300				
36251	MANITOWOC	15	2002	57,136,600	42,882,000				
36251	MANITOWOC	16	2003	26,959,700	6,288,600	104,471,500	162,332,200	1,830,003,400	5.71%
37151	MARATHON	01	2002	18,459,700	11,434,100	11,434,100	18,459,700	113,236,600	10.10%
38251	MARINETTE	03	1991	15,421,600	10,533,300				
38251	MARINETTE	05	1996	4,677,100	3,849,100				
38251	MARINETTE	06	2002	5,143,300	4,820,200				
38251	MARINETTE	07	2005	5,793,300	2,899,600	22,102,200	31,035,300	556,747,700	3.97%
58252	MARION	02	1995	4,505,200	3,796,600	SEE WAUPACA COUNTY PORTION			
* 68252	MARION	02	1995	3,092,500	2,221,200				
68252	MARION	03	1995	8,147,500	6,259,600	12,277,400	15,745,200	62,659,500	19.59%
24251	MARKESAN	01	1995	2,043,700	719,500	719,500	2,043,700	65,667,500	1.10%

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13152	MARSHALL	01	1994	48,257,900	33,160,100	33,160,100	48,257,900	194,817,700	17.02%
71251	MARSHFIELD	02	1993	4,462,100	4,462,100				
71251	MARSHFIELD	03	1993	227,100	98,800				
71251	MARSHFIELD	04	1996	64,712,500	26,954,700				
71251	MARSHFIELD	05	1997	7,203,200	6,903,700				
71251	MARSHFIELD	06	1999	2,372,600	(232,600)				
71251	MARSHFIELD	07	2001	-	-	38,419,300	78,977,500	1,240,171,500	3.10%
04151	MASON	01	1999	851,400	692,400	692,400	851,400	3,176,000	21.80%
29251	MAUSTON	02	1995	13,764,200	11,079,300				
29251	MAUSTON	03	1995	27,545,600	18,361,100	29,440,400	41,309,800	205,600,400	14.32%
14251	MAYVILLE	03	1997	20,132,000	7,759,500	7,759,500	20,132,000	330,528,000	2.35%
13153	MAZOMANIE	03	1989	2,225,700	2,091,050				
13153	MAZOMANIE	04	2005	8,063,900	2,480,400				
13153	MAZOMANIE	05	2005	5,210,200	615,600	5,187,050	15,499,800	133,144,100	3.90%
13154	MCFARLAND	03	2004	37,753,900	16,206,200	16,206,200	37,753,900	705,937,400	2.30%
60251	MEDFORD	01	1979	1,842,200	1,796,100				
60251	MEDFORD	05	1989	7,422,700	2,234,800				
60251	MEDFORD	06	1996	4,247,800	2,830,200				
60251	MEDFORD	07	1997	3,580,500	2,091,600				
60251	MEDFORD	08	1997	1,722,900	1,027,000				
60251	MEDFORD	10	1999	1,233,500	993,300				
60251	MEDFORD	11	1999	2,199,400	1,015,400				
60251	MEDFORD	12	2000	17,752,400	15,064,700				
60251	MEDFORD	13	2005	878,000	56,900	27,110,000	40,879,400	243,971,800	11.11%
02251	MELLEN	02	1997	1,588,500	1,361,500	1,361,500	1,588,500	24,395,500	5.58%
70251	MENASHA	01	1986	11,861,300	6,532,200				
70251	MENASHA	02	1987	3,590,600	2,415,650				
70251	MENASHA	03	1990	5,839,200	4,184,000				
70251	MENASHA	04	1997	11,399,100	7,203,100				
70251	MENASHA	05	1998	8,734,800	5,349,900				
70251	MENASHA	06	1998	16,022,400	10,453,600				
70251	MENASHA	07	2003	7,041,300	6,354,000				
70251	MENASHA	08	2005	1,391,000	906,500				
08251	MENASHA	09	2005	3,602,900	874,400	44,273,350	69,482,600	958,020,000	4.62%
67151	MENOMONEE FALLS	02	1991	66,334,200	43,920,600				
67151	MENOMONEE FALLS	03	1995	129,016,700	124,403,600				
67151	MENOMONEE FALLS	04	1996	106,985,900	93,081,400				
67151	MENOMONEE FALLS	05	1999	59,190,000	42,162,500	303,568,100	361,526,800	4,240,464,600	7.16%
17251	MENOMONIE	11	2001	8,608,200	6,826,300				

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17251	MENOMONIE	12	2003	5,751,000	4,079,800				
17251	MENOMONIE	13	2004	135,400	(26,500)				
17251	MENOMONIE	14	2004	10,837,100	2,957,500				
17251	MENOMONIE	15	2005	22,467,300	722,100	14,585,700	47,799,000	949,792,500	1.54%
45255	MEQUON	02	2002	16,640,200	10,728,600	10,728,600	16,640,200	4,214,913,800	0.25%
35251	MERRILL	02	2004	103,200	1,100				
35251	MERRILL	03	2005	15,840,200	2,856,500	2,857,600	15,943,400	398,547,900	0.72%
13255	MIDDLETON	03	1993	540,652,800	475,291,600	475,291,600	540,652,800	2,494,697,200	19.05%
48151	MILLTOWN	02	1994	1,888,800	1,873,000				
48151	MILLTOWN	03	2004	882,200	299,000	2,172,000	2,771,000	44,961,500	4.83%
53257	MILTON	06	2003	12,926,000	9,775,700				
53257	MILTON	07	2004	8,694,200	1,441,200	11,216,900	21,620,200	319,548,700	3.51%
40251	MILWAUKEE	14	1990	2,505,300	2,191,000				
40251	MILWAUKEE	15	1991	4,819,900	4,211,300				
40251	MILWAUKEE	17	1992	3,556,300	2,893,200				
40251	MILWAUKEE	18	1992	3,618,200	3,497,900				
40251	MILWAUKEE	20	1993	14,516,000	11,490,900				
40251	MILWAUKEE	21	1994	8,131,700	6,421,800				
40251	MILWAUKEE	22	1994	113,151,200	105,389,500				
40251	MILWAUKEE	23	1994	26,668,100	21,814,300				
40251	MILWAUKEE	24	1994	55,813,600	32,324,900				
40251	MILWAUKEE	25	1994	12,646,700	12,277,500				
40251	MILWAUKEE	27	1995	16,306,400	14,636,600				
40251	MILWAUKEE	28	1995	11,904,400	10,887,000				
40251	MILWAUKEE	30	1996	32,177,300	18,111,300				
40251	MILWAUKEE	32	1996	10,007,400	7,458,100				
40251	MILWAUKEE	34	1997	37,028,200	31,240,800				
40251	MILWAUKEE	35	1998	1,883,000	(357,700)				
40251	MILWAUKEE	36	1998	47,674,100	46,055,200				
40251	MILWAUKEE	37	1998	133,726,000	73,408,600				
40251	MILWAUKEE	38	2000	29,800	29,600				
40251	MILWAUKEE	39	2000	49,478,900	25,615,500				
40251	MILWAUKEE	40	2000	16,164,600	12,234,800				
40251	MILWAUKEE	41	2000	66,726,700	56,705,300				
40251	MILWAUKEE	42	2001	70,702,100	63,583,800				
40251	MILWAUKEE	43	2001	1,076,900	132,900				
40251	MILWAUKEE	44	2001	74,026,900	37,061,500				
40251	MILWAUKEE	45	2001	37,228,900	35,702,200				
40251	MILWAUKEE	46	2001	52,077,700	37,318,200				

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40251	MILWAUKEE	47	2002	44,531,900	23,400,100				
40251	MILWAUKEE	48	2002	56,650,500	11,324,900				
40251	MILWAUKEE	49	2002	47,853,900	45,801,200				
40251	MILWAUKEE	50	2002	2,482,600	2,482,300				
40251	MILWAUKEE	51	2003	20,357,300	10,308,600				
40251	MILWAUKEE	52	2003	24,757,500	14,531,600				
40251	MILWAUKEE	53	2004	5,363,600	611,300				
40251	MILWAUKEE	54	2004	8,446,000	7,298,000				
40251	MILWAUKEE	55	2004	25,267,700	15,211,700				
40251	MILWAUKEE	56	2004	77,975,500	69,016,900				
40251	MILWAUKEE	57	2005	828,200	828,200				
40251	MILWAUKEE	58	2005	4,821,300	68,100				
40251	MILWAUKEE	59	2005	51,352,800	5,331,300				
40251	MILWAUKEE	60	2005	933,700	(1,279,200)				
40251	MILWAUKEE	61	2005	4,646,300	556,600	879,464,500	1,279,915,100	30,226,985,500	2.91%
25251	MINERAL POINT	01	1997	3,966,600	3,396,000	3,396,000	3,966,600	164,194,400	2.07%
65151	MINONG	01	1988	711,100	405,100				
65151	MINONG	02	1997	5,202,100	3,811,900	4,217,000	5,913,200	33,543,850	12.57%
06251	MONDOVI	01	1989	10,255,900	10,139,600				
06251	MONDOVI	02	2005	116,300	96,400	10,236,000	10,372,200	137,289,600	7.46%
13258	MONONA	02	1991	71,124,400	53,187,700				
13258	MONONA	03	2000	8,111,600	1,915,400				
13258	MONONA	04	2000	31,430,900	8,564,500	63,667,600	110,666,900	1,023,951,400	6.22%
23251	MONROE	04	1996	2,678,400	2,254,800				
23251	MONROE	05	1996	15,722,600	9,318,400				
23251	MONROE	06	2003	21,209,300	11,066,100				
23251	MONROE	07	2005	29,306,100	(655,600)	22,639,300	68,916,400	606,801,400	3.73%
23151	MONTICELLO	01	1996	5,775,200	4,230,800	4,230,800	5,775,200	67,394,600	6.28%
13157	MOUNT HOREB	03	2004	5,895,800	5,697,000	5,697,000	5,895,800	545,578,300	1.04%
67153	MUKWONAGO	03	2003	43,018,500	40,629,000	40,629,000	43,018,500	709,731,300	5.72%
22153	MUSCODA	02	1997	1,272,200	134,300				
* 22153	MUSCODA	03	1997	3,219,900	1,180,500	2,304,800	6,151,900	60,635,700	3.80%
25153	MUSCODA	02	1997	1,659,800	990,000	SEE GRANT COUNTY PORTION			
67251	MUSKEGO	08	2000	13,488,200	290,100				
67251	MUSKEGO	09	2003	32,582,800	9,456,700	9,746,800	46,071,000	2,552,989,100	0.38%
29161	NECEDAH	02	1995	13,785,800	12,552,300				
29161	NECEDAH	03	1995	19,957,800	12,661,500	25,213,800	33,743,600	48,284,100	52.22%
70261	NEENAH	05	1993	29,649,300	18,657,300				
70261	NEENAH	06	1997	8,363,500	7,197,400				

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70261	NEENAH	07	2000	71,797,800	46,587,000				
70261	NEENAH	08	2001	40,004,500	26,063,100	98,504,800	149,815,100	1,843,845,100	5.34%
10261	NEILLSVILLE	02	1999	1,199,500	1,093,800	1,093,800	1,199,500	103,007,900	1.06%
71261	NEKOOSA	01	1997	16,998,300	6,474,700				
71261	NEKOOSA	02	2002	3,275,600	2,848,400	9,323,100	20,273,900	106,279,300	8.77%
23161	NEW GLARUS	02	1999	16,999,500	9,305,300	9,305,300	16,999,500	155,843,700	5.97%
08261	NEW HOLSTEIN	01	1994	13,774,600	10,443,300				
08261	NEW HOLSTEIN	02	2000	1,125,700	(21,700)	10,443,300	14,900,300	171,514,000	6.09%
29261	NEW LISBON	09	1991	349,200	340,900				
29261	NEW LISBON	10	1991	551,300	541,400				
29261	NEW LISBON	11	1997	6,848,600	6,671,700	7,554,000	7,749,100	72,127,100	10.47%
44261	NEW LONDON	02	1990	14,918,300	14,018,050	SEE WAUPACA COUNTY PORTION			
* 68261	NEW LONDON	02	1990	25,525,300	23,766,800	37,801,350	40,474,200	349,206,600	10.82%
55261	NEW RICHMOND	05	1987	19,974,100	19,896,200				
55261	NEW RICHMOND	06	1995	2,299,000	2,070,500				
55261	NEW RICHMOND	07	2003	5,294,400	2,736,600				
55261	NEW RICHMOND	08	2005	20,110,100	4,378,800	29,082,100	47,677,600	665,186,300	4.37%
38261	NIAGARA	01	1995	1,084,300	1,084,300				
38261	NIAGARA	02	1998	1,588,400	1,559,900	2,644,200	2,672,700	71,927,400	3.68%
20161	NORTH FOND DU LAC	01	1999	13,179,500	12,979,000	12,979,000	13,179,500	189,652,900	6.84%
56161	NORTH FREEDOM	01	1997	4,418,900	1,890,400	1,890,400	4,418,900	26,354,200	7.17%
67161	NORTH PRAIRIE	02	1996	9,082,900	5,872,000	5,872,000	9,082,900	234,814,500	2.50%
40265	OAK CREEK	04	1999	10,070,600	9,312,000				
40265	OAK CREEK	05	2000	6,957,300	5,019,100				
40265	OAK CREEK	06	2001	11,264,500	9,887,300	24,218,400	28,292,400	3,046,431,800	0.79%
41165	OAKDALE	01	1991	6,221,800	4,591,400	4,591,400	6,221,800	14,660,000	31.32%
20165	OAKFIELD	01	1995	9,796,700	8,089,200				
20165	OAKFIELD	02	1997	3,379,500	2,491,300	10,580,500	13,176,200	58,446,700	18.10%
67265	OCONOMOWOC	03	2001	201,151,600	195,074,800				
67265	OCONOMOWOC	04	2003	61,106,400	21,438,100	216,512,900	262,258,000	1,890,419,100	11.45%
42265	OCONTO	02	1998	14,716,000	10,615,500	10,615,500	14,716,000	203,080,300	5.23%
42266	OCONTO FALLS	02	1992	26,168,200	21,772,500	21,772,500	26,168,200	147,505,600	14.76%
70265	OMRO	03	1988	4,629,800	2,696,600				
70265	OMRO	05	1988	11,364,000	11,170,100				
70265	OMRO	06	1991	1,640,700	1,605,000	15,471,700	17,634,500	161,105,400	9.60%
62165	ONTARIO	01	1998	1,454,800	968,300	968,300	1,454,800	11,907,500	8.13%
59165	OOSTBURG	01	1999	10,772,500	10,368,900				
59165	OOSTBURG	02	2001	9,107,800	3,630,000	13,998,900	19,880,300	173,728,600	8.06%
13165	OREGON	02	1993	11,649,300	10,174,000				

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13165	OREGON	03	2005	17,418,800	1,538,000	11,712,000	29,068,100	761,441,600	1.54%
53165	ORFORDVILLE	03	2000	1,357,000	847,600	847,600	1,357,000	63,459,500	1.34%
48165	OSCEOLA	01	1987	15,676,900	15,331,900				
48165	OSCEOLA	02	1992	17,682,400	13,930,600	29,262,500	33,359,300	201,423,000	14.53%
70266	OSHKOSH	04	1982	3,539,600	2,756,100				
70266	OSHKOSH	06	1989	8,140,100	7,789,200				
70266	OSHKOSH	07	1989	144,638,500	122,329,500				
70266	OSHKOSH	08	1991	29,258,300	18,180,800				
70266	OSHKOSH	09	1991	17,226,700	16,542,400				
70266	OSHKOSH	10	1993	1,050,800	450,500				
70266	OSHKOSH	11	1995	635,400	149,100				
70266	OSHKOSH	12	1997	6,045,700	4,330,300				
70266	OSHKOSH	13	1998	18,621,400	12,752,300				
70266	OSHKOSH	14	2000	6,354,100	5,795,700				
70266	OSHKOSH	15	2001	7,832,200	7,267,300				
70266	OSHKOSH	16	2001	7,003,100	7,003,100				
70266	OSHKOSH	17	2001	8,537,000	6,326,400				
70266	OSHKOSH	18	2002	-	(51,300)				
70266	OSHKOSH	19	2003	4,528,400	4,424,200				
70266	OSHKOSH	20	2005	19,585,900	(1,229,600)	216,096,900	282,997,200	3,558,114,300	6.07%
61265	OSSEO	01	1993	8,176,900	7,946,700				
61265	OSSEO	02	1994	9,223,900	9,069,200	17,015,900	17,400,800	97,651,200	17.43%
10265	OWEN	02	1996	2,406,800	985,300				
10265	OWEN	03	1996	370,700	364,600				
10265	OWEN	04	2004	5,349,500	3,589,200	4,939,100	8,127,000	35,400,800	13.95%
28171	PALMYRA	02	1995	3,739,600	3,573,300	3,573,300	3,739,600	117,015,500	3.05%
11171	PARDEEVILLE	01	1985	13,367,000	12,874,600	12,874,600	13,367,000	128,816,200	9.99%
50271	PARK FALLS	02	1989	5,345,500	4,939,450				
50271	PARK FALLS	03	1994	9,491,000	8,139,200				
50271	PARK FALLS	04	2000	12,894,900	2,111,100	15,189,750	27,731,400	123,214,800	12.33%
46171	PEPIN	01	1990	4,918,400	4,049,900	4,049,900	4,918,400	65,607,500	6.17%
38271	PESHTIGO	01	1990	37,139,900	34,430,400	34,430,400	37,139,900	161,854,400	21.27%
67171	PEWAUKEE	01	1987	28,065,000	21,741,850	21,741,850	28,065,000	920,322,800	2.36%
50272	PHILLIPS	02	1995	561,100	461,100				
50272	PHILLIPS	03	1995	3,619,400	1,442,300				
50272	PHILLIPS	04	1995	15,619,100	14,865,600	16,769,000	19,799,600	84,397,200	19.87%
71271	PITTSVILLE	02	1987	619,000	346,150				
71271	PITTSVILLE	03	1995	14,173,000	11,631,000	11,977,150	14,792,000	35,610,400	33.63%
22271	PLATTEVILLE	03	1987	9,882,700	9,882,700				

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22271	PLATTEVILLE	04	1997	11,894,800	8,690,200				
22271	PLATTEVILLE	05	2005	10,151,800	10,122,300	28,695,200	31,929,300	479,054,700	5.99%
30174	PLEASANT PRAIRIE	02	1999	214,334,000	159,829,300	159,829,300	214,334,000	2,489,012,700	6.42%
49173	PLOVER	03	2003	5,790,800	5,258,700				
49173	PLOVER	04	2004	22,287,200	17,592,400				
49173	PLOVER	05	2005	4,962,600	2,011,100	24,862,200	33,040,600	801,897,500	3.10%
59271	PLYMOUTH	04	2001	48,144,000	38,370,600	38,370,600	48,144,000	594,002,600	6.46%
11271	PORTAGE	03	1995	1,803,200	1,764,800				
11271	PORTAGE	04	2003	219,700	7,800				
11271	PORTAGE	05	2004	5,656,900	4,395,400	6,168,000	7,679,800	590,742,900	1.04%
11172	POYNETTE	01	1988	996,900	996,900	996,900	996,900	155,511,900	0.64%
12271	PRAIRIE DU CHIEN	01	1988	3,291,900	2,691,550				
12271	PRAIRIE DU CHIEN	02	1989	2,421,400	2,351,100				
12271	PRAIRIE DU CHIEN	03	1991	430,600	340,300				
12271	PRAIRIE DU CHIEN	04	1994	4,561,300	3,742,400				
12271	PRAIRIE DU CHIEN	05	1994	6,250,400	6,001,600				
12271	PRAIRIE DU CHIEN	06	1996	48,009,000	47,079,400				
12271	PRAIRIE DU CHIEN	07	1996	586,700	233,600	62,439,950	65,551,300	327,530,600	19.06%
56172	PRAIRIE DU SAC	02	1996	7,328,000	4,849,800				
56172	PRAIRIE DU SAC	03	1996	15,202,000	9,997,200	14,847,000	22,530,000	312,592,600	4.75%
03171	PRAIRIE FARM	01	2002	4,086,700	828,300	828,300	4,086,700	17,196,800	4.82%
50171	PRENTICE	02	1993	3,933,700	2,265,100	2,265,100	3,933,700	28,941,800	7.83%
47271	PRESCOTT	03	2000	5,195,100	2,150,700				
47271	PRESCOTT	04	2003	25,336,200	15,754,900	17,905,600	30,531,300	353,695,400	5.06%
24271	PRINCETON	02	2001	4,383,900	1,113,200	1,113,200	4,383,900	59,504,100	1.87%
05171	PULASKI	02	2005	4,673,600	58,700	58,700	4,673,600	182,963,200	0.03%
51276	RACINE	02	1983	48,819,900	46,425,200				
51276	RACINE	03	1983	5,094,500	1,804,200				
51276	RACINE	05	1985	18,863,400	18,863,400				
51276	RACINE	06	1987	38,979,200	17,318,800				
51276	RACINE	07	1989	43,742,000	41,842,400				
51276	RACINE	08	1990	33,129,700	21,791,350				
51276	RACINE	09	2000	35,372,100	34,494,500				
51276	RACINE	10	2003	-	(458,000)				
51276	RACINE	11	2005	2,614,200	(565,500)	182,539,850	226,615,000	3,925,709,700	4.65%
11176	RANDOLPH	02	1995	5,223,400	2,734,900	SEE DODGE COUNTY PORTION			
* 14176	RANDOLPH	01	1993	9,833,700	7,412,500				
14176	RANDOLPH	02	1995	9,327,000	5,127,700	15,275,100	24,384,100	93,093,200	16.41%
69176	REDGRANITE	01	1997	13,081,000	11,622,000				

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69176	REDGRANITE	02	1997	1,036,900	990,700	12,612,700	14,117,900	44,927,900	28.07%
56276	REEDSBURG	03	1998	907,300	868,500				
56276	REEDSBURG	04	1998	14,539,200	10,611,000				
56276	REEDSBURG	05	2000	1,843,500	534,500				
56276	REEDSBURG	06	2000	7,284,300	2,561,500				
56276	REEDSBURG	07	2001	1,054,200	906,600	15,482,100	25,628,500	529,044,700	2.93%
36176	REEDSVILLE	01	2000	-	(56,800)	-	-	47,259,700	
14177	REESEVILLE	02	1998	8,000	(18,900)	-	8,000	29,435,700	
43276	RHINELANDER	04	1992	22,326,300	21,896,800				
43276	RHINELANDER	05	2000	2,816,700	1,849,900				
43276	RHINELANDER	06	2002	-	-	23,746,700	25,143,000	591,561,000	4.01%
60176	RIB LAKE	01	1995	1,166,100	369,900	369,900	1,166,100	29,287,500	1.26%
03276	RICE LAKE	02	1998	7,603,200	5,442,300				
03276	RICE LAKE	03	2001	33,201,300	11,842,600	17,284,900	40,804,500	579,150,000	2.98%
52276	RICHLAND CENTER	02	1995	46,140,700	26,527,900				
52276	RICHLAND CENTER	03	1995	3,351,800	2,896,200				
52276	RICHLAND CENTER	04	1995	18,129,000	3,037,400				
52276	RICHLAND CENTER	05	1995	9,729,900	9,286,600	41,748,100	77,351,400	270,627,500	15.43%
11177	RIO	01	1988	747,400	465,600				
11177	RIO	02	1988	724,300	724,300				
11177	RIO	03	1996	4,242,900	3,650,900	4,840,800	5,714,600	57,844,300	8.37%
20276	RIPON	01	1988	12,437,700	6,706,300				
20276	RIPON	04	1994	9,985,300	3,912,700				
20276	RIPON	05	2000	6,031,700	5,792,400				
20276	RIPON	06	2005	33,058,200	7,794,900	24,206,300	61,512,900	395,100,300	6.13%
55276	RIVER FALLS	04	1988	12,020,400	10,784,900				
55276	RIVER FALLS	05	1994	13,129,900	12,662,500				
47276	RIVER FALLS	06	2005	828,000	(146,600)	23,447,400	25,978,300	806,998,900	2.91%
55176	ROBERTS	01	1997	20,835,900	16,400,800	16,400,800	20,835,900	125,955,900	13.02%
56176	ROCK SPRINGS	01	1986	559,400	290,000	290,000	559,400	18,821,000	1.54%
37176	ROTHSCHILD	01	1992	100,542,200	96,804,900	96,804,900	100,542,200	441,559,800	21.92%
48281	SAINT CROIX FALLS	01	1993	58,380,500	40,741,800	40,741,800	58,380,500	205,480,200	19.83%
56181	SAUK CITY	06	2002	8,205,500	6,999,200				
56181	SAUK CITY	07	2005	1,441,500	735,300				
56181	SAUK CITY	08	2005	9,005,700	18,700	7,753,200	18,652,700	284,126,800	2.73%
45181	SAUKVILLE	02	2001	-	(350,000)				
45181	SAUKVILLE	03	2001	7,977,800	6,344,100	6,344,100	7,977,800	392,093,500	1.62%
37281	SCHOFIELD	02	1994	14,557,200	11,283,700				
37281	SCHOFIELD	03	1997	8,827,600	3,988,600	15,272,300	23,384,800	192,787,500	7.92%

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44281	SEYMOUR	03	2001	14,003,500	9,173,600	9,173,600	14,003,500	188,471,400	4.87%
64181	SHARON	02	1986	3,342,900	3,143,600				
64181	SHARON	03	1994	2,055,700	1,598,900	4,742,500	5,398,600	73,399,800	6.46%
58281	SHAWANO	02	1992	10,443,300	10,142,800				
58281	SHAWANO	03	1995	5,455,600	3,104,600				
58281	SHAWANO	04	2000	24,399,900	8,939,800				
58281	SHAWANO	05	2001	5,521,900	5,207,600	27,394,800	45,820,700	498,596,500	5.49%
59281	SHEBOYGAN	03	1988	49,621,100	48,685,500				
59281	SHEBOYGAN	05	1991	1,104,700	54,100				
59281	SHEBOYGAN	06	1992	106,456,500	86,363,600				
59281	SHEBOYGAN	07	1994	7,292,800	4,179,700				
59281	SHEBOYGAN	08	1994	28,561,600	21,047,600				
59281	SHEBOYGAN	10	1997	17,686,700	14,436,100				
59281	SHEBOYGAN	11	1998	22,757,900	19,371,700				
59281	SHEBOYGAN	12	2000	8,257,800	4,598,900	198,737,200	241,739,100	2,655,060,100	7.49%
59282	SHEBOYGAN FALLS	03	1994	16,217,600	10,048,300	10,048,300	16,217,600	524,495,900	1.92%
65282	SHELL LAKE	01	1985	1,974,700	1,666,500				
65282	SHELL LAKE	02	1996	24,067,700	18,472,000	20,138,500	26,042,400	186,794,300	10.78%
08179	SHERWOOD	01	1992	100,618,100	98,154,700	98,154,700	100,618,100	211,678,400	46.37%
40181	SHOREWOOD	01	1995	184,403,700	45,709,100				
40181	SHOREWOOD	02	1997	20,220,900	19,251,000	64,960,100	204,624,600	1,458,604,600	4.45%
13181	SHOREWOOD HILLS	02	1993	65,980,100	43,443,700	43,443,700	65,980,100	466,692,600	9.31%
33281	SHULLSBURG	03	1997	3,364,600	1,884,600				
33281	SHULLSBURG	04	1997	1,198,500	1,183,500				
33281	SHULLSBURG	05	2005	118,500	(43,000)	3,068,100	4,681,600	45,158,200	6.79%
07181	SIREN	01	1994	366,000	307,300				
07181	SIREN	02	2003	18,194,700	4,819,300	5,126,600	18,560,700	71,035,700	7.22%
66181	SLINGER	03	1993	88,354,800	84,512,000	84,512,000	88,354,800	388,576,600	21.75%
12181	SOLDIERS GROVE	01	1979	3,624,800	3,354,400	3,354,400	3,624,800	20,987,500	15.98%
16181	SOLON SPRINGS	02	1999	2,145,000	1,832,100	1,832,100	2,145,000	44,617,800	4.11%
55181	SOMERSET	02	1996	20,580,300	20,223,000				
55181	SOMERSET	03	2005	1,245,200	109,700	20,332,700	21,825,500	207,500,700	9.80%
40282	SOUTH MILWAUKEE	01	2000	27,179,900	18,782,200				
40282	SOUTH MILWAUKEE	02	2000	20,835,500	14,441,100				
40282	SOUTH MILWAUKEE	03	2005	36,857,000	20,396,500	53,619,800	84,872,400	1,267,673,000	4.23%
41281	SPARTA	03	1992	6,473,000	6,449,700				
41281	SPARTA	05	1996	15,590,300	15,232,300				
41281	SPARTA	06	2005	584,100	338,600				
41281	SPARTA	07	2005	5,046,800	2,578,400	24,599,000	27,694,200	407,911,400	6.03%

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37181	SPENCER	02	1999	5,181,300	2,226,700	2,226,700	5,181,300	84,642,000	2.63%
65281	SPOONER	03	1996	12,440,000	11,821,300				
65281	SPOONER	04	2003	332,700	154,700	11,976,000	12,772,700	137,660,500	8.70%
47181	SPRING VALLEY	01	1985	755,200	328,500				
47181	SPRING VALLEY	02	1995	6,751,400	6,668,100	6,996,600	7,506,600	71,669,500	9.76%
09281	STANLEY	02	1980	1,291,100	1,076,300				
09281	STANLEY	03	2001	16,068,900	11,863,700	12,940,000	17,360,000	94,271,200	13.73%
49281	STEVENS POINT	05	2005	39,301,500	1,360,800	1,360,800	39,301,500	1,410,717,700	0.10%
13281	STOUGHTON	02	1993	6,218,200	5,856,500				
13281	STOUGHTON	03	1993	9,902,800	9,808,800				
13281	STOUGHTON	04	1999	13,109,200	3,985,500	19,650,800	29,230,200	926,931,000	2.12%
37182	STRATFORD	01	1990	5,982,200	5,982,200	5,982,200	5,982,200	75,734,800	7.90%
15281	STURGEON BAY	01	1991	24,353,900	14,719,700				
15281	STURGEON BAY	02	1994	81,908,800	64,438,000	79,157,700	106,262,700	816,714,000	9.69%
51181	STURTEVANT	03	1994	156,653,400	147,495,700	147,495,700	156,653,400	454,821,500	32.43%
05178	SUAMICO	01	2004	13,791,000	3,320,300	3,320,300	13,791,000	922,980,600	0.36%
13282	SUN PRAIRIE	06	1997	7,895,200	7,777,600				
13282	SUN PRAIRIE	07	1998	25,791,600	25,084,900				
13282	SUN PRAIRIE	08	2002	51,627,200	29,348,200	62,210,700	85,314,000	2,296,727,600	2.71%
16281	SUPERIOR	07	1996	15,076,600	7,677,100				
16281	SUPERIOR	08	1997	8,054,800	6,172,100				
16281	SUPERIOR	09	2002	5,562,500	4,055,200	17,904,400	28,693,900	1,475,789,900	1.21%
42181	SURING	01	2000	2,129,700	930,200	930,200	2,129,700	22,770,100	4.09%
67181	SUSSEX	04	1994	24,894,500	14,350,900				
67181	SUSSEX	05	1994	113,285,100	112,485,700	126,836,600	138,179,600	1,114,832,500	11.38%
27186	TAYLOR	03	1997	2,072,800	1,998,800				
27186	TAYLOR	04	1999	832,500	433,700	2,432,500	2,905,300	11,320,400	21.49%
14186	THERESA	01	1988	13,617,200	13,112,800	13,112,800	13,617,200	54,665,500	23.99%
45186	THIENSVILLE	01	1985	51,419,400	34,592,500	34,592,500	51,419,400	327,135,800	10.57%
10286	THORP	04	1994	1,831,100	1,815,400				
10286	THORP	05	1999	2,992,900	2,707,500				
10286	THORP	06	2000	3,826,200	2,244,200	6,767,100	8,650,200	69,684,700	9.71%
58186	TIGERTON	01	1996	1,299,400	1,174,500	1,174,500	1,299,400	22,853,200	5.14%
41286	TOMAH	02	1987	10,311,800	4,927,500				
41286	TOMAH	04	1990	2,348,900	2,176,000				
41286	TOMAH	06	1999	53,793,000	53,130,000	60,233,500	66,453,700	504,634,700	11.94%
35286	TOMAHAWK	01	1995	5,205,700	4,433,300				
35286	TOMAHAWK	02	1997	20,542,600	12,256,700	16,690,000	25,748,300	242,270,200	6.89%
61186	TREMPEALEAU	01	1997	3,778,100	1,774,700	1,774,700	3,778,100	80,804,300	2.20%

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*	03186	TURTLE LAKE	02	1992	25,038,900	12,059,800	20,668,100	36,040,200	63,394,600	32.60%
	48168	TURTLE LAKE	02	1992	11,001,300	8,608,300	SEE BARRON COUNTY PORTION			
	36286	TWO RIVERS	03	1992	2,856,100	1,138,400				
	36286	TWO RIVERS	04	1994	1,277,900	1,105,600				
	36286	TWO RIVERS	05	1999	5,560,300	2,828,400				
	36286	TWO RIVERS	06	2000	840,200	840,200				
	36286	TWO RIVERS	07	2001	6,169,500	6,169,500				
	36286	TWO RIVERS	08	2002	4,131,900	4,131,900				
	36286	TWO RIVERS	09	2003	10,558,100	10,547,300	26,761,300	31,394,000	537,566,300	4.98%
	51186	UNION GROVE	03	2001	4,008,600	2,126,200	2,126,200	4,008,600	305,956,500	0.69%
	10186	UNITY	01	1998	697,300	577,800	SEE MARATHON COUNTY PORTION			
*	37186	UNITY	01	1998	399,700	203,700	781,500	1,097,000	11,836,600	6.60%
	36186	VALDERS	01	1991	3,785,400	2,392,500	2,392,500	3,785,400	52,077,800	4.59%
	13286	VERONA	04	1996	30,249,200	21,406,800				
	13286	VERONA	05	1997	12,699,200	12,607,000				
	13286	VERONA	06	2000	20,448,600	19,973,400				
	13286	VERONA	07	2002	134,378,800	134,058,400	188,045,600	197,775,800	1,153,470,900	16.30%
	62186	VIOLA	01	1983	188,600	146,000				
	52186	VIOLA	03	1995	1,001,500	340,600	486,600	1,190,100	18,861,400	2.58%
	62286	VIROQUA	02	1994	1,194,200	838,700				
	62286	VIROQUA	03	1995	9,273,100	7,604,800				
	62286	VIROQUA	04	1999	1,445,100	1,152,100	9,595,600	11,912,400	220,617,500	4.35%
	41185	WARRENS	01	1998	60,985,200	52,871,800	52,871,800	60,985,200	71,516,500	73.93%
	04291	WASHBURN	02	1995	14,502,600	5,361,400	5,361,400	14,502,600	104,429,200	5.13%
	51191	WATERFORD	02	2000	29,695,000	16,564,100	16,564,100	29,695,000	431,964,000	3.83%
	28290	WATERLOO	01	2005	8,646,800	3,682,400	3,682,400	8,646,800	200,796,300	1.83%
	28291	WATERTOWN	03	1991	55,437,000	53,355,200				
	28291	WATERTOWN	04	2005	979,900	(67,000)				
	28291	WATERTOWN	05	2005	24,933,300	(553,300)				
	28291	WATERTOWN	06	2005	249,600	23,800	53,379,000	81,599,800	1,397,326,600	3.82%
	67291	WAUKESHA	07	1989	52,226,500	30,845,700				
	67291	WAUKESHA	09	1994	15,552,200	13,526,900				
	67291	WAUKESHA	11	1997	74,061,700	36,537,100				
	67291	WAUKESHA	12	2001	13,533,900	13,426,200				
	67291	WAUKESHA	13	2003	2,944,800	2,463,000				
	67291	WAUKESHA	14	2003	4,607,900	2,709,600	99,508,500	162,927,000	5,716,891,600	1.74%
	13191	WAUNAKEE	02	2000	12,761,000	12,662,200				
	13191	WAUNAKEE	03	2000	12,599,200	11,964,500				
	13191	WAUNAKEE	04	2003	3,643,800	2,966,400				

TIF Value Limitation Report for 2006

Wisconsin Department of Revenue
Equalization Section

Co Mun Code	Municipality	TID No.	Base Year	2006 TID Current Value	2006 TID Value Increment	2006 Munic Total TID Increment	2006 Munic Total TID Current Value	2006 Municipal Equalized Value	12 % Test
13191	WAUNAKEE	05	2005	27,734,900	191,700	27,784,800	56,738,900	1,143,101,600	2.43%
68291	WAUPACA	03	2000	9,266,700	7,354,200				
68291	WAUPACA	04	2000	24,343,000	21,441,400				
68291	WAUPACA	05	2000	2,417,300	1,200,700				
68291	WAUPACA	06	2000	27,796,200	16,889,600				
68291	WAUPACA	07	2001	2,181,500	736,000				
68291	WAUPACA	08	2001	4,316,500	2,543,900				
68291	WAUPACA	09	2001	2,248,600	40,500				
68291	WAUPACA	10	2001	2,837,500	2,555,700	52,762,000	75,407,300	383,592,000	13.75%
14292	WAUPUN	01	1987	8,456,800	7,598,300				
20292	WAUPUN	03	2005	10,947,300	683,600				
14292	WAUPUN	03	2005	7,105,100	66,300	8,348,200	26,509,200	381,064,900	2.19%
37291	WAUSAU	01	1981	94,231,500	61,380,650				
37291	WAUSAU	02	1990	27,961,700	27,789,400				
37291	WAUSAU	03	1994	54,013,600	39,586,100				
37291	WAUSAU	04	1996	2,355,600	2,282,600				
37291	WAUSAU	05	1997	20,918,900	20,733,000				
37291	WAUSAU	06	2005	39,655,100	17,932,100	169,703,850	239,136,400	2,433,934,300	6.97%
69291	WAUTOMA	01	1995	15,517,700	11,379,800				
69291	WAUTOMA	02	1996	7,122,500	6,332,100	17,711,900	22,640,200	91,697,900	19.32%
40291	WAUWATOSA	02	1995	162,321,600	157,946,800				
40291	WAUWATOSA	03	2000	63,181,800	36,438,600				
40291	WAUWATOSA	04	2002	4,219,400	3,597,400	197,982,800	229,722,800	5,504,957,000	3.60%
12191	WAUZEKA	02	1997	1,959,500	1,169,400	1,169,400	1,959,500	19,131,300	6.11%
07191	WEBSTER	02	2005	3,329,700	106,500	106,500	3,329,700	37,113,900	0.29%
40292	WEST ALLIS	01	1993	39,046,600	33,264,700				
40292	WEST ALLIS	02	1994	10,525,900	8,844,300				
40292	WEST ALLIS	03	1994	19,016,700	14,709,200				
40292	WEST ALLIS	05	2001	19,053,300	529,300				
40292	WEST ALLIS	06	2004	47,800	(341,400)				
40292	WEST ALLIS	07	2004	62,999,300	47,084,900				
40292	WEST ALLIS	08	2005	1,215,700	139,900	104,572,300	151,905,300	4,271,402,600	2.45%
56191	WEST BARABOO	02	1997	19,757,100	7,694,000	7,694,000	19,757,100	104,070,200	7.39%
66291	WEST BEND	03	1995	26,496,200	21,678,500				
66291	WEST BEND	04	1997	41,092,900	40,263,000				
66291	WEST BEND	05	1998	5,342,300	3,548,900				
66291	WEST BEND	06	1999	22,681,000	18,377,600				
66291	WEST BEND	07	1999	9,555,300	3,938,000				
66291	WEST BEND	08	1999	1,360,900	1,294,700				

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Wisconsin Department of Revenue
Equalization Section

	Co Mun Code	Municipality	TID No.	Base Year	2006 TID Current Value	2006 TID Value Increment	2006 Munic Total TID Increment	2006 Munic Total TID Current Value	2006 Municipal Equalized Value	12 % Test
	66291	WEST BEND	09	2003	2,858,100	(1,286,100)				
	66291	WEST BEND	10	2004	26,119,300	19,525,800				
	66291	WEST BEND	11	2005	11,380,100	1,757,100	110,383,600	146,886,100	2,397,512,100	4.60%
	40191	WEST MILWAUKEE	02	2001	28,365,900	21,681,100				
	40191	WEST MILWAUKEE	03	2003	2,824,400	2,657,200				
	40191	WEST MILWAUKEE	04	2005	5,519,600	720,000	25,058,300	36,709,900	335,000,800	7.48%
	62291	WESTBY	01	1990	4,740,500	4,654,300	4,654,300	4,740,500	94,451,000	4.93%
	39191	WESTFIELD	01	1993	11,349,600	8,601,100	8,601,100	11,349,600	55,804,700	15.41%
	37192	WESTON	01	1998	130,714,800	115,473,200				
	37192	WESTON	02	2004	37,651,500	2,798,500	118,271,700	168,366,300	867,363,000	13.64%
	68292	WEYAUWEGA	03	1996	2,494,200	2,010,000				
	68292	WEYAUWEGA	04	2001	3,514,400	3,055,600	5,065,600	6,008,600	91,139,800	5.56%
	34191	WHITE LAKE	01	1997	2,098,100	1,773,100	1,773,100	2,098,100	16,364,800	10.83%
	40192	WHITEFISH BAY	01	2004	45,518,800	7,115,100	7,115,100	45,518,800	1,897,814,000	0.37%
	64291	WHITEWATER	03	1987	3,995,000	2,697,700				
	28292	WHITEWATER	04	1990	16,654,400	15,686,200	SEE WALWORTH COUNTY PORTION			
*	64291	WHITEWATER	04	1990	68,199,300	46,722,200	65,106,100	88,848,700	574,940,700	11.32%
	49191	WHITING	01	1994	6,990,500	5,285,700	5,285,700	6,990,500	126,120,700	4.19%
	69191	WILD ROSE	01	1996	1,177,800	1,114,200				
	69191	WILD ROSE	02	2000	2,182,700	1,177,700	2,291,900	3,360,500	28,857,200	7.94%
	41191	WILTON	01	1988	270,000	209,700				
	41191	WILTON	02	1998	6,817,100	4,555,600	4,765,300	7,087,100	19,642,200	24.26%
	70191	WINNECONNE	02	1981	1,442,000	1,442,000				
	70191	WINNECONNE	03	1996	5,387,300	615,900				
	70191	WINNECONNE	04	1999	375,100	369,900				
	70191	WINNECONNE	05	2000	7,940,900	3,189,300				
	70191	WINNECONNE	06	2000	4,822,900	3,722,300				
	70191	WINNECONNE	07	2002	3,049,600	1,011,500	10,350,900	23,017,800	179,315,200	5.77%
	56291	WISCONSIN DELLS	02	2001	34,685,200	19,102,600				
	01291	WISCONSIN DELLS	03	2005	28,258,200	26,109,000	45,211,600	62,943,400	383,354,500	11.79%
	71291	WISCONSIN RAPIDS	06	2004	6,015,700	2,100,600				
	71291	WISCONSIN RAPIDS	07	2005	38,549,100	3,599,400	5,700,000	44,564,800	953,418,600	0.60%
	10191	WITHEE	01	1996	1,753,000	1,253,200	1,253,200	1,753,000	17,427,900	7.19%
	58191	WITTENBERG	01	2000	434,200	232,800	232,800	434,200	37,185,300	0.63%
	55192	WOODVILLE	01	1984	1,451,200	1,294,200				
	55192	WOODVILLE	03	1995	10,366,600	9,365,600				
	55192	WOODVILLE	04	2005	186,000	(7,600)	10,659,800	12,003,800	77,825,900	13.70%
*	05191	WRIGHTSTOWN	02	1996	24,640,600	24,431,500	32,341,000	35,236,400	200,717,900	16.11%
	44191	WRIGHTSTOWN	02	1996	10,595,800	7,909,500	SEE BROWN COUNTY PORTION			

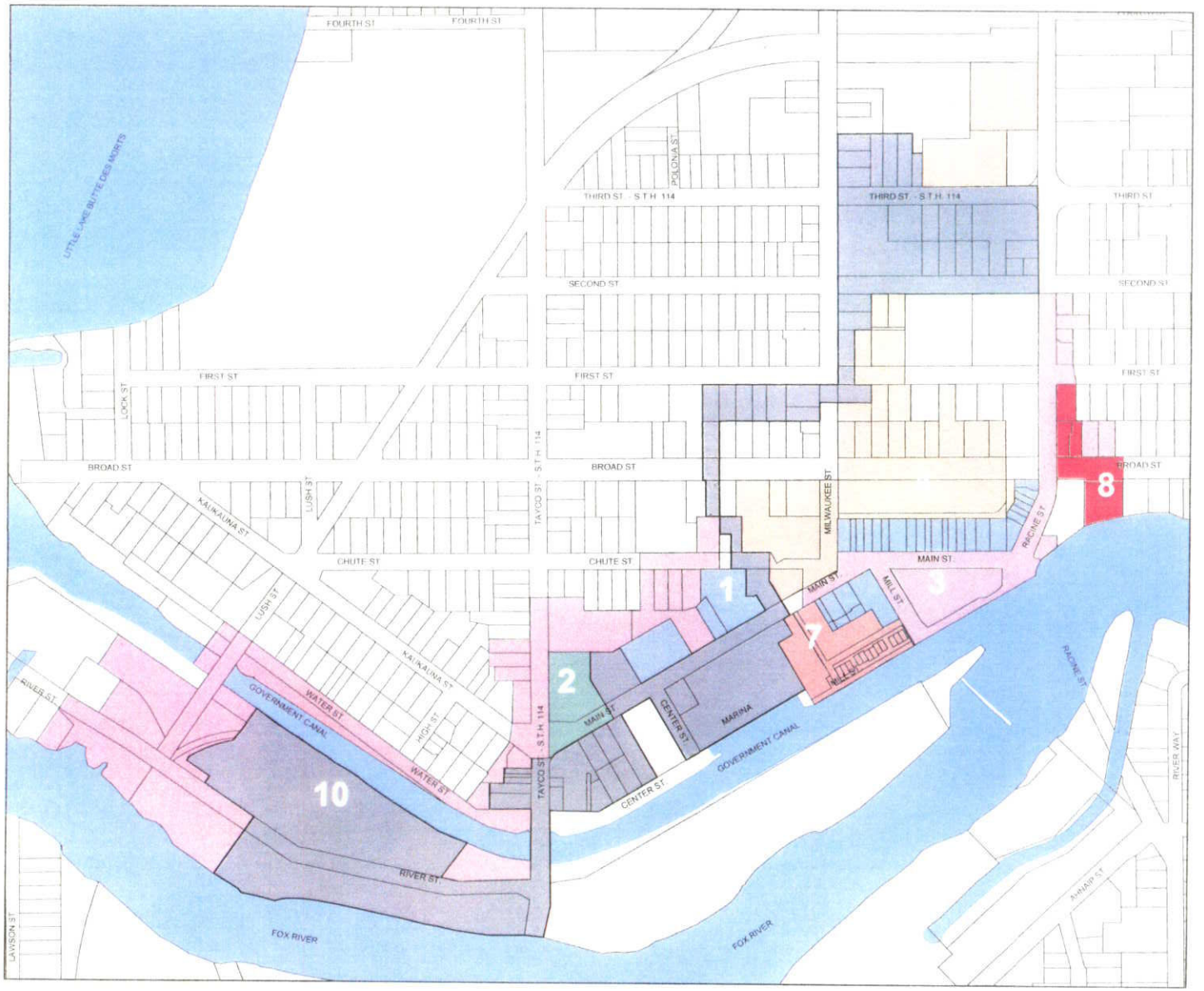
TIF Value Limitation Report for 2006

Wisconsin Department of Revenue
Equalization Section

Co Mun Code	Municipality	TID No.	Base Year	2006 TID Current Value	2006 TID Value Increment	2006 Munic Total TID Increment	2006 Munic Total TID Current Value	2006 Municipal Equalized Value	12 % Test
STATE TOTALS						13,167,642,190	19,549,974,700	252,904,795,050	

* When a TID is in more than one school or county, a municipality has more than one district, or a municipality is in more than one county, the percents are based on the sum of all parts.

City of Menasha TIF Districts
TID's 1, 2, 3, 4, 7, 8 and 10



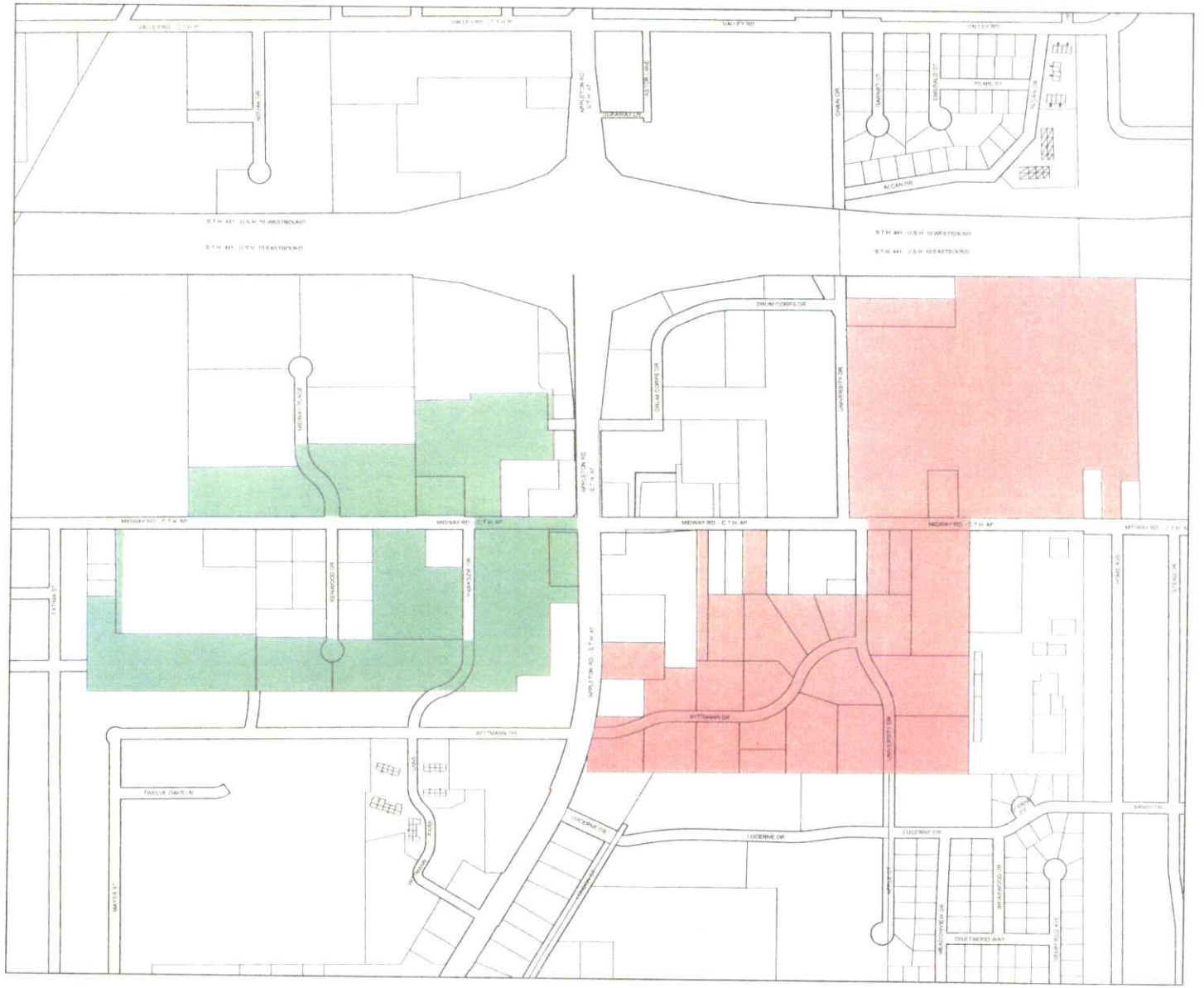
TID Boundaries

- TID #1
- TID #2
- TID #3
- TID #4
- TID #7
- TID #8
- TID #10

N

0 105 210 420 630 840 Feet

City of Menasha TIF Districts
TID's 5 and 6

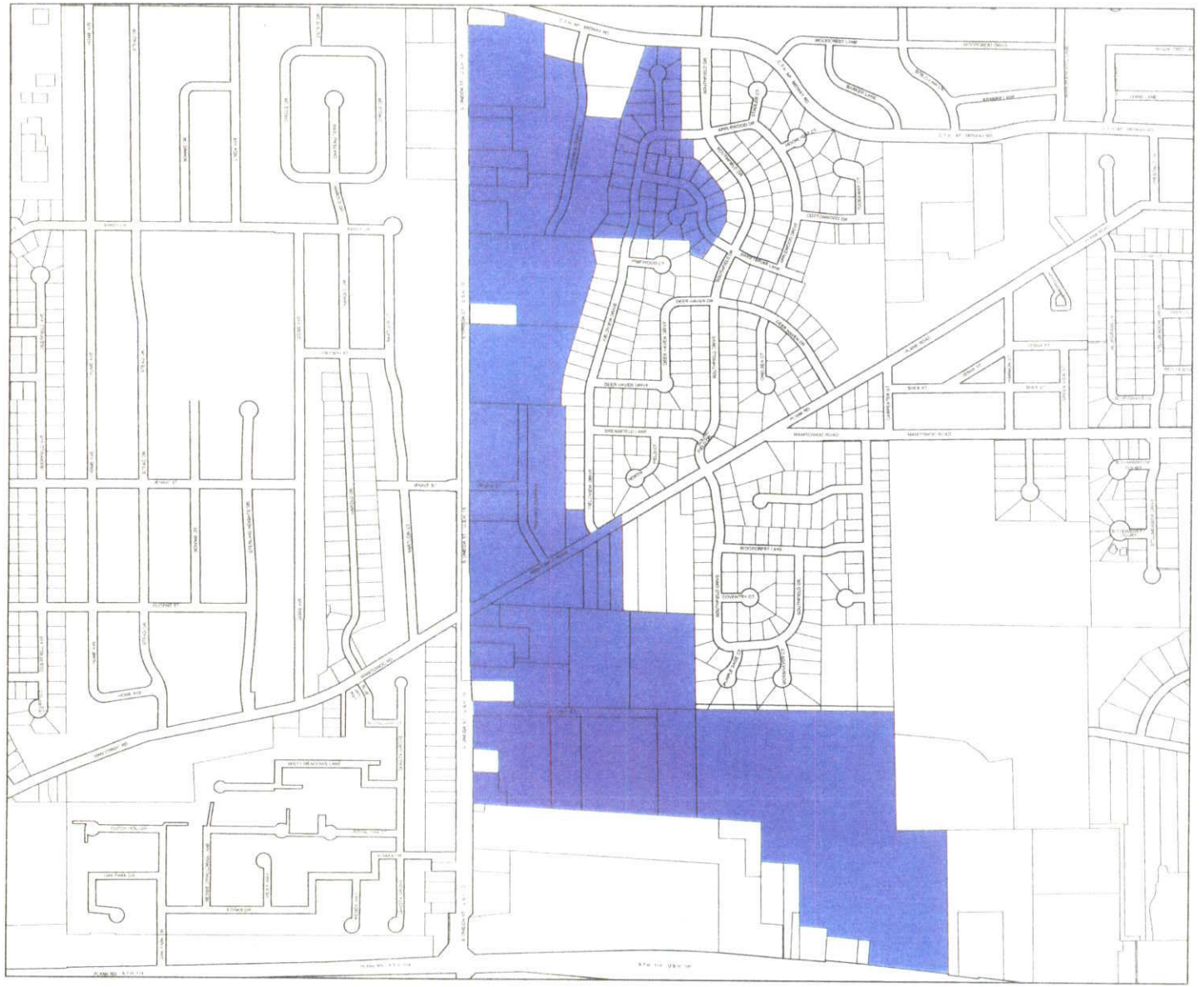


TIF Districts

- TID 5
- TID 6

0 195 390 780 1,170 1,560 Feet

City of Menasha TIF Districts
TID #9



N

0 250 500 1,000 1,500 2,000 Feet

CONTRACT TERMINATION AGREEMENT

This Contract Termination Agreement ("**Agreement**") is entered into as of this 18th day of July, 2007, by The City of Menasha, Wisconsin, having a notice address at 140 Main Street, Menasha, WI 54942, Attn: Jeffrey S. Brandt ("**Seller**") and ACE/Wisconsin II, LLC, a Wisconsin limited liability company, having a notice address at Hemmer Pangburn DeFrank, Attn: Robert Dawson, 250 Grandview Drive, Suite 200, Fort Mitchell, KY 41017, Phone: (859) 344-1188, Email: rdawson@hemmerlaw.com ("**Buyer**") for the benefit of Commonwealth Land Title Insurance Company ("**Escrow Agent**").

WITNESSETH:

WHEREAS, Seller and Buyer have executed a Purchase Agreement dated October 12, 2006 ("**Contract**"), in connection with certain real property located at the southeast corner of Jennie Street and Oneida Street in Menasha, Winnebago County, WI, containing approximately 1.456 acres net of public right-of-way ("**Property**") and have entered into an Escrow Agreement regarding the deposit and disposition of the $2,500 Earnest Money Deposit: and

WHEREAS, Seller and Buyer desire to terminate the Contract pursuant to its terms and desire to release the $2,500 Earnest Money Deposit to the Buyer in accordance with the Contract; and

NOW THEREFORE, the parties state as follows:

1. Seller and Buyer hereby agree that the Contract is hereby terminated and shall be null and void, and neither Seller nor Buyer shall have any further liabilities, obligations, duties or rights pursuant to the Contract. Seller and Buyer each waive any and all claims, demands, and causes of action which either party may have against the other.

2. Seller and Buyer hereby authorize the Escrow Agent to release the $2,500 Earnest Money Deposit to the Buyer subject to the terms of the Escrow Agreement. The earnest money deposit shall be delivered to Hemmer Pangburn DeFrank PLLC, c/o Robert Dawson, 250 Grandview Drive, Suite 200, Fort Mitchell, KY 41017.

3. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of such counterparts shall constitute one Agreement. To facilitate execution of this Agreement, the parties may execute and exchange by telephone facsimile counterparts of the signature pages, such facsimile counterparts shall be given the same effect as originals.

SELLER:

The City of Menasha, Wisconsin

By: _____

Print Name: Joseph F. Faust

Title: Mayor

BUYER:

ACE/Wisconsin II, LLC
a Wisconsin limited liability company
By: Paul Hemmer Development Company IV, LLC
A Kentucky limited liability company
Its Manager and Sole Member

By: _____
Donald M. Hemmer, Secretary

NEWS RELEASE

To: Council
Fr: Mayor

Wisconsin Department of Natural Resources
Northeast Region
2984 Shawano Avenue; P.O. Box 10448, Green Bay, WI 54307-0448
Phone: 920-662-5122 FAX: 920-662-5159
dnr.wi.gov www.wisconsin.gov

DATE: **July 19, 2007**

CONTACT: **Mulazim Nasir, DNR Watershed Management, 608-267-7627**

SUBJECT: **Sanitary sewer improvements proposed for the City of Menasha**
No additional increase in residential charges is expected

MENASHA, Wis. – The City of Menasha has requested approval from the Department of Natural Resources to begin rehabilitating sewer lines and manholes to correct infiltration and inflow sources and structural deficiencies in its sanitary sewer collection system. This work is being called "Phase 3" and covers sewers in area north of the Fox River, south of Ninth Street or Airport Road, and west of Manitowoc Street to Little Lake Butte des Morts. In addition, it includes sewer lining and replacement in adjacent area located east of Manitowoc Street, south of Ninth Street, west of Melissa Street, and north of Fox River.

Menasha has performed a sewer system evaluation survey and found significant pipeline deterioration, cracks, offset joints, deposits, uneven pipe grades, and manholes located in ditches or depressions subject to ponding. The proposed sewer lines and manholes rehabilitation is estimated to cost $3,044,000.

To help fund this project, Menasha will apply for a Wisconsin Clean Water Fund loan. In anticipation of this project, the City implemented the increase in residential user charges of approximately $70.34 per year over the existing charges of $159.26 per year on October 2, 2006. Because the added charges have already been put in place, residents will not see any additional increase due to this project.

While this type of action does not normally involve significant environmental effects, the Department is seeking public comments regarding the impacts of this proposal. Based on the comments received, the Department may prepare an environmental analysis before proceeding with approval or denial of the proposal. Interested parties are asked to provide written or oral comments to Mulazim Nasir, Bureau of Watershed Management, Department of Natural Resources, Box 7921, Madison, Wisconsin 53707; or call 608-267-7627 by Friday August 3, 2007.

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The following counties are in the Northeast Region: Brown, Calumet, Door, Fond Du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara, Winnebago.
The Public Affairs Manager for the DNR Northeast Region is Tom Turner, 920-662-5122.

Mark Radtke

From: Mick Magalski [pmagalski@mcmgrp.com]
Sent: Tuesday, July 31, 2007 2:59 PM
To: Mark Radtke; JHaese@co.winnebago.wi.us; Randy@town-menasha.com
Subject: CTH AP Traffic update

Weekly Traffic Advisory CTH AP... CTH AP Property Owner's Letter...

Phase 3 of the Midway Road project will begin this Friday, August 3rd. Initially, the plan was to complete phases 1 and 2 prior to beginning phase 3, however as a result of delays, phase 3 will need to begin at this time. We have delivered informational letters to all property owners west of STH 47.
Attached is a copy of the weekly traffic advisory and a copy of the property owners letter. Please contact me at 427-3133 with any questions.

Mick Magalski
McMahon Associates, Inc.
920-751-4200 ext.238
pmagalski@mcmgrp.com website: www.mcmgrp.com

Confidentiality Statement: This email and any documents accompanying this transmission may contain confidential information that is legally privileged. This information is intended only for the use of the individuals or entities listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you have received this information in error, please notify the sender immediately and arrangements will be made for the return or destruction of these documents.

County Highway AP (Midway Road), State Highway 441 – U.S. Highway 10/Oneida Street

Schedule: June 11 to October 12, 2007

Length: 1.7 miles

Cost: $2.5 million

Location: County Highway AP (Midway Road), City and Town of Menasha, State Highway 441 – US Highway 10 (Oneida Street)

Description: This reconstruction project consists of grading, base aggregate, storm sewer, concrete pavement, curb and gutter and incidentals. The reconstruction of this roadway will be completed in four phases.

August 3 to August 10: Concrete paving and curb and gutter work on both the eastbound and westbound lanes of County AP east of State Highway 47, (Phases one and two).
Phase 3, which consists of the reconstruction of the westbound lanes of County AP west of State Highway 47 is scheduled to begin on August 3rd. Traffic will be restricted to one lane for one-way eastbound local traffic on August 3rd. Following the traffic control set up will be concrete pavement breaking and removal.

August 11 to August 17: Side road, curb and gutter, driveway, sidewalk and restoration work is scheduled for both sides of County AP east of State Highway 47. (Phases one and two).
Excavation, storm sewer and base aggregate are scheduled for the westbound lanes west of State Highway 47. (Phase 3).

Traffic impacts: County Highway AP (Midway Road) will be closed to through traffic during all four phases. The detour route will be via Oneida Street, State Highway 441 and State Highway 47.
Phase 1 and 2 will consist of the reconstruction of the eastbound and westbound lanes from State Highway 47 to US Highway 10. One lane for one-way eastbound local traffic will be maintained. Side roads on the south side of County Highway AP will remain closed with the exception of Opportunity Way during this phase. Side roads on the north side of County Highway AP will be closed with the exception of Linda Avenue which will have one lane of traffic open during this phase. Work zones will be present on both the north and south sides of Midway Road east of State Highway 47.
Phase 3, scheduled to begin on August 3rd, consists of the reconstruction of the westbound lanes of County AP west of State Highway 47. County AP (Midway Road) Traffic will be restricted to one lane for one-way eastbound local traffic from State Highway 441 to Oneida Street.

As part of phase 3, Midway Place will be open to traffic. The contractor will provide access to Midway Road for businesses that have no alternative street access. The following driveways on the north side of Midway Road will be closed during phase three:
Two driveways between Parkside Drive and Appleton Road, two of Banta's three driveways and the secondary driveway to Affinity Health (west of Midway Place),
three driveways east of Appleton Road, (the first two east of Appleton Road on the north side and the first one on the south side). Alternative street access exists for these businesses. During phase three, all side roads and driveways on the south side of Midway Road from Appleton Road to Oneida Street will remain open.

Wisconsin Department of Transportation

July 31, 2007

Dear Property Owner:

SUBJECT: C.T. H. AP – Midway Road Reconstruction Project

Phase three of the reconstruction of County Trunk Highway AP (Midway Road) from Earl Street to Onieda Street is scheduled to begin Friday, August 3rd. Due to utility delays in phases 1 and 2 of the project, it is necessary to begin phase 3 in order to keep the project as a whole on schedule.

Phase One of the Midway Road project consisted of reconstruction of the two eastbound lanes from Appleton Road (State Highway 47) to Oneida Street (State Highway 10). For the duration of phase one, one lane for one-way westbound traffic was maintained.

Phase Two of the Midway Road project consists of reconstruction of the two westbound lanes from Appleton Road (State Highway 47) to Oneida Street (State Highway 10). For the duration of phase two, one lane for one-way eastbound traffic will be maintained.

All work east of Appleton Road (State Highway 47) is expected to be completed the second week of September. Upon completion of phases 1 and 2, all lanes of traffic will be open east of Appleton Road (State Highway 47).

Phase Three of the Midway Road project will consist of reconstruction of the two westbound lanes from State Highway 441 to Appleton Road (State Highway 47). For the duration of phase three, one lane for one-way eastbound traffic will be maintained. As part of phase three, Midway Place will be open to traffic. The contractor will provide access to Midway Road for businesses that have no alternative street access. The following driveways on the north side of Midway Road will be closed during phase three: Two driveways between Parkside Drive and Appleton Road, two of Banta's three driveways and the secondary driveway to Affinity Health (west of Midway Place), three driveways east of Appleton Road, (the first two east of Appleton Road on the north side and the first one on the south side). Alternative street access exists for these businesses. During phase three, all side roads and driveways on the south side of Midway Road from Appleton Road to Oneida Street will remain open.

Phase Four of the Midway Road project will consist of reconstruction of the two eastbound lanes from State Highway 441 to Appleton Road. For the duration of phase four, one lane for one-way westbound traffic will be maintained. As part of phase four, all side roads on the south side of Midway Road will be closed to traffic with the exception of Earl Street and Kenwood Drive which will have one lane open to traffic. The contractor will provide access to Midway Road for businesses that have no alternative street access. Access to residential driveways will be maintained except during the concrete paving, curb and gutter and driveway approach work. The

contractor will attempt to notify residents in advance when driveway access cannot be maintained. During phase four, all side roads and driveways on the north side of Midway Road from Appleton Road to Oneida Street will remain open with as minimal of access delays possible.

The contractor will attempt to keep driveway access interruption to businesses and residential properties to a minimum during the project. There may be access interruptions as the contractor is completing the necessary work immediately in front of your driveway. As stated above, access to residential driveways during the concrete paving operation, curb and gutter and driveway approach work will not be maintained.

If you have any existing drain tile or sump pump lines discharging that may be impacted during construction, please contact us so that we can explore the possibility of accommodating the flow.

I would like to remind you that the mail boxes are your responsibility and not the contractors. At this time, property owners west of Appleton Road (State Highway 47) will need to remove their mailboxes for the duration of phase three and four. The post office will hold your mail for pick up during phase three and four or you may contact the post office for other arrangements. Please contact your post office for details on reinstalling your mailbox at the completion of phase four.

I would like to take this opportunity to remind everyone of the safety hazards around a construction project. Driving at a reduced speed will make it safer for everyone concerned. Also, a highway project makes a very dangerous but attractive playground for children. Please warn them of the dangers and please keep them clear of the construction area.

Bi-monthly meetings have been scheduled at 10:30 A.M. at Sabre Lanes to discuss project related details on the first and third Wednesdays of each month. The next two meetings scheduled are on August 1st, and August 15th.

If you have any questions or requests, please contact Mick Magalski or Corey Schuh, Project Managers, representing the Wisconsin Department of Transportation. Our field office is located at 1005 London Place Apartments, apartment 2B. The field office phone number is 720-8870. We will normally be on the job between 6:30 A.M and 5:30 P.M.; however, I will be able to stay after hours if prior arrangements are made.

Thank you,
Mick Magalski

Wisconsin Department of Transportation

Lift bridge operations in Winnebago County

July 2007

Contact information:

WisDOT Northeast Region
944 Vanderperren Way
Green Bay, WI 54304

Mailing address:
P.O. Box 28080
Green Bay, WI 54324-0080

Phone: (920) 492-5643
Fax: (920) 492-5640
E-mail:
greenbay.dtd@dot.state.wi.us

WisDOT Web site:
www.dot.wisconsin.gov

Neil Michaelson, PE
Regional Bridge Engineer
Phone: (920) 492-7170

Kim Rudat
Communications Manager
Phone: (920) 492-5743

Mission statement:
To provide leadership in the development and operation of a safe and efficient transportation system.

Included in this issue:

- What's new in Menasha remote control
- "Bugs" worked out of camera systems in Oshkosh.
- Wisconsin Street bridge construction is on schedule

What's new in Menasha remote control

The 2007 boating season is upon us, and with it comes a first for Menasha and Winnebago County—remote control operations of movable bridges. Crews have been busy over the winter installing new bridge control equipment to allow the Tayco Street bridge to be remotely operated from the Racine Street bridge.

Both bridges have been outfitted with video cameras and monitors to observe conditions, a public address system to communicate with pedestrians, motorists and boat operators at the Tayco Street Bridge, fiber-optic systems that integrate with Menasha Utilities' network, and upgraded traffic gates. These, along with other modifications to control systems, will allow remote control operation.

Currently, WisDOT is testing the newly installed equipment. Preliminary tests have gone well, and testing for these systems was completed at the end of May.

Over the course of the 2007 boating season, bridge operations will be transitioned from local site control to remote control. The transition will be in three phases: local control, remote control with supervision, and full remote control operations.

During the first phase, April 26 to July 28, there will be an operator at both the Tayco Street and Racine Street bridges. Each bridge will be operated locally, allowing operators to become familiar with the new bridge operations.

Between July 28 and September 3, the Tayco Street bridge will be remotely operated from the Racine Street bridge. An operator will be stationed at both bridges in order to immediately address any unforeseen situations.

After September 3, plans call for the remote operations to be fully implemented, with both bridges operated remotely from the Racine Street bridge.

After September 3, 2007, remote operations will be fully implemented.

Lots of hard work and cooperation have gone into implementing the first remote control bridge operations in the region. Special thanks go to the city of Menasha, Menasha Utilities, bridge operators, and recreational boaters in helping with this project. All are looking forward to the completion of this project, providing increased safety and service with reduced operating costs.

Tayco Street bridge in Menasha will be operated from the Racine Street bridge after July 28, 2007.

"Bugs" worked out of camera systems in Oshkosh

Cameras and monitors have been operating for a full year on the on the Main Street, Oregon-Jackson Street and Congress Street bridges in Oshkosh. During the past year, bridge operators have found that sometimes the smallest things, spiders and raindrops, can cause the biggest headaches.

With the feedback from bridge operators, WisDOT has begun to implement several adjustments to make the system even more effective. These adjustments will alleviate awkward camera angles, shorten lag times, and of course, deal with those pesky spiders and raindrops.

The most noticeable change will be the cameras mounted on 30-foot high poles on the east shore of the Fox River near each of the bridges. Each bridge will have two cameras, one aimed upstream and one downstream, with a slight overlap in their field of view at the bridge. The images from these cameras will be displayed on side-by-side monitors to provide a panoramic view of vessels approaching, passing through, and leaving the bridge area. This will alleviate any awkward camera angles that can be disorienting for the bridge operator.

Another adjustment is shortening the lag time when the cameras are switching from one preset position to another. The lag time doesn't impact safety or the opening times of the bridge, but a shorter lag time adds to operator comfort in working with the cameras and monitors.

And then, there is Mother Nature. Raindrops and spider webs on the domes that cover the camera lens distort the light and focus of the camera. By using rain-sheeting products similar to what is used on a car windshield, the raindrop problem has been lessened. Spider webs are a bit more challenging. There are products available to discourage spiders from attaching their webs to surfaces like the camera domes, but their success in an outdoor environment next to a river is still a question. In the end, a broom with a rag attached, used by housekeepers over the ages, may prove as the most successful solution to the "web-cam" problem.

Spiders create "web-cam" issues

Construction of the new Wisconsin Street bridge is on schedule

Construction remains on schedule to replace the Wisconsin Street bridge in Oshkosh. To date, most of the work has been underground and in the river, constructing cofferdams and foundations for the massive piers that will support the new bridge. Over the course of the summer, a new 4-lane movable bridge will rise from these underwater foundations.

The new bridge is located about 85-feet to the north of the existing bridge, allowing passers-by a good view of the construction progress. The tentative schedule calls for the current bridge to be open until May 2008. The new bridge will be opened in October 2008, and the old bridge will be demolished.

During construction, boaters are urged to use caution, as the opening in the area of the new bridge is 45-feet, as compared to a 70-foot opening for the current bridge.

The new Wisconsin Street bridge is key to remote bridge operations in Oshkosh, since it has been selected as the host site for remote operations.

Computer rendering of new Wisconsin Street bridge in Oshkosh

Legislative Committee
Monday, April 23, 2007
JAMES P. COUGHLIN CENTER

Present: Chairperson Nancy Barker, Don Griesbach, Harvey Rengstorf, Ken Robl, Bill Wingren, Kathleen Lennon, Joe Hotynski, Pat Brennand, Stan Kline, Claud Thompson, Dave Albrecht, Pat O'Brien, and Jim Koziczkowski

Also Present: John Casper - Chamber of Commerce, Supervisor Tom Widener, Mark Harris - County Executive, Margie Rankin - Administrator Park View Health Center, Patty Francour - Director of Information Systems, Assemblyman Gordon Hintz, Bethany Warner - Northwestern and State Representative Dean Kaufert

Excused: Joseph Maehl and Bernie Egan

Absent:

Chairman Barker called the meeting to order at 9:01 A.M. The Pledge of Allegiance was recited. Ms Barker had those in attendance introduce themselves.

Supervisor O'Brien moved and Supervisor Kline seconded to approve the minutes from November 27, 2006. This was passed by voice vote.

NURSING HOME MEDICAID RATE INCREASE - Margie Rankin - Administrator Park View Health Center

Ms Rankin explained that she was here to get support for a rate increase for nursing homes. She is asking for a 5% increase in rates. Even though staff reductions have taken place, nursing homes are funding their own rate increases - about 2%.

Nursing homes are taxed at $75.00 per month bed tax, whether or not the bed is filled. $13.8 million is skimmed off, and does not come back to nursing homes. If that money was not taken, and given back to the nursing homes, that would be a 4% increase. Instead, what the state is proposing to do, is raise the bed tax to $100.00 in the first year biennium and $125.00 in the second. Again, there is no guarantee that any of that rate increase will be returned to nursing homes. Ms Rankin told the committee that the bed tax hurts those individuals who are private pay. Not only do you pay for the room, you are also paying an additional $75.00. This only gets you to poverty quicker and eligible for government help.

Ms Rankin reported that the Family Care Program and the Pace Program are both getting raises of 3%.

Ms Rankin went over briefly some handouts that she had included in the committee's packets. She then took questions from the committee and guests.

Ms Rankin and Supervisor Wingren would like a resolution supported by the Legislative Committee to go before the full County Board.

After discussion, David Albrecht motioned to ask the Wisconsin State Legislature for a 5% rate increase for nursing homes or to return all the bed tax money to the nursing homes. Supervisor Wingren seconded this motion. Carried by voice vote

POSSIBLE RETURN OF 17 YEAR OLDS TO JUVENILE STATUS - Sheriff Brooks and Supervisor Rengstorf

Since Sheriff Brooks was not in attendance, it was decided to move on with the rest of the agenda.

PRIVATIZATION OF PUBLIC SAFETY WIRELESS FREQUENCIES - Patty Francour-Director of Information Systems and Supervisor O'Brien

There is a bulletin that went out to oppose privatization of a piece of the spectrum that is used for public safety presentation. What that means is that the frequency range that is now being used (700 MHz to low 800 MHz) for public safety information, would be owned by a national licensee. Which means if we wanted to use that range, we would pay for it.

Ms Francour and Supervisor O'Brien would like to propose a letter, which would express opposition to this proposal. FoxComm is sending a letter in opposition on their behalf. But Ms Francour feels each county should also send in a letter. It is felt that this frequency should be controlled by a public agency, not private ownership. Discussion with the committee followed.

Supervisor O'Brien moved and Supervisor Lennon seconded a motion to take a letter addressed to the FCC to the full County Board for approval. Carried by voice vote.

NEWARK DECISION - SB122 - Representative Dean Kaufert

Mr. Kaufert told the committee that $34 million has been exempted from property taxes because of this decision. $135 million on the table for 2006. Mr. Kaufert has been told by CEO's of local companies that it would be very easy to move operations to South Carolina. Wisconsin's tax burden is too high as are personal taxes. The quality of living is good there and they can easily incorporate their business there instead of in Winnebago County. The implication for Winnebago County from the paper industry alone is $115 million dollars. That breaks down to $2 million in local taxes and the county's share is about $400,000. The biggest hits would be to the schools and the City/Town of Menasha and City of Neenah.

The longer the wait to act on this, the more exemptions will be granted. Ultimately, it will be the rest of the taxpayers that will be making up the difference. It is unlikely that if the bill is passed, that it will be post dated. There are implications for the whole state. SCA Tissue in the City of Menasha has gotten some property tax off at this time and is fighting to get the rest of it.

Representative Kaufert feels there is good bi-partisan support for this bill and it should move through the legislative process fairly quickly. There is an active lobby of paper mills and casting companies that are against this bill.

CORRESPONDENCE -

There were several items from other counties regarding county board size. Since we have already dealt with that, we will not be taking it up again.

COMMENTS FROM AUDIENCE -

Representative Kaufert updated the committee on the budget process for the state. He told the committee that 19% of the budget will working off base, instead of the Governor's Bill. There are no changes to the formula for shared revenue, however, the governor has increased it by $50 million in the second year of the biennium. Another item in the Governor's budget is an increase in the Real Estate Transfer fees, from $3.00 to $6.00. This will help fund additional dollars for youth aids and circuit courts. Realtors are fighting this rise in the fee pretty hard. There will also be a $20.00 increase in the vehicle registration fee that will fund the 2% general transportation aid. There will be an increase of 2.5% tax on motor vehicle fuel supplier's gross receipts. Supposedly this cannot be passed along to consumers. With all the new taxes and fees in the Govenors's budget, $157 million dollars will be taken out of economy of the state. It equals out to $538.00 for every man, woman in this state. Mr. Kaufert feels this will be a long budget process, and hopes that it will be done by the time we start the county's budget process.

Assemblyman Gordon Hintz told the committee that he feels that this budget will impact the counties/cities in a big way. He feels there are some very good items in the budget. He knows there are going to be some hard decisions to be made. He told the committee that the Governor has been criticized for oil taxes, however, no one has come up with an alternative plan. Mr. Hintz told the committee that Wisconsin has not cut some Medicaid recipients off the Medicaid roles, as some states have done. There are funding proposals out there for the needs that we have, and we just need to ask the question if we want to bash more fees and taxes, or let the local municipalities get less in funding. The long-term consequence will be higher property taxes. You cannot increase/decrease one fund without affecting another fund. There is a domino effect built into the state budget.

Both Mr. Kaufert and Mr. Hintz took questions from the committee.

POSSIBLE RETURN OF 17 YEAR OLDS TO JUVENILE STATUS - Harvey Rengstorf

Supervisor Rengstorf told the committee that right now the law is if a 17-year-old juvenile is charged with a heinous crime, he can only be charged as an adult. There is a movement to return the law to what it was before which the juvenile could be charged as an adult or not. There is no bill pending at the time of the meeting, but what Supervisor Rengstorf would like to do is bring this item back to the Legislative Committee. The committee regarding the ramifications of this item held discussion.

NEXT MEETING -

Monday, June 25, 2007 - Chairman Barker asked that items for the agenda be given to her as soon as possible. County Executive asked if he could bring information regarding U.S. Senate Bill 406 Transit System Flexibility Act to the next meeting.

Supervisor O'Brien moved and Supervisor Kline seconded to adjourn. The meeting was adjourned at 10:25 A.M.

Recorded By:

Jean Mahy
County Clerk's Office

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Plugging you in to electric industry changes

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Follow the money

Billions of dollars will be shifting back and forth as Illinois utilities and policy makers grapple over monster electric rate hikes and a variety of schemes to make the rising costs to consumers appear to be anything except so big and so immediate. The question is will it make any real difference in who pays for a failed restructuring, and how much?

After wrangling over the traumatic effect of rate caps expiring since the first of the year, Illinois lawmakers and utilities at the end of July said they'd negotiated a plan to bring the state's electricity customers more than $1 billion in rate relief.

Among the highlights, as reported by the *Chicago Tribune*:

• Rebate checks worth hundreds of dollars,

• Discounts of as much as 70 percent on electric rates, and

• A state agency to negotiate lower electricity prices.

A hurdle or two remained to be cleared: The plan had not yet been introduced in the Legislature and will require approval by the two houses along with the signature of Governor Rod Blagojevich. But based on the early comments from both sides of the aisle, it appeared that if something were to derail the plan, it probably wouldn't be a fight between the two parties.

Kolata

David Kolata, executive director of the Illinois Citizens Utility Board, called the plan "a step forward," according to the *Tribune*.

Whether or not the plan addresses the fundamental problems in Illinois' restructured utility environment, it will put money on the move. Downstate utility Ameren, which had been headed for rate hikes exceeding 50 percent, said all of its residential customers will get out from under at least part of the new burden. The utility announced in the last full week of July that 80 percent of its residential customers would see a reduction of 40 per cent or more—though that's measured against the expected increase.

Additional credits will buy down residential rate increases for next year and 2009, Ameren said.

From the utility's perspective, the upside is avoidance of a threatened rate freeze. Rates had been frozen since 1997 under the Illinois restructuring scheme—one reason for the pressure to send them through the roof when the freeze ended this year. Agreeing to the big rebate plan allowed the state's major utilities, Ameren and the Commonwealth Edison affiliate of Exelon, to defuse legislative pressure for a rollback and renewed freeze.

In addition to rebates and credits continuing over three years to help customers ease into the higher new rates, lawmakers said they would create a new arm of government, the Illinois Power Agency, to buy electricity on the wholesale market on behalf of the utilities.

That move was prompted by widespread dissatisfaction with high costs served up in the reverse auction that has been setting the prices Illinois utilities pay for power. The auction and the agency that will supplant it are the results of the state's restructuring law forcing utilities to sell off their generation assets to pave the way for competition that largely never developed.

Time travel

Skyrocketing electricity rates in Maryland have some consumers revisiting the habits of their youth—when electricity demand was lower because they *just didn't have* appliances that are commonplace today.

Early last month, reporter Paul Adams of the *Baltimore Sun* went looking for examples of things people were doing to mitigate their electricity bills after a year of mammoth rate increases at Baltimore Gas and Electric (BGE).

What Adams found could serve as a compilation of Energy Saver Tips from *The Wire* archives.

One resident closed curtains and shutters on hot days to keep the sun from heating up his home. At night, he used low-wattage light bulbs and a ceiling fan, and minimized air conditioner use.

Adams also talked with householders who began hanging laundry outside. One said she'd saved at least $130 on a monthly utility bill by not using her electric clothes dryer.

Since BGE announced at the beginning of 2006 that rates would climb 72 percent when a six-year legislated rate freeze expired last summer, there's been no shortage of anger among state government leaders, and the rate hikes were held back temporarily by new legislated caps.

But in June, a 50-percent rate increase kicked in and according to the *Sun*, customer advocates say for the time being, conservation is probably the only refuge.

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 608/286-0784.

THINKING THINGS THROUGH

By CFC Executive Director John Sumi

Sumi

Objects in mirror are closer than they appear. That reminder, placed on the passenger-side rear view mirrors of automobiles, warns drivers that their perception of the distance between them and other vehicles may be incorrect. The warning came to mind when I was reviewing the testimony presented to the Wisconsin Public Service Commission (PSC) in a recent controversial transmission construction case.

Local opponents of the project pointed to the revival of the state's energy efficiency effort that will occur as a result of enactment of 2005 Wisconsin Act 141—the Energy Efficiency and Renewables Act—eliminating or postponing the need for the new transmission line. The American Transmission Company and other supporters of the project acknowledged the role of increased efficiency on energy-demand conditions, but after a closer analysis of local conditions was included in the PSC's review, commissioners clearly saw an overriding need for the project to prevent a looming reliability crisis for areas of Dane County. They approved the project.

It might be tempting to avoid the controversy of unpopular infrastructure projects by placing hope exclusively on the growing role of energy efficiency programs in Wisconsin's energy policy. And opponents of projects wouldn't be wrong in pointing out that an objective of Act 141 was to lessen the need for building new power plants and other energy infrastructure. However, it may be a bit early to point to the growing role of energy efficiency and renewable energy as the silver bullet solving Wisconsin's future energy needs.

The energy-utility build cycle underway in Wisconsin was preceded a few years earlier by serious reliability problems in areas of our state. With more decisions remaining on infrastructure projects, particularly for high-voltage transmission lines, it will be important for policymakers to carefully weigh the role of energy efficiency and renewable resources, while not dismissing the reliability issues that helped initiate the build cycle in the first place.

Not whether, but how much

Worries are building in Ohio, as electricity users look around at nearby states where rate caps have expired. The clock is ticking on Ohio's restructuring time bomb, and the scramble is on for ways to keep the blowup from being too big.

As Connecticut lawmakers did earlier this year, state regulators in Ohio (yes, they still have regulators, though it's said Ohio deregulated its utilities back in the '90s) are looking to put the customer in charge or on the spot, depending on how you look at it.

The state's Public Utilities Commission is investigating advanced metering techniques that would allow electricity rates to vary depending on time of day and current demand, and that would make the price at any given time knowable to the consumer, who could then decide whether the moment is opportune to throw in a load of laundry or cool off the house.

A recent nationwide consulting-firm study estimated advanced metering could shave about $3 billion annually from electricity bills, assuming consumers act on the newly available information.

The state utility watchdog, the Ohio Consumer's Counsel, supports the idea, saying it would give electricity users an opportunity to know when they have a chance to save money by planning their time of greatest usage around off-peak rates.

They have 17 months to get it all figured out. In January 2009, Ohio's rate caps expire and big increases could follow.

Governor Ted Strickland recently told the *Columbus Dispatch* he thinks the 1999 restructuring was a mistake, but he doesn't believe the state can put the pieces back together the way they were.

U.S. wind power growing fastest

Wind energy capacity grew 27 percent in the United States during 2006, making for the fastest development of wind power resources by any nation for a second consecutive year, according to the U.S. Department of Energy (DOE).

More than 2,400 megawatts of wind-powered electric generation capacity was installed in the U.S. last year, the federal agency said. The next most active wind-developing nations were Germany, India, Spain, and China.

Wisconsin has been moving on wind energy development, though much of the in-state capacity is still in the construction stages or on the drawing board. In May, the Public Service Commission approved construction of a 41-turbine project on nearly 8,000 acres in Fond du Lac County. Its total capacity is rated at 98 megawatts, roughly sufficient for the needs of 30,000 Alliant Energy residential customers.

Further expansion is coming. Earlier PSC approvals have paved the way for 345 megawatts of new construction, to eventually bring Wisconsin's wind capacity close to 500 megawatts.

Wisconsin power providers also continue expanding their purchases of wind energy from outside the state. La Crosse-based Dairyland Power Cooperative recently approved plans to buy more megawatts from the same Minnesota wind farm that's been supplying it with power for several years. And Alliant and Madison Gas and Electric were anticipating more imports from an expanding wind farm in northern Iowa.

The DOE report analyzed various trends in wind energy. Alongside a growing interest among electric utilities in owning wind power assets, it found the cost of wind turbines rising over the past five years, ending what had been an ongoing decline in costs for wind-based generation.

The rising costs were attributed to growing demand fueling higher prices for basic materials and shortages of some turbine components. Improved siting and technological advances have allowed better performance by wind generating equipment during recent years, the DOE report said.

What goes down must come up

They're not exactly defying the law of gravity, but Connecticut electricity customers could be forgiven for thinking so, as a Connecticut Light and Power rate reduction is followed almost immediately by the proposal for a rate increase.

At the end of June, the *Hartford Courant* reported that a 6-percent rate reduction would arrive on schedule, July 1 but noted that the cut might seem trivial in the face of a 90-percent increase over the past seven years. Connecticut, the *Courant* said, has the highest electricity rates in the continental U.S.

The significance of this is apparently not lost on Connecticut Light and Power President Raymond Necci, whom the *Courant* quoted as saying it might be "difficult for people to understand the needs."

One pressing need: reliability. Power failures hit several cities on the CL&P system last summer and the utility says it needs more money to replace aging poles and wires and keep pace with new construction.

Energy saver tip

If you have a lamp, a computer, a television set, or some other appliance located within a few feet of a thermostat in your home, your air conditioning might be working harder than necessary. Maintaining good clearance between the thermostat and any heat source is a good practice for energy efficiency.

PSC signs onto efficiency plan

Wisconsin's Public Service Commission this summer joined utility regulators from several Midwestern states to launch an action plan for improving energy efficiency on a nationwide scale.

In conjunction with the National Association of Regulatory Utility Commissioners and the U.S. Environmental Protection Agency, the PSC joined approximately 100 other organizations nationwide in signing onto a commitment to develop best practices and promote energy efficiency.

The plan, which the PSC said has the potential to save ratepayers billions of dollars over the coming decades, includes assigning energy efficiency a high priority, implementing cost-effective energy practices, public education in energy efficiency, and using policy choices to promote energy efficiency investments.

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

www.customersfirst.org

Quotable Quotes

"I'm using less than ever, and it's the biggest bill I've had in the last two years."

—Baltimore Gas and Electric customer Greg Baranoski, describing the increases in his monthly utility bill despite his personal effort to conserve electricity, quoted in *The Baltimore Sun*, July 4, 2007

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

Customers First!
P.O. Box 54
Madison, WI 53701

A **Coalition**
to preserve
Wisconsin's
Reliable
and Affordable
Electricity

M E M O R A N D U M

To: Common Council

From: Greg Keil, CDD

Date: August 2, 2007

RE: Status of Zoning Ordinance/Site Plan Revisions

Over the past several weeks Community Development Department staff has been assembling the proposed changes to the zoning ordinance and site plan review process into ordinance format. We are planning on presenting a draft of the revised ordinance to the plan commission on August 14. Following that review, we will schedule public hearings on the proposed changes for the next succeeding plan commission and common council meetings.

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Historic Banquet space for up to 250 people coming in Sept 2007

Accessible Parking

The City of Menasha has constructed a new 2 story public parking ramp and a new public parking lot behind The Vault as a part of the Marina Place waterfront redevelopment.

75 Parking stalls at Main Street Ramp
50 Parking stalls directly behind The Vault

Next to 1 Dog Studios

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HAPPY HOUR 4-7 W/ HORS D' OEUVRES
SUNDAY BRUNCH 9:30 - 2
LUNCH W/ DAILY FEATURES 11-2
WEDNESDAY FIRE-GRILLED BUFFET
LIVE POP/JAZZ/BLUES THUR – SAT
FRIDAY FABULOUS SEAFOOD
FIRE GRILLED STEAKS/ RIBS/CHICKEN
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Lunch Tues.-Sat. 11 – 2

Full Soup, Salad, & Sandwich Bar with daily Feature hot entree

Lunch Menu including:

- Crab quesadilla
- Chicken quesadilla
- Grilled chicken Caesar salad
- Grilled salmon Caesar salad
- Pork cutlet ruben
- French dip
- Tuna or Chicken salad

Sunday Brunch 9:30 – 2

- Made to order omelets
- Sausage & Bacon
- Baby red potatoes
- Sausage gravy & biscuits
- French toast
- Pumpkin pancakes
- Grilled chicken & ribs
- Seafood pasta
- Full soup & salad bar
- Fruit & cheese trays
- Smoked salmon
- Hand made desserts & pastries

Vault Appetizers

- Crab Cakes Remoulade
- Natural Cheese Curds
- Fried Calamari w/house pesto sauce
- Chicken Quesadilla
- Mozzarella Sticks w/marinara sauce
- Brie Losone
- Vault Onion Rings w/house tiger
- Chicken Wings (hot or not)
- Fried Mushrooms

Daily Dinner Menu

Tues- Thurs, Sat & Sun

- Pork Medallions
- Chicken Fetticini Primavera
- Grilled Chicken Marsala
- Prawns Provencal
- Stuffed, wrapped Shrimp
- Veggie Lasagna
- Grilled Veggie Plate
- Baby Back pork ribs
- BBQ Grilled Chicken
- Flame Grilled Tenderloin
- Flame Grilled Rib eye
- Flame Grilled Vault Burger
- Kids Menu
- Hand Made Desserts

Flame Grilled Buffet Wed 5-8

- Smoked & Grilled baby back ribs
- Slow Grilled Chicken
- Slow Roasted brisket
- Mashed & roasted baby reds
- Pasta primavera
- Fresh sautéed veggies
- Full Soup & Salad Bar
- Full Dinner Menu

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October 3 - 5, 2007

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NAME _____ TITLE _____

NAME TAG SHOULD READ: _____

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ADDRESS _____ CITY _____

STATE _____ ZIP _____ TELEPHONE _____ E-MAIL _____

GUEST NAME TAG SHOULD READ: _____
(Guest Program includes Thursday's excursion for guests and all conference receptions.)

Early Bird Registration Deadline is

Wednesday, September 12, 2007

Hotel Information on Page 234 of this *Municipality*

Includes conference materials, admission to all workshops, general sessions, reception Wednesday evening and Thursday lunch. Early bird registrations received by Wednesday, September 12, 2007 will have reduced rates.

ALL CANCELLATIONS MUST BE RECEIVED BY SEPTEMBER 26, 2007 AND ARE SUBJECT TO A $10 CANCELLATION FEE.

	Registration Fee Early Bird	Registration Fee Regular	Amount
Preconference Workshop *(check one only)*	$60	$75	$_____
Non-member Preconference *(check one only)*	85	100	$_____
❑ **The "People Side" of Being a Local Official**			
❑ **Dealing with Difficult People ... with Humor**			
❑ **How TIF Works and Why**			
Member Conference Registration	130	155	$_____
Non-member Conference Registration	155	180	$_____
Guest	60	75	$_____
Chief Executive Breakfast	20	25	$_____
Trek with the Exec *(members only)*	20	25	$_____
TOTAL			$_____

PAYMENT METHOD (Payment must accompany registration)
❑ **Check Enclosed** (make checks payable to: League of Wisconsin Municipalities)
❑ **Credit Card**

Type: ❑ Master Card or ❑ Visa

Number _____ Exp: _____

Statement Address _____ Zip _____

❑ Please place an "X" through the box if you need an accommodation regarding a disability. We will contact you to make the necessary arrangements.

Return to: League of Wisconsin Municipalities,

122 W. Washington Ave., Suite 300, Madison, WI 53703; Fax: (608) 267-0645

Preconference Workshops

Preconference Workshops will be held at the Hilton City Center, Milwaukee, WI, October 3, 2007

Early conference attendees may select one of three Wednesday morning workshops which will run concurrently from 9 A.M. to noon. Fees for the workshop are on the registration form. You do not need to attend the annual conference to attend the pre-conference workshops.

Use the registration form to indicate which of the **Three Concurrent Classes** you wish to attend.

The "People Side" of Being a Local Official
Speaker: Al Arnold
Description: This workshop will include why citizens run for office, the different types of citizens and how to deal with them; the characteristics that make a good local official; three reasons why local officials make wrong decisions; and a useful question and answer session.

Dealing with Difficult People ... with Humor
Speaker: Joey Novick
This workshop will present an opportunity to learn more productive strategies for relating to angry, difficult and emotional people in your life and work — while keeping your sense of humor. Communication, assertiveness and responsiveness are all important factors in developing the skills necessary in dealing with difficult people and stressful situations.

How Tax Incremental Financing Works and Why
Panel: J. Michael Mooney, Chairman, MLG Development and panel members
Tax incremental financing is the most effective economic development tool available to municipalities. Our panel of experts will explore the many different facets of this complex and evolving financing mechanism along with the latest trends. The session will end with a discussion of frequently asked questions and an opportunity for audience members to ask questions.

New This Year: Trek with the Exec

Use the registration form to Register for this **Walking Tour**

Trek with the Exec
Take a walking tour of downtown Milwaukee with the City's chief executive, Mayor Tom Barrett. The group will walk about eight blocks from the Hilton Hotel to City Hall. Mayor Barrett and other city officials will describe the history and redevelopment of downtown Milwaukee and its famous North Riverwalk Project. The group will tour historic Milwaukee City Hall, followed by a catered lunch.

Trek with the Exec is concurrent with the preconference workshops. Sign up for the event on the registration form. Open to members only.

109th Annual Conference

With Engineering & Public Works Track
October 3 - 5, 2007
Hilton City Center, Milwaukee, Wisconsin

The Annual Conference includes the Engineering and Public Works Institute. Registration for the Annual Conference includes admittance to all sessions (except the Preconference Workshops). Members may register by filling out and submitting the forms on the previous two pages, or by visiting the website at <www.lwm-info.org> and registering on-line.

Wednesday, October 3

9:00 Preconference Workshops

The "People Side" of Being a Local Official
Speaker: Al Arnold, former mayor of Rice Lake

Dealing with Difficult People ... with Humor
Speaker: Joey Novick

How Tax Incremental Financing Works and Why
Panel: J. Michael Mooney, Chairman, MLG Development and panel members

Trek with the Exec
Guide: Mayor Tom Barrett, Milwaukee

11:00 Exhibition Hall Open

1:30 Opening Session
Trustee Gerald Menne, Ashwaubenon, League President, Presiding

Welcome
Mayor Tom Barrett, Milwaukee

Politics Unusual: The Dollars & Sense of Humor in Government
Joey Novick, Professional Speaker/Trainer; Councilmember, Flemington, New Jersey

3:15 Engineering Track
Karl Manthe, City Street Superintendent, Stoughton, Presiding

Marquette Interchange Project
Panelists: TBA

4:15 Resolutions Committee Meeting

3:30-7:00 Exhibition Hall Open
(open directly after the General Session finishes)

5:00 President's Reception (Exhibit Hall)

Thursday, October 4

8:15 Coffee and Rolls

9:00 Concurrent Workshops Session I

Building Citizen Involvement and Fighting Apathy in Our Communities
Al Arnold, former mayor of Rice Lake

Controlling Health Benefit Costs: a Case Study from Manitowoc County
Rep. Robert Ziegelbauer (D-Manitowoc), Manitowoc County Executive

Creating Sustainable Communities
Mary Rehwald, Ashland Common Council; and Irene Blakely, Mayor of Washburn

Alternative Revenue Sources for Municipalities
Gary Becker, Vierbicher Associates

Engineering Track: Right-of-Way Relocation Costs
Panelists: Anita Gallucci, Attorney, Boardman Law Firm and Dan Sande, P.E., WE Energies

10:15 Break

10:45 Concurrent Workshops Session II

Strategies for Sensible Redevelopment: Panel discussion on Denser, Mixed Use Developments
Brian Munson, Vandewalle and Associates; Scott Kugler, Planning Director, Sun Prairie; and Mayor John Antaramian, Kenosha

Save Energy, Save the Planet: A Reasonable Approach for Municipalities
Mayor Paul Fisk, Lodi and staff from Wisconsin Public Power Inc.

Open Meeting Law and Public Records Issues for Local Officials
Assistant Attorney General Maureen McGlynn Flanagan; and Assistant Attorney General Thomas Bellavia

Engineering Track: Using GIS in Everyday Applications in Asset Management
Todd Halvorson, MSA Professional Services

11:45 Engineering & Public Works Section Business Meeting

Noon Business Meeting and Lunch *(included)*

2:00 CONCURRENT WORKSHOPS SESSION III

Going Wireless: Wi-Fi in Milwaukee
Milwaukee Assistant City Attorney Kevin Sullivan

TIF in Action
Gary Becker, Vierbicher Associates

Emergency Preparedness: Lessons from Katrina
Frank Nicotera, former Deputy City Attorney, New Orleans

Are Wisconsin Taxes Really Too High? A Balanced View
Jack Norman, Institute for Wisconsin's Future

Engineering Track: Street Sweeping/Basin Cleaning
Roger Bannerman, DNR

3:15 Break

3:30 CONCURRENT WORKSHOPS SESSION IV

Roundtable on Municipal Issues
Dan Thompson, Executive Director, League of WI Municipalities

How Municipalities Can Better Avoid Workers Comp & Equal Rights Claims
Robert Glaser, Member, Labor and Industry Review Commission

Dealing with Nuisance Properties Using Community Prosecution
Milwaukee Assistant City Attorney Vincent Bobot

Sudden Impact: Recent Changes and Strategies for Impact Fees
Brian Turk, R.A.Smith & Associates

Engineering Track: Public Works Liability Issues/Hidden Risks
Dennis Tweedale, Executive Dir., League of Wisconsin Municipalities Mutual Insurance; Ray Pollen, Attorney, Crivello, Carlson & Mentkowski

8:00 Dessert and Music

Friday, October 5

7:30 Chief Executives Breakfast
Sen. Jim Sullivan (D-Wauwatosa)

8:15 Coffee and Rolls

9:00 CLOSING SESSION
Mayor Jerry Wehrle, Lancaster, League President, Presiding

Regional Economic Development in Wisconsin
David J. Ward, President, NorthStar Economics, Inc.

10:00 Governor Jim Doyle *(invited)*

11:00 Adjournment

Guest Program

8:15 Load Bus (Hilton Hotel)

9:00 Tour of Reiman Publications & Shopping

Noon Lunch at Heinemann's Restaurant

1:30 Tour of Boerner Botanical Gardens

3:30 Arrive back at Hilton Hotel

CERTIFIED SURVEY MAP NO. _____

Lots 20 thru 47, Lot 50 and part of "CANAL", All in the SUBDIVISION OF RESERVATION OF BLOCK "A" OF THE TOWN OF THE ISLAND, and part of Block "B" IN THE PLAT OF THE TOWN OF THE ISLAND MARKED "RESERVED", and part of Lots 1 and 2 of ED SMITH'S ADDITION, part of Fractional Lot 1, all in Section 22, Town 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin

NUMBER	DIRECTION	DISTANCE
L1	S 56°59'08" W	50.65'
L2	N 58°10'45" E	257.61'
L3	N 58°10'45" E	47.83'
L4	S 43°00'00" E	18.50'
L5	N 44°23'54" W	10.38'
L6	S 46°40'02" W	99.82'
L7	N 43°20'28" W	84.84'
L8	N 56°25'32" E	100.00'
L9	N 09°30'55" W	180.14'
L10	S 80°35'32" W	75.80'
L11	S 43°20'28" E	40.00'
L12	S 46°39'32" W	100.00'
L13	S 46°37'00" W	282.90'
L14	N 43°21'59" W	26.39'
L15	N 43°21'59" W	204.47'
L16	S 46°37'00" W	188.72'
L17	N 06°28'06" E	104.42'
L18	N 43°21'40" W	130.50'
L19	S 43°21'15" E	86.96'
L20	S 40°52'06" E	40.00'
L21	S 46°36'58" W	70.00'
L22	S 43°15'59" W	100.85'
L23	S 43°56'47" W	39.41'

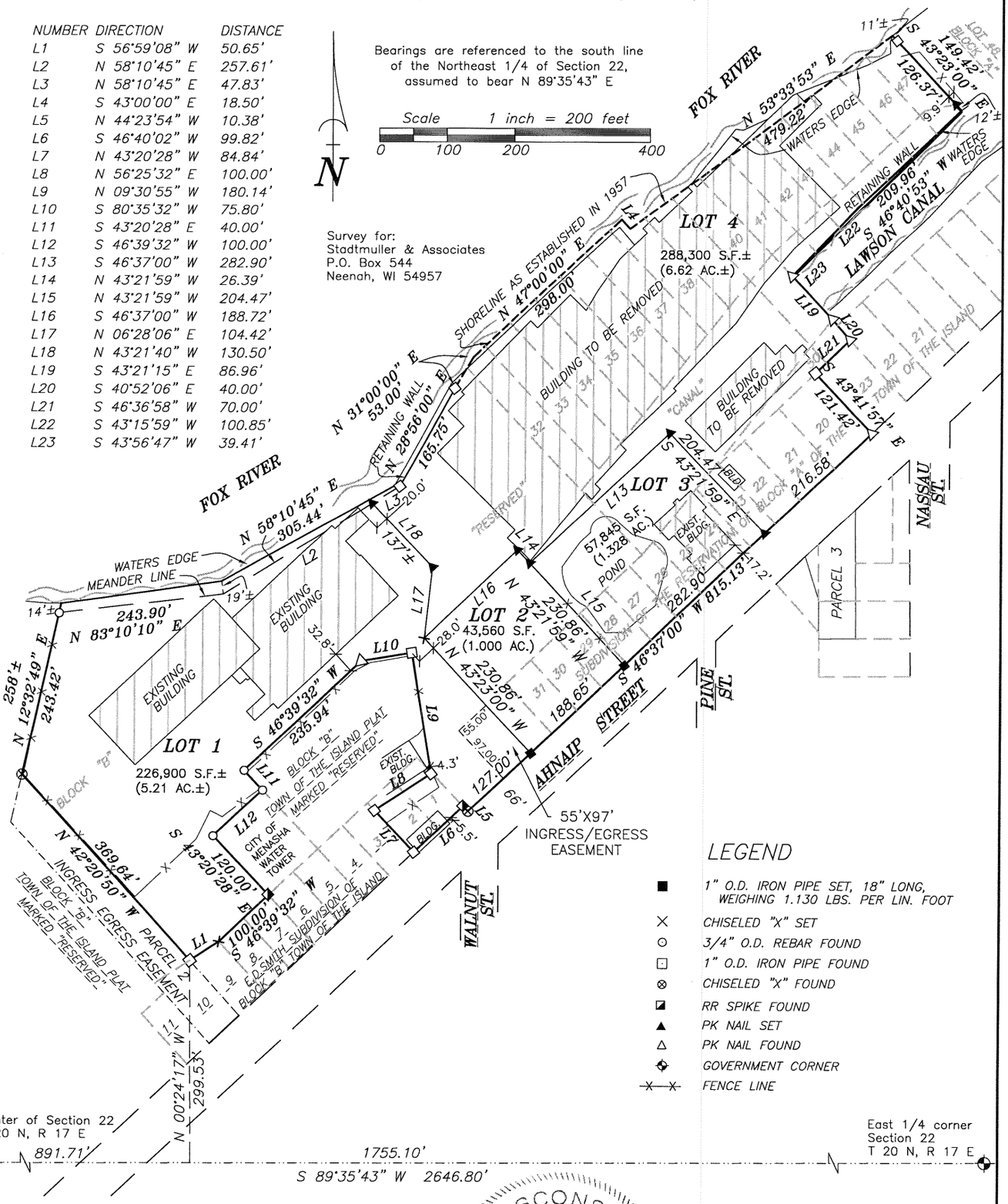
Bearings are referenced to the south line of the Northeast 1/4 of Section 22, assumed to bear N 89°35'43" E

Scale 1 inch = 200 feet

0 100 200 400

N

Survey for:
Stadtmuller & Associates
P.O. Box 544
Neenah, WI 54957



LEGEND

- ■ 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- × CHISELED "X" SET
- ⊙ 3/4" O.D. REBAR FOUND
- ⊡ 1" O.D. IRON PIPE FOUND
- ⊗ CHISELED "X" FOUND
- ◪ RR SPIKE FOUND
- ▲ PK NAIL SET
- △ PK NAIL FOUND
- ✥ GOVERNMENT CORNER
- —×—×— FENCE LINE

WISCONSIN
DANIEL W. HOEL
S-1786
NEENAH
WI
LAND SURVEYOR

Daniel W. Hoel
7/13/07

Martenson & Eisele, Inc.

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

Planning
Environmental
Surveying
Engineering
Architecture

PROJECT NO. 264-317

FILE 264317CSM.DWG SHEET 1 OF 3

THIS INSTRUMENT WAS DRAFTED BY: pae

CERTIFIED SURVEY MAP NO. _____

Surveyor's Certificate:

I, Daniel W. Hoel, a Registered Wisconsin Land Surveyor, do hereby certify:

that I have surveyed, mapped, and divided at the direction of Stadtmuller & Associates all that part of Lots 20 thru 47 and part of "CANAL", all in the SUBDIVISION OF RESERVATION OF BLOCK "A" OF THE TOWN OF THE ISLAND and part of BLOCK "B" IN THE PLAT OF THE TOWN OF THE ISLAND MARKED "RESERVED", and part of Lots 1 and 2 of ED SMITH;S ADDITION, part of Fractional Lot 1, all in Section 22, Town 22 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin more full described as follows:
Commencing at the East 1/4 corner of said Section 22; thence South 89 degrees 35 minutes 43 seconds West, 1755.10 feet, along the south line of the northeast 1/4 of said Section 22;
thence North 00 degrees 24 minutes 17 seconds West, 299.53 feet to the point of beginning;
thence North 42 degrees 20 minutes 50 seconds West, 369.64 feet;
thence North 12 degrees 32 minutes 49 seconds East, 243.42 feet to a meander corner that is South 12 degrees 32 minutes 49 seconds West, 14 feet more or less from the water's edge of the Fox River;
thence North 83 degrees 10 minutes 10 seconds East, 243.90 feet, along a meander line;
thence North 58 degrees 10 minutes 45 seconds East, 305.44 feet, along said meander line;
thence North 28 degrees 56 minutes 00 seconds East, 165.75 feet, along a retaining wall;
thence North 31 degrees 00 minutes 00 seconds East, 53.00 feet along the shore line of the Fox River as established in 1957 ;
thence North 47 degrees 00 minutes 00 seconds East, 298.00 feet, continuing along said shore line;
thence South 43 degrees 00 minutes 00 seconds East, 18.50 feet, continuing along said shore line;
thence North 53 degrees 33 minutes 53 seconds East, 479.22 feet, continuing along said shore line;
thence South 43 degrees 23 minutes 00 seconds East, 149.42 feet, along the easterly line of Lot 47, SUBDIVISION OF THE RESERVATION OF SAID BLOCK "A";
thence South 46 degrees 40 minutes 53 seconds West, 209.96 feet, along the water's edge of Lawson Canal;
thence South 43 degrees 15 minutes 59 seconds West, 100.85 feet, continuing along said water's edge;
thence South 43 degrees 56 minutes 47 seconds West, 39.41 feet, continuing along said water's edge;
thence South 43 degrees 21 minutes 15 seconds East, 86.96 feet;
thence South 40 degrees 52 minutes 06 seconds East, 40.00 feet, along the easterly line of Lot 50, said SUBDIVISION OF THE RESERVATION OF SAID BLOCK "A";
thence South 46 degrees 36 minutes 58 seconds West, 70.00 feet, along the southerly line of said Lot 50;
thence South 43 degrees 41 minutes 57 seconds East, 121.42 feet, along the easterly line of Lot 20, said SUBDIVISION OF THE RESERVATION OF SAID BLOCK "A";
thence South 46 degrees 37 minutes 00 seconds West, 815.13 feet, along the northerly right of way line of Ahnaip Street;
thence North 44 degrees 23 minutes 54 seconds West, 10.38 feet, continuing along said northerly right of way line;
thence South 46 degrees 40 minutes 02 seconds West, 99.82 feet, continuing along said northerly right of way line;
thence North 43 degrees 20 minutes 28 seconds West, 84.84 feet, along the westerly line of Lot 2, said E.D. SMITH'S SUBDIVISION OF PART OF BLOCK B;
thence North 56 degrees 25 minutes 32 seconds East, 100.00 feet;
thence North 09 degrees 30 minutes 55 seconds West, 180.14 feet;
thence South 80 degrees 35 minutes 32 seconds West, 75.80 feet;
thence South 46 degrees 39 minutes 32 seconds West, 235.94 feet;
thence South 43 degrees 20 minutes 28 seconds East, 40.00 feet;
thence South 46 degrees 39 minutes 32 seconds West, 100.00 feet;
thence South 43 degrees 20 minutes 28 seconds East, 120.00 feet;
thence South 46 degrees 39 minutes 32 seconds West, 100.00 feet, along the northerly line of Lots 7 and 8, said E.D. SMITH'S SUBDIVISION OF PART OF BLOCK B;
thence South 56 degrees 59 minutes 08 seconds West, 50.65 feet, along the northerly line of Lot 9, said E.D. SMITH'S SUBDIVISION OF PART OF BLOCK B to the point of beginning, containing 619,600 square feet (14.16 acres more or less. Also, including lands lying between meander line and the water's edge of the Fox River.

That I have fully complied with Chapter 236.34 of the Wisconsin Statutes in surveying, dividing, and mapping the same and the City of Menasha Subdivision Ordinances.

That this map is a correct representation of all exterior boundaries of the land surveyed and the division thereof.

Given under my hand this 13th day of July, 2007.

Daniel W. Hoel

Daniel W. Hoel Registered Wisconsin Land Surveyor S-1786

WISCONSIN
DANIEL W.
HOEL
S-1786
NEENAH
WI
LAND SURVEYOR

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

Owners of Record:	Recording Information:	Parcel Number:
PJC Group LLC	Doc. No. 1306410	730-0527-01 730-0549-00

PROJECT NO. 264-317

FILE 264317CSM.DWG SHEET 2 OF 3

THIS INSTRUMENT WAS DRAFTED BY: pae

CERTIFIED SURVEY MAP NO. _____

Corporate Owner's Certificate:

PJC Group LLC, a limited liability company duly organized and existing under and by virtue of the laws of the state of Wisconsin, hereby certify that we caused the land above described to be surveyed, divided, and mapped all as shown and represented on this map.

Dated this _____day of _____, 2007.

_____
(print name & title)

_____
(signature)

State of Wisconsin)
)SS
Winnebago County)

Personally came before me on the _____ day of _____, 2007, the above named owners to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____ my commission expires _____
(Notary name)

Common Council Resolution:

Resolved by the Common Council of the City of Menasha, that this Certified Survey Map is hereby approved. Passed and approved by resolution number

_____ this _____day of _____, 2007.

Dated this _____day of _____, 2007.

_____ _____
Mayor City Clerk

Treasurer's Certificate:

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands shown hereon.

_____ _____
City Treasurer County Treasurer

_____ _____
Date: Date:

WISCONSIN
DANIEL W.
HOEL
S-1786
NEENAH
WI
LAND SURVEYOR

Daniel W. Hoel
7/13/07

PROJECT NO. 264-317

FILE 264317CSM.DWG SHEET 3 OF 3

THIS INSTRUMENT WAS DRAFTED BY: pae

PARKING LOT AGREEMENT

This agreement is entered into between the City of Menasha (Menasha) and BDD & G Holdings of Appleton d/b/a Germania (Germania) for use of and snow removal from the parking lot located adjacent to Germania Hall on Chute Street in the City of Menasha.

1. Germania agrees that Menasha shall have the right to use its parking lot for Menasha employee parking from 6:00 a.m. until 6:00 p.m. Monday through Thursday and from 6:00 a.m. until 5:00 p.m Friday. Menasha shall also be allowed to use the lot for parking for other events associated with the use of City Hall, except on Friday nights. Additionally, Germania shall have the right to notify Menasha that parking shall not be allowed when the business needs of Germania require. Reasonable notice shall be given to Menasha in these instances.

2. The Menasha Senior Center shall also be allowed to use the Germania lot for out-of-town trips by its users, provided Menasha gives Germania reasonable notice of its intentions to use the lot for this purpose.

3. Menasha shall provide snow removal from the parking lot whenever the Director of Public Works or his designee deems necessary. Menasha shall not unreasonably refuse to plow any accumulation of snow.

4. The removal of snow shall not extend to any sidewalk or pedestrian walkway along Chute Street or Broad Street. Germania shall be responsible for the removal of snow on these sidewalks or pedestrian pathways as required by City Ordinance.

5. Menasha shall maintain any striping within the lot but shall have no other obligation for maintenance of the lot.

6. Both parties shall provide one another with a Certificate of Insurance naming the other as an additional insured.

7. This agreement shall run from August 15, 2007 through August 15, 2008 and shall automatically renew for successive one year terms on the same conditions unless either party provides the other with a written notice of intent to withdraw participation in the agreement. Such notice shall be given by not later than March 31.

Dated this 1 day of August 2007.

FOR MENASHA

_____
Joseph F. Laux, Mayor

_____
Deborah A. Galeazzi, City Clerk

FOR BDD & G HOLDINGS
OF APPLETON

Lori Masiak

Lori Masiak, Agent

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 7/19/07-8/2/07 Checks # 13303-13586	$ 997,875.39
Payroll Checks for 7/19/07-8/2/07 Checks # 33322-33846	303,980.38
Total	$1,301,855.77

**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.

Marshall & Ilsley Trust Company-Flexible Spending & Dependent Care

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

USCM Payroll Processing-Deferred Compensation

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

CITY OF MENASHA

Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01160 ALLIANCE ENTERTAINMENT CORP	PJB27589943	31100	55	06-101-314	175.37	LIBRARY MATERIALS
	PJB27633444	31100	55	06-101-314	67.91	LIBRARY MATERIALS
	PJB27696101	31100	55	06-101-314	170.62	LIBRARY MATERIALS
	PJB27606994	31100	55	06-101-314	59.66	LIBRARY MATERIALS
	PJB27644612	31100	55	06-101-314	83.16	LIBRARY MATERIALS
	PJB27705181	31100	55	06-101-314	33.14	LIBRARY MATERIALS
	PJB27773676	31100	55	06-101-314	16.91	LIBRARY MATERIALS
	RJB1849085	31100	55	06-101-314	-23.98	CREDIT
Check Date	**7/19/2007**	**Check Nbr**	**013303**	**Check Total:**	**582.79**	
01528 AMAZON CREDIT PLAN	900827564513037	31100	55	06-101-314	136.94	LIBRARY MATERIALS
	880969389578313	31100	55	06-101-314	55.97	LIBRARY MATERIALS
Check Date	**7/19/2007**	**Check Nbr**	**013304**	**Check Total:**	**192.91**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02115 BAKER & TAYLOR INC	2018782466	31100	55	06-101-314	39.16	LIBRARY MATERIALS
	5008011860	31100	55	06-101-314	27.84	LIBRARY MATERIALS
	5007939754	31100	55	06-101-314	52.18	LIBRARY MATERIALS
	5007976238	31100	55	06-101-314	125.00	LIBRARY MATERIALS
	2018714084	31100	55	06-101-314	137.97	LIBRARY MATERIALS
	2018734762	31100	55	06-101-314	228.76	LIBRARY MATERIALS
	2018753159	31100	55	06-101-314	275.79	LIBRARY MATERIALS
	2018753461	31100	55	06-101-314	686.79	LIBRARY MATERIALS
	2018777169	31100	55	06-101-314	177.69	LIBRARY MATERIALS
	2018783643	31100	55	06-101-314	440.33	LIBRARY MATERIALS
	2018805175	31100	55	06-101-314	171.00	LIBRARY MATERIALS
	2018818623	31100	55	06-101-314	762.27	LIBRARY MATERIALS
	2018823695	31100	55	06-101-314	670.55	LIBRARY MATERIALS
	2018837000	31100	55	06-101-314	663.67	LIBRARY MATERIALS
	2018859937	31100	55	06-101-314	269.84	LIBRARY MATERIALS
	H02550830	31100	55	06-101-314	50.34	LIBRARY MATERIALS
	H02550840	31100	55	06-101-314	17.99	LIBRARY MATERIALS
	H02833930	31100	55	06-101-314	21.59	LIBRARY MATERIALS
	H03086800	31100	55	06-101-314	74.78	LIBRARY MATERIALS
	2018876938DUP	31100	55	06-101-316	4.40	PROGRAM SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013306**	**Check Total:**	**4,897.94**	
02335 BECK ELECTRIC INC	D182	31100	55	06-101-240	362.09	BUILDING REPAIR/MAINTENANCE
Check Date	**7/19/2007**	**Check Nbr**	**013307**	**Check Total:**	**362.09**	
02628 JOSEPH BONGERS	07172007	31100	55	06-101-331	81.97	MILEAGE REIMBURSEMENT
Check Date	**7/19/2007**	**Check Nbr**	**013308**	**Check Total:**	**81.97**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02635 BOOK WHOLESALERS INC	2880716	31100	55	06-101-314	62.52	LIBRARY MATERIALS
	2880717	31100	55	06-101-314	19.98	LIBRARY MATERIALS
	2880718	31100	55	06-101-314	5.24	LIBRARY MATERIALS
	M100573A	31100	55	06-101-314	463.40	LIBRARY MATERIALS
	2896467	31100	55	06-101-314	269.17	LIBRARY MATERIALS
	2899829	31100	55	06-101-314	127.52	LIBRARY MATERIALS
	2898575	31100	55	06-101-314	83.99	LIBRARY MATERIALS
	2905219	31100	55	06-101-314	87.63	LIBRARY MATERIALS
	2899829DUP	31100	55	06-101-316	5.99	PROGRAM SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013309**	**Check Total:**	**1,125.44**	
02673 THOMAS BOUREGY & CO INC	49193A	31100	55	06-101-314	138.50	LIBRARY MATERIALS
Check Date	**7/19/2007**	**Check Nbr**	**013310**	**Check Total:**	**138.50**	
03265 CENTER POINT LARGE PRINT	644966	31100	55	06-101-314	38.34	LIBRARY MATERIALS
Check Date	**7/19/2007**	**Check Nbr**	**013311**	**Check Total:**	**38.34**	
05050 EBSCO SUBSCRIPTION SERVICES	S38467	31100	55	06-101-314	2.12	LIBRARY MATERIALS
Check Date	**7/19/2007**	**Check Nbr**	**013312**	**Check Total:**	**2.12**	
05111 ELISHA D SMITH PUBLIC LIBRARY	07172007	31100	55	06-101-316	35.25	LIBRARY MATERIALS
Check Date	**7/19/2007**	**Check Nbr**	**013313**	**Check Total:**	**35.25**	
06147 FIGARO'S PIZZA	07172007	31100	55	06-101-316	98.00	PROGRAM SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013314**	**Check Total:**	**98.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
09135 INGRAM LIBRARY SERVICES	19339966	31100	55	06-101-314	125.83	LIBRARY MATERIALS
	19412866	31100	55	06-101-314	117.07	LIBRARY MATERIALS
	19529561	31100	55	06-101-314	95.55	LIBRARY MATERIALS
	19578556	31100	55	06-101-314	147.49	LIBRARY MATERIALS
	19694078	31100	55	06-101-314	85.00	LIBRARY MATERIALS
Check Date	**7/19/2007**	**Check Nbr**	**013315**	**Check Total:**	**570.94**	
11155 KITZ & PFEIL INC	0530090017	31100	55	06-101-240	13.74	BUILDING REPAIR/MAINTENANCE
	0530140214	31100	55	06-101-240	0.71	BUILDING REPAIR/MAINTENANCE
	0605140188	31100	55	06-101-240	8.42	BUILDING REPAIR/MAINTENANCE
	0531140089	31100	55	06-101-313	35.99	HOUSEKEEPING SUPPLIES
	0618140141	31100	55	06-101-313	17.53	HOUSEKEEPING SUPPLIES
	0619090027	31100	55	06-101-313	5.30	HOUSEKEEPING SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013316**	**Check Total:**	**81.69**	
12170 LAPPEN SECURITY PRODUCTS INC	26224	31100	55	06-101-313	10.50	HOUSEKEEPING SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013317**	**Check Total:**	**10.50**	
12425 LIBRARY STORE INC	653168	31100	55	06-101-300	245.92	DEPARTMENT SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013318**	**Check Total:**	**245.92**	
12510 MARGE LOCH-WOUTERS	07182007	31100	55	06-101-316	63.90	PROGRAM MATERIALS
Check Date	**7/19/2007**	**Check Nbr**	**013319**	**Check Total:**	**63.90**	
12516 KEN LONNQUIST	07172007	31100	55	06-101-205	300.00	LIBRARY PROGRAM
Check Date	**7/19/2007**	**Check Nbr**	**013320**	**Check Total:**	**300.00**	

Vendor ID / Name		Invoice Nbr	CpnyID	Acct	Subaccount		Amount	Invoice Description
13610 MIDWEST TAPE		1431040	31100	55	06-101-314		45.97	LIBRARY MATERIALS
		1434838	31100	55	06-101-314		114.95	LIBRARY MATERIALS
		1438000	31100	55	06-101-314		89.94	LIBRARY MATERIALS
		1440807	31100	55	06-101-314		22.98	LIBRARY MATERIALS
	Check Date	**7/19/2007**	**Check Nbr**	**013321**		**Check Total:**	**273.84**	
13821 MTM INTERNATIONAL		0088022-IN	31100	55	06-101-243		730.00	SERVICE CONTRACT
	Check Date	**7/19/2007**	**Check Nbr**	**013322**		**Check Total:**	**730.00**	
14196 NEENAH PUBLIC LIBRARY		07172007	31100	55	06-101-314		9.95	LIBRARY MATERIALS
	Check Date	**7/19/2007**	**Check Nbr**	**013323**		**Check Total:**	**9.95**	
15045 OFFICE DEPOT		142110085000	31100	55	06-101-310		134.19	OFFICE SUPPLIES
		3899502850010	31100	55	06-101-310		359.88	OFFICE SUPPLIES
	Check Date	**7/19/2007**	**Check Nbr**	**013324**		**Check Total:**	**494.07**	
17050 QUALITY BOOKS INC		110095	31100	55	06-101-314		18.70	LIBRARY MATERIALS
	Check Date	**7/19/2007**	**Check Nbr**	**013325**		**Check Total:**	**18.70**	
18094 RANDOM HOUSE INC		1083223420	31100	55	06-101-314		96.00	LIBRARY MATERIALS
		1083223421	31100	55	06-101-314		16.46	LIBRARY MATERIALS
		1083223422	31100	55	06-101-314		104.00	LIBRARY MATERIALS
		1083237712	31100	55	06-101-314		88.00	LIBRARY MATERIALS
		1083259314	31100	55	06-101-314		30.00	LIBRARY MATERIALS
		1083252049	31100	55	06-101-314		88.00	LIBRARY MATERIALS
		1083282435	31100	55	06-101-314		103.20	LIBRARY MATERIALS
		1083307955	31100	55	06-101-314		72.00	LIBRARY MATERIALS
		1083307956	31100	55	06-101-314		112.00	LIBRARY MATERIALS
	Check Date	**7/19/2007**	**Check Nbr**	**013326**		**Check Total:**	**709.66**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
18115 RECORDED BOOKS INC	3551983	31100	55	06-101-314	15.90	LIBRARY MATERIALS
	3551980	31100	55	06-101-314	12.90	LIBRARY MATERIALS
Check Date	**7/19/2007**	**Check Nbr**	**013327**	**Check Total:**	**28.80**	
19140 SCHARPF'S OFFICE PRODUCTS INC	374796	31100	55	06-101-300	27.99	DEPARTMENT SUPPLIES
	374843	31100	55	06-101-310	68.24	OFFICE SUPPLIES
	374441	31100	55	06-101-310	6.92	OFFICE SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013328**	**Check Total:**	**103.15**	
19735 STUMPF CREATIVE LANDSCAPES	07172007	31100	55	06-101-240	100.00	LANDSCAPING MULCH
Check Date	**7/19/2007**	**Check Nbr**	**013329**	**Check Total:**	**100.00**	
20191 THOMSON GALE	15188108	31100	55	06-101-314	51.92	LIBRARY MATERIALS
	15218104	31100	55	06-101-314	38.93	LIBRARY MATERIALS
	15218726	31100	55	06-101-314	13.56	LIBRARY MATERIALS
Check Date	**7/19/2007**	**Check Nbr**	**013330**	**Check Total:**	**104.41**	
21054 UNIQUE MANAGEMENT SERVICES INC	164926	31100	46	04-171-000	277.45	COLLECTION AGENCY FEES
Check Date	**7/19/2007**	**Check Nbr**	**013331**	**Check Total:**	**277.45**	
21265 US TOY CO INC	8138128201	31100	55	06-101-316	60.02	PROGRAM SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013332**	**Check Total:**	**60.02**	
23293 WINNEFOX LIBRARY SYSTEM	2658	31100	55	06-101-314	26.50	LIBRARY MATERIALS
Check Date	**7/19/2007**	**Check Nbr**	**013333**	**Check Total:**	**26.50**	

Grand Total: 11,764.85

CITY OF MENASHA

Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01050 ACC PLANNED SERVICE INC	12072	31100	52	05-201-240	39.24	OIL TO COMPRESSOR CIRCUIT
	12072	31100	52	08-101-240	58.86	OIL TO COMPRESSOR CIRCUIT
	12073	31731	54	10-149-240	176.25	REPLACE GAS VALVES/GARAGE HTR
	12075	31731	54	10-149-240	43.47	BELTS/GARAGE
	12076	31100	51	10-115-240	128.52	FILTERS/BELTS/CITY HALL
	12074	31100	53	09-102-240	17.12	BELTS/FILTERS/HEALTH
	12124	31100	52	05-201-240	128.22	BELTS//AIR ELEMENT/GREASE/FIRE
Check Date	**7/19/2007**	**Check Nbr**	**013334**	**Check Total:**	**591.68**	
01075 ACCURATE SUSPENSION WAREHOUSE	7009866	31731	54	10-149-300	44.44	SHOP SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013335**	**Check Total:**	**44.44**	
01103 ACTION ELECTRIC	071707	31100	44	04-302-000	27.68	ELECTRICAL PERMIT OVERPAYMENT
Check Date	**7/19/2007**	**Check Nbr**	**013336**	**Check Total:**	**27.68**	
01315 AIRGAS NORTH CENTRAL	105733771	31731	54	10-149-300	112.23	ARGON CYLINDERS
Check Date	**7/19/2007**	**Check Nbr**	**013337**	**Check Total:**	**112.23**	
01630 AMERICAN RED CROSS OF NEENAH-	1621	31100	51	10-115-337	4.00	CPR/AED CERTIFICATION
	1621	31100	55	07-201-337	40.00	CPR/AED CERTIFICATION
	1614	31100	55	07-203-337	240.00	CPR TRAINING
Check Date	**7/19/2007**	**Check Nbr**	**013338**	**Check Total:**	**284.00**	
01640 AMERICAN TEST CENTER INC	2072039-IN	31731	54	10-149-294	298.00	ANNUAL SAFETY INSPECTION/TRUCK
Check Date	**7/19/2007**	**Check Nbr**	**013339**	**Check Total:**	**298.00**	
01670 AMMUNITION	159535	31100	52	08-101-300	472.50	AMMO
Check Date	**7/19/2007**	**Check Nbr**	**013340**	**Check Total:**	**472.50**	

Vendor ID / Name		Invoice Nbr	CpnyID	Acct	Subaccount		Amount	Invoice Description
01675 AMT			31100	21	04-299-022		150.00	
	Check Date	**7/19/2007**	**Check Nbr**	**013341**		**Check Total:**	**150.00**	
01688 KAREN ANDERSON		071607	31100	22	04-101-000		44.00	FIELD TRIP CANCELLATION
	Check Date	**7/19/2007**	**Check Nbr**	**013342**		**Check Total:**	**44.00**	
01788 ARENDAL INC		6	31485	56	03-501-216		1,360.00	NATURE'S WAY COORDINATION FEE
	Check Date	**7/19/2007**	**Check Nbr**	**013343**		**Check Total:**	**1,360.00**	
01790 ARING EQUIPMENT CO INC		356932	31731	54	10-149-383		49.17	DIPSTICK
	Check Date	**7/19/2007**	**Check Nbr**	**013344**		**Check Total:**	**49.17**	
19120 AT&T		920R09453007	31100	51	10-115-221		69.90	MONTHLY CHARGES
		920R09453007	31201	54	10-301-221		185.10	MONTHLY CHARGES
	Check Date	**7/19/2007**	**Check Nbr**	**013408**		**Check Total:**	**255.00**	
02040 BADGER HIGHWAYS CO INC		136257	31100	54	10-121-300		37.74	HOTMIX ASPHALT
		136258	31100	55	07-202-300		181.52	SAND AREA/SMITH PARK
		136316	31100	54	10-121-300		2,186.33	HOTMIX ASPHALT
		136316	31485	54	10-121-300		16,213.68	HOTMIX ASPHALT
		136316	31100	54	10-122-300		567.95	HOTMIX ASPHALT
	Check Date	**7/19/2007**	**Check Nbr**	**013345**		**Check Total:**	**19,187.22**	
02105 BAHCALL RUBBER CO INC		415940-001	31731	54	10-149-383		173.88	HOSE
	Check Date	**7/19/2007**	**Check Nbr**	**013346**		**Check Total:**	**173.88**	
02235 BAUDVILLE INC		071607	31262	48	04-597-000		285.75	VCR PROGRAM
	Check Date	**7/19/2007**	**Check Nbr**	**013347**		**Check Total:**	**285.75**	

Vendor ID / Name		Invoice Nbr	CpnyID	Acct	Subaccount		Amount	Invoice Description
02265 MARSEILLES BAYER		071807	31100	51	04-107-140		50.00	BOARD OF REVIEW
	Check Date	**7/19/2007**	**Check Nbr**	**013348**		**Check Total:**	**50.00**	
02335 BECK ELECTRIC INC		D187	31100	55	07-202-204		112.70	REPAIR DAMAGED WIRE/HOTEL
		D194	31100	55	07-202-240		172.98	FIXTURE/HART PARK SHELTER
		D201	31100	55	07-202-240		227.85	SECURITY LIGHT/SMITH MAINT BLG
		D106	31100	55	07-202-240		58.50	SMITH/REPLACEMENT LAMPS
		D84	31100	55	07-203-204		1,592.36	POOL/CONCESSION STAND REPAIRS
	Check Date	**7/19/2007**	**Check Nbr**	**013349**		**Check Total:**	**2,164.39**	
02405 BERGSTROM AUTOMOTIVE NEENAH		208054	31731	54	10-149-383		490.46	MODULE
		208099	31731	54	10-149-383		490.46	MODULE
		208104	31731	54	10-149-383		11.26	RING
	Check Date	**7/19/2007**	**Check Nbr**	**013350**		**Check Total:**	**992.18**	
02410 BERGSTROM NEENAH-MENASHA FORD		96500	31731	54	10-149-383		4.78	SEAL
	Check Date	**7/19/2007**	**Check Nbr**	**013351**		**Check Total:**	**4.78**	
02730 BRAZEE ACE HARDWARE		56272	31100	51	10-115-313		18.96	BLEACH/VAC BAGS/SOAP REFILL
		56358	31100	55	07-202-313		4.47	BLEACH FOR FOUNTAIN
		56433	31100	55	07-202-240		7.78	REPAIR/CLOVIS
		56469	31100	55	07-202-313		2.98	BLEACH FOR FOUNTAIN
	Check Date	**7/19/2007**	**Check Nbr**	**013352**		**Check Total:**	**34.19**	
02796 BUBRICK'S		43655	31100	52	08-101-310		278.77	OFFICE SUPPLIES
	Check Date	**7/19/2007**	**Check Nbr**	**013353**		**Check Total:**	**278.77**	
03490 CLEAR WATER CAR WASH		1808	31100	52	08-101-295		19.48	JUNE CAR WASHES
	Check Date	**7/19/2007**	**Check Nbr**	**013354**		**Check Total:**	**19.48**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
03842 CULLIGAN WATERCARE SERVICES	063007	31100	55	07-203-300	117.75	BOTTLE WATER
	063007	31100	51	10-115-201	18.35	COOLER RENTAL
	063007	31731	54	10-149-313	5.95	COOLER RENTAL
Check Date	**7/19/2007**	**Check Nbr**	**013355**	**Check Total:**	**142.05**	
04350 DOMINO'S PIZZA	0008632-IN	31100	55	07-203-338	26.76	SWIM INSTRUCTOR MEAL
Check Date	**7/19/2007**	**Check Nbr**	**013356**	**Check Total:**	**26.76**	
05450 JOHN EBEL	071807	31100	55	07-201-205	150.00	GRUNSKI RACE SET UP SERVICES
Check Date	**7/19/2007**	**Check Nbr**	**013361**	**Check Total:**	**150.00**	
05246 EVANS TITLE &	14568	31263	56	03-207-701	2,500.00	CDBG REHAB FUNDS
	14568	31263	56	03-207-701	22,000.00	HOME FUNDS
Check Date	**7/19/2007**	**Check Nbr**	**013357**	**Check Total:**	**24,500.00**	
	14567	31263	56	03-207-701	2,500.00	CDBG REHAB PROGRAM
	14567	31263	56	03-207-701	22,000.00	HOME PROGRAM
Check Date	**7/19/2007**	**Check Nbr**	**013358**	**Check Total:**	**24,500.00**	
	14543	31263	56	03-207-701	2,500.00	CDBG REHAB PROGRAM
	14543	31263	56	03-207-701	23,000.00	HOME PROGRAM FUNDS
Check Date	**7/19/2007**	**Check Nbr**	**013359**	**Check Total:**	**25,500.00**	
	14544	31263	56	03-207-701	2,500.00	CDBG REHAB PROGRAM
	14544	31263	56	03-207-701	23,000.00	HOME PROGRAM FUNDS
Check Date	**7/19/2007**	**Check Nbr**	**013360**	**Check Total:**	**25,500.00**	
06115 FERRELLGAS	1016537028	31266	54	10-307-300	41.92	LIQUEFIED PETROLUEM GAS
Check Date	**7/19/2007**	**Check Nbr**	**013362**	**Check Total:**	**41.92**	
06520 FOX STAMP SIGN & SPECIALTY	139040	31100	55	07-203-310	58.00	HAND STAMP & INK
Check Date	**7/19/2007**	**Check Nbr**	**013363**	**Check Total:**	**58.00**	

Vendor ID / Name		Invoice Nbr	CpnyID	Acct	Subaccount		Amount	Invoice Description
06680 FRONTLINE UNIFORM		1612	31100	52	08-101-193		100.00	POLICE
	Check Date	**7/19/2007**	**Check Nbr**	**013364**		**Check Total:**	**100.00**	
07345 GRAINGER INC		9395916076	31100	55	07-202-240		16.95	WARRANTY/BATHROOM FAN/JEFFERSN
		9395916068	31100	55	07-202-240		42.66	FAN MOTOR/BATHROM/JEFFERSON
	Check Date	**7/19/2007**	**Check Nbr**	**013365**		**Check Total:**	**59.61**	
07485 GREEN BOYZ		22460	31100	52	08-101-206		60.00	WEED CONTROL/POLICE
	Check Date	**7/19/2007**	**Check Nbr**	**013366**		**Check Total:**	**60.00**	
08333 BENITO HERNANDEZ		071607	31100	22	04-101-000		88.00	FIELD TRIP CANCELLATION
	Check Date	**7/19/2007**	**Check Nbr**	**013367**		**Check Total:**	**88.00**	
08505 HORST DISTRIBUTING INC		391870	31100	55	07-202-300		77.90	FOUL LINE PAINT
	Check Date	**7/19/2007**	**Check Nbr**	**013368**		**Check Total:**	**77.90**	
10230 JOHN'S SAW SERVICE		8028	31731	54	10-149-383		22.99	REWIND STARTER ASSY
	Check Date	**7/19/2007**	**Check Nbr**	**013369**		**Check Total:**	**22.99**	
10244 JIM JOHNSON		071607	31100	22	04-101-000		14.00	EVENT CANCELLED
	Check Date	**7/19/2007**	**Check Nbr**	**013370**		**Check Total:**	**14.00**	
11165 KJ WASTE SYSTEMS INC		070107	31266	54	10-307-216		1,339.00	CORRUGATE/CO-MINGLE
	Check Date	**7/19/2007**	**Check Nbr**	**013371**		**Check Total:**	**1,339.00**	
11187 JOYCE KLUNDT		071807	31100	51	04-107-140		50.00	BOARD OF REVIEW
	Check Date	**7/19/2007**	**Check Nbr**	**013372**		**Check Total:**	**50.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
11225 KATHY KOESTER	071607	31100	22	04-101-000	98.00	FIELD TRIP CANCELLED
Check Date	**7/19/2007**	**Check Nbr**	**013373**	**Check Total:**	**98.00**	
11235 KONE INC	17335410	31100	51	10-115-240	-695.63	ELEVATOR
	17318017	31100	51	10-115-201	-168.87	REVERSED/CHANGED BILLING QTR
	17487125	31100	52	08-101-240	133.86	MAINTENANCE AGREEMENT
	17496086	31100	52	08-101-240	253.56	ELEVATOR REPAIR
Check Date	**7/19/2007**	**Check Nbr**	**013374**	**Check Total:**	**-477.08**	
11365 KUNDINGER FLUID POWER INC	P-51349-0	31731	54	10-149-383	264.60	HOSE
Check Date	**7/19/2007**	**Check Nbr**	**013375**	**Check Total:**	**264.60**	
12110 LAMERS BUS LINES INC	316170	31100	21	04-269-000	153.00	BUS TRIP TO CALUMET CO
	316169	31100	55	07-201-205	219.00	FIELD TRIP BUS RENTAL
Check Date	**7/19/2007**	**Check Nbr**	**013376**	**Check Total:**	**372.00**	
12250 LAWSON PRODUCTS INC	5784557	31731	54	10-149-300	206.84	SHOP SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013377**	**Check Total:**	**206.84**	
12265 LC PLUMBING	071707	31100	44	04-303-000	126.42	DUPLICATE PERMIT FEES
Check Date	**7/19/2007**	**Check Nbr**	**013378**	**Check Total:**	**126.42**	
12375 LEVENHAGEN CORPORATION	59968	31207	55	07-205-381	4,835.39	LEAD FREE GAS/MARINA
	59939	31207	55	07-205-381	2,896.64	LEAD FREE GAS/MARINA
	59973	31207	55	07-205-381	1,419.99	LEAD FREE GAS/MARINA
	61673	31207	55	07-205-381	4,221.42	LEAD FREE GAS/MARINA
	59928	31207	55	07-205-381	4,732.78	LEAD FREE GAS/MARINA
	59930	31207	55	07-205-381	4,120.80	LEAD FREE GAS/MARINA
	61649	31207	55	07-205-381	2,757.57	LEAD FREE GAS/MARINA
Check Date	**7/19/2007**	**Check Nbr**	**013379**	**Check Total:**	**24,984.59**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13004 DIANE MAC DONALD	071707	31100	22	04-101-000	16.00	PROGRAM CANCELLED
Check Date	**7/19/2007**	**Check Nbr**	**013380**	**Check Total:**	**16.00**	
13083 MARSH ELECTRONICS INC	213405201	31731	54	10-149-383	0.80	SOCKET
Check Date	**7/19/2007**	**Check Nbr**	**013381**	**Check Total:**	**0.80**	
13095 MARSHALL & ILSLEY TRUST CO		31100	21	04-415-000	132.38	
		31100	21	04-417-000	96.15	
		31100	21	04-415-000	1,555.97	
		31100	21	04-417-000	76.93	
		31100	21	04-619-003	37.50	
		31100	21	04-619-003	165.00	
Check Date	**7/19/2007**	**Check Nbr**	**013382**	**Check Total:**	**2,063.93**	
13149 MATTHEWS COMMERCIAL TIRE CTR	021010	31731	54	10-149-383	24.76	FLAT REPAIR/SHOP SUPPLIES
	021037	31731	54	10-149-382	398.14	SHOP SUPPLIES
	021050	31731	54	10-149-382	39.06	FLAT REPAIR/SHOP SUPPLIES
	020615	31731	54	10-149-382	31.00	FLAT REPAIR
Check Date	**7/19/2007**	**Check Nbr**	**013383**	**Check Total:**	**492.96**	
13172 WILLIAM MAYER	071807	31100	51	04-107-140	50.00	BOARD OF REVIEW
Check Date	**7/19/2007**	**Check Nbr**	**013384**	**Check Total:**	**50.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13360 MENASHA ELECTRIC & WATER UTILI	002753	31201	54	10-302-250	20,518.08	MAY SEWER CHARGES
	071607	31100	12	04-399-000	14.39	TRAFFIC LIGHTS
	071607	31100	51	04-109-214	763.00	DARK FIBER CONNECTION
	071607	31100	51	10-115-223	1,557.32	CITY BUILDINGS
	071607	31100	51	10-115-225	249.71	CITY BUILDINGS
	071607	31100	53	09-102-214	112.50	HEALTH DEPT
	071607	31100	53	09-102-223	200.10	HEALTH DEPT
	071607	31100	53	09-102-225	36.37	HEALTH DEPT
	071607	31100	53	09-212-223	321.17	SENIOR CENTER
	071607	31100	53	09-212-225	64.93	SENIOR CENTER
	071607	31100	54	10-131-223	327.64	TRAFFIC LIGHTS
	071607	31201	54	10-301-223	26.38	LIFT STATION
	071607	31100	55	04-221-223	8.48	CURTIS REED SQUARE
	071607	31100	55	07-202-223	1,305.56	PARKS
	071607	31100	55	07-202-225	822.43	PARKS
	071607	31207	55	07-205-223	1,476.43	MARINA
	071607	31207	55	07-205-225	26.24	MARINA
	071607	31100	55	10-215-223	161.67	LIFT BRIDGES
	071607	31100	55	10-215-225	24.68	LIFT BRIDGES
	071607	31456	56	03-501-223	59.64	222 MAIN
Check Date	**7/19/2007**	**Check Nbr**	**013385**	**Check Total:**	**28,076.72**	
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,960.00	
		31100	21	04-299-020	19,437.00	
Check Date	**7/19/2007**	**Check Nbr**	**013386**	**Check Total:**	**21,397.00**	
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	256.00	
Check Date	**7/19/2007**	**Check Nbr**	**013387**	**Check Total:**	**256.00**	
13377 MENASHA EMPLOYEES LOCAL 1035B		31100	21	04-299-032	221.76	
Check Date	**7/19/2007**	**Check Nbr**	**013388**	**Check Total:**	**221.76**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13400 MENASHA JOINT SCHOOL DISTRICT	071807	31100	41	04-103-000	6,029.83	JULY MOBILE HOME
Check Date	**7/19/2007**	**Check Nbr**	**013389**	**Check Total:**	**6,029.83**	
13420 MENASHA PARK & RECREATION	071807	31100	55	07-201-300	68.00	NEW ZOO ADMISSIONS
Check Date	**7/19/2007**	**Check Nbr**	**013390**	**Check Total:**	**68.00**	
13455 CITY OF MENASHA SENIOR CENTER	071607	31100	21	04-269-000	9.63	ICE/WATER/TRIP
	071607	31100	21	04-289-000	18.25	CLASS SUPPLIES
	071607	31100	53	09-212-300	12.00	BANDAIDS/OFFICE USE
	071607	31827	53	09-212-300	27.48	DOOR PROZES/CANOPENER
	071607	31827	53	09-212-300	16.01	PARTY SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013391**	**Check Total:**	**83.37**	
13485 MI KYUNG MENNEN	071607	31100	22	04-101-000	132.00	FIELD TRIP CANCELLATION
Check Date	**7/19/2007**	**Check Nbr**	**013392**	**Check Total:**	**132.00**	
13714 MK & ASSOCIATES &	2053 2055	31485	56	03-202-822	1,341.25	NATURE'S WAY
	2053 2055	31485	56	03-202-822	1,341.25	NATURE'S WAY
Check Date	**7/19/2007**	**Check Nbr**	**013393**	**Check Total:**	**2,682.50**	
13723 MODERN DAIRY INC	146101	31100	55	07-203-317	328.97	CONCESSIONS
	146846	31100	55	07-203-317	146.90	CONCESSIONS
	147001	31100	55	07-203-317	111.92	CONCESSIONS
	147259	31100	55	07-203-317	202.08	CONCESSIONS
	147307	31100	55	07-203-317	278.71	CONCESSIONS
	147427	31100	55	07-203-317	74.50	CONCESSIONS
	147663	31100	55	07-203-317	136.16	CONCESSIONS
	147808	31100	55	07-203-317	399.53	CONCESSIONS
	146846	31100	55	07-203-317	-7.50	CORRECT INVOICE
Check Date	**7/19/2007**	**Check Nbr**	**013394**	**Check Total:**	**1,671.27**	

Vendor ID / Name		Invoice Nbr	CpnyID	Acct	Subaccount		Amount	Invoice Description
13755 MORTON SAFETY		194554	31731	54	10-149-300		422.75	SUPPLIES
	Check Date	**7/19/2007**	**Check Nbr**	**013395**		**Check Total:**	**422.75**	
14385 NOFFKE LUMBER INC		070620718380	31261	56	03-207-701		306.75	RIVER ST HOUSE BOARDING
		070720506148	31261	56	03-207-701		7.49	RIVER ST HOUSE BOARDING
		070720506145	31261	56	03-207-701		28.60	RIVER ST HOUSE BOARDING
	Check Date	**7/19/2007**	**Check Nbr**	**013396**		**Check Total:**	**342.84**	
15250 KRAIG OTTO		071107	31100	21	04-249-000		100.00	EXCAVATION DEPOSIT RETURN
	Check Date	**7/19/2007**	**Check Nbr**	**013397**		**Check Total:**	**100.00**	
16025 PACKER CITY INTERNATIONAL		3271720075	31731	54	10-149-383		101.50	FILTER KIT
		3271710004	31731	54	10-149-383		151.27	AIR FILTER
		3271740004	31731	54	10-149-383		135.09	FILTERS/ELEMENT/LAMP
		3271770006	31731	54	10-149-383		29.96	CRIMP
	Check Date	**7/19/2007**	**Check Nbr**	**013398**		**Check Total:**	**417.82**	
16095 PARTS ASSOCIATES INC		PAI0659805	31731	54	10-149-300		296.56	SHOP SUPPLIES
	Check Date	**7/19/2007**	**Check Nbr**	**013399**		**Check Total:**	**296.56**	
16190 PEPSIAMERICAS		7220317713	31100	55	07-203-317		269.00	CONCESSIONS
	Check Date	**7/19/2007**	**Check Nbr**	**013400**		**Check Total:**	**269.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
16300 PIGGLY WIGGLY #24	7373	31827	46	04-179-000	51.74	JULY PARTY
	7078	31100	55	07-201-300	1.10	REC SUPPLIES
	1320	31100	55	07-201-300	12.00	REC SUPPLIES
	4832	31100	55	07-201-300	2.09	REC SUPPLIES
	7611	31100	55	07-201-300	61.29	REC SUPPLIES
	0880	31100	55	07-201-300	5.86	REC SUPPLIES
	9716-TOWN MEN	31100	55	07-201-300	14.31	REC SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013401**	**Check Total:**	**148.39**	
16805 PRO-X SYSTEMS LAWNCARE	85447	31100	55	07-202-206	56.90	FERTILIZER
	85450	31100	55	07-202-206	188.36	FERTILIZER
Check Date	**7/19/2007**	**Check Nbr**	**013402**	**Check Total:**	**245.26**	
18200 REINDERS INC	837697-00	31100	55	07-202-300	143.28	WEED CONTROL/WARNING TRACKS
Check Date	**7/19/2007**	**Check Nbr**	**013403**	**Check Total:**	**143.28**	
18515 HAE SOOK RUSSELL	071607	31100	22	04-101-000	49.00	FIELD TRIP CANCELLATION
Check Date	**7/19/2007**	**Check Nbr**	**013404**	**Check Total:**	**49.00**	
19005 S&R COMPOST SERVICES INC	017055	31266	54	10-308-216	6,459.80	MACHINE HOURS
Check Date	**7/19/2007**	**Check Nbr**	**013405**	**Check Total:**	**6,459.80**	
19030 SAFE KIDS WORLDWIDE	071707	31100	53	09-114-320	40.00	TECHNICIAN RECERT/P MURPHY
Check Date	**7/19/2007**	**Check Nbr**	**013406**	**Check Total:**	**40.00**	
19095 NORM SANDERS	071707	31100	51	04-107-140	50.00	BOARD OF REVIEW
Check Date	**7/19/2007**	**Check Nbr**	**013407**	**Check Total:**	**50.00**	
19188 VICKI SCHMIDT	071607	31100	22	04-101-000	88.00	FIELD TRIP CANCELLATION
Check Date	**7/19/2007**	**Check Nbr**	**013409**	**Check Total:**	**88.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
19327 SERVICEMASTER BUILDING MTNCE	116208	31100	52	08-101-201	1,395.00	CONTRACT JANITORIAL JULY 2007
Check Date	**7/19/2007**	**Check Nbr**	**013411**	**Check Total:**	**1,395.00**	
19320 SHADE TODAY NURSERY	4614	31100	55	07-202-300	217.60	DAYLILIES/FRONT OF POST OFFICE
Check Date	**7/19/2007**	**Check Nbr**	**013410**	**Check Total:**	**217.60**	
19356 SHERWIN-WILLIAMS CO	2787-9	31100	55	07-203-240	135.40	PAINT
Check Date	**7/19/2007**	**Check Nbr**	**013412**	**Check Total:**	**135.40**	
19380 SHOPKO STORES INC	51436	31100	55	07-203-313	19.24	POOL CLEANING SUPPLIES
Check Date	**7/19/2007**	**Check Nbr**	**013413**	**Check Total:**	**19.24**	
19585 SPORTS GRAPHICS	3557A	31100	55	07-203-310	26.25	POOL STAFF SHIRTS
Check Date	**7/19/2007**	**Check Nbr**	**013414**	**Check Total:**	**26.25**	
19623 STAFFORD ROSENBAUM LLP	1064644	31100	51	02-103-211	375.00	SCA TISSUE
	1065719	31100	51	02-103-211	865.20	SCA TISSUE
Check Date	**7/19/2007**	**Check Nbr**	**013415**	**Check Total:**	**1,240.20**	
19787 SWIDERSKI EQUIPMENT INC	009524	31731	54	10-149-383	344.14	YOKE/TUBE
	009560	31731	54	10-149-383	34.64	FILTER ASSY
Check Date	**7/19/2007**	**Check Nbr**	**013416**	**Check Total:**	**378.78**	
19788 SWINKLES INC	0012388-IN	31100	55	07-202-300	105.00	BASEBALL MIX/KOSLO
Check Date	**7/19/2007**	**Check Nbr**	**013417**	**Check Total:**	**105.00**	
20145 THEDACARE	9719647	31100	52	08-101-215	220.80	VENIPUNCTURE
	9719646	31100	52	08-101-215	55.20	VENIPUNCTURE
Check Date	**7/19/2007**	**Check Nbr**	**013418**	**Check Total:**	**276.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
21045 UNIFIRST CORPORATION	0970015756	31731	54	10-149-201	76.70	MAT/MOP/CLOTHING SERVICE
Check Date	**7/19/2007**	**Check Nbr**	**013419**	**Check Total:**	**76.70**	
21095 UNITED WAY FOX CITIES		31100	21	04-299-021	99.50	
Check Date	**7/19/2007**	**Check Nbr**	**013420**	**Check Total:**	**99.50**	
21226 US OIL CO INC	559996	31100	13	04-103-000	5.00	FEDERAL LUST TAX
	559994	31100	13	04-103-000	3.00	FEDERAL LUST TAX
Check Date	**7/19/2007**	**Check Nbr**	**013422**	**Check Total:**	**8.00**	
21280 USCM PAYROLL PROCESSING		31100	21	04-419-000	1,072.50	
		31100	21	04-419-000	7,826.28	
Check Date	**7/19/2007**	**Check Nbr**	**013423**	**Check Total:**	**8,898.78**	
21160 UW-FOX VALLEY	07-22181	31100	51	04-101-218	4,200.00	VIDEOTAPING COUNCIL MEETINGS
Check Date	**7/19/2007**	**Check Nbr**	**013421**	**Check Total:**	**4,200.00**	
22220 KAREN VAN PRICE	071607	31100	22	04-101-000	44.00	FIELD TRIP CANCELLATION
Check Date	**7/19/2007**	**Check Nbr**	**013424**	**Check Total:**	**44.00**	
22430 VISION INSURANCE PLAN OF AMERI	50081	31100	21	04-619-005	1,146.40	AUGUST 2007
Check Date	**7/19/2007**	**Check Nbr**	**013425**	**Check Total:**	**1,146.40**	
22995 VOICE DATA & ELEC SERVICES LLC	071107	31100	51	04-109-214	305.00	CABLE RUN/EVIDENCE SUBMISSION
Check Date	**7/19/2007**	**Check Nbr**	**013426**	**Check Total:**	**305.00**	
23060 WARNING LITES OF APPLETON INC	0706-36	31731	54	10-149-383	795.00	LED
Check Date	**7/19/2007**	**Check Nbr**	**013427**	**Check Total:**	**795.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23090 WATERBLAST EQUIPMENT LLC	8947	31731	54	10-149-242	36.50	PRESSURE WASHER REPAIR
	8948	31731	54	10-149-242	173.98	SOAP/PRESSUE WASHER REPAIR
Check Date	**7/19/2007**	**Check Nbr**	**013428**	**Check Total:**	**210.48**	
23135 WAYNE ENGINEERING CORP	59208	31731	54	10-149-383	25.49	CAP FILLER
Check Date	**7/19/2007**	**Check Nbr**	**013429**	**Check Total:**	**25.49**	
23165 WEST PAYMENT CENTER	813795434	31100	51	02-103-322	96.41	INFORMATION CHARGES
Check Date	**7/19/2007**	**Check Nbr**	**013430**	**Check Total:**	**96.41**	
23275 WINNEBAGO COUNTY TREASURER	RF101025	31266	54	10-309-216	3,445.00	APPLIANCES
Check Date	**7/19/2007**	**Check Nbr**	**013431**	**Check Total:**	**3,445.00**	
23374 WISCONSIN DEPARTMENT OF NATURL	071307	31100	54	10-134-250	50.00	APPLICATIN FEE DNR CHAPTER 30
Check Date	**7/19/2007**	**Check Nbr**	**013433**	**Check Total:**	**50.00**	
23371 WISCONSIN DEPT OF JUSTICE-TIME	L7101T	31100	52	08-101-216	650.00	NAME SEARCHES
Check Date	**7/19/2007**	**Check Nbr**	**013432**	**Check Total:**	**650.00**	
23410 WISCONSIN EMPLOYMENT RELATIONS	12554RP	31100	51	02-105-211	250.00	GRIEVANCE
	12553RP	31100	51	02-105-211	250.00	GRIEVANCE
Check Date	**7/19/2007**	**Check Nbr**	**013434**	**Check Total:**	**500.00**	
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
		31100	21	04-299-015	894.60	
Check Date	**7/19/2007**	**Check Nbr**	**013435**	**Check Total:**	**1,469.31**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
26400 RAYMOND ZIELINSKI	071807	31100	51	04-107-140	50.00	BOARD OF REVIEW
Check Date	**7/19/2007**	**Check Nbr**	**013436**	**Check Total:**	**50.00**	

Grand Total: **252,863.32**

CITY OF MENASHA

Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
19121 SCA TISSUE NORTH AMERICA LLC		31100	12	04-301-000	36,385.06	REDUCTION IN PROPERTY TAXES
		31100	12	04-306-000	856.76	REDUCTION IN PROPERTY TAXES
		31100	12	04-308-000	26,058.77	REDUCTION IN PROPERTY TAXES
		31100	12	04-308-000	8,159.60	REDUCTION IN PROPERTY TAXES
		31100	13	04-101-000	47,597.87	REDUCTION IN PROPERTY TAXES
Check Date	**7/31/2007**	**Check Nbr**	**013520**	**Check Total:**	**119,058.06**	

Grand Total: **119,058.06**

CITY OF MENASHA

Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01050 ACC PLANNED SERVICE INC	12211	31100	51	10-115-204	1,097.25	SEMI ANNUAL SERVICE CONTRACT
	12211	31100	52	05-201-240	1,201.75	SEMI ANNUAL SERVICE CONTRACT
	12211	31100	52	08-101-240	679.25	SEMI ANNUAL SERVICE CONTRACT
	12211	31100	53	09-102-240	600.00	SEMI ANNUAL SERVICE CONTRACT
	12211	31100	53	09-212-240	679.25	SEMI ANNUAL SERVICE CONTRACT
	12211	31731	54	10-149-240	940.50	SEMI ANNUAL SERVICE CONTRACT
	12211	31100	55	06-101-240	1,550.00	SEMI ANNUAL SERVICE CONTRACT
	12211	31100	55	07-202-240	1,889.50	SEMI ANNUAL SERVICE CONTRACT
Check Date	**7/26/2007**	**Check Nbr**	**013437**	**Check Total:**	**8,637.50**	
01075 ACCURATE SUSPENSION WAREHOUSE	7011726	31731	54	10-149-300	116.88	BRAKLEEN
	7011726	31731	54	10-149-383	5.40	LAMP
Check Date	**7/26/2007**	**Check Nbr**	**013438**	**Check Total:**	**122.28**	
01210 AFFINITY OCCUPATIONAL HEALTH	208517	31100	51	02-105-215	121.50	PRE-PLACEMENT EXAM
Check Date	**7/26/2007**	**Check Nbr**	**013439**	**Check Total:**	**121.50**	
01315 AIRGAS NORTH CENTRAL	105777394	31731	54	10-149-315	40.15	WELDER REPAIR
	105774451	31731	54	10-149-315	34.52	WELDER TIP
	105763274	31100	55	07-202-204	25.20	ACETYLENE/ARGON/OXYGEN CYL
	105763275	31731	54	10-149-242	51.30	ACETYLENE/ARGON/OXYGEN CYL
Check Date	**7/26/2007**	**Check Nbr**	**013440**	**Check Total:**	**151.17**	
01433 MARGARET ALLEN	071207	31822	55	04-107-316	250.00	HATTIE MINER SCHOLARSHIP
Check Date	**7/26/2007**	**Check Nbr**	**013441**	**Check Total:**	**250.00**	
01450 ALLIED GLOVE & SAFETY PRODUCTS	1/688340	31731	54	10-149-300	227.88	GLOVES
Check Date	**7/26/2007**	**Check Nbr**	**013442**	**Check Total:**	**227.88**	

Vendor ID / Name		Invoice Nbr	CpnyID	Acct	Subaccount		Amount	Invoice Description
01630 AMERICAN RED CROSS OF NEENAH-		1627	31100	55	07-201-337		40.00	FIRST AID/CPR COURSE
	Check Date	**7/26/2007**	**Check Nbr**	**013443**		**Check Total:**	**40.00**	
01688 KAREN ANDERSON		072407	31100	22	04-101-000		5.00	BALANCE OF REFUND
	Check Date	**7/26/2007**	**Check Nbr**	**013444**		**Check Total:**	**5.00**	
01775 CITY OF APPLETON		167154	31100	54	03-204-250		43,590.00	VALLEY TRANSIT 3RD QTR
	Check Date	**7/26/2007**	**Check Nbr**	**013445**		**Check Total:**	**43,590.00**	
01790 ARING EQUIPMENT CO INC		356999	31731	54	10-149-383		19.39	OIL FILTER
	Check Date	**7/26/2007**	**Check Nbr**	**013446**		**Check Total:**	**19.39**	
01842 ASSOCIATED APPRAISAL		5198	31100	51	04-107-219		4,708.33	OPEN BOOK/BOARD OF REVIEW
		5198	31100	51	04-107-310		16.28	POSTAGE/SUPPLIES/ENVELOPES
		5198	31100	51	04-107-311		208.00	PROFESSIONAL SERVICES
	Check Date	**7/26/2007**	**Check Nbr**	**013447**		**Check Total:**	**4,932.61**	
01900 AUTO ZONE #1951		072007	31100	44	04-112-000		67.00	OVERPAYMENT WEIGHTS/MEASURES
	Check Date	**7/26/2007**	**Check Nbr**	**013448**		**Check Total:**	**67.00**	
01920 AVASTONE TECHNOLOGIES LLC		55243-A	31100	51	04-107-214		573.75	MARKET DRIVE/GOVERN DATABASE
	Check Date	**7/26/2007**	**Check Nbr**	**013449**		**Check Total:**	**573.75**	
02040 BADGER HIGHWAYS CO INC		136368	31100	54	10-122-300		56.61	HOTMIX ASPHALT
		136466	31100	55	07-202-300		81.05	SAND FOR FIREWORKS
		136369	31456	55	07-202-300		25.74	STONE BEHIND HOTEL
	Check Date	**7/26/2007**	**Check Nbr**	**013450**		**Check Total:**	**163.40**	
02337 LUCY BECK		072407	31201	54	10-301-212		83.48	REIMBURSE SUMP PUMP/PIT
	Check Date	**7/26/2007**	**Check Nbr**	**013451**		**Check Total:**	**83.48**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02407 BERGSTROM GM OF NEENAH	CM208054	31731	54	10-149-383	-490.46	MODULE
	208054	31731	54	10-149-383	490.46	MODULE
	208099	31731	54	10-149-383	490.46	MODULE
	208104	31731	54	10-149-383	11.26	RING
	CTCS716729	31731	54	10-149-294	647.90	VEHICLE REPAIR/A/C
Check Date	**7/26/2007**	**Check Nbr**	**013452**	**Check Total:**	**1,149.62**	
02717 JEFFREY BRANDT	072407	31100	51	02-103-331	36.86	MILEAGE
	072407	31100	51	02-105-333	20.00	MEALS
	072407	31100	51	02-105-336	107.67	MILEAGE
Check Date	**7/26/2007**	**Check Nbr**	**013453**	**Check Total:**	**164.53**	
03045 CALNIN & GOSS INC	11575	31100	54	10-122-300	210.00	TOPSOIL
Check Date	**7/26/2007**	**Check Nbr**	**013454**	**Check Total:**	**210.00**	
03145 CAREW CONCRETE & SUPPLY CO INC	728396	31456	55	07-202-300	334.00	BEHIND HOTEL
Check Date	**7/26/2007**	**Check Nbr**	**013455**	**Check Total:**	**334.00**	
03225 CB SUPPLY COMPANY INC	0132762-IN	31731	54	10-149-383	30.06	C55 BELT
	0132731-IN	31731	54	10-149-383	29.91	BEARING
Check Date	**7/26/2007**	**Check Nbr**	**013456**	**Check Total:**	**59.97**	
03263 ROBERT CELSOR	071907	31201	54	10-301-212	675.00	REIMBURSE SUMP PUMP/PIT
Check Date	**7/26/2007**	**Check Nbr**	**013457**	**Check Total:**	**675.00**	
03300 CENTURY COMPUTER PRODUCTS INC	22786	31100	51	04-109-312	35.00	TONER CARTRIDGE
Check Date	**7/26/2007**	**Check Nbr**	**013458**	**Check Total:**	**35.00**	
03708 DIANA CORBIN	071907	31201	54	10-301-212	675.00	REIMBURSE SUMP PUMP/PIT
Check Date	**7/26/2007**	**Check Nbr**	**013459**	**Check Total:**	**675.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
05100 ELAN CARDMEMBER SERVICE	071307	31100	51	01-102-315	7.02	CAR CHARGER/MAYOR
	071307	31100	51	01-102-315	11.96	DATA CABLE/MAYOR
	071307	31100	51	02-103-338	32.86	JT SKEWERS
	071307	31100	51	02-103-339	278.00	HEIDEL HOUSE/GREEN LAKE
	071307	31100	51	04-101-300	13.39	BLANK DVD'S/CLERK
	071307	31100	51	04-106-300	-10.00	RETURN
	071307	31100	51	04-109-315	24.12	ADAPTER CARD/POLICE
	071307	31100	51	10-115-310	67.58	TONER/INK/CITY HALL
	071307	31100	51	10-115-310	51.99	TONER/INK/CITY HALL
	071307	31100	52	08-101-300	8.20	SAGE INC/POLICE
	071307	31100	52	08-101-310	62.63	TONER/INK/POLICE
	071307	31100	52	08-101-310	65.99	TONER/INK/POLICE
	071307	31100	52	08-101-315	397.74	ZALMAR
	071307	31100	53	09-102-300	45.94	FACTORY OUTLET/HEALTH
	071307	31100	53	09-102-338	38.69	CHILTON DAIRY QUEEN
	071307	31100	53	09-102-338	232.00	HARBOR BAR & GRILL/CHILTON
	071307	31731	54	10-149-310	41.58	TONER/INK/PWF
	071307	31100	55	06-101-310	25.20	PRINT RIBBONS/LIB
	071307	31100	55	06-101-310	54.15	TONER/LIBRARY
	071307	31100	55	06-101-310	38.92	TONER/INK/ LIBRARY
	071307	31100	55	06-101-310	28.21	OFFICE DEPOT
	071307	31100	55	07-201-337	60.00	WIS PARK/RED
	071307	31100	55	07-202-300	11.47	TAPCO
	071307	31100	55	07-202-300	59.10	TAPCO
	071307	31100	55	07-202-300	77.50	CELL PHONE COVERS/PARK
	071307	31100	55	07-203-300	-10.00	LIFEGUARD PRO/RETURN
	071307	31100	56	03-202-214	19.95	SQL SERVER
Check Date	**7/26/2007**	**Check Nbr**	**013460**	**Check Total:**	**1,734.19**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
05240 EVANS TITLE COMPANIES INC	072507	31100	48	04-323-000	500.00	EARNEST MONEY
	072507	31100	48	04-323-000	500.00	EARNEST MONEY
	072507	31100	48	04-323-000	500.00	EARNEST MONEY
	072507	31100	48	04-323-000	500.00	EARNEST MONEY
Check Date	**7/26/2007**	**Check Nbr**	**013461**	**Check Total:**	**2,000.00**	
06075 FASTENAL COMPANY	WINNEE24280	31100	55	07-203-240	37.99	THREADER ROD FOR POOL
Check Date	**7/26/2007**	**Check Nbr**	**013462**	**Check Total:**	**37.99**	
06190 FINISH FIRST SERVICES &	072507	31203	56	03-207-701	3,464.85	FACADE IMPROVEMENT GRANT
Check Date	**7/26/2007**	**Check Nbr**	**013463**	**Check Total:**	**3,464.85**	
06545 FOX VALLEY AREA LABOR COUNCIL	071207	31100	55	04-221-316	200.00	LABOR DAY PARADE DONATION
Check Date	**7/26/2007**	**Check Nbr**	**013464**	**Check Total:**	**200.00**	
06565 FOX VALLEY HUMANE ASSOCIATION	071107	31100	53	08-115-250	1,190.83	JUNE 2007 ANIMALS HANDLED
Check Date	**7/26/2007**	**Check Nbr**	**013465**	**Check Total:**	**1,190.83**	
06625 FOX VALLEY TRUCK	476024	31731	54	10-149-383	63.00	STOCK
Check Date	**7/26/2007**	**Check Nbr**	**013466**	**Check Total:**	**63.00**	
06665 GENE FREDERICKSON TRUCKING	13804	31456	55	07-202-300	272.00	TOPSOIL MENASHA HOTEL
Check Date	**7/26/2007**	**Check Nbr**	**013467**	**Check Total:**	**272.00**	
06680 FRONTLINE UNIFORM	1643	31100	52	08-109-300	64.17	PANTS/AUXILIARY
Check Date	**7/26/2007**	**Check Nbr**	**013468**	**Check Total:**	**64.17**	
07055 GALL'S INC	5893483400027	31100	52	08-101-193	28.10	TACTICAL UNIFORM SHIRT
	5893483400019	31100	52	08-106-300	56.21	RIGID LONG ARM KIT
Check Date	**7/26/2007**	**Check Nbr**	**013469**	**Check Total:**	**84.31**	

Vendor ID / Name		Invoice Nbr	CpnyID	Acct	Subaccount		Amount	Invoice Description
07223 SARAH A GILBERT		071207	31822	55	04-107-316		250.00	HATTIE MINER SCHOLARSHIP
	Check Date	**7/26/2007**	**Check Nbr**	**013470**		**Check Total:**	**250.00**	
07345 GRAINGER INC		9401017430	31100	55	07-202-315		66.74	PUMP FOR HERBICIDE SPRAYER
	Check Date	**7/26/2007**	**Check Nbr**	**013471**		**Check Total:**	**66.74**	
07580 GUNDERSON UNIFORM & LINEN RENT		1210257	31100	52	08-101-313		29.95	TOWEL/MAT SERVICE
	Check Date	**7/26/2007**	**Check Nbr**	**013472**		**Check Total:**	**29.95**	
08190 HAWKINS INC		1081976	31100	55	07-203-300		-1,017.50	CREDIT FOR CHEMICALS
		1081977	31100	55	07-203-300		4,916.50	CHEMICALS FOR POOL
		1084718	31100	55	07-203-300		317.50	POOL CHEMICALS
		1084823	31100	55	07-203-300		1,122.84	POOL CHEMICALS
	Check Date	**7/26/2007**	**Check Nbr**	**013473**		**Check Total:**	**5,339.34**	
08495 HORN PRECAST		1459	31485	54	10-121-300		40.00	RISER
	Check Date	**7/26/2007**	**Check Nbr**	**013474**		**Check Total:**	**40.00**	
11190 REGINA KNICKELBEIN		071207	31822	55	04-107-316		250.00	HATTIE MINER SCHOLARSHIP
	Check Date	**7/26/2007**	**Check Nbr**	**013475**		**Check Total:**	**250.00**	
12015 SHARYL LA FAIVE		072507	31100	22	04-101-000		16.00	CANCELLED CLASS REFUND
	Check Date	**7/26/2007**	**Check Nbr**	**013476**		**Check Total:**	**16.00**	
12450 LINCOLN CONTRACTORS SUPPLY INC		10372360	31100	54	10-121-300		72.00	SUPPLIES
		10372360	31100	54	10-133-315		30.70	SUPPLIES
	Check Date	**7/26/2007**	**Check Nbr**	**013477**		**Check Total:**	**102.70**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13095 MARSHALL & ILSLEY TRUST CO		31100	21	04-415-000	132.38	
		31100	21	04-417-000	96.15	
Check Date	**7/26/2007**	**Check Nbr**	**013478**	**Check Total:**	**228.53**	
13149 MATTHEWS COMMERCIAL TIRE CTR	021189	31731	54	10-149-382	24.76	FLAT REPAIR/SHOP SUPPLIES
	021208	31731	54	10-149-382	449.92	TIRES
	021225	31731	54	10-149-382	195.88	TIRE REPAIR
	021255	31731	54	10-149-382	32.28	FLAT REPAIR
	020639	31731	54	10-149-382	241.64	TIRE REPAIR
Check Date	**7/26/2007**	**Check Nbr**	**013479**	**Check Total:**	**944.48**	
13270 MCNEILUS TRUCK & MFG COMPANY	296170	31731	54	10-149-383	15.77	SWITCH
Check Date	**7/26/2007**	**Check Nbr**	**013480**	**Check Total:**	**15.77**	
13335 MEMORIAL FLORISTS INC	063007	31100	54	10-121-300	194.25	ANNUAL PLANTS
Check Date	**7/26/2007**	**Check Nbr**	**013481**	**Check Total:**	**194.25**	
13345 MENARDS-APPLETON EAST	73748	31100	55	07-203-315	7.95	MEASURE CHEMICAL AT POOL
Check Date	**7/26/2007**	**Check Nbr**	**013482**	**Check Total:**	**7.95**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13360 MENASHA ELECTRIC & WATER UTILI	071607	31100	12	04-399-000	1,310.37	FIRE
	071607	31100	12	04-399-000	166.84	FIRE
	071607	31100	12	04-399-000	6.32	TRAFFIC LIGHTS
	071607	31100	52	08-101-223	1,809.56	POLICE
	071607	31100	52	08-101-225	230.39	POLICE
	071607	31100	54	10-131-223	249.20	TRAFFIC LIGHTS
	071607	31100	54	10-131-225	20.35	TRAFFIC LIGHTS
	071607	31731	54	10-149-223	1,095.03	PUBLIC WORKS FACILITY
	071607	31731	54	10-149-225	387.37	PUBLIC WORKS FACILITY
	071607	31201	54	10-301-223	42.66	LIFT STATIONS
	071607	31266	54	10-308-223	8.48	RECYCLING
	071607	31100	55	06-101-223	3,162.04	LIBRARY
	071607	31100	55	06-101-225	785.64	LIBRARY
	071607	31100	55	07-202-223	1,890.56	PARKS
	071607	31100	55	07-202-225	-14.77	PARKS
	071607	31100	55	07-203-223	2,019.68	SWIM POOL
	071607	31100	55	07-203-225	4,610.52	SWIM POOL
	071607	31207	55	07-205-225	-182.05	
	071607	31100	55	10-215-223	-68.41	LIFT BRIDGES
Check Date	**7/26/2007**	**Check Nbr**	**013483**	**Check Total:**	**17,529.78**	
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,960.00	
Check Date	**7/26/2007**	**Check Nbr**	**013484**	**Check Total:**	**1,960.00**	
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	256.00	
Check Date	**7/26/2007**	**Check Nbr**	**013485**	**Check Total:**	**256.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13420 MENASHA PARK & RECREATION	072507	31100	55	07-201-300	5.98	POPCORN
	072507	31100	55	07-201-300	76.50	SUPPLIES/PRIZES
	072507	31100	55	07-201-300	3.33	SUPPLIES
	072507	31100	55	07-201-300	25.00	NON-PROFIT PERMIT
Check Date	**7/26/2007**	**Check Nbr**	**013486**	**Check Total:**	**110.81**	
13755 MORTON SAFETY	182805	31100	55	07-203-310	32.20	FIRST AID SUPPLIES
Check Date	**7/26/2007**	**Check Nbr**	**013487**	**Check Total:**	**32.20**	
13785 MOTION INDUSTRIES INC	WI-25-417453	31731	54	10-149-383	141.22	
Check Date	**7/26/2007**	**Check Nbr**	**013488**	**Check Total:**	**141.22**	
13860 MURPHY CONCRETE & CONSTRUCTION	230454	31100	55	07-202-300	260.64	STONE FOR END OF NICOLET
Check Date	**7/26/2007**	**Check Nbr**	**013489**	**Check Total:**	**260.64**	
14205 CITY OF NEENAH TREASURER	072407	31100	52	05-201-250	222,209.00	NEENAH/MENASHA FIRE RESCUE
Check Date	**7/26/2007**	**Check Nbr**	**013490**	**Check Total:**	**222,209.00**	
14240 BOB NELSON	071807	31100	51	04-107-217	150.00	BOARD OF REVIEW PROF SERVICES
Check Date	**7/26/2007**	**Check Nbr**	**013491**	**Check Total:**	**150.00**	
14270 NETWORK HEALTH PLAN	00345436	31100	21	04-619-003	104,749.88	EMPLOYEES
	00345436	31100	21	04-650-000	8,972.85	RETIREES/COBRA
Check Date	**7/26/2007**	**Check Nbr**	**013492**	**Check Total:**	**113,722.73**	
14385 NOFFKE LUMBER INC	070620804841	31456	55	07-202-300	6.05	FOR CONCRETE BEHIND HOTEL
Check Date	**7/26/2007**	**Check Nbr**	**013493**	**Check Total:**	**6.05**	
14415 NORTHEAST ASPHALT INC	836418	31485	54	10-121-300	1,608.70	
Check Date	**7/26/2007**	**Check Nbr**	**013494**	**Check Total:**	**1,608.70**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
15080 OFFICEMAX CONTRACT INC	536373	31100	51	02-105-310	83.57	OFFICE SUPPLIES
	536373	31100	51	04-101-310	7.99	OFFICE SUPPLIES
Check Date	**7/26/2007**	**Check Nbr**	**013495**	**Check Total:**	**91.56**	
15151 OMNI GLASS & PAINT INC	0077429-IN	31100	51	10-115-240	473.00	WINDOW REPLACEMENT
Check Date	**7/26/2007**	**Check Nbr**	**013496**	**Check Total:**	**473.00**	
16025 PACKER CITY INTERNATIONAL	3271790050	31731	54	10-149-383	70.47	AIR FILTER
	3271830067	31731	54	10-149-383	68.15	FILTERS/HYDRAULI
Check Date	**7/26/2007**	**Check Nbr**	**013497**	**Check Total:**	**138.62**	
16374 PLAZA HOTEL & SUITES	072007	31100	51	02-104-338	124.00	RESERVATION/CLERK CONFERENCE
Check Date	**7/26/2007**	**Check Nbr**	**013498**	**Check Total:**	**124.00**	
18161 RED LEAF NURSERY LLC	7940	31456	55	07-202-300	2,826.70	PLANTS/SHRUBS
Check Date	**7/26/2007**	**Check Nbr**	**013499**	**Check Total:**	**2,826.70**	
18164 REED BUSINESS INFORMATION	3677658	31201	54	10-301-292	254.18	ADVERTISEMENT FOR BIDS
Check Date	**7/26/2007**	**Check Nbr**	**013500**	**Check Total:**	**254.18**	
18430 ROLAND MACHINERY CO	21033516	31731	54	10-149-383	612.43	COIL/VALVE
Check Date	**7/26/2007**	**Check Nbr**	**013501**	**Check Total:**	**612.43**	
19080 SAM'S CLUB	070807	31100	55	07-203-317	3,001.48	CONCESSIONS
Check Date	**7/26/2007**	**Check Nbr**	**013502**	**Check Total:**	**3,001.48**	
19150 SCHENCK BUSINESS SOLUTIONS	204157	31100	51	04-106-213	10,750.00	AUDIT EXAM
	205118	31100	51	04-109-214	1,040.52	CONSULTING SERVICES
Check Date	**7/26/2007**	**Check Nbr**	**013503**	**Check Total:**	**11,790.52**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
19228 SCHROEDER'S FLOWERS/WHOLESALE	64308	31100	55	07-202-300	1,317.37	PLANTS FOR SMITH PARK GARDENS
Check Date	**7/26/2007**	**Check Nbr**	**013504**	**Check Total:**	**1,317.37**	
19320 SHADE TODAY NURSERY	4637	31456	55	07-202-300	668.80	SHRUBS/BEHIND HOTEL
Check Date	**7/26/2007**	**Check Nbr**	**013505**	**Check Total:**	**668.80**	
19370 DR TERESA SHOBERG	072407	31100	53	09-102-215	150.00	CITY PHYSICIAL/AUGUST 2007
Check Date	**7/26/2007**	**Check Nbr**	**013506**	**Check Total:**	**150.00**	
19380 SHOPKO STORES INC	51453	31100	52	08-101-300	17.98	MICRO CASSETTES
Check Date	**7/26/2007**	**Check Nbr**	**013507**	**Check Total:**	**17.98**	
19775 SUPERIOR CHEMICAL CORP	27901	31100	13	04-106-000	334.25	CLEANING SUPPLIES
Check Date	**7/26/2007**	**Check Nbr**	**013508**	**Check Total:**	**334.25**	
19787 SWIDERSKI EQUIPMENT INC	009729	31731	54	10-149-383	588.57	BLADES/PINS/FLAIL KNIVES
Check Date	**7/26/2007**	**Check Nbr**	**013509**	**Check Total:**	**588.57**	
21045 UNIFIRST CORPORATION	0970016097	31731	54	10-149-201	77.96	MAT/MOP/CLOTHING SERVICE
Check Date	**7/26/2007**	**Check Nbr**	**013510**	**Check Total:**	**77.96**	
21060 UNITED PAPER CORPORATION	52702	31100	13	04-106-000	447.90	FOAM ANTIBAC/BAGS
Check Date	**7/26/2007**	**Check Nbr**	**013511**	**Check Total:**	**447.90**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
21226 US OIL CO INC	566359	31100	13	04-101-000	-499.90	CONTRACT PREPAY
	566360	31100	13	04-101-000	-300.00	CONTRACT PREPAY
	566608	31100	13	04-103-000	18,739.36	GAS & DIESEL
Check Date	**7/26/2007**	**Check Nbr**	**013512**	**Check Total:**	**17,939.46**	
	3939	31100	52	08-101-295	13.39	MOTORCYCLE GAS
	L31530	31731	54	10-149-242	12.00	SAMPLE
Check Date	**7/26/2007**	**Check Nbr**	**013513**	**Check Total:**	**25.39**	
21280 USCM PAYROLL PROCESSING		31100	21	04-419-000	1,072.50	
Check Date	**7/26/2007**	**Check Nbr**	**013514**	**Check Total:**	**1,072.50**	
22025 VALLEY CHEMICAL LLC	0015318-IN	31100	53	09-103-300	10.12	TITRATING REAGENT
Check Date	**7/26/2007**	**Check Nbr**	**013515**	**Check Total:**	**10.12**	
23152 WE ENERGIES	071907	31100	12	04-399-000	40.31	N/M FIRE
	071907	31100	51	10-115-224	44.42	CITY HALL
	071907	31100	52	08-101-224	55.67	POLICE
	071907	31100	53	09-212-224	10.13	SENIOR CENTER
	071907	31731	54	10-149-224	28.74	GARAGE
	071907	31100	55	06-101-224	36.84	LIBRARY
	071907	31100	55	07-202-224	67.67	PARKS
	071907	31100	55	07-203-224	4,693.14	POOL
	071907	31207	55	07-205-224	41.34	MARINA
	070307	31100	55	07-202-223	34.29	CONSERVANCY
	070507	31100	55	07-202-224	-2.61	2170 PLANK RD
Check Date	**7/26/2007**	**Check Nbr**	**013516**	**Check Total:**	**5,049.94**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23275 WINNEBAGO COUNTY TREASURER	LF112088	31100	54	10-304-250	7,314.41	LANDFILL FACILITY
	LF112088	31100	54	10-305-216	2,663.03	LANDFILL FACILITY
	LF112088	31266	54	10-307-216	1,376.00	LANDFILL FACILITY
	LF112088	31261	56	03-207-701	2,718.52	LANDFILL FACILITY
Check Date	**7/26/2007**	**Check Nbr**	**013517**	**Check Total:**	**14,071.96**	
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
Check Date	**7/26/2007**	**Check Nbr**	**013518**	**Check Total:**	**574.71**	
26200 ZARNOTH BRUSH WORKS INC	112809	31100	54	10-123-315	446.00	BROOM REFILL/DIRT SHOES
Check Date	**7/26/2007**	**Check Nbr**	**013519**	**Check Total:**	**446.00**	
				Grand Total:	**498,977.66**	

CITY OF MENASHA

Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
00150 5 ALARM FIRE & SAFETY EQUIPMEN	071790-00	31201	54	10-301-300	1,297.28	SENSORS/BATTERY PACK/CHARGER
Check Date	**8/2/2007**	**Check Nbr**	**013521**	**Check Total:**	**1,297.28**	
01075 ACCURATE SUSPENSION WAREHOUSE	7011727	31731	54	10-149-383	9.20	MINI LAMP/STOCK
Check Date	**8/2/2007**	**Check Nbr**	**013522**	**Check Total:**	**9.20**	
01675 AMT		31100	21	04-299-022	150.00	
Check Date	**8/2/2007**	**Check Nbr**	**013523**	**Check Total:**	**150.00**	
02040 BADGER HIGHWAYS CO INC	136544	31100	55	07-202-300	47.55	SHOREWALL/JEFFERSON
	136543	31485	54	10-121-300	27,154.57	HOTMIX
Check Date	**8/2/2007**	**Check Nbr**	**013524**	**Check Total:**	**27,202.12**	
02260 BAYCOM INC	111115	31100	52	08-101-243	579.67	REPAIR RADIO
Check Date	**8/2/2007**	**Check Nbr**	**013525**	**Check Total:**	**579.67**	
02335 BECK ELECTRIC INC	D221	31100	55	07-203-240	241.55	INSTALL RECEPTACLES AT POOL
	D218	31100	55	07-202-240	102.39	LIGHTBULBS
Check Date	**8/2/2007**	**Check Nbr**	**013526**	**Check Total:**	**343.94**	
02345 JESSICA BECKENDORF	040407	31100	56	03-202-331	220.19	MILEAGE
	040407	31100	56	03-202-333	33.00	MEALS
Check Date	**8/2/2007**	**Check Nbr**	**013527**	**Check Total:**	**253.19**	
03225 CB SUPPLY COMPANY INC	0132852-IN	31731	54	10-149-383	12.20	V-BELT
Check Date	**8/2/2007**	**Check Nbr**	**013529**	**Check Total:**	**12.20**	
03585 COMMUNITY HOUSING COORDINATOR	87	31100	56	03-202-216	1,600.00	HOUSING PLAN JULY 2007
Check Date	**8/2/2007**	**Check Nbr**	**013531**	**Check Total:**	**1,600.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
05250 EVANS TITLE &	080107	31263	56	03-207-701	13,345.25	CDBG RLF
Check Date	**8/2/2007**	**Check Nbr**	**013532**	**Check Total:**	**13,345.25**	
06110 FERGUSON ENTERPRISES INC #448	0239739	31100	55	07-202-240	141.77	TOILET FOR INVENTORY
Check Date	**8/2/2007**	**Check Nbr**	**013533**	**Check Total:**	**141.77**	
06500 FOX RIVER LANDSCAPE MANAGEMENT	2797	31487	54	10-121-822	3,139.25	PLANTING MATERIALS
Check Date	**8/2/2007**	**Check Nbr**	**013534**	**Check Total:**	**3,139.25**	
07055 GALL'S INC	5893483400035	31100	52	08-106-300	131.14	VEST
Check Date	**8/2/2007**	**Check Nbr**	**013535**	**Check Total:**	**131.14**	
08190 HAWKINS INC	1091342RI	31100	55	07-203-300	1,003.00	POOL CHEMICALS
	1084823A	31100	55	07-203-300	90.00	POOL CHEMICALS
Check Date	**8/2/2007**	**Check Nbr**	**013536**	**Check Total:**	**1,093.00**	
08235 HEARTLAND LABEL PRINTERS INC	IVC000154533	31100	51	04-109-243	1,000.00	MAINT MCAFEE VIRUS SCAN
Check Date	**8/2/2007**	**Check Nbr**	**013537**	**Check Total:**	**1,000.00**	
09270 INTERNATIONAL TRANSLATORS	LC-2-15082	31100	53	09-102-215	35.00	INTERPRETING SPANISH
Check Date	**8/2/2007**	**Check Nbr**	**013538**	**Check Total:**	**35.00**	
10248 SUSAN JOHNSON	073107	31100	22	04-101-000	105.00	RESERVED IN ERROR
Check Date	**8/2/2007**	**Check Nbr**	**013539**	**Check Total:**	**105.00**	
10320 JEFF JORGENSON	072907	31100	52	08-101-320	141.00	ROTARY DUES
Check Date	**8/2/2007**	**Check Nbr**	**013540**	**Check Total:**	**141.00**	

Vendor ID / Name		Invoice Nbr	CpnyID	Acct	Subaccount		Amount	Invoice Description
10335 JX ENTERPRISES INC		D271870088	31731	54	10-149-383		29.82	MUDFLAPS
	Check Date	**8/2/2007**	**Check Nbr**	**013541**		**Check Total:**	**29.82**	
11249 KONICEK ENVIRONMENTAL CONS LLC		1550	31100	12	04-306-000		9,497.00	87 RACINE CLEANUP
	Check Date	**8/2/2007**	**Check Nbr**	**013542**		**Check Total:**	**9,497.00**	
11315 KRUEGER TRUE VALUE		855128	31100	55	07-202-300		8.91	PACK ANNUAL
		856091	31100	53	07-401-300		11.80	PATIO BLOCK
		565377	31100	55	07-202-300		0.09	FINANCE CHARGE LATE PARK INV
	Check Date	**8/2/2007**	**Check Nbr**	**013543**		**Check Total:**	**20.80**	
11365 KUNDINGER FLUID POWER INC		P-48853-0	31731	54	10-149-383		263.73	HYDRAULIC HOSE/O-RINGS
		P-52633-0	31731	54	10-149-383		576.74	HOSE/COUPLINGS
	Check Date	**8/2/2007**	**Check Nbr**	**013544**		**Check Total:**	**840.47**	
12225 JOSEPH LAUX		073107	31100	51	01-102-331		265.78	MILEAGE
	Check Date	**8/2/2007**	**Check Nbr**	**013545**		**Check Total:**	**265.78**	
13095 MARSHALL & ILSLEY TRUST CO			31100	21	04-415-000		132.38	
			31100	21	04-417-000		96.15	
			31100	21	04-415-000		1,555.97	
			31100	21	04-417-000		76.93	
			31100	21	04-619-003		37.50	
			31100	21	04-619-003		165.00	
	Check Date	**8/2/2007**	**Check Nbr**	**013546**		**Check Total:**	**2,063.93**	
13149 MATTHEWS COMMERCIAL TIRE CTR		021240	31731	54	10-149-382		391.90	TIRE REPAIR
	Check Date	**8/2/2007**	**Check Nbr**	**013547**		**Check Total:**	**391.90**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13270 MCNEILUS TRUCK & MFG COMPANY	428680	31731	54	10-149-383	28.34	WASH,FWR EJR
	428864	31731	54	10-149-383	3,010.06	TUBES/ROLLERS/STRAPS
Check Date	**8/2/2007**	**Check Nbr**	**013548**	**Check Total:**	**3,038.40**	
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	1,960.00	
		31100	21	04-299-020	19,437.00	
Check Date	**8/2/2007**	**Check Nbr**	**013549**	**Check Total:**	**21,397.00**	
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	256.00	
Check Date	**8/2/2007**	**Check Nbr**	**013550**	**Check Total:**	**256.00**	
13377 MENASHA EMPLOYEES LOCAL 1035B		31100	21	04-299-032	221.76	
Check Date	**8/2/2007**	**Check Nbr**	**013551**	**Check Total:**	**221.76**	
13430 TOWN OF MENASHA POLICE DEPT	072607	31100	21	04-229-000	139.00	BOND
	072607	31100	21	04-229-000	315.80	BOND
Check Date	**8/2/2007**	**Check Nbr**	**013552**	**Check Total:**	**454.80**	
13435 MENASHA POSTMASTER	072607	31100	53	09-212-311	60.00	SEPTEMBER NEWSLETTER
Check Date	**8/2/2007**	**Check Nbr**	**013553**	**Check Total:**	**60.00**	
13440 CITY OF MENASHA PUBLIC LIBRAR	080107	31100	55	06-101-311	64.86	PETTY CASH
	080107	31100	55	06-101-313	15.61	PETTY CASH
	080107	31100	55	06-101-316	25.44	PETTY CASH
Check Date	**8/2/2007**	**Check Nbr**	**013554**	**Check Total:**	**105.91**	
13584 MID-MORRAINE MUNICIPAL COURT	072607	31100	21	04-229-000	113.80	BOND
Check Date	**8/2/2007**	**Check Nbr**	**013555**	**Check Total:**	**113.80**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13649 BERT MILLIGAN	073107	31827	53	09-212-205	30.00	ENTERTAINMENT AUG PARTY
Check Date	**8/2/2007**	**Check Nbr**	**013556**	**Check Total:**	**30.00**	
13755 MORTON SAFETY	196597	31100	55	07-201-300	10.44	FIRST AID SUPPLIES
Check Date	**8/2/2007**	**Check Nbr**	**013557**	**Check Total:**	**10.44**	
14215 NEENAH-MENASHA MUNICIPAL COURT	072607	31100	21	04-229-000	434.00	BOND
	072607	31100	21	04-229-000	364.00	BOND
	072607	31100	21	04-229-000	434.00	BOND
	072607	31100	21	04-229-000	156.80	BOND
Check Date	**8/2/2007**	**Check Nbr**	**013558**	**Check Total:**	**1,388.80**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
03405 ONE COMMUNICATIONS	070207	31100	12	04-399-000	12.63	BUILDING INSP
	070207	31100	12	04-399-000	397.22	UTILITIES
	070207	31207	12	04-399-000	33.85	MARINA
	070207	31100	51	01-102-221	11.58	MAYOR
	070207	31100	51	02-103-221	6.65	ATTORNEY
	070207	31100	51	02-104-221	17.32	CLERK
	070207	31100	51	02-105-221	18.36	PERSONNEL
	070207	31100	51	04-106-221	45.55	FINANCE
	070207	31100	51	04-107-221	5.69	ASSESSOR
	070207	31100	51	04-109-221	24.69	IT
	070207	31100	51	10-115-221	76.57	CITY HALL
	070207	31100	52	05-701-221	68.32	EOC
	070207	31100	52	08-101-221	362.70	POLICE
	070207	31100	53	09-102-221	57.56	HEALTH
	070207	31100	53	09-212-221	28.86	SENIOR
	070207	31100	54	10-111-221	58.66	ENGINEERING
	070207	31100	54	10-131-221	5.69	SIGN
	070207	31731	54	10-149-221	42.41	GARAGE
	070207	31100	55	06-101-221	181.20	LIBRARY
	070207	31100	55	07-201-221	17.18	RECREATION
	070207	31100	55	07-202-221	86.91	PARKS
	070207	31100	55	07-203-221	59.83	POOL
	070207	31100	55	10-215-221	36.23	BRIDGE
	070207	31100	56	03-202-221	23.49	COM DEV
Check Date	**8/2/2007**	**Check Nbr**	**013530**	**Check Total:**	**1,679.15**	
16025 PACKER CITY INTERNATIONAL	3271900006	31731	54	10-149-383	12.36	AIR FILT
Check Date	**8/2/2007**	**Check Nbr**	**013559**	**Check Total:**	**12.36**	
16190 PEPSIAMERICAS	7220319221	31100	55	07-203-317	344.00	CONCESSIONS
Check Date	**8/2/2007**	**Check Nbr**	**013560**	**Check Total:**	**344.00**	

Vendor ID / Name		Invoice Nbr	CpnyID	Acct	Subaccount		Amount	Invoice Description
16300 PIGGLY WIGGLY #24		2306	31827	53	09-212-300		50.71	JUNE PARTY SUPPLIES
	Check Date	**8/2/2007**	**Check Nbr**	**013561**		**Check Total:**	**50.71**	
16320 PITNEY BOWES		630505	31100	51	10-115-310		185.26	POSTAGE SUPPLIES
	Check Date	**8/2/2007**	**Check Nbr**	**013562**		**Check Total:**	**185.26**	
16465 POSTAL ANNEX		114843	31100	55	07-203-291		34.70	PARK & REC
		115191	31100	52	08-101-311		1.49	POLICE DEPT
		115234	31100	52	08-101-311		1.49	POLICE DEPT
		115850	31100	52	08-101-311		6.30	POLICE DEPT
		115921	31100	52	08-101-311		11.08	POLICE DEPT
		114720	31100	54	10-111-311		9.31	PUBLIC WORKS
	Check Date	**8/2/2007**	**Check Nbr**	**013563**		**Check Total:**	**64.37**	
18050 RADTKE CONTRACTORS INC		26391	31100	55	07-201-216		1,484.00	MUNI BEACH BUOY INSTALL
	Check Date	**8/2/2007**	**Check Nbr**	**013564**		**Check Total:**	**1,484.00**	
18160 REDI-WELDING CO		13548	31731	54	10-149-300		59.00	COVER
	Check Date	**8/2/2007**	**Check Nbr**	**013565**		**Check Total:**	**59.00**	
18200 REINDERS INC		1164641-00	31731	54	10-149-383		63.48	CUP SCALF
	Check Date	**8/2/2007**	**Check Nbr**	**013566**		**Check Total:**	**63.48**	
19035 SAFETY KLEEN SYSTEMS INC		M004267480	31266	54	10-307-216		200.00	GRANULAR ABSORBANTS PICKED UP
	Check Date	**8/2/2007**	**Check Nbr**	**013567**		**Check Total:**	**200.00**	
19235 SCHULER & ASSOCIATES INC		07-3512-07	31485	56	03-202-212		415.00	PROFESSION SVCS/SOUTHFIELD
	Check Date	**8/2/2007**	**Check Nbr**	**013568**		**Check Total:**	**415.00**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
19285 SECURITY FENCE & SUPPLY CO INC	2007-15747-IN	31100	55	07-202-300	115.50	FENCE FOR BOAT SLIPS/JEFFERSON
Check Date	**8/2/2007**	**Check Nbr**	**013569**	**Check Total:**	**115.50**	
19400 SILTON SEIFERT CARLSON GAMBLE	099855	31100	56	03-202-219	1,200.00	REVISE SITE PLAN
Check Date	**8/2/2007**	**Check Nbr**	**013570**	**Check Total:**	**1,200.00**	
02430 STANLEY SECURITY SOLUTIONS INC	CH-448138	31100	55	07-202-240	131.14	DEADBOLT/DOOR SMITH PARK
Check Date	**8/2/2007**	**Check Nbr**	**013528**	**Check Total:**	**131.14**	
19725 STREICHERS PROF POLICE EQUIPME	I449284	31100	52	08-101-300	9.00	BORE BRUSH/BRASS JAGS
	I449284	31100	52	08-101-315	24.99	REPLACEMENT BATTERY
	I449220	31100	52	08-101-300	7.24	BRASS JAGS
Check Date	**8/2/2007**	**Check Nbr**	**013571**	**Check Total:**	**41.23**	
19787 SWIDERSKI EQUIPMENT INC	009738	31731	54	10-149-383	35.63	SWITCH/LIGHTS
Check Date	**8/2/2007**	**Check Nbr**	**013572**	**Check Total:**	**35.63**	
21045 UNIFIRST CORPORATION	0970016462	31731	54	10-149-201	76.34	MAT/MOP/CLOTHING SERVICE
Check Date	**8/2/2007**	**Check Nbr**	**013573**	**Check Total:**	**76.34**	
21095 UNITED WAY FOX CITIES		31100	21	04-299-021	99.50	
Check Date	**8/2/2007**	**Check Nbr**	**013574**	**Check Total:**	**99.50**	

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
21205 US CELLULAR	200267787-041	31100	51	01-102-221	40.95	LAUX
	200267787-041	31100	51	02-103-221	42.52	BRANDT
	200267787-041	31100	51	10-115-221	39.39	ALIX
	200267787-041	31100	52	08-101-221	550.76	POLICE
	200267787-041	31100	53	09-103-221	39.39	T DREW
	200267787-041	31100	53	09-119-221	68.20	HEALTH
	200267787-041	31100	54	10-111-221	177.66	DPW
	200267787-041	31731	54	10-149-221	83.18	JACOBSON
	200267787-041	31201	54	10-301-221	10.22	CONFINED SPACE
	200267787-041	31100	55	07-201-221	72.75	TUNGATE
	200267787-041	31100	55	07-202-221	145.22	HUSS/PARK
	200267787-041	31100	55	07-203-221	34.22	POOL-ANN
	200267787-041	31100	56	03-202-221	101.84	KEIL
Check Date	**8/2/2007**	**Check Nbr**	**013575**	**Check Total:**	**1,406.30**	
21227 US OIL CO INC	072507	31100	52	08-101-295	19.69	CYCLE GAS
Check Date	**8/2/2007**	**Check Nbr**	**013576**	**Check Total:**	**19.69**	
21280 USCM PAYROLL PROCESSING		31100	21	04-419-000	1,072.50	
		31100	21	04-419-000	7,826.28	
Check Date	**8/2/2007**	**Check Nbr**	**013577**	**Check Total:**	**8,898.78**	
22120 VALLEY POPCORN CO INC	72627	31100	55	07-203-317	350.94	MACHINE MOTOR & SWITCH REPAIR
Check Date	**8/2/2007**	**Check Nbr**	**013578**	**Check Total:**	**350.94**	
22225 VAN VREEDE'S &	080107	31263	56	03-207-701	845.25	HOME PROGRAM
Check Date	**8/2/2007**	**Check Nbr**	**013579**	**Check Total:**	**845.25**	
22290 VAN'S SEPTIC SERVICE	034639	31100	55	10-215-216	90.00	HOLDING TANK/TAYCO ST BRIDGE
Check Date	**8/2/2007**	**Check Nbr**	**013580**	**Check Total:**	**90.00**	

CITY OF MENASHA

Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23065 WASC	072307	31100	53	09-212-332	125.00	CONFERENCE REGISTRATION/S BULL
Check Date	**8/2/2007**	**Check Nbr**	**013581**	**Check Total:**	**125.00**	
23152 WE ENERGIES	072007	31100	54	10-143-223	1,864.02	STREET LIGHTS
Check Date	**8/2/2007**	**Check Nbr**	**013582**	**Check Total:**	**1,864.02**	
23173 CHRIS WEILAND	073007	31100	22	04-101-000	13.00	CLASS CANCELLATION
Check Date	**8/2/2007**	**Check Nbr**	**013583**	**Check Total:**	**13.00**	
23250 WINNEBAGO COUNTY CLERK OF COUR	072607	31100	21	04-229-000	135.00	BOND
	072607	31100	21	04-229-000	100.00	BOND
Check Date	**8/2/2007**	**Check Nbr**	**013584**	**Check Total:**	**235.00**	
23275 WINNEBAGO COUNTY TREASURER	JULY	31310	57	04-101-610	1,530.74	PRINCIPAL IND DEV PROJECT
	JULY	31310	57	04-201-620	619.26	INTEREST IND DEV PROJECT
	100386	31100	52	08-602-250	154.00	JAIL DIVISION
Check Date	**8/2/2007**	**Check Nbr**	**013585**	**Check Total:**	**2,304.00**	
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
		31100	21	04-299-015	894.60	
Check Date	**8/2/2007**	**Check Nbr**	**013586**	**Check Total:**	**1,469.31**	

Grand Total: **114,643.58**

Menasha

City of Menasha • Department of Public Works

STREET USE APPLICATION

Sponsored by: City of Menasha Parks and Rec. Dept.

Responsible Person: Brian Tungate

Address: 140 Main St.

Phone: 920-967-3641

Street Use Date: 8-11-07

Start Time: 6:30 am

End Time: 10:30 am

Number of Units:

Street Route: (Attach Map)
Description of Use

2 mile and 10K
Grunski Runski
specific barricade requirements
to follow

LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF $ — WITH ***THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.***

Insurance Company CUMIC Policy No. —
(Attached is a copy of the insurance certificate).

NOTE TO EVENTS PLANNING TO USE CITY PARKS AND/OR GREENSPACE: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

DATE: 7-13-07 APPLICANT'S SIGNATURE: Brian Tungate

TO BE COMPLETED BY CITY STAFF

SCHEDULED PARK & RECREATION BOARD REVIEW DATE:

NOT REQUIRED: ✓ APPROVED: DENIED:

SCHEDULED COMMON COUNCIL REVIEW DATE: 8/6/07

APPROVED: DENIED:

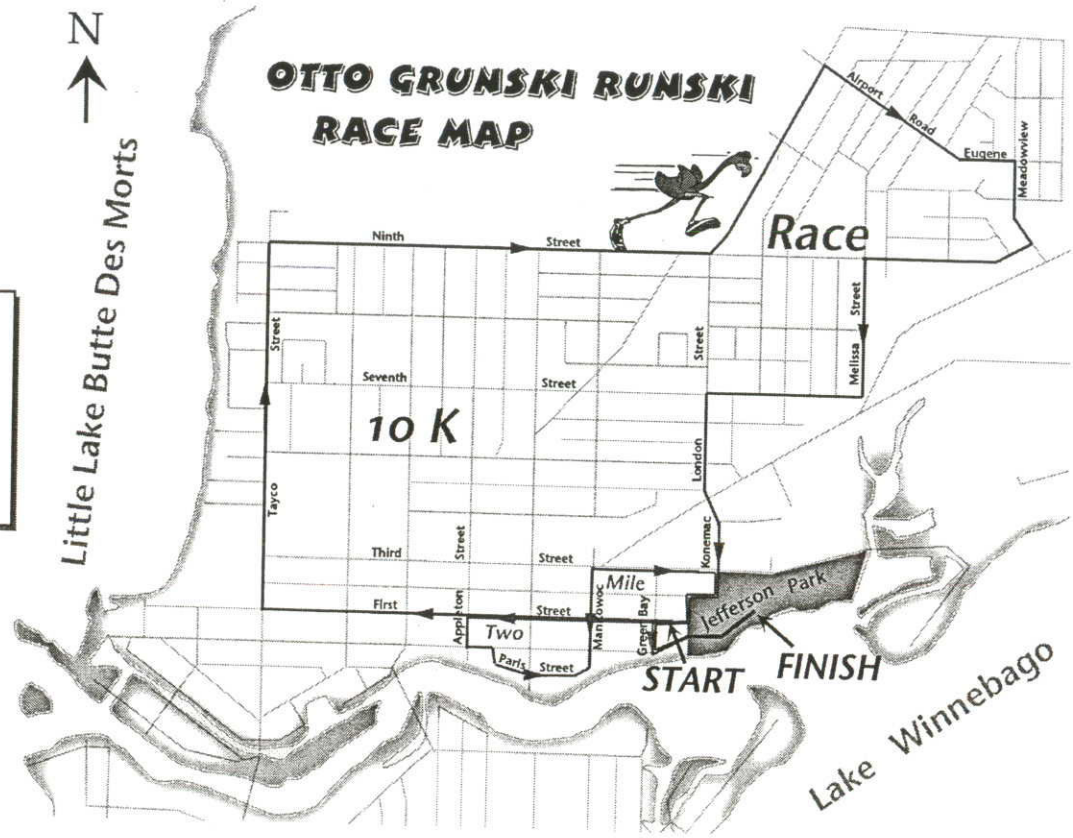
APPROVAL:

Police Dept. Fire Dept. Public Works Dept. City Attorney

City of Menasha
Parks & Recreation Dept.
140 Main St
Menasha, WI 54952 –3190

PRSRT STD
U S POSTAGE
PAID
PERMIT 39
Menasha WI

OTTO GRUNSKI RACE MAP



DIRECTIONS:

From US 41: Take 41 to 441 Exit. Exit Right onto Racine and continue South. Go Left onto Third St. and continue straight. The Jefferson Park and Pool will be on your right.

Printed Courtesy of
POSTALANNEX+
Your Digital Print Center

VISIT MENASHA'S Other Attractions

Including - Friendship Trail – Fox Cities Trestle – Heckrodt Wetland Reserve and Downtown Area Featuring a Marina, Restaurants and Unique Sho

Menasha

City of Menasha • Department of Public Works

STREET USE APPLICATION

Sponsored by: FOX VALLEY AREA LABOR COUNCIL

Responsible Person: MARK WESTPHAL

Address: P.O. Box 186
MENASHA, WI 54952

Phone: 920-727-1790

Street Use Date: 9-3-07

Start Time: 9:30 AM

End Time: 11:30 AM

Number of Units: 50-40

Street Route: (Attach Map)

Description of Use

Please See
Attatched Letter

LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF $ _____ WITH ***THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.***

Insurance Company _____ Policy No. _____
(Attached is a copy of the insurance certificate).

NOTE TO EVENTS PLANNING TO USE CITY PARKS AND/OR GREENSPACE: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

DATE: 7-12-07 APPLICANT'S SIGNATURE: Mark Westphal

TO BE COMPLETED BY CITY STAFF

SCHEDULED PARK & RECREATION BOARD REVIEW DATE: _____

NOT REQUIRED: _____ APPROVED: _____ DENIED: _____

SCHEDULED COMMON COUNCIL REVIEW DATE: 8/6/07

APPROVED: _____ DENIED: _____

APPROVAL:

Police Dept. _____ Fire Dept. _____ Public Works Dept. _____ City Attorney _____

Fox Valley Area Labor Council AFL-CIO

P.O. Box 186
Menasha, Wisconsin 54952-0186
920-727-1790 Phone
902-727-1794 Fax

July, 2007

TO: Labor Day Parade Participants

The Fox Valley Area Labor Council is preparing for its 2007 observance of Labor Day.

This will be our ***25th Annual Celebration***. One of the highlights of this event is the ***Parade*** through the Cities of Neenah and Menasha on Monday, September 3, 2007. Would you be interested in celebrating along with us by taking part in this year's Parade?

The Parade will begin in Menasha at Curtis Reed Square at 10:00 a.m. Please have your entry at the parking lot area of Germania Hall, 320 Chute Street, Menasha Wi., by 9:30 a.m. for line-up instructions.

The Parade will travel west down Main Street in Menasha. It will proceed to Tayco Street in Menasha and then head south, crossing both the Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue south. At Main Street in Downtown Neenah the Parade will turn right and head west to the intersection of Church Street and Main Street where the Parade will end.

Please join us in the Parade and help make our Labor Day a successful event. Enclosed is a Parade entry form. Please fill it out and return by August 24th, 2007 to:

Fox Valley Area Labor Council, P.O. Box 186, Menasha, WI 54952-0186 or Fax back the form to us at 920-727-1794

Sincerely,

Mark Westphal

Mark Westphal, President

Menasha

City of Menasha • Department of Public Works

STREET USE APPLICATION

Sponsored by: St. Mary Central High School

Responsible Person: Michelle Jungbauer

Address: 1050 Zephyr Drive
Neenah, WI 54956

Phone: 722-7796

Street Use Date: October 5, 2007

Start Time: 5:00 pm

End Time: 5:45-6:00 pm

Number of Units: 25-30

Street Route: (Attach Map)
Description of Use

Begin at 528 Second Street (St. Mary's Grade School)
Follow straight; Then turn left onto Milwaukee St.
Turn left onto Tayco; Follow Tayco, Washington, Commercial St.
to Main St./E. Wisconsin Ave.; Take Right; Turn left at Church St.
Disband 1 block down.

LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF $ 500,000 WITH ***THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.***

Insurance Company Catholic Mutual Group Policy No. _____
(Attached is a copy of the insurance certificate).

NOTE TO EVENTS PLANNING TO USE CITY PARKS AND/OR GREENSPACE: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

DATE: 6/18/07 *APPLICANT'S SIGNATURE:* Michelle Jungbauer

TO BE COMPLETED BY CITY STAFF

SCHEDULED PARK & RECREATION BOARD REVIEW DATE: _____

NOT REQUIRED: _____ APPROVED: _____ DENIED: _____

SCHEDULED COMMON COUNCIL REVIEW DATE: 8/6/07

APPROVED: _____ DENIED: _____

APPROVAL:

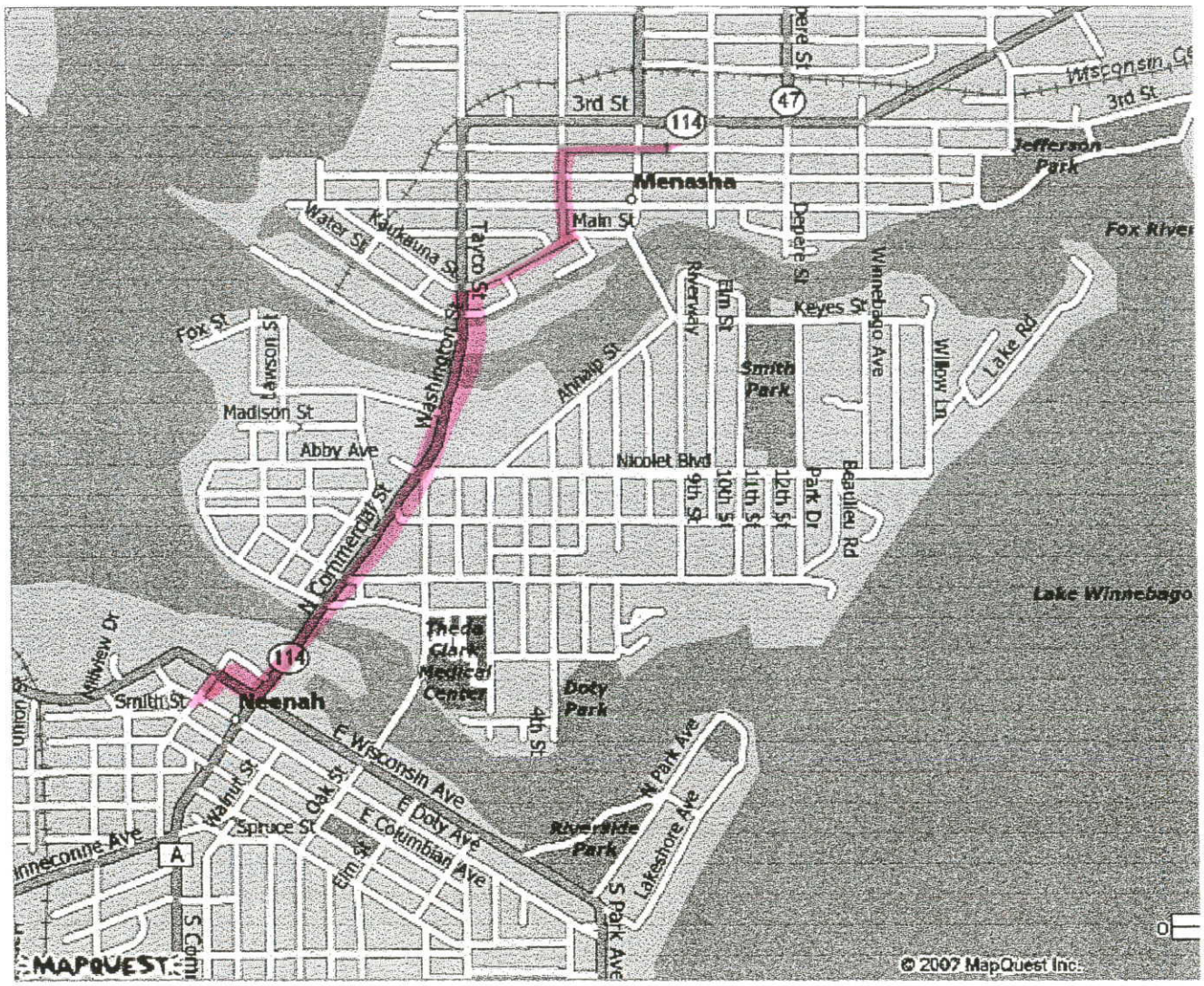
Police Dept. _____ *Fire Dept.* _____ *Public Works Dept.* _____ *City Attorney* _____

Sorry! When printing directly from the browser your map may be incorrectly cropped. To print the entire map, try clicking the **"Printer-Friendly"** link at the top of your results page.

MAPQUEST.

★ Menasha, WI 54952, US

Sorry! When printing directly from the browser your map may be incorrectly cropped. To print the entire map, try clicking the **"Printer-Friendly"** link at the top of your results page.



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McMAHON ASSOCIATES
ENGINEERS | ARCHITECTS | SURVEYORS | PROJECT MANAGERS

1445 McMahon Drive
Neenah, WI 54956

P.O. Box 1025
Neenah, WI 54957-1025

Telephone: (920)751-4200
FAX: (920)751-4284

CHANGE ORDER

(Vendor) McM SYSTEMS, INC. MACHINE CONTROL SPECIALISTS 820B Moasis Drive P.O. Box 250 Little Chute, WI 54140	Contract No. M0002-940266-B Project File No. M0002-940266.06 Change Order No. One (1) Issue Date: June 18, 2007 Project: Menasha Utilities - City Of Menasha, WI Equipment Procurement - Control Panels Water Treatment Plant Modifications

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
1.1	Add Components to the Main Control Panel to Accommodate Additional Control for Five (5) New Chlorine Analyzers Requested By The Owner & Modify Other Necessary Control Panel Components, Per CB #29 ..... ADD	+ $2,054.00
	TOTAL	**+ $2,054.00**

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	$87,000.00	days
Adjustments Per This Change Order	+ $2,054.00	days
Current Contract Status	**$89,054.00**	days

Recommended:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

By: [signature]
Date: 6/18/07

Accepted:
McM Systems, Inc. /
Machine Control Specialists
Little Chute, Wisconsin

By: [signature]
Date: 6-20-07

Authorized:
MENASHA UTILITIES
City Of Menasha, Wisconsin

By:
Date:

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MACHINE CONTROL SPECIALISTS

"We're in Control"

PO BOX 205
820B MOASIS DR.
LITTLE CHUTE, WI 54140
TEL (920) 788-8052
FAX (920) 788-8056

June 6, 2007

McMahon Associates

Request for Change Order:

Contract# M0002-960266-B ITEM 1 – CONTROL PANELS

The following changes are requested for the above mentioned contract:

Control Panel MCP:

Add 1) AB, 1794-IF4I, analog input module @ $723.78 (engineering change)
Add 1) AB, 1794-TB3T, terminal base @ $144.30 (engineering change)
Add 1) AB, 1794-AENT, Ethernet adapter @ $531.55 (BOM discrepancy)
Add 1) AB, 1794-TB3, terminal base @ $144.30 (BOM discrepancy)
Total MCP: $1543.93

Control Panel RCP012:

Add 2) AB, 1794-OW8, Relay module @ $255.19ea. (BOM discrepancy)
Total RCP012: $510.38

Total change order request: $2054.31

Mike Steiner
Machine Control Specialists

McMAHON ASSOCIATES
ENGINEERS | ARCHITECTS | SURVEYORS | PROJECT MANAGERS

1445 McMahon Drive
Neenah, WI 54956

P.O. Box 1025
Neenah, WI 54957-1025

Telephone: (920)751-4200
FAX: (920)751-4284

CHANGE ORDER

(Contractor)	Contract No. M0002-940266.02
C.D. SMITH CONSTRUCTION, INC.	Project File No. M0002-940266.06
889 West Johnson Street	Change Order No. Eight (8)
Fond du Lac, WI 54936	Issue Date: June 18, 2007
	Project: Menasha Utilities - City Of Menasha, WI
	Water Treatment Plant Modifications

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
8.1	Add Two (2) Roof Drains & Storm Piping to Handle Run-Off From Existing Filter Roof, Per RFI #82.....ADD	+ $5,052.00
8.2	At The Request Of The Owner, Add a 30-inch Tee to the Finished Water Line to the Existing Reservoir, Per CB #28.....ADD	+ $7,808.00
8.3	Relocate the Three (3) Transformers from the MCC Room #104 to Deck Above to Reduce Safety Hazard & Improve Access in the MCC Room, Per RFI #85.....ADD	+ $1,984.00
8.4	Add Electrical Work for Five (5) New Chlorine Analyzers Request By The Owner, Per CB #29.....ADD	+ $14,227.00
8.5	Revise The UV Reactor Cooling Piping, As Requested By Trojan Technologies, Per CB #26.....DEDUCT	- $1,310.00
8.6	Add Mechanical / Piping for Five (5) New Chlorine Analyzers & Additional Sampling Points Requested by the Owner, Per CB #27.....ADD	+ $4,534.00
	TOTAL	**+ $32,295.00**

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	**$10,277,790.00**	days
Adjustments Per This Change Order	+ $32,295.00	days
Current Contract Status	**$10,310,085.00**	days

Recommended:	Accepted:	Authorized:
McMAHON ASSOCIATES, INC.	**C.D. SMITH CONST., INC.**	**MENASHA UTILITIES**
Neenah, Wisconsin	**Fond du Lac, Wisconsin**	**City Of Menasha, Wisconsin**
By:	By:	By:
Date: 6/19/07	Date: 6-19-07	Date:

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McMAHON ASSOCIATES
ENGINEERS | ARCHITECTS | SURVEYORS | PROJECT MANAGERS

1445 McMahon Drive
Neenah, WI 54956

P.O. Box 1025
Neenah, WI 54957-1025

Telephone: (920)751-4200
FAX: (920)751-4284

CHANGE ORDER

(Contractor)	
C.D. SMITH CONSTRUCTION, INC.	
889 West Johnson Street	
Fond du Lac, WI 54936	

Contract No.	M0002-940266.02
Project File No.	M0002-940266.06
Change Order No.	Nine (9)
Issue Date:	July 13, 2007
Project:	Menasha Utilities - City Of Menasha, WI
	Water Treatment Plant Modifications

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
9.1	At The Request Of The Owner, Change The Access Drive By Soda Ash Room From Asphalt To 7-Inch Reinforced Concrete ..... ADD	+ $1,993.00
9.2	At The Request Of The Owner, Change 10-Inch Ductile Iron Water Main Pipe To C900 PVC, Replace Four (4) House Services From Lead To Copper, & Connect An (Previously Unknown) Existing 10-Inch Bypass Line To The New 10-Inch Water Main At The Intersection Of Broad & Milwaukee ..... ADD	+ $7,649.00
9.3	Per RFI 84 Add Controls For Second Damper In GAC Contactor Room ..... ADD	+ $1,286.00
9.4	At The Request Of The Owner, Relocate The Two Exterior Security Chambers To new Locations ..... ADD	+ $5,198.00
	TOTAL	**+ $16,126.00**

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	**$10,310,085.00**	days
Adjustments Per This Change Order	+ $16,126.00	days
Current Contract Status	**$10,326,211.00**	days

Recommended:	Accepted:	Authorized:
McMAHON ASSOCIATES, INC.	**C.D. SMITH CONST., INC.**	**MENASHA UTILITIES**
Neenah, Wisconsin	**Fond du Lac, Wisconsin**	**City Of Menasha, Wisconsin**
By:	By:	By:
Date: 7/13/07	Date: 7-16-07	Date:

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City of Menasha • Department of Public Works

August 1, 2007

Board of Public Works
City of Menasha
Menasha, WI 54952

RE: Recommendation to Award - Contract Unit No. 2007-02
Concrete Walk Reconstruction

Members of the Board:

Bids for Contract Unit No. 2007-02, Concrete Walk Reconstruction were opened on July 31, 2007. Attached is a copy of the bid tabulation for the three bids received. A fourth bid was received, but not opened because the bidder was not prequalified.

We are recommending that award of contract be made to the lowest bidder, Quality Concrete and Excavating, Inc. of Manawa, WI, in the amount of $51,887.70.

There is a total of $64,550 in the 2007 Budget for this project plus mudjacking work. Mudjacking is not part of this contract. We will prepare an RFP for the mudjacking work, which is estimated at $7,500.

Sincerely,

Mark Radtke

Mark Radtke
Public Works Director

MCR/cs
attachment

140 Main Street • Menasha, Wisconsin 54952-3151 • Phone (920) 967-3610• Fax (920) 967-5272

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2007-02
Concrete Sidewalk Reconstruction

ITEM	QUANTITY	DESCRIPTION	Quality Concrete		Jim Fischer, Inc.		Sommers Construction	
		BASE BID	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1	8,257	4" Concrete Walk Reconstruction/SF	$ 4.50	$ 37,156.50	$ 4.75	$ 39,220.75	$ 5.00	$ 41,285.00
2	1,764	6" Concrete Walk Reconstruction/SF	$ 4.90	$ 8,643.60	$ 5.20	$ 9,172.80	$ 6.00	$ 10,584.00
3	553	4" Handicap Ramp Reconstruction/SF	$ 9.20	$ 5,087.60	$ 8.50	$ 4,700.50	$ 6.50	$ 3,594.50
4	1	Construction mobilization/demobilization; erosion control; project coordination; scheduling; work sequencing; traffic control as applicable; and all other restoration as specified and related to the overall project. Per Lump Sum.	$ 1,000.00	$ 1,000.00	$ 2,000.00	$ 2,000.00	$ 2,500.00	$ 2,500.00
		TOTAL BASE BID (ITEMS 1-4)		**$ 51,887.70**		**$ 55,094.05**		**$ 57,963.50**

Kaempfer & Associates, Inc.

Consulting Engineers

650 East Jackson St. P.O. Box 150
Oconto Falls, Wisconsin 54154
(920) 846-3932 Fax (920) 846-8319

July 31, 2007

E145-05.10

Mr. Mark Radtke, P.E., Director of Public Works
City of Menasha
140 Main Street
Menasha, WI 54952-3190

Re: Wastewater Collection System Rehabilitation Improvements - Phase 3
Bid Award Recommendation

Dear Mr. Radtke:

On Thursday, July 26, 2007 at 2:00 p.m., bids for the Wastewater Collection System Rehabilitation Improvements Phase 3, Contract E145-07-01A for Sanitary Sewer Lining, Contract E145-07-01B for Sanitary Sewer Rehabilitation, Contract E145-07-01C for Sanitary Sewer Replacement, and Contract E145-07-01D for Sanitary Manhole Lining, were opened and read. A total of fifteen (15) bids were received from thirteen (13) contractors. Four (4) bids were received for Contract E145-07-01A, three (3) bids were received for Contract E145-07-01B, seven (7) bids were received for Contract E145-07-01C and one (1) bid was received for Contract E145-07-01D. Five (5) contractors who received plans and specifications and were prequalified by the City did not submit a bid.

The four (4) bids received for Contract E145-07-01A, Sanitary Sewer Lining, were as follows:

Contractor	Total Bid
Insituform Technologies USA	$1,582,723.00
Terra Engineering & Construction Corp.	$1,742,698.10
Visu-Sewer Clean & Seal, Inc.	$1,986,276.50
Michels Corporation	$1,997,999.00

The proposal schedule for Contract E145-07-01A contained five (5) optional work items. Optional Bid Item 9A is for sanitary sewer cured in place pipe (CIPP) lining on Melissa Street. Optional Bid Item 10A is for sanitary sewer CIPP lining on Jefferson Street and Brighton Drive. Optional Bid Item 11A is for sanitary sewer CIPP lining on Eighth Street and Harding Street. Optional Bid Item 12A is for pressure inject grouting lateral connections. Optional Bid Item 13A is for pressure inject grout material. The cost for the optional bid item work is included in the base bid. The cost for Optional Bid Items 9A, 10A, 11, 12, and 13A based on the low bidder for Contract E145-07-01A is $63,039.00. We recommend that Optional Bid Items 9A, 10A, 11A, 12A, and 13A be included in the Sanitary Sewer Lining Contract.

No Contractors offered alternative bid items for Contract E145-07-01A, Sanitary Sewer Lining.

The three (3) bids received for Contract E145-07-01B, Sanitary Sewer Rehabilitation, were as follows:

Contractor	Total Bid
National Power Rodding Corp.	$173,331.28
Visu-Sewer Clean & Seal, Inc.	$201,395.00
Infrastructure Technologies, Inc.	$258,268.35

The proposal schedule for Contract E145-07-01B contained four (4) optional work items. Optional Bid Item 24B is for CIPP spot lining on easement west of Racine Street and on easement west of Milwaukee Street. Optional Bid Item 25B is for CIPP spot lining on Melissa Street. Optional Bid Item 26B is for CIPP spot lining on Jefferson Street and Brighton Drive. Optional Bid Items 27B is for CIPP spot lining on Eighth Street and Harding Street. The cost for the optional bid item work is included in the base bid. The cost for Optional Bid Items 24B, 25B, 26B, and 27B, based on the low bidder for Contract E145-07-01B is $32,791.55. We recommend that Optional Bid Item 24B be included in the Sanitary Sewer Rehabilitation Contract. We recommend that Optional Bid Items 25B, 26B, and 27B not be included in the Sanitary Sewer Rehabilitation Contract. Deleting Optional Bid Items 25B, 26B, and 27B will decrease the contract amount of the low bidder for Contract E145-07-01B by $22,871.55.

Visu-Sewer Clean & Seal, Inc. offered a proposed alternative for Contract E145-07-01B, Sanitary Sewer Rehabilitation, for using Duke's root control method. We recommend that the proposed alternative not be considered because there was inadequate information and no costs were presented.

The seven (7) bids received for Contract E145-07-01C, Sanitary Sewer Replacement, were as follows:

Contractor	Total Bid
De Groot, Inc.	$212,233.57
Ronet Construction Corp.	$256,691.85
Don E. Parker Excavating, Inc.	$261,825.85
Dorner, Inc.	$286,175.50
Kruczek Construction, Inc.	$319,319.19
Advance Construction, Inc.	$336,460.65
PTS Contractors, Inc.	$337,303.00

No Contractors offered alternative bid items for Contract E145-07-01C, Sanitary Sewer Replacement.

The one (1) bid received for Contract E145-07-01D, Sanitary Manhole Lining, was as follows:

Contractor	Total Bid
Infrastructure Technologies, Inc.	312,966.00

Infrastructure Technologies, Inc. offered two alternative bid items for the Contractor E145-07-01D, Manhole Lining. The first alternative bid item was for providing concrete lining of only the brick riser in place of a total manhole lining in Manhole 614 on Emily Street. The existing pavement, casting, adjustment rings, and flattop concrete section would remain in place. A copy of the alternative bid is attached. The alternate bid item would decrease Infrastructure Technologies, Inc. bid by $475.00 for a total bid for Contract E145-07-01D of $312,491.00. We recommend that the proposed alternative bid be

considered for the Sanitary Manhole Lining Contract. The second alternative bid was for providing a bypass traffic control plan for lining of Manhole 395 at the intersection of Third Street and Racine Street if lining is required prior to State Trunk Highway (STH) '114' reconstruction in 2010. The alternative bid item would increase Infrastructure Technologies, Inc. bid by $950.00. We recommend that the proposed alternative bid item not be considered.

A copy of the bid tabulation, which includes details of the unit price work items, is attached. The bid tabulation reflects the amounts after all corrections have been made. Two addenda were issued during the bidding process. All Contractors acknowledged receipt of Addendum No. 1 and Addendum No. 2. All bidders whose proposals were received were prequalified by the City of Menasha.

The Engineer's estimate for the project, based on the final design, was:

Contract	Cost with Lining Optional Work Items	Cost with Spot Lining Optional Work Items
Contract E145-07-01A, Sanitary Sewer Lining	$1,867,014.00	$1,794,698.00
Contract E145-07-01B, Sanitary Sewer Rehabilitation	$ 200,969.00	$ 248,069.00
Contract E145-07-01C, Sanitary Sewer Replacement	$ 232,190.50	$ 232,190.50
Contract E145-07-01D, Sanitary Manhole Lining	$ 498,200.00	$ 498,200.00
TOTAL	$2,798,373.50	$2,773,157.50

The sum of the low bids was nineteen percent (19%) lower than the Engineer's estimate. We are of the opinion that bidding on the project was very competitive due to the closeness of the bids and the number of bidders.

All proposals were signed and notarized and were submitted with a bid bond for five percent (5%) of the bid amount. The following irregularities were found when the bids were reviewed:

1. Terra Engineering & Construction Corp. listed multiple names for manufacturers and suppliers. Terra Engineering & Construction Corp. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

2. National Power Rodding Corp. provided a total sum for Contract E145-07-01B written in words of "One Hundred Seventy Three Thousand, Three Hundred Thirty Three Dollars and Twenty Eight cents" and a total sum written in figures of $173,331.28. The correct total sum for Contract E145-07-01B is $173,331.28. National Power Rodding Corp. did not provide the name of the manufacturer and supplier for the CIPP spot liner. National Power Rodding Corp. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

3. Don E. Parker Excavating, Inc. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

4. Kruczek Construction, Inc.. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

5. Infrastructure Technologies, Inc. listed the names of three suppliers for concrete.

We are of the opinion that the irregularities are not significant and should be waived.

We recommend that Contract E145-07-01A be awarded to Insituform Technologies USA of Lemont, Illinois in the amount of $1,582,723.00. The amount includes Optional Bid Items 9A, 10A, 11A, 12A, and 13A.

We recommend that Contract E145-07-01B be awarded to National Power Rodding Corp. of Chicago, Illinois in the amount of $150,459.73. The amount includes Optional Bid Item 24B and deleting Optional Bid Items 25B, 26B, and 27B.

Base Bid	$173,331.28
Deduct Optional Bid Item 25B	($4,960.80)
Deduct Optional Bid Item 26B	($7,747.96)
Deduct Optional Bid Item 27B	($10,162.79)
TOTAL	$150,459.73

We recommend that Contract E145-07-01C be awarded to De Groot, Inc. of Green Bay, Wisconsin in the amount of $212,233.57.

We recommend that Contract E145-07-01D be awarded to Infrastructure Technologies, Inc. of Rhinelander, Wisconsin in the amount of $312,491.00. The contract amount includes the deduct of $475.00 for the alternative bid item for lining Manhole 614.

The total of the four (4) contracts to be awarded is $2,257,907.30. Please contact Jeff Wolford or me if you have any questions or need additional information.

Sincerely,

KAEMPFER & ASSOCIATES, INC.

Taryn S. Nall, P.E.

TSN:jlb

Enc: Bid Tabulation

Bid Tabulation
Wastewater Collection System Rehabilitation Improvements - Phase 3
Contract No. E145-07-01
City of Menasha

Date: July 26, 2007
Engineer: Kaempfer & Associates, Inc.

Contractor	E145-07-01A Sanitary Sewer Lining	E145-07-01B Sanitary Sewer Rehabilitation	E145-07-01C Sanitary Sewer Replacement	E145-07-01D Sanitary Manhole Lining	Bid Bond
Insituform Technologies USA	1,582,723.00				√
Terra Engineering & Construction Corp.	1,742,698.10				√
Visu-Sewer Clean & Seal, Inc.	1,986,276.50	201,395.00			√
Michels Corporation	1,997,999.00				√
National Power Rodding Corp.		173,331.28			√
Infrastructure Technologies, Inc.		258,268.35		312,966.00	√
De Groot, Inc.			212,233.57		√
Ronet Construction Corp.			256,691.85		√
Don E. Parker Excavating, Inc.			261,825.85		√
Dorner, Inc.			286,175.50		√
Kruczek Construction, Inc.			319,319.19		√
Advance Construction, Inc.			336,460.65		√
PTS Contractors, Inc.			337,303.00		√

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01A SANITARY SEWER LINING
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's									
		Insituform Technologies USA		Terra Engineering & Constr.		Visu-Sewer Clean & Seal, Inc.		Michels Corporation		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1A	1,006 lineal feet of 21-inch sanitary sewer CIPP lining	$64.00	$64,384.00	$82.75	$83,246.50	$81.00	$81,486.00	$96.00	$96,576.00	$70.00	$70,420.00
2A	7,643 lineal feet of 18-inch sanitary sewer CIPP lining	$44.00	$336,292.00	$49.75	$380,239.25	$59.50	$454,758.50	$73.00	$557,939.00	$55.00	$420,365.00
3A	2,547 lineal feet of 15-inch sanitary sewer CIPP lining	$37.00	$94,239.00	$53.00	$134,991.00	$51.00	$129,897.00	$61.00	$155,367.00	$43.00	$109,521.00
4A	13,417 lineal feet of 12-inch sanitary sewer CIPP lining	$31.00	$415,927.00	$30.75	$412,572.75	$35.25	$472,949.25	$34.00	$456,178.00	$36.00	$483,012.00
5A	6,546 lineal feet of 10-inch sanitary sewer CIPP lining	$27.00	$176,742.00	$27.25	$178,378.50	$30.00	$196,380.00	$29.00	$189,834.00	$30.00	$196,380.00
6A	14,650 lineal feet of 8-inch sanitary sewer CIPP lining	$24.00	$351,600.00	$27.75	$406,537.50	$31.00	$454,150.00	$27.00	$395,550.00	$28.00	$410,200.00
7A	220 each pressure inject grouting lateral connection	$300.00	$66,000.00	$318.60	$70,092.00	$535.00	$117,700.00	$309.00	$67,980.00	$450.00	$99,000.00
8A	580 gallons of pressure inject grout material as specified in Article C2.18	$25.00	$14,500.00	$19.50	$11,310.00	$7.00	$4,060.00	$20.00	$11,600.00	$10.00	$5,800.00
OPTIONAL WORK ITEMS											
9A	399 lineal feet of 12-inch sanitary sewer CIPP lining on Melissa Street	$30.00	$11,970.00	$30.75	$12,269.25	$35.25	$14,064.75	$34.00	$13,566.00	$36.00	$14,364.00
10A	698 lineal feet of 10-inch sanitary sewer CIPP lining on Jefferson Street and Brighton Drive	$28.00	$19,544.00	$27.25	$19,020.50	$30.00	$20,940.00	$29.00	$20,242.00	$30.00	$20,940.00
11A	879 lineal feet of 8-inch sanitary sewer CIPP lining on Eighth Street and Harding Street	$25.00	$21,975.00	$27.75	$24,392.25	$29.00	$25,491.00	$27.00	$23,733.00	$28.00	$24,612.00
12A	26 each pressure inject grouting lateral connection	$300.00	$7,800.00	$318.60	$8,283.60	$535.00	$13,910.00	$309.00	$8,034.00	$450.00	$11,700.00
13A	70 gallons of pressure inject grout material as specified in Article C2.18	$25.00	$1,750.00	$19.50	$1,365.00	$7.00	$490.00	$20.00	$1,400.00	$10.00	$700.00
	TOTAL, Part A Items 1A through 13A		$1,582,723.00		$1,742,698.10		$1,986,276.50		$1,997,999.00		$1,867,014.00

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01B SANITARY SEWER REHABILITATION
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's							
		National Power Rodding Corp.		Visu-Sewer Clean & Seal, Inc.		Infrastructure Technologies		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1B	41 lineal feet of 12-inch sanitary sewer CIPP spot lining	$330.72	$13,559.52	$545.00	$22,345.00	$495.00	$20,295.00	$550.00	$22,550.00
2B	4 lineal feet of 10-inch sanitary sewer CIPP spot lining	$352.18	$1,408.72	$510.00	$2,040.00	$525.00	$2,100.00	$550.00	$2,200.00
3B	83 lineal feet of 8-inch sanitary sewer CIPP spot lining	$274.67	$22,797.61	$497.00	$41,251.00	$440.00	$36,520.00	$450.00	$37,350.00
4B	10 each pressure inject grouting lateral connection on spot lined segments	$1,200.00	$12,000.00	$1,000.00	$10,000.00	$880.00	$8,800.00	$450.00	$4,500.00
5B	50 gallons of pressure inject grout material for lateral connections as specified in Article C2.18	$8.00	$400.00	$5.00	$250.00	$17.00	$850.00	$10.00	$500.00
6B	480 each pressure testing joints in 27-inch sanitary sewer	$53.33	$25,598.40	$75.00	$36,000.00	$55.00	$26,400.00	$65.00	$31,200.00
7B	240 each pressure inject grouting joints and cracks in 27-inch sanitary sewer	$20.00	$4,800.00	$10.00	$2,400.00	$70.50	$16,920.00	$100.00	$24,000.00
8B	124 each pressure testing joints in 21-inch sanitary sewer	$51.60	$6,398.40	$55.00	$6,820.00	$88.00	$10,912.00	$25.00	$3,100.00
9B	62 each pressure inject grouting joints and cracks in 21-inch sanitary sewer	$15.00	$930.00	$10.00	$620.00	$82.00	$5,084.00	$60.00	$3,720.00
10B	3,000 gallons of pressure inject grout material for joints and cracks as specified in Article C2.18	$7.00	$21,000.00	$5.00	$15,000.00	$17.00	$51,000.00	$10.00	$30,000.00
11B	207 lineal feet of root removal in 21-inch sanitary sewer	$12.50	$2,587.50	$12.00	$2,484.00	$5.50	$1,138.50	$2.00	$414.00
12B	207 lineal feet of root treatment in 21-inch sanitary sewer	$25.94	$5,369.58	$20.00	$4,140.00	$10.55	$2,183.85	$5.00	$1,035.00
13B	3 each wall repair of precast manhole	$500.00	$1,500.00	$200.00	$600.00	$380.00	$1,140.00	$500.00	$1,500.00
14B	1 each pressure grout injection of lift holes in precast manhole	$150.00	$150.00	$200.00	$200.00	$80.00	$80.00	$1,000.00	$1,000.00
15B	18 each pressure grout injection of precast manhole joint	$300.00	$5,400.00	$200.00	$3,600.00	$300.00	$5,400.00	$500.00	$9,000.00
16B	13 each pressure grout injection of sanitary sewer connection in manholes	$300.00	$3,900.00	$200.00	$2,600.00	$210.00	$2,730.00	$600.00	$7,800.00
17B	330 gallons of pressure grout injection material as specified in Article C2.19	$8.00	$2,640.00	$5.00	$1,650.00	$17.00	$5,610.00	$10.00	$3,300.00
18B	2 each invert construction in sanitary manhole	$1,200.00	$2,400.00	$200.00	$400.00	$420.00	$840.00	$1,500.00	$3,000.00
19B	1 each obstruction removal in 48-inch sanitary sewer	$1,000.00	$1,000.00	$600.00	$600.00	$1,850.00	$1,850.00	$1,000.00	$1,000.00
20B	1 each obstruction removal in 21-inch sanitary sewer	$1,000.00	$1,000.00	$600.00	$600.00	$900.00	$900.00	$900.00	$900.00
21B	1 each obstruction removal in 18-inch sanitary sewer	$900.00	$900.00	$600.00	$600.00	$900.00	$900.00	$900.00	$900.00
22B	5 each obstruction removal in 12-inch sanitary sewer	$300.00	$1,500.00	$600.00	$3,000.00	$1,250.00	$6,250.00	$750.00	$3,750.00
23B	11 each obstruction removal in 8-inch sanitary sewer	$300.00	$3,300.00	$600.00	$6,600.00	$800.00	$8,800.00	$750.00	$8,250.00
OPTIONAL WORK ITEMS									
24B	16 lineal feet of 27-inch sanitary sewer CIPP spot lining on easement west of Racine Street and on easement west of Milwaukee Street	$620.00	$9,920.00	$550.00	$8,800.00	$695.00	$11,120.00	$700.00	$11,200.00
25B	15 lineal feet of 12-inch sanitary sewer CIPP spot lining on Melissa Street	$330.72	$4,960.80	$425.00	$6,375.00	$440.00	$6,600.00	$550.00	$8,250.00
26B	22 lineal feet of 10-inch sanitary sewer CIPP spot lining on Jefferson Street and Brighton Drive	$352.18	$7,747.96	$380.00	$8,360.00	$470.00	$10,340.00	$500.00	$11,000.00
27B	37 lineal feet of 8-inch sanitary sewer CIPP spot lining on Eighth Street and Harding Street	$274.67	$10,162.79	$380.00	$14,060.00	$365.00	$13,505.00	$450.00	$16,650.00
	TOTAL, Items 1B through 27B		$173,331.28		$201,395.00		$258,268.35		$248,069.00

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01C SANITARY SEWER REPLACEMENT
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's									
		De Groot, Inc.		Ronet Construction Corp.		Don E. Parker Excavating, Inc.		Dorner, Inc.		Kruczek Construction, Inc.	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1C	2 lineal feet of 18-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$757.50	$1,515.00	$99.30	$198.60	$439.17	$878.34	$400.00	$800.00	$175.00	$350.00
2C	3 lineal feet of 10-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$454.50	$1,363.50	$119.00	$357.00	$347.52	$1,042.56	$300.00	$900.00	$150.00	$450.00
3C	17 lineal feet of 8-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$404.00	$6,868.00	$67.90	$1,154.30	$133.02	$2,261.34	$300.00	$5,100.00	$100.00	$1,700.00
4C	2,107 lineal feet of 8-inch PVC sanitary sewer pipeline replacement, with granular backfill	$56.60	$119,256.20	$66.75	$140,642.25	$70.47	$148,480.29	$90.00	$189,630.00	$84.50	$178,041.50
5C	5 each Type 4S manhole up to 8-foot depth including up to 5 feet of interconnecting sewer and connections to existing sanitary sewers	$2,322.81	$11,614.05	$4,300.00	$21,500.00	$5,362.00	$26,810.00	$2,600.00	$13,000.00	$5,535.00	$27,675.00
6C	14 vertical feet Type 4S manhole greater than 8-foot depth	$101.00	$1,414.00	$400.00	$5,600.00	$229.00	$3,206.00	$185.00	$2,590.00	$540.00	$7,560.00
7C	4 each Type 4L manhole, including up 5 feet of interconnecting sewer and connections to existing sanitary sewers	$2,323.00	$9,292.00	$3,925.00	$15,700.00	$5,404.00	$21,616.00	$2,600.00	$10,400.00	$6,445.00	$25,780.00
8C	1 each replacement of cone section	$1,010.00	$1,010.00	$2,282.00	$2,282.00	$1,923.00	$1,923.00	$2,200.00	$2,200.00	$1,500.00	$1,500.00
9C	2 each connection of 8-inch SL to SS pipeline	$858.50	$1,717.00	$635.00	$1,270.00	$604.00	$1,208.00	$660.00	$1,320.00	$950.00	$1,900.00
10C	27 each connection of 6-inch SL to SS pipeline	$505.00	$13,635.00	$640.00	$17,280.00	$325.00	$8,775.00	$325.00	$8,775.00	$440.00	$11,880.00
11C	27 each connection of 4-inch SL to SS pipeline	$505.00	$13,635.00	$630.00	$17,010.00	$294.10	$7,940.70	$290.00	$7,830.00	$440.00	$11,880.00
12C	20 lineal feet of 8-inch SL replacement	$43.43	$868.60	$90.00	$1,800.00	$80.02	$1,600.40	$65.00	$1,300.00	$107.00	$2,140.00
13C	270 lineal feet of 6-inch SL replacement	$48.65	$13,135.50	$45.00	$12,150.00	$57.00	$15,390.00	$64.00	$17,280.00	$79.00	$21,330.00
14C	270 lineal feet of 4-inch SL replacement	$48.12	$12,992.40	$45.00	$12,150.00	$55.55	$14,998.50	$62.00	$16,740.00	$79.00	$21,330.00
15C	2,107 lineal feet of sewer cleaning and televising	$1.26	$2,654.82	$1.10	$2,317.70	$2.21	$4,656.47	$1.50	$3,160.50	$1.00	$2,107.00
16C	1 each abandon-in-place 36 lineal feet of 21-inch SS	$505.00	$505.00	$2,615.00	$2,615.00	$225.00	$225.00	$2,200.00	$2,200.00	$95.00	$95.00
17C	1 each provide concrete pipe plug in Manhole 296	$252.50	$252.50	$1,000.00	$1,000.00	$250.00	$250.00	$300.00	$300.00	$500.69	$500.69
18C	1 each abandon-in-place 185 lineal feet of 8-inch SS	$505.00	$505.00	$1,665.00	$1,665.00	$564.25	$564.25	$2,650.00	$2,650.00	$3,100.00	$3,100.00
	TOTAL, Part C Items 1C through 18C		$212,233.57		$256,691.85		$261,825.85		$286,175.50		$319,319.19

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01C SANITARY SEWER REPLACEMENT
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's Advance Construction, Inc. Unit Price	Advance Construction, Inc. Total Cost	PTS Contractors, Inc. Unit Price	PTS Contractors, Inc. Total Cost	Engineer's Estimate Unit Price	Engineer's Estimate Total Cost
1C	2 lineal feet of 18-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$1,000.00	$2,000.00	$850.00	$1,700.00	$100.00	$200.00
2C	3 lineal feet of 10-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$800.00	$2,400.00	$510.00	$1,530.00	$60.00	$180.00
3C	17 lineal feet of 8-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$600.00	$10,200.00	$310.00	$5,270.00	$50.00	$850.00
4C	2,107 lineal feet of 8-inch PVC sanitary sewer pipeline replacement, with granular backfill	$70.00	$147,490.00	$87.00	$183,309.00	$50.00	$105,350.00
5C	5 each Type 4S manhole up to 8-foot depth including up to 5 feet of interconnecting sewer and connections to existing sanitary sewers	$7,000.00	$35,000.00	$5,120.00	$25,600.00	$6,500.00	$32,500.00
6C	14 vertical feet Type 4S manhole greater than 8-foot depth	$500.00	$7,000.00	$260.00	$3,640.00	$250.00	$3,500.00
7C	4 each Type 4L manhole, including up 5 feet of interconnecting sewer and connections to existing sanitary sewers	$7,000.00	$28,000.00	$5,100.00	$20,400.00	$6,500.00	$26,000.00
8C	1 each replacement of cone section	$3,500.00	$3,500.00	$1,950.00	$1,950.00	$3,000.00	$3,000.00
9C	2 each connection of 8-inch SL to SS pipeline	$2,000.00	$4,000.00	$1,690.00	$3,380.00	$600.00	$1,200.00
10C	27 each connection of 6-inch SL to SS pipeline	$550.00	$14,850.00	$790.00	$21,330.00	$500.00	$13,500.00
11C	27 each connection of 4-inch SL to SS pipeline	$540.00	$14,580.00	$750.00	$20,250.00	$500.00	$13,500.00
12C	20 lineal feet of 8-inch SL replacement	$250.00	$5,000.00	$73.00	$1,460.00	$50.00	$1,000.00
13C	270 lineal feet of 6-inch SL replacement	$101.00	$27,270.00	$71.00	$19,170.00	$40.00	$10,800.00
14C	270 lineal feet of 4-inch SL replacement	$100.00	$27,000.00	$70.00	$18,900.00	$35.00	$9,450.00
15C	2,107 lineal feet of sewer cleaning and televising	$1.95	$4,108.65	$2.00	$4,214.00	$1.50	$3,160.50
16C	1 each abandon-in-place 36 lineal feet of 21-inch SS	$1,440.00	$1,440.00	$1,500.00	$1,500.00	$2,000.00	$2,000.00
17C	1 each provide concrete pipe plug in Manhole 296	$400.00	$400.00	$700.00	$700.00	$500.00	$500.00
18C	1 each abandon-in-place 185 lineal feet of 8-inch SS	$2,222.00	$2,222.00	$3,000.00	$3,000.00	$5,500.00	$5,500.00
	TOTAL, Part C Items 1C through 18C		$336,460.65		$337,303.00		$232,190.50

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01D SANITARY MANHOLE LINING
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's			
		Infrastructure Technologies		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost
1D	972 vertical feet of manhole concrete lining	$226.00	$219,672.00	$325.00	$315,900.00
2D	268 each sanitary sewer pipe connection	$75.00	$20,100.00	$300.00	$80,400.00
3D	72 each manhole flow channel construction to springline	$367.00	$26,424.00	$600.00	$43,200.00
4D	39 each manhole flow channel construction to 1-inch above crown of pipe	$580.00	$22,620.00	$800.00	$31,200.00
5D	31 each internal/external manhole chimney seal	$280.00	$8,680.00	$300.00	$9,300.00
6D	31 each urethane chimney seal	$210.00	$6,510.00	$200.00	$6,200.00
7D	31 each butyl and urethane chimney seal	$260.00	$8,060.00	$300.00	$9,300.00
8D	18 each butyl chimney seal	$50.00	$900.00	$150.00	$2,700.00
	TOTAL, Part D Items 1D through 8D		$312,966.00		$498,200.00

Kaempfer & Associates, Inc.

Consulting Engineers

650 East Jackson St. P.O. Box 150
Oconto Falls, Wisconsin 54154
(920) 846-3932 Fax (920) 846-8319

July 31, 2007

E145-05.10

Mr. Mark Radtke, P.E., Director of Public Works
City of Menasha
140 Main Street
Menasha, WI 54952-3190

Re: Wastewater Collection System Rehabilitation Improvements - Phase 3
Bid Award Recommendation

Dear Mr. Radtke:

On Thursday, July 26, 2007 at 2:00 p.m., bids for the Wastewater Collection System Rehabilitation Improvements Phase 3, Contract E145-07-01A for Sanitary Sewer Lining, Contract E145-07-01B for Sanitary Sewer Rehabilitation, Contract E145-07-01C for Sanitary Sewer Replacement, and Contract E145-07-01D for Sanitary Manhole Lining, were opened and read. A total of fifteen (15) bids were received from thirteen (13) contractors. Four (4) bids were received for Contract E145-07-01A, three (3) bids were received for Contract E145-07-01B, seven (7) bids were received for Contract E145-07-01C and one (1) bid was received for Contract E145-07-01D. Five (5) contractors who received plans and specifications and were prequalified by the City did not submit a bid.

The four (4) bids received for Contract E145-07-01A, Sanitary Sewer Lining, were as follows:

Contractor	Total Bid
Insituform Technologies USA	$1,582,723.00
Terra Engineering & Construction Corp.	$1,742,698.10
Visu-Sewer Clean & Seal, Inc.	$1,986,276.50
Michels Corporation	$1,997,999.00

The proposal schedule for Contract E145-07-01A contained five (5) optional work items. Optional Bid Item 9A is for sanitary sewer cured in place pipe (CIPP) lining on Melissa Street. Optional Bid Item 10A is for sanitary sewer CIPP lining on Jefferson Street and Brighton Drive. Optional Bid Item 11A is for sanitary sewer CIPP lining on Eighth Street and Harding Street. Optional Bid Item 12A is for pressure inject grouting lateral connections. Optional Bid Item 13A is for pressure inject grout material. The cost for the optional bid item work is included in the base bid. The cost for Optional Bid Items 9A, 10A, 11, 12, and 13A based on the low bidder for Contract E145-07-01A is $63,039.00. We recommend that Optional Bid Items 9A, 10A, 11A, 12A, and 13A be included in the Sanitary Sewer Lining Contract.

No Contractors offered alternative bid items for Contract E145-07-01A, Sanitary Sewer Lining.

The three (3) bids received for Contract E145-07-01B, Sanitary Sewer Rehabilitation, were as follows:

Contractor	Total Bid
National Power Rodding Corp.	$173,331.28
Visu-Sewer Clean & Seal, Inc.	$201,395.00
Infrastructure Technologies, Inc.	$258,268.35

The proposal schedule for Contract E145-07-01B contained four (4) optional work items. Optional Bid Item 24B is for CIPP spot lining on easement west of Racine Street and on easement west of Milwaukee Street. Optional Bid Item 25B is for CIPP spot lining on Melissa Street. Optional Bid Item 26B is for CIPP spot lining on Jefferson Street and Brighton Drive. Optional Bid Items 27B is for CIPP spot lining on Eighth Street and Harding Street. The cost for the optional bid item work is included in the base bid. The cost for Optional Bid Items 24B, 25B, 26B, and 27B, based on the low bidder for Contract E145-07-01B is $32,791.55. We recommend that Optional Bid Item 24B be included in the Sanitary Sewer Rehabilitation Contract. We recommend that Optional Bid Items 25B, 26B, and 27B not be included in the Sanitary Sewer Rehabilitation Contract. Deleting Optional Bid Items 25B, 26B, and 27B will decrease the contract amount of the low bidder for Contract E145-07-01B by $22,871.55.

Visu-Sewer Clean & Seal, Inc. offered a proposed alternative for Contract E145-07-01B, Sanitary Sewer Rehabilitation, for using Duke's root control method. We recommend that the proposed alternative not be considered because there was inadequate information and no costs were presented.

The seven (7) bids received for Contract E145-07-01C, Sanitary Sewer Replacement, were as follows:

Contractor	Total Bid
De Groot, Inc.	$212,233.57
Ronet Construction Corp.	$256,691.85
Don E. Parker Excavating, Inc.	$261,825.85
Dorner, Inc.	$286,175.50
Kruczek Construction, Inc.	$319,319.19
Advance Construction, Inc.	$336,460.65
PTS Contractors, Inc.	$337,303.00

No Contractors offered alternative bid items for Contract E145-07-01C, Sanitary Sewer Replacement.

The one (1) bid received for Contract E145-07-01D, Sanitary Manhole Lining, was as follows:

Contractor	Total Bid
Infrastructure Technologies, Inc.	312,966.00

Infrastructure Technologies, Inc. offered two alternative bid items for the Contractor E145-07-01D, Manhole Lining. The first alternative bid item was for providing concrete lining of only the brick riser in place of a total manhole lining in Manhole 614 on Emily Street. The existing pavement, casting, adjustment rings, and flattop concrete section would remain in place. A copy of the alternative bid is attached. The alternate bid item would decrease Infrastructure Technologies, Inc. bid by $475.00 for a total bid for Contract E145-07-01D of $312,491.00. We recommend that the proposed alternative bid be

considered for the Sanitary Manhole Lining Contract. The second alternative bid was for providing a bypass traffic control plan for lining of Manhole 395 at the intersection of Third Street and Racine Street if lining is required prior to State Trunk Highway (STH) '114' reconstruction in 2010. The alternative bid item would increase Infrastructure Technologies, Inc. bid by $950.00. We recommend that the proposed alternative bid item not be considered.

A copy of the bid tabulation, which includes details of the unit price work items, is attached. The bid tabulation reflects the amounts after all corrections have been made. Two addenda were issued during the bidding process. All Contractors acknowledged receipt of Addendum No. 1 and Addendum No. 2. All bidders whose proposals were received were prequalified by the City of Menasha.

The Engineer's estimate for the project, based on the final design, was:

Contract	Cost with Lining Optional Work Items	Cost with Spot Lining Optional Work Items
Contract E145-07-01A, Sanitary Sewer Lining	$1,867,014.00	$1,794,698.00
Contract E145-07-01B, Sanitary Sewer Rehabilitation	$ 200,969.00	$ 248,069.00
Contract E145-07-01C, Sanitary Sewer Replacement	$ 232,190.50	$ 232,190.50
Contract E145-07-01D, Sanitary Manhole Lining	$ 498,200.00	$ 498,200.00
TOTAL	$2,798,373.50	$2,773,157.50

The sum of the low bids was nineteen percent (19%) lower than the Engineer's estimate. We are of the opinion that bidding on the project was very competitive due to the closeness of the bids and the number of bidders.

All proposals were signed and notarized and were submitted with a bid bond for five percent (5%) of the bid amount. The following irregularities were found when the bids were reviewed:

1. Terra Engineering & Construction Corp. listed multiple names for manufacturers and suppliers. Terra Engineering & Construction Corp. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

2. National Power Rodding Corp. provided a total sum for Contract E145-07-01B written in words of "One Hundred Seventy Three Thousand, Three Hundred Thirty Three Dollars and Twenty Eight cents" and a total sum written in figures of $173,331.28. The correct total sum for Contract E145-07-01B is $173,331.28. National Power Rodding Corp. did not provide the name of the manufacturer and supplier for the CIPP spot liner. National Power Rodding Corp. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

3. Don E. Parker Excavating, Inc. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

4. Kruczek Construction, Inc.. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

5. Infrastructure Technologies, Inc. listed the names of three suppliers for concrete.

We are of the opinion that the irregularities are not significant and should be waived.

We recommend that Contract E145-07-01A be awarded to Insituform Technologies USA of Lemont, Illinois in the amount of $1,582,723.00. The amount includes Optional Bid Items 9A, 10A, 11A, 12A, and 13A.

We recommend that Contract E145-07-01B be awarded to National Power Rodding Corp. of Chicago, Illinois in the amount of $150,459.73. The amount includes Optional Bid Item 24B and deleting Optional Bid Items 25B, 26B, and 27B.

Base Bid	$173,331.28
Deduct Optional Bid Item 25B	($4,960.80)
Deduct Optional Bid Item 26B	($7,747.96)
Deduct Optional Bid Item 27B	($10,162.79)
TOTAL	$150,459.73

We recommend that Contract E145-07-01C be awarded to De Groot, Inc. of Green Bay, Wisconsin in the amount of $212,233.57.

We recommend that Contract E145-07-01D be awarded to Infrastructure Technologies, Inc. of Rhinelander, Wisconsin in the amount of $312,491.00. The contract amount includes the deduct of $475.00 for the alternative bid item for lining Manhole 614.

The total of the four (4) contracts to be awarded is $2,257,907.30. Please contact Jeff Wolford or me if you have any questions or need additional information.

Sincerely,

KAEMPFER & ASSOCIATES, INC.

Taryn S. Nall, P.E.

TSN:jlb

Enc: Bid Tabulation

Bid Tabulation
Wastewater Collection System Rehabilitation Improvements - Phase 3
Contract No. E145-07-01
City of Menasha

Date: July 26, 2007
Engineer: Kaempfer & Associates, Inc.

Contractor	E145-07-01A Sanitary Sewer Lining	E145-07-01B Sanitary Sewer Rehabilitation	E145-07-01C Sanitary Sewer Replacement	E145-07-01D Sanitary Manhole Lining	Bid Bond
Insituform Technologies USA	1,582,723.00				√
Terra Engineering & Construction Corp.	1,742,698.10				√
Visu-Sewer Clean & Seal, Inc.	1,986,276.50	201,395.00			√
Michels Corporation	1,997,999.00				√
National Power Rodding Corp.		173,331.28			√
Infrastructure Technologies, Inc.		258,268.35		312,966.00	√
De Groot, Inc.			212,233.57		√
Ronet Construction Corp.			256,691.85		√
Don E. Parker Excavating, Inc.			261,825.85		√
Dorner, Inc.			286,175.50		√
Kruczek Construction, Inc.			319,319.19		√
Advance Construction, Inc.			336,460.65		√
PTS Contractors, Inc.			337,303.00		√

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01A SANITARY SEWER LINING
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's									
		Insituform Technologies USA		Terra Engineering & Constr.		Visu-Sewer Clean & Seal, Inc.		Michels Corporation		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1A	1,006 lineal feet of 21-inch sanitary sewer CIPP lining	$64.00	$64,384.00	$82.75	$83,246.50	$81.00	$81,486.00	$96.00	$96,576.00	$70.00	$70,420.00
2A	7,643 lineal feet of 18-inch sanitary sewer CIPP lining	$44.00	$336,292.00	$49.75	$380,239.25	$59.50	$454,758.50	$73.00	$557,939.00	$55.00	$420,365.00
3A	2,547 lineal feet of 15-inch sanitary sewer CIPP lining	$37.00	$94,239.00	$53.00	$134,991.00	$51.00	$129,897.00	$61.00	$155,367.00	$43.00	$109,521.00
4A	13,417 lineal feet of 12-inch sanitary sewer CIPP lining	$31.00	$415,927.00	$30.75	$412,572.75	$35.25	$472,949.25	$34.00	$456,178.00	$36.00	$483,012.00
5A	6,546 lineal feet of 10-inch sanitary sewer CIPP lining	$27.00	$176,742.00	$27.25	$178,378.50	$30.00	$196,380.00	$29.00	$189,834.00	$30.00	$196,380.00
6A	14,650 lineal feet of 8-inch sanitary sewer CIPP lining	$24.00	$351,600.00	$27.75	$406,537.50	$31.00	$454,150.00	$27.00	$395,550.00	$28.00	$410,200.00
7A	220 each pressure inject grouting lateral connection	$300.00	$66,000.00	$318.60	$70,092.00	$535.00	$117,700.00	$309.00	$67,980.00	$450.00	$99,000.00
8A	580 gallons of pressure inject grout material as specified in Article C2.18	$25.00	$14,500.00	$19.50	$11,310.00	$7.00	$4,060.00	$20.00	$11,600.00	$10.00	$5,800.00
OPTIONAL WORK ITEMS											
9A	399 lineal feet of 12-inch sanitary sewer CIPP lining on Melissa Street	$30.00	$11,970.00	$30.75	$12,269.25	$35.25	$14,064.75	$34.00	$13,566.00	$36.00	$14,364.00
10A	698 lineal feet of 10-inch sanitary sewer CIPP lining on Jefferson Street and Brighton Drive	$28.00	$19,544.00	$27.25	$19,020.50	$30.00	$20,940.00	$29.00	$20,242.00	$30.00	$20,940.00
11A	879 lineal feet of 8-inch sanitary sewer CIPP lining on Eighth Street and Harding Street	$25.00	$21,975.00	$27.75	$24,392.25	$29.00	$25,491.00	$27.00	$23,733.00	$28.00	$24,612.00
12A	26 each pressure inject grouting lateral connection	$300.00	$7,800.00	$318.60	$8,283.60	$535.00	$13,910.00	$309.00	$8,034.00	$450.00	$11,700.00
13A	70 gallons of pressure inject grout material as specified in Article C2.18	$25.00	$1,750.00	$19.50	$1,365.00	$7.00	$490.00	$20.00	$1,400.00	$10.00	$700.00
	TOTAL, Part A Items 1A through 13A		$1,582,723.00		$1,742,698.10		$1,986,276.50		$1,997,999.00		$1,867,014.00

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01B SANITARY SEWER REHABILITATION
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's							
		National Power Rodding Corp.		Visu-Sewer Clean & Seal, Inc.		Infrastructure Technologies		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1B	41 lineal feet of 12-inch sanitary sewer CIPP spot lining	$330.72	$13,559.52	$545.00	$22,345.00	$495.00	$20,295.00	$550.00	$22,550.00
2B	4 lineal feet of 10-inch sanitary sewer CIPP spot lining	$352.18	$1,408.72	$510.00	$2,040.00	$525.00	$2,100.00	$550.00	$2,200.00
3B	83 lineal feet of 8-inch sanitary sewer CIPP spot lining	$274.67	$22,797.61	$497.00	$41,251.00	$440.00	$36,520.00	$450.00	$37,350.00
4B	10 each pressure inject grouting lateral connection on spot lined segments	$1,200.00	$12,000.00	$1,000.00	$10,000.00	$880.00	$8,800.00	$450.00	$4,500.00
5B	50 gallons of pressure inject grout material for lateral connections as specified in Article C2.18	$8.00	$400.00	$5.00	$250.00	$17.00	$850.00	$10.00	$500.00
6B	480 each pressure testing joints in 27-inch sanitary sewer	$53.33	$25,598.40	$75.00	$36,000.00	$55.00	$26,400.00	$65.00	$31,200.00
7B	240 each pressure inject grouting joints and cracks in 27-inch sanitary sewer	$20.00	$4,800.00	$10.00	$2,400.00	$70.50	$16,920.00	$100.00	$24,000.00
8B	124 each pressure testing joints in 21-inch sanitary sewer	$51.60	$6,398.40	$55.00	$6,820.00	$88.00	$10,912.00	$25.00	$3,100.00
9B	62 each pressure inject grouting joints and cracks in 21-inch sanitary sewer	$15.00	$930.00	$10.00	$620.00	$82.00	$5,084.00	$60.00	$3,720.00
10B	3,000 gallons of pressure inject grout material for joints and cracks as specified in Article C2.18	$7.00	$21,000.00	$5.00	$15,000.00	$17.00	$51,000.00	$10.00	$30,000.00
11B	207 lineal feet of root removal in 21-inch sanitary sewer	$12.50	$2,587.50	$12.00	$2,484.00	$5.50	$1,138.50	$2.00	$414.00
12B	207 lineal feet of root treatment in 21-inch sanitary sewer	$25.94	$5,369.58	$20.00	$4,140.00	$10.55	$2,183.85	$5.00	$1,035.00
13B	3 each wall repair of precast manhole	$500.00	$1,500.00	$200.00	$600.00	$380.00	$1,140.00	$500.00	$1,500.00
14B	1 each pressure grout injection of lift holes in precast manhole	$150.00	$150.00	$200.00	$200.00	$80.00	$80.00	$1,000.00	$1,000.00
15B	18 each pressure grout injection of precast manhole joint	$300.00	$5,400.00	$200.00	$3,600.00	$300.00	$5,400.00	$500.00	$9,000.00
16B	13 each pressure grout injection of sanitary sewer connection in manholes	$300.00	$3,900.00	$200.00	$2,600.00	$210.00	$2,730.00	$600.00	$7,800.00
17B	330 gallons of pressure grout injection material as specified in Article C2.19	$8.00	$2,640.00	$5.00	$1,650.00	$17.00	$5,610.00	$10.00	$3,300.00
18B	2 each invert construction in sanitary manhole	$1,200.00	$2,400.00	$200.00	$400.00	$420.00	$840.00	$1,500.00	$3,000.00
19B	1 each obstruction removal in 48-inch sanitary sewer	$1,000.00	$1,000.00	$600.00	$600.00	$1,850.00	$1,850.00	$1,000.00	$1,000.00
20B	1 each obstruction removal in 21-inch sanitary sewer	$1,000.00	$1,000.00	$600.00	$600.00	$900.00	$900.00	$900.00	$900.00
21B	1 each obstruction removal in 18-inch sanitary sewer	$900.00	$900.00	$600.00	$600.00	$900.00	$900.00	$900.00	$900.00
22B	5 each obstruction removal in 12-inch sanitary sewer	$300.00	$1,500.00	$600.00	$3,000.00	$1,250.00	$6,250.00	$750.00	$3,750.00
23B	11 each obstruction removal in 8-inch sanitary sewer	$300.00	$3,300.00	$600.00	$6,600.00	$800.00	$8,800.00	$750.00	$8,250.00
OPTIONAL WORK ITEMS									
24B	16 lineal feet of 27-inch sanitary sewer CIPP spot lining on easement west of Racine Street and on easement west of Milwaukee Street	$620.00	$9,920.00	$550.00	$8,800.00	$695.00	$11,120.00	$700.00	$11,200.00
25B	15 lineal feet of 12-inch sanitary sewer CIPP spot lining on Melissa Street	$330.72	$4,960.80	$425.00	$6,375.00	$440.00	$6,600.00	$550.00	$8,250.00
26B	22 lineal feet of 10-inch sanitary sewer CIPP spot lining on Jefferson Street and Brighton Drive	$352.18	$7,747.96	$380.00	$8,360.00	$470.00	$10,340.00	$500.00	$11,000.00
27B	37 lineal feet of 8-inch sanitary sewer CIPP spot lining on Eighth Street and Harding Street	$274.67	$10,162.79	$380.00	$14,060.00	$365.00	$13,505.00	$450.00	$16,650.00
	TOTAL, Items 1B through 27B		$173,331.28		$201,395.00		$258,268.35		$248,069.00

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01C SANITARY SEWER REPLACEMENT
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's									
		De Groot, Inc.		Ronet Construction Corp.		Don E. Parker Excavating, Inc.		Dorner, Inc.		Kruczek Construction, Inc.	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1C	2 lineal feet of 18-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$757.50	$1,515.00	$99.30	$198.60	$439.17	$878.34	$400.00	$800.00	$175.00	$350.00
2C	3 lineal feet of 10-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$454.50	$1,363.50	$119.00	$357.00	$347.52	$1,042.56	$300.00	$900.00	$150.00	$450.00
3C	17 lineal feet of 8-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$404.00	$6,868.00	$67.90	$1,154.30	$133.02	$2,261.34	$300.00	$5,100.00	$100.00	$1,700.00
4C	2,107 lineal feet of 8-inch PVC sanitary sewer pipeline replacement, with granular backfill	$56.60	$119,256.20	$66.75	$140,642.25	$70.47	$148,480.29	$90.00	$189,630.00	$84.50	$178,041.50
5C	5 each Type 4S manhole up to 8-foot depth including up to 5 feet of interconnecting sewer and connections to existing sanitary sewers	$2,322.81	$11,614.05	$4,300.00	$21,500.00	$5,362.00	$26,810.00	$2,600.00	$13,000.00	$5,535.00	$27,675.00
6C	14 vertical feet Type 4S manhole greater than 8-foot depth	$101.00	$1,414.00	$400.00	$5,600.00	$229.00	$3,206.00	$185.00	$2,590.00	$540.00	$7,560.00
7C	4 each Type 4L manhole, including up 5 feet of interconnecting sewer and connections to existing sanitary sewers	$2,323.00	$9,292.00	$3,925.00	$15,700.00	$5,404.00	$21,616.00	$2,600.00	$10,400.00	$6,445.00	$25,780.00
8C	1 each replacement of cone section	$1,010.00	$1,010.00	$2,282.00	$2,282.00	$1,923.00	$1,923.00	$2,200.00	$2,200.00	$1,500.00	$1,500.00
9C	2 each connection of 8-inch SL to SS pipeline	$858.50	$1,717.00	$635.00	$1,270.00	$604.00	$1,208.00	$660.00	$1,320.00	$950.00	$1,900.00
10C	27 each connection of 6-inch SL to SS pipeline	$505.00	$13,635.00	$640.00	$17,280.00	$325.00	$8,775.00	$325.00	$8,775.00	$440.00	$11,880.00
11C	27 each connection of 4-inch SL to SS pipeline	$505.00	$13,635.00	$630.00	$17,010.00	$294.10	$7,940.70	$290.00	$7,830.00	$440.00	$11,880.00
12C	20 lineal feet of 8-inch SL replacement	$43.43	$868.60	$90.00	$1,800.00	$80.02	$1,600.40	$65.00	$1,300.00	$107.00	$2,140.00
13C	270 lineal feet of 6-inch SL replacement	$48.65	$13,135.50	$45.00	$12,150.00	$57.00	$15,390.00	$64.00	$17,280.00	$79.00	$21,330.00
14C	270 lineal feet of 4-inch SL replacement	$48.12	$12,992.40	$45.00	$12,150.00	$55.55	$14,998.50	$62.00	$16,740.00	$79.00	$21,330.00
15C	2,107 lineal feet of sewer cleaning and televising	$1.26	$2,654.82	$1.10	$2,317.70	$2.21	$4,656.47	$1.50	$3,160.50	$1.00	$2,107.00
16C	1 each abandon-in-place 36 lineal feet of 21-inch SS	$505.00	$505.00	$2,615.00	$2,615.00	$225.00	$225.00	$2,200.00	$2,200.00	$95.00	$95.00
17C	1 each provide concrete pipe plug in Manhole 296	$252.50	$252.50	$1,000.00	$1,000.00	$250.00	$250.00	$300.00	$300.00	$500.69	$500.69
18C	1 each abandon-in-place 185 lineal feet of 8-inch SS	$505.00	$505.00	$1,665.00	$1,665.00	$564.25	$564.25	$2,650.00	$2,650.00	$3,100.00	$3,100.00
	TOTAL, Part C Items 1C through 18C		$212,233.57		$256,691.85		$261,825.85		$286,175.50		$319,319.19

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01C SANITARY SEWER REPLACEMENT
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's Advance Construction, Inc. Unit Price	Advance Construction, Inc. Total Cost	PTS Contractors, Inc. Unit Price	PTS Contractors, Inc. Total Cost	Engineer's Estimate Unit Price	Engineer's Estimate Total Cost
1C	2 lineal feet of 18-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$1,000.00	$2,000.00	$850.00	$1,700.00	$100.00	$200.00
2C	3 lineal feet of 10-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$800.00	$2,400.00	$510.00	$1,530.00	$60.00	$180.00
3C	17 lineal feet of 8-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$600.00	$10,200.00	$310.00	$5,270.00	$50.00	$850.00
4C	2,107 lineal feet of 8-inch PVC sanitary sewer pipeline replacement, with granular backfill	$70.00	$147,490.00	$87.00	$183,309.00	$50.00	$105,350.00
5C	5 each Type 4S manhole up to 8-foot depth including up to 5 feet of interconnecting sewer and connections to existing sanitary sewers	$7,000.00	$35,000.00	$5,120.00	$25,600.00	$6,500.00	$32,500.00
6C	14 vertical feet Type 4S manhole greater than 8-foot depth	$500.00	$7,000.00	$260.00	$3,640.00	$250.00	$3,500.00
7C	4 each Type 4L manhole, including up 5 feet of interconnecting sewer and connections to existing sanitary sewers	$7,000.00	$28,000.00	$5,100.00	$20,400.00	$6,500.00	$26,000.00
8C	1 each replacement of cone section	$3,500.00	$3,500.00	$1,950.00	$1,950.00	$3,000.00	$3,000.00
9C	2 each connection of 8-inch SL to SS pipeline	$2,000.00	$4,000.00	$1,690.00	$3,380.00	$600.00	$1,200.00
10C	27 each connection of 6-inch SL to SS pipeline	$550.00	$14,850.00	$790.00	$21,330.00	$500.00	$13,500.00
11C	27 each connection of 4-inch SL to SS pipeline	$540.00	$14,580.00	$750.00	$20,250.00	$500.00	$13,500.00
12C	20 lineal feet of 8-inch SL replacement	$250.00	$5,000.00	$73.00	$1,460.00	$50.00	$1,000.00
13C	270 lineal feet of 6-inch SL replacement	$101.00	$27,270.00	$71.00	$19,170.00	$40.00	$10,800.00
14C	270 lineal feet of 4-inch SL replacement	$100.00	$27,000.00	$70.00	$18,900.00	$35.00	$9,450.00
15C	2,107 lineal feet of sewer cleaning and televising	$1.95	$4,108.65	$2.00	$4,214.00	$1.50	$3,160.50
16C	1 each abandon-in-place 36 lineal feet of 21-inch SS	$1,440.00	$1,440.00	$1,500.00	$1,500.00	$2,000.00	$2,000.00
17C	1 each provide concrete pipe plug in Manhole 296	$400.00	$400.00	$700.00	$700.00	$500.00	$500.00
18C	1 each abandon-in-place 185 lineal feet of 8-inch SS	$2,222.00	$2,222.00	$3,000.00	$3,000.00	$5,500.00	$5,500.00
	TOTAL, Part C Items 1C through 18C		$336,460.65		$337,303.00		$232,190.50

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01D SANITARY MANHOLE LINING
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's			
		Infrastructure Technologies		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost
1D	972 vertical feet of manhole concrete lining	$226.00	$219,672.00	$325.00	$315,900.00
2D	268 each sanitary sewer pipe connection	$75.00	$20,100.00	$300.00	$80,400.00
3D	72 each manhole flow channel construction to springline	$367.00	$26,424.00	$600.00	$43,200.00
4D	39 each manhole flow channel construction to 1-inch above crown of pipe	$580.00	$22,620.00	$800.00	$31,200.00
5D	31 each internal/external manhole chimney seal	$280.00	$8,680.00	$300.00	$9,300.00
6D	31 each urethane chimney seal	$210.00	$6,510.00	$200.00	$6,200.00
7D	31 each butyl and urethane chimney seal	$260.00	$8,060.00	$300.00	$9,300.00
8D	18 each butyl chimney seal	$50.00	$900.00	$150.00	$2,700.00
	TOTAL, Part D Items 1D through 8D		$312,966.00		$498,200.00

Kaempfer & Associates, Inc.

Consulting Engineers

650 East Jackson St. P.O. Box 150
Oconto Falls, Wisconsin 54154
(920) 846-3932 Fax (920) 846-8319

July 31, 2007

E145-05.10

Mr. Mark Radtke, P.E., Director of Public Works
City of Menasha
140 Main Street
Menasha, WI 54952-3190

Re: Wastewater Collection System Rehabilitation Improvements - Phase 3
Bid Award Recommendation

Dear Mr. Radtke:

On Thursday, July 26, 2007 at 2:00 p.m., bids for the Wastewater Collection System Rehabilitation Improvements Phase 3, Contract E145-07-01A for Sanitary Sewer Lining, Contract E145-07-01B for Sanitary Sewer Rehabilitation, Contract E145-07-01C for Sanitary Sewer Replacement, and Contract E145-07-01D for Sanitary Manhole Lining, were opened and read. A total of fifteen (15) bids were received from thirteen (13) contractors. Four (4) bids were received for Contract E145-07-01A, three (3) bids were received for Contract E145-07-01B, seven (7) bids were received for Contract E145-07-01C and one (1) bid was received for Contract E145-07-01D. Five (5) contractors who received plans and specifications and were prequalified by the City did not submit a bid.

The four (4) bids received for Contract E145-07-01A, Sanitary Sewer Lining, were as follows:

Contractor	Total Bid
Insituform Technologies USA	$1,582,723.00
Terra Engineering & Construction Corp.	$1,742,698.10
Visu-Sewer Clean & Seal, Inc.	$1,986,276.50
Michels Corporation	$1,997,999.00

The proposal schedule for Contract E145-07-01A contained five (5) optional work items. Optional Bid Item 9A is for sanitary sewer cured in place pipe (CIPP) lining on Melissa Street. Optional Bid Item 10A is for sanitary sewer CIPP lining on Jefferson Street and Brighton Drive. Optional Bid Item 11A is for sanitary sewer CIPP lining on Eighth Street and Harding Street. Optional Bid Item 12A is for pressure inject grouting lateral connections. Optional Bid Item 13A is for pressure inject grout material. The cost for the optional bid item work is included in the base bid. The cost for Optional Bid Items 9A, 10A, 11, 12, and 13A based on the low bidder for Contract E145-07-01A is $63,039.00. We recommend that Optional Bid Items 9A, 10A, 11A, 12A, and 13A be included in the Sanitary Sewer Lining Contract.

No Contractors offered alternative bid items for Contract E145-07-01A, Sanitary Sewer Lining.

The three (3) bids received for Contract E145-07-01B, Sanitary Sewer Rehabilitation, were as follows:

Contractor	Total Bid
National Power Rodding Corp.	$173,331.28
Visu-Sewer Clean & Seal, Inc.	$201,395.00
Infrastructure Technologies, Inc.	$258,268.35

The proposal schedule for Contract E145-07-01B contained four (4) optional work items. Optional Bid Item 24B is for CIPP spot lining on easement west of Racine Street and on easement west of Milwaukee Street. Optional Bid Item 25B is for CIPP spot lining on Melissa Street. Optional Bid Item 26B is for CIPP spot lining on Jefferson Street and Brighton Drive. Optional Bid Items 27B is for CIPP spot lining on Eighth Street and Harding Street. The cost for the optional bid item work is included in the base bid. The cost for Optional Bid Items 24B, 25B, 26B, and 27B, based on the low bidder for Contract E145-07-01B is $32,791.55. We recommend that Optional Bid Item 24B be included in the Sanitary Sewer Rehabilitation Contract. We recommend that Optional Bid Items 25B, 26B, and 27B not be included in the Sanitary Sewer Rehabilitation Contract. Deleting Optional Bid Items 25B, 26B, and 27B will decrease the contract amount of the low bidder for Contract E145-07-01B by $22,871.55.

Visu-Sewer Clean & Seal, Inc. offered a proposed alternative for Contract E145-07-01B, Sanitary Sewer Rehabilitation, for using Duke's root control method. We recommend that the proposed alternative not be considered because there was inadequate information and no costs were presented.

The seven (7) bids received for Contract E145-07-01C, Sanitary Sewer Replacement, were as follows:

Contractor	Total Bid
De Groot, Inc.	$212,233.57
Ronet Construction Corp.	$256,691.85
Don E. Parker Excavating, Inc.	$261,825.85
Dorner, Inc.	$286,175.50
Kruczek Construction, Inc.	$319,319.19
Advance Construction, Inc.	$336,460.65
PTS Contractors, Inc.	$337,303.00

No Contractors offered alternative bid items for Contract E145-07-01C, Sanitary Sewer Replacement.

The one (1) bid received for Contract E145-07-01D, Sanitary Manhole Lining, was as follows:

Contractor	Total Bid
Infrastructure Technologies, Inc.	312,966.00

Infrastructure Technologies, Inc. offered two alternative bid items for the Contractor E145-07-01D, Manhole Lining. The first alternative bid item was for providing concrete lining of only the brick riser in place of a total manhole lining in Manhole 614 on Emily Street. The existing pavement, casting, adjustment rings, and flattop concrete section would remain in place. A copy of the alternative bid is attached. The alternate bid item would decrease Infrastructure Technologies, Inc. bid by $475.00 for a total bid for Contract E145-07-01D of $312,491.00. We recommend that the proposed alternative bid be

considered for the Sanitary Manhole Lining Contract. The second alternative bid was for providing a bypass traffic control plan for lining of Manhole 395 at the intersection of Third Street and Racine Street if lining is required prior to State Trunk Highway (STH) '114' reconstruction in 2010. The alternative bid item would increase Infrastructure Technologies, Inc. bid by $950.00. We recommend that the proposed alternative bid item not be considered.

A copy of the bid tabulation, which includes details of the unit price work items, is attached. The bid tabulation reflects the amounts after all corrections have been made. Two addenda were issued during the bidding process. All Contractors acknowledged receipt of Addendum No. 1 and Addendum No. 2. All bidders whose proposals were received were prequalified by the City of Menasha.

The Engineer's estimate for the project, based on the final design, was:

Contract	Cost with Lining Optional Work Items	Cost with Spot Lining Optional Work Items
Contract E145-07-01A, Sanitary Sewer Lining	$1,867,014.00	$1,794,698.00
Contract E145-07-01B, Sanitary Sewer Rehabilitation	$ 200,969.00	$ 248,069.00
Contract E145-07-01C, Sanitary Sewer Replacement	$ 232,190.50	$ 232,190.50
Contract E145-07-01D, Sanitary Manhole Lining	$ 498,200.00	$ 498,200.00
TOTAL	$2,798,373.50	$2,773,157.50

The sum of the low bids was nineteen percent (19%) lower than the Engineer's estimate. We are of the opinion that bidding on the project was very competitive due to the closeness of the bids and the number of bidders.

All proposals were signed and notarized and were submitted with a bid bond for five percent (5%) of the bid amount. The following irregularities were found when the bids were reviewed:

1. Terra Engineering & Construction Corp. listed multiple names for manufacturers and suppliers. Terra Engineering & Construction Corp. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

2. National Power Rodding Corp. provided a total sum for Contract E145-07-01B written in words of "One Hundred Seventy Three Thousand, Three Hundred Thirty Three Dollars and Twenty Eight cents" and a total sum written in figures of $173,331.28. The correct total sum for Contract E145-07-01B is $173,331.28. National Power Rodding Corp. did not provide the name of the manufacturer and supplier for the CIPP spot liner. National Power Rodding Corp. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

3. Don E. Parker Excavating, Inc. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

4. Kruczek Construction, Inc.. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

5. Infrastructure Technologies, Inc. listed the names of three suppliers for concrete.

We are of the opinion that the irregularities are not significant and should be waived.

We recommend that Contract E145-07-01A be awarded to Insituform Technologies USA of Lemont, Illinois in the amount of $1,582,723.00. The amount includes Optional Bid Items 9A, 10A, 11A, 12A, and 13A.

We recommend that Contract E145-07-01B be awarded to National Power Rodding Corp. of Chicago, Illinois in the amount of $150,459.73. The amount includes Optional Bid Item 24B and deleting Optional Bid Items 25B, 26B, and 27B.

Base Bid	$173,331.28
Deduct Optional Bid Item 25B	($4,960.80)
Deduct Optional Bid Item 26B	($7,747.96)
Deduct Optional Bid Item 27B	($10,162.79)
TOTAL	$150,459.73

We recommend that Contract E145-07-01C be awarded to De Groot, Inc. of Green Bay, Wisconsin in the amount of $212,233.57.

We recommend that Contract E145-07-01D be awarded to Infrastructure Technologies, Inc. of Rhinelander, Wisconsin in the amount of $312,491.00. The contract amount includes the deduct of $475.00 for the alternative bid item for lining Manhole 614.

The total of the four (4) contracts to be awarded is $2,257,907.30. Please contact Jeff Wolford or me if you have any questions or need additional information.

Sincerely,

KAEMPFER & ASSOCIATES, INC.

Taryn S. Nall, P.E.

TSN:jlb

Enc: Bid Tabulation

Bid Tabulation
Wastewater Collection System Rehabilitation Improvements - Phase 3
Contract No. E145-07-01
City of Menasha

Date: July 26, 2007
Engineer: Kaempfer & Associates, Inc.

Contractor	E145-07-01A Sanitary Sewer Lining	E145-07-01B Sanitary Sewer Rehabilitation	E145-07-01C Sanitary Sewer Replacement	E145-07-01D Sanitary Manhole Lining	Bid Bond
Insituform Technologies USA	1,582,723.00				√
Terra Engineering & Construction Corp.	1,742,698.10				√
Visu-Sewer Clean & Seal, Inc.	1,986,276.50	201,395.00			√
Michels Corporation	1,997,999.00				√
National Power Rodding Corp.		173,331.28			√
Infrastructure Technologies, Inc.		258,268.35		312,966.00	√
De Groot, Inc.			212,233.57		√
Ronet Construction Corp.			256,691.85		√
Don E. Parker Excavating, Inc.			261,825.85		√
Dorner, Inc.			286,175.50		√
Kruczek Construction, Inc.			319,319.19		√
Advance Construction, Inc.			336,460.65		√
PTS Contractors, Inc.			337,303.00		√

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01A SANITARY SEWER LINING
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's									
		Insituform Technologies USA		Terra Engineering & Constr.		Visu-Sewer Clean & Seal, Inc.		Michels Corporation		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1A	1,006 lineal feet of 21-inch sanitary sewer CIPP lining	$64.00	$64,384.00	$82.75	$83,246.50	$81.00	$81,486.00	$96.00	$96,576.00	$70.00	$70,420.00
2A	7,643 lineal feet of 18-inch sanitary sewer CIPP lining	$44.00	$336,292.00	$49.75	$380,239.25	$59.50	$454,758.50	$73.00	$557,939.00	$55.00	$420,365.00
3A	2,547 lineal feet of 15-inch sanitary sewer CIPP lining	$37.00	$94,239.00	$53.00	$134,991.00	$51.00	$129,897.00	$61.00	$155,367.00	$43.00	$109,521.00
4A	13,417 lineal feet of 12-inch sanitary sewer CIPP lining	$31.00	$415,927.00	$30.75	$412,572.75	$35.25	$472,949.25	$34.00	$456,178.00	$36.00	$483,012.00
5A	6,546 lineal feet of 10-inch sanitary sewer CIPP lining	$27.00	$176,742.00	$27.25	$178,378.50	$30.00	$196,380.00	$29.00	$189,834.00	$30.00	$196,380.00
6A	14,650 lineal feet of 8-inch sanitary sewer CIPP lining	$24.00	$351,600.00	$27.75	$406,537.50	$31.00	$454,150.00	$27.00	$395,550.00	$28.00	$410,200.00
7A	220 each pressure inject grouting lateral connection	$300.00	$66,000.00	$318.60	$70,092.00	$535.00	$117,700.00	$309.00	$67,980.00	$450.00	$99,000.00
8A	580 gallons of pressure inject grout material as specified in Article C2.18	$25.00	$14,500.00	$19.50	$11,310.00	$7.00	$4,060.00	$20.00	$11,600.00	$10.00	$5,800.00
OPTIONAL WORK ITEMS											
9A	399 lineal feet of 12-inch sanitary sewer CIPP lining on Melissa Street	$30.00	$11,970.00	$30.75	$12,269.25	$35.25	$14,064.75	$34.00	$13,566.00	$36.00	$14,364.00
10A	698 lineal feet of 10-inch sanitary sewer CIPP lining on Jefferson Street and Brighton Drive	$28.00	$19,544.00	$27.25	$19,020.50	$30.00	$20,940.00	$29.00	$20,242.00	$30.00	$20,940.00
11A	879 lineal feet of 8-inch sanitary sewer CIPP lining on Eighth Street and Harding Street	$25.00	$21,975.00	$27.75	$24,392.25	$29.00	$25,491.00	$27.00	$23,733.00	$28.00	$24,612.00
12A	26 each pressure inject grouting lateral connection	$300.00	$7,800.00	$318.60	$8,283.60	$535.00	$13,910.00	$309.00	$8,034.00	$450.00	$11,700.00
13A	70 gallons of pressure inject grout material as specified in Article C2.18	$25.00	$1,750.00	$19.50	$1,365.00	$7.00	$490.00	$20.00	$1,400.00	$10.00	$700.00
	TOTAL, Part A Items 1A through 13A		$1,582,723.00		$1,742,698.10		$1,986,276.50		$1,997,999.00		$1,867,014.00

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01B SANITARY SEWER REHABILITATION
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's							
		National Power Rodding Corp.		Visu-Sewer Clean & Seal, Inc.		Infrastructure Technologies		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1B	41 lineal feet of 12-inch sanitary sewer CIPP spot lining	$330.72	$13,559.52	$545.00	$22,345.00	$495.00	$20,295.00	$550.00	$22,550.00
2B	4 lineal feet of 10-inch sanitary sewer CIPP spot lining	$352.18	$1,408.72	$510.00	$2,040.00	$525.00	$2,100.00	$550.00	$2,200.00
3B	83 lineal feet of 8-inch sanitary sewer CIPP spot lining	$274.67	$22,797.61	$497.00	$41,251.00	$440.00	$36,520.00	$450.00	$37,350.00
4B	10 each pressure inject grouting lateral connection on spot lined segments	$1,200.00	$12,000.00	$1,000.00	$10,000.00	$880.00	$8,800.00	$450.00	$4,500.00
5B	50 gallons of pressure inject grout material for lateral connections as specified in Article C2.18	$8.00	$400.00	$5.00	$250.00	$17.00	$850.00	$10.00	$500.00
6B	480 each pressure testing joints in 27-inch sanitary sewer	$53.33	$25,598.40	$75.00	$36,000.00	$55.00	$26,400.00	$65.00	$31,200.00
7B	240 each pressure inject grouting joints and cracks in 27-inch sanitary sewer	$20.00	$4,800.00	$10.00	$2,400.00	$70.50	$16,920.00	$100.00	$24,000.00
8B	124 each pressure testing joints in 21-inch sanitary sewer	$51.60	$6,398.40	$55.00	$6,820.00	$88.00	$10,912.00	$25.00	$3,100.00
9B	62 each pressure inject grouting joints and cracks in 21-inch sanitary sewer	$15.00	$930.00	$10.00	$620.00	$82.00	$5,084.00	$60.00	$3,720.00
10B	3,000 gallons of pressure inject grout material for joints and cracks as specified in Article C2.18	$7.00	$21,000.00	$5.00	$15,000.00	$17.00	$51,000.00	$10.00	$30,000.00
11B	207 lineal feet of root removal in 21-inch sanitary sewer	$12.50	$2,587.50	$12.00	$2,484.00	$5.50	$1,138.50	$2.00	$414.00
12B	207 lineal feet of root treatment in 21-inch sanitary sewer	$25.94	$5,369.58	$20.00	$4,140.00	$10.55	$2,183.85	$5.00	$1,035.00
13B	3 each wall repair of precast manhole	$500.00	$1,500.00	$200.00	$600.00	$380.00	$1,140.00	$500.00	$1,500.00
14B	1 each pressure grout injection of lift holes in precast manhole	$150.00	$150.00	$200.00	$200.00	$80.00	$80.00	$1,000.00	$1,000.00
15B	18 each pressure grout injection of precast manhole joint	$300.00	$5,400.00	$200.00	$3,600.00	$300.00	$5,400.00	$500.00	$9,000.00
16B	13 each pressure grout injection of sanitary sewer connection in manholes	$300.00	$3,900.00	$200.00	$2,600.00	$210.00	$2,730.00	$600.00	$7,800.00
17B	330 gallons of pressure grout injection material as specified in Article C2.19	$8.00	$2,640.00	$5.00	$1,650.00	$17.00	$5,610.00	$10.00	$3,300.00
18B	2 each invert construction in sanitary manhole	$1,200.00	$2,400.00	$200.00	$400.00	$420.00	$840.00	$1,500.00	$3,000.00
19B	1 each obstruction removal in 48-inch sanitary sewer	$1,000.00	$1,000.00	$600.00	$600.00	$1,850.00	$1,850.00	$1,000.00	$1,000.00
20B	1 each obstruction removal in 21-inch sanitary sewer	$1,000.00	$1,000.00	$600.00	$600.00	$900.00	$900.00	$900.00	$900.00
21B	1 each obstruction removal in 18-inch sanitary sewer	$900.00	$900.00	$600.00	$600.00	$900.00	$900.00	$900.00	$900.00
22B	5 each obstruction removal in 12-inch sanitary sewer	$300.00	$1,500.00	$600.00	$3,000.00	$1,250.00	$6,250.00	$750.00	$3,750.00
23B	11 each obstruction removal in 8-inch sanitary sewer	$300.00	$3,300.00	$600.00	$6,600.00	$800.00	$8,800.00	$750.00	$8,250.00
OPTIONAL WORK ITEMS									
24B	16 lineal feet of 27-inch sanitary sewer CIPP spot lining on easement west of Racine Street and on easement west of Milwaukee Street	$620.00	$9,920.00	$550.00	$8,800.00	$695.00	$11,120.00	$700.00	$11,200.00
25B	15 lineal feet of 12-inch sanitary sewer CIPP spot lining on Melissa Street	$330.72	$4,960.80	$425.00	$6,375.00	$440.00	$6,600.00	$550.00	$8,250.00
26B	22 lineal feet of 10-inch sanitary sewer CIPP spot lining on Jefferson Street and Brighton Drive	$352.18	$7,747.96	$380.00	$8,360.00	$470.00	$10,340.00	$500.00	$11,000.00
27B	37 lineal feet of 8-inch sanitary sewer CIPP spot lining on Eighth Street and Harding Street	$274.67	$10,162.79	$380.00	$14,060.00	$365.00	$13,505.00	$450.00	$16,650.00
	TOTAL, Items 1B through 27B		$173,331.28		$201,395.00		$258,268.35		$248,069.00

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01C SANITARY SEWER REPLACEMENT
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's									
		De Groot, Inc.		Ronet Construction Corp.		Don E. Parker Excavating, Inc.		Dorner, Inc.		Kruczek Construction, Inc.	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1C	2 lineal feet of 18-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$757.50	$1,515.00	$99.30	$198.60	$439.17	$878.34	$400.00	$800.00	$175.00	$350.00
2C	3 lineal feet of 10-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$454.50	$1,363.50	$119.00	$357.00	$347.52	$1,042.56	$300.00	$900.00	$150.00	$450.00
3C	17 lineal feet of 8-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$404.00	$6,868.00	$67.90	$1,154.30	$133.02	$2,261.34	$300.00	$5,100.00	$100.00	$1,700.00
4C	2,107 lineal feet of 8-inch PVC sanitary sewer pipeline replacement, with granular backfill	$56.60	$119,256.20	$66.75	$140,642.25	$70.47	$148,480.29	$90.00	$189,630.00	$84.50	$178,041.50
5C	5 each Type 4S manhole up to 8-foot depth including up to 5 feet of interconnecting sewer and connections to existing sanitary sewers	$2,322.81	$11,614.05	$4,300.00	$21,500.00	$5,362.00	$26,810.00	$2,600.00	$13,000.00	$5,535.00	$27,675.00
6C	14 vertical feet Type 4S manhole greater than 8-foot depth	$101.00	$1,414.00	$400.00	$5,600.00	$229.00	$3,206.00	$185.00	$2,590.00	$540.00	$7,560.00
7C	4 each Type 4L manhole, including up 5 feet of interconnecting sewer and connections to existing sanitary sewers	$2,323.00	$9,292.00	$3,925.00	$15,700.00	$5,404.00	$21,616.00	$2,600.00	$10,400.00	$6,445.00	$25,780.00
8C	1 each replacement of cone section	$1,010.00	$1,010.00	$2,282.00	$2,282.00	$1,923.00	$1,923.00	$2,200.00	$2,200.00	$1,500.00	$1,500.00
9C	2 each connection of 8-inch SL to SS pipeline	$858.50	$1,717.00	$635.00	$1,270.00	$604.00	$1,208.00	$660.00	$1,320.00	$950.00	$1,900.00
10C	27 each connection of 6-inch SL to SS pipeline	$505.00	$13,635.00	$640.00	$17,280.00	$325.00	$8,775.00	$325.00	$8,775.00	$440.00	$11,880.00
11C	27 each connection of 4-inch SL to SS pipeline	$505.00	$13,635.00	$630.00	$17,010.00	$294.10	$7,940.70	$290.00	$7,830.00	$440.00	$11,880.00
12C	20 lineal feet of 8-inch SL replacement	$43.43	$868.60	$90.00	$1,800.00	$80.02	$1,600.40	$65.00	$1,300.00	$107.00	$2,140.00
13C	270 lineal feet of 6-inch SL replacement	$48.65	$13,135.50	$45.00	$12,150.00	$57.00	$15,390.00	$64.00	$17,280.00	$79.00	$21,330.00
14C	270 lineal feet of 4-inch SL replacement	$48.12	$12,992.40	$45.00	$12,150.00	$55.55	$14,998.50	$62.00	$16,740.00	$79.00	$21,330.00
15C	2,107 lineal feet of sewer cleaning and televising	$1.26	$2,654.82	$1.10	$2,317.70	$2.21	$4,656.47	$1.50	$3,160.50	$1.00	$2,107.00
16C	1 each abandon-in-place 36 lineal feet of 21-inch SS	$505.00	$505.00	$2,615.00	$2,615.00	$225.00	$225.00	$2,200.00	$2,200.00	$95.00	$95.00
17C	1 each provide concrete pipe plug in Manhole 296	$252.50	$252.50	$1,000.00	$1,000.00	$250.00	$250.00	$300.00	$300.00	$500.69	$500.69
18C	1 each abandon-in-place 185 lineal feet of 8-inch SS	$505.00	$505.00	$1,665.00	$1,665.00	$564.25	$564.25	$2,650.00	$2,650.00	$3,100.00	$3,100.00
	TOTAL, Part C Items 1C through 18C		$212,233.57		$256,691.85		$261,825.85		$286,175.50		$319,319.19

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01C SANITARY SEWER REPLACEMENT
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's Advance Construction, Inc. Unit Price	Advance Construction, Inc. Total Cost	PTS Contractors, Inc. Unit Price	PTS Contractors, Inc. Total Cost	Engineer's Estimate Unit Price	Engineer's Estimate Total Cost
1C	2 lineal feet of 18-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$1,000.00	$2,000.00	$850.00	$1,700.00	$100.00	$200.00
2C	3 lineal feet of 10-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$800.00	$2,400.00	$510.00	$1,530.00	$60.00	$180.00
3C	17 lineal feet of 8-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$600.00	$10,200.00	$310.00	$5,270.00	$50.00	$850.00
4C	2,107 lineal feet of 8-inch PVC sanitary sewer pipeline replacement, with granular backfill	$70.00	$147,490.00	$87.00	$183,309.00	$50.00	$105,350.00
5C	5 each Type 4S manhole up to 8-foot depth including up to 5 feet of interconnecting sewer and connections to existing sanitary sewers	$7,000.00	$35,000.00	$5,120.00	$25,600.00	$6,500.00	$32,500.00
6C	14 vertical feet Type 4S manhole greater than 8-foot depth	$500.00	$7,000.00	$260.00	$3,640.00	$250.00	$3,500.00
7C	4 each Type 4L manhole, including up 5 feet of interconnecting sewer and connections to existing sanitary sewers	$7,000.00	$28,000.00	$5,100.00	$20,400.00	$6,500.00	$26,000.00
8C	1 each replacement of cone section	$3,500.00	$3,500.00	$1,950.00	$1,950.00	$3,000.00	$3,000.00
9C	2 each connection of 8-inch SL to SS pipeline	$2,000.00	$4,000.00	$1,690.00	$3,380.00	$600.00	$1,200.00
10C	27 each connection of 6-inch SL to SS pipeline	$550.00	$14,850.00	$790.00	$21,330.00	$500.00	$13,500.00
11C	27 each connection of 4-inch SL to SS pipeline	$540.00	$14,580.00	$750.00	$20,250.00	$500.00	$13,500.00
12C	20 lineal feet of 8-inch SL replacement	$250.00	$5,000.00	$73.00	$1,460.00	$50.00	$1,000.00
13C	270 lineal feet of 6-inch SL replacement	$101.00	$27,270.00	$71.00	$19,170.00	$40.00	$10,800.00
14C	270 lineal feet of 4-inch SL replacement	$100.00	$27,000.00	$70.00	$18,900.00	$35.00	$9,450.00
15C	2,107 lineal feet of sewer cleaning and televising	$1.95	$4,108.65	$2.00	$4,214.00	$1.50	$3,160.50
16C	1 each abandon-in-place 36 lineal feet of 21-inch SS	$1,440.00	$1,440.00	$1,500.00	$1,500.00	$2,000.00	$2,000.00
17C	1 each provide concrete pipe plug in Manhole 296	$400.00	$400.00	$700.00	$700.00	$500.00	$500.00
18C	1 each abandon-in-place 185 lineal feet of 8-inch SS	$2,222.00	$2,222.00	$3,000.00	$3,000.00	$5,500.00	$5,500.00
	TOTAL, Part C Items 1C through 18C		$336,460.65		$337,303.00		$232,190.50

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01D SANITARY MANHOLE LINING
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's			
		Infrastructure Technologies		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost
1D	972 vertical feet of manhole concrete lining	$226.00	$219,672.00	$325.00	$315,900.00
2D	268 each sanitary sewer pipe connection	$75.00	$20,100.00	$300.00	$80,400.00
3D	72 each manhole flow channel construction to springline	$367.00	$26,424.00	$600.00	$43,200.00
4D	39 each manhole flow channel construction to 1-inch above crown of pipe	$580.00	$22,620.00	$800.00	$31,200.00
5D	31 each internal/external manhole chimney seal	$280.00	$8,680.00	$300.00	$9,300.00
6D	31 each urethane chimney seal	$210.00	$6,510.00	$200.00	$6,200.00
7D	31 each butyl and urethane chimney seal	$260.00	$8,060.00	$300.00	$9,300.00
8D	18 each butyl chimney seal	$50.00	$900.00	$150.00	$2,700.00
	TOTAL, Part D Items 1D through 8D		$312,966.00		$498,200.00

Kaempfer & Associates, Inc.

Consulting Engineers

650 East Jackson St. P.O. Box 150
Oconto Falls, Wisconsin 54154
(920) 846-3932 Fax (920) 846-8319

July 31, 2007

E145-05.10

Mr. Mark Radtke, P.E., Director of Public Works
City of Menasha
140 Main Street
Menasha, WI 54952-3190

Re: Wastewater Collection System Rehabilitation Improvements - Phase 3
Bid Award Recommendation

Dear Mr. Radtke:

On Thursday, July 26, 2007 at 2:00 p.m., bids for the Wastewater Collection System Rehabilitation Improvements Phase 3, Contract E145-07-01A for Sanitary Sewer Lining, Contract E145-07-01B for Sanitary Sewer Rehabilitation, Contract E145-07-01C for Sanitary Sewer Replacement, and Contract E145-07-01D for Sanitary Manhole Lining, were opened and read. A total of fifteen (15) bids were received from thirteen (13) contractors. Four (4) bids were received for Contract E145-07-01A, three (3) bids were received for Contract E145-07-01B, seven (7) bids were received for Contract E145-07-01C and one (1) bid was received for Contract E145-07-01D. Five (5) contractors who received plans and specifications and were prequalified by the City did not submit a bid.

The four (4) bids received for Contract E145-07-01A, Sanitary Sewer Lining, were as follows:

Contractor	Total Bid
Insituform Technologies USA	$1,582,723.00
Terra Engineering & Construction Corp.	$1,742,698.10
Visu-Sewer Clean & Seal, Inc.	$1,986,276.50
Michels Corporation	$1,997,999.00

The proposal schedule for Contract E145-07-01A contained five (5) optional work items. Optional Bid Item 9A is for sanitary sewer cured in place pipe (CIPP) lining on Melissa Street. Optional Bid Item 10A is for sanitary sewer CIPP lining on Jefferson Street and Brighton Drive. Optional Bid Item 11A is for sanitary sewer CIPP lining on Eighth Street and Harding Street. Optional Bid Item 12A is for pressure inject grouting lateral connections. Optional Bid Item 13A is for pressure inject grout material. The cost for the optional bid item work is included in the base bid. The cost for Optional Bid Items 9A, 10A, 11, 12, and 13A based on the low bidder for Contract E145-07-01A is $63,039.00. We recommend that Optional Bid Items 9A, 10A, 11A, 12A, and 13A be included in the Sanitary Sewer Lining Contract.

No Contractors offered alternative bid items for Contract E145-07-01A, Sanitary Sewer Lining.

The three (3) bids received for Contract E145-07-01B, Sanitary Sewer Rehabilitation, were as follows:

Contractor	Total Bid
National Power Rodding Corp.	$173,331.28
Visu-Sewer Clean & Seal, Inc.	$201,395.00
Infrastructure Technologies, Inc.	$258,268.35

The proposal schedule for Contract E145-07-01B contained four (4) optional work items. Optional Bid Item 24B is for CIPP spot lining on easement west of Racine Street and on easement west of Milwaukee Street. Optional Bid Item 25B is for CIPP spot lining on Melissa Street. Optional Bid Item 26B is for CIPP spot lining on Jefferson Street and Brighton Drive. Optional Bid Items 27B is for CIPP spot lining on Eighth Street and Harding Street. The cost for the optional bid item work is included in the base bid. The cost for Optional Bid Items 24B, 25B, 26B, and 27B, based on the low bidder for Contract E145-07-01B is $32,791.55. We recommend that Optional Bid Item 24B be included in the Sanitary Sewer Rehabilitation Contract. We recommend that Optional Bid Items 25B, 26B, and 27B not be included in the Sanitary Sewer Rehabilitation Contract. Deleting Optional Bid Items 25B, 26B, and 27B will decrease the contract amount of the low bidder for Contract E145-07-01B by $22,871.55.

Visu-Sewer Clean & Seal, Inc. offered a proposed alternative for Contract E145-07-01B, Sanitary Sewer Rehabilitation, for using Duke's root control method. We recommend that the proposed alternative not be considered because there was inadequate information and no costs were presented.

The seven (7) bids received for Contract E145-07-01C, Sanitary Sewer Replacement, were as follows:

Contractor	Total Bid
De Groot, Inc.	$212,233.57
Ronet Construction Corp.	$256,691.85
Don E. Parker Excavating, Inc.	$261,825.85
Dorner, Inc.	$286,175.50
Kruczek Construction, Inc.	$319,319.19
Advance Construction, Inc.	$336,460.65
PTS Contractors, Inc.	$337,303.00

No Contractors offered alternative bid items for Contract E145-07-01C, Sanitary Sewer Replacement.

The one (1) bid received for Contract E145-07-01D, Sanitary Manhole Lining, was as follows:

Contractor	Total Bid
Infrastructure Technologies, Inc.	312,966.00

Infrastructure Technologies, Inc. offered two alternative bid items for the Contractor E145-07-01D, Manhole Lining. The first alternative bid item was for providing concrete lining of only the brick riser in place of a total manhole lining in Manhole 614 on Emily Street. The existing pavement, casting, adjustment rings, and flattop concrete section would remain in place. A copy of the alternative bid is attached. The alternate bid item would decrease Infrastructure Technologies, Inc. bid by $475.00 for a total bid for Contract E145-07-01D of $312,491.00. We recommend that the proposed alternative bid be

considered for the Sanitary Manhole Lining Contract. The second alternative bid was for providing a bypass traffic control plan for lining of Manhole 395 at the intersection of Third Street and Racine Street if lining is required prior to State Trunk Highway (STH) '114' reconstruction in 2010. The alternative bid item would increase Infrastructure Technologies, Inc. bid by $950.00. We recommend that the proposed alternative bid item not be considered.

A copy of the bid tabulation, which includes details of the unit price work items, is attached. The bid tabulation reflects the amounts after all corrections have been made. Two addenda were issued during the bidding process. All Contractors acknowledged receipt of Addendum No. 1 and Addendum No. 2. All bidders whose proposals were received were prequalified by the City of Menasha.

The Engineer's estimate for the project, based on the final design, was:

Contract	Cost with Lining Optional Work Items	Cost with Spot Lining Optional Work Items
Contract E145-07-01A, Sanitary Sewer Lining	$1,867,014.00	$1,794,698.00
Contract E145-07-01B, Sanitary Sewer Rehabilitation	$ 200,969.00	$ 248,069.00
Contract E145-07-01C, Sanitary Sewer Replacement	$ 232,190.50	$ 232,190.50
Contract E145-07-01D, Sanitary Manhole Lining	$ 498,200.00	$ 498,200.00
TOTAL	$2,798,373.50	$2,773,157.50

The sum of the low bids was nineteen percent (19%) lower than the Engineer's estimate. We are of the opinion that bidding on the project was very competitive due to the closeness of the bids and the number of bidders.

All proposals were signed and notarized and were submitted with a bid bond for five percent (5%) of the bid amount. The following irregularities were found when the bids were reviewed:

1. Terra Engineering & Construction Corp. listed multiple names for manufacturers and suppliers. Terra Engineering & Construction Corp. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

2. National Power Rodding Corp. provided a total sum for Contract E145-07-01B written in words of "One Hundred Seventy Three Thousand, Three Hundred Thirty Three Dollars and Twenty Eight cents" and a total sum written in figures of $173,331.28. The correct total sum for Contract E145-07-01B is $173,331.28. National Power Rodding Corp. did not provide the name of the manufacturer and supplier for the CIPP spot liner. National Power Rodding Corp. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

3. Don E. Parker Excavating, Inc. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

4. Kruczek Construction, Inc.. failed to correctly complete the Environmental Improvement Fund (EIF) MBE/WBE Contacts worksheets.

5. Infrastructure Technologies, Inc. listed the names of three suppliers for concrete.

We are of the opinion that the irregularities are not significant and should be waived.

We recommend that Contract E145-07-01A be awarded to Insituform Technologies USA of Lemont, Illinois in the amount of $1,582,723.00. The amount includes Optional Bid Items 9A, 10A, 11A, 12A, and 13A.

We recommend that Contract E145-07-01B be awarded to National Power Rodding Corp. of Chicago, Illinois in the amount of $150,459.73. The amount includes Optional Bid Item 24B and deleting Optional Bid Items 25B, 26B, and 27B.

Base Bid	$173,331.28
Deduct Optional Bid Item 25B	($4,960.80)
Deduct Optional Bid Item 26B	($7,747.96)
Deduct Optional Bid Item 27B	($10,162.79)
TOTAL	$150,459.73

We recommend that Contract E145-07-01C be awarded to De Groot, Inc. of Green Bay, Wisconsin in the amount of $212,233.57.

We recommend that Contract E145-07-01D be awarded to Infrastructure Technologies, Inc. of Rhinelander, Wisconsin in the amount of $312,491.00. The contract amount includes the deduct of $475.00 for the alternative bid item for lining Manhole 614.

The total of the four (4) contracts to be awarded is $2,257,907.30. Please contact Jeff Wolford or me if you have any questions or need additional information.

Sincerely,

KAEMPFER & ASSOCIATES, INC.

Taryn S. Nall, P.E.

TSN:jlb

Enc: Bid Tabulation

Bid Tabulation
Wastewater Collection System Rehabilitation Improvements - Phase 3
Contract No. E145-07-01
City of Menasha

Date: July 26, 2007
Engineer: Kaempfer & Associates, Inc.

Contractor	E145-07-01A Sanitary Sewer Lining	E145-07-01B Sanitary Sewer Rehabilitation	E145-07-01C Sanitary Sewer Replacement	E145-07-01D Sanitary Manhole Lining	Bid Bond
Insituform Technologies USA	1,582,723.00				√
Terra Engineering & Construction Corp.	1,742,698.10				√
Visu-Sewer Clean & Seal, Inc.	1,986,276.50	201,395.00			√
Michels Corporation	1,997,999.00				√
National Power Rodding Corp.		173,331.28			√
Infrastructure Technologies, Inc.		258,268.35		312,966.00	√
De Groot, Inc.			212,233.57		√
Ronet Construction Corp.			256,691.85		√
Don E. Parker Excavating, Inc.			261,825.85		√
Dorner, Inc.			286,175.50		√
Kruczek Construction, Inc.			319,319.19		√
Advance Construction, Inc.			336,460.65		√
PTS Contractors, Inc.			337,303.00		√

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01A SANITARY SEWER LINING
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's									
		Insituform Technologies USA		Terra Engineering & Constr.		Visu-Sewer Clean & Seal, Inc.		Michels Corporation		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1A	1,006 lineal feet of 21-inch sanitary sewer CIPP lining	$64.00	$64,384.00	$82.75	$83,246.50	$81.00	$81,486.00	$96.00	$96,576.00	$70.00	$70,420.00
2A	7,643 lineal feet of 18-inch sanitary sewer CIPP lining	$44.00	$336,292.00	$49.75	$380,239.25	$59.50	$454,758.50	$73.00	$557,939.00	$55.00	$420,365.00
3A	2,547 lineal feet of 15-inch sanitary sewer CIPP lining	$37.00	$94,239.00	$53.00	$134,991.00	$51.00	$129,897.00	$61.00	$155,367.00	$43.00	$109,521.00
4A	13,417 lineal feet of 12-inch sanitary sewer CIPP lining	$31.00	$415,927.00	$30.75	$412,572.75	$35.25	$472,949.25	$34.00	$456,178.00	$36.00	$483,012.00
5A	6,546 lineal feet of 10-inch sanitary sewer CIPP lining	$27.00	$176,742.00	$27.25	$178,378.50	$30.00	$196,380.00	$29.00	$189,834.00	$30.00	$196,380.00
6A	14,650 lineal feet of 8-inch sanitary sewer CIPP lining	$24.00	$351,600.00	$27.75	$406,537.50	$31.00	$454,150.00	$27.00	$395,550.00	$28.00	$410,200.00
7A	220 each pressure inject grouting lateral connection	$300.00	$66,000.00	$318.60	$70,092.00	$535.00	$117,700.00	$309.00	$67,980.00	$450.00	$99,000.00
8A	580 gallons of pressure inject grout material as specified in Article C2.18	$25.00	$14,500.00	$19.50	$11,310.00	$7.00	$4,060.00	$20.00	$11,600.00	$10.00	$5,800.00
OPTIONAL WORK ITEMS											
9A	399 lineal feet of 12-inch sanitary sewer CIPP lining on Melissa Street	$30.00	$11,970.00	$30.75	$12,269.25	$35.25	$14,064.75	$34.00	$13,566.00	$36.00	$14,364.00
10A	698 lineal feet of 10-inch sanitary sewer CIPP lining on Jefferson Street and Brighton Drive	$28.00	$19,544.00	$27.25	$19,020.50	$30.00	$20,940.00	$29.00	$20,242.00	$30.00	$20,940.00
11A	879 lineal feet of 8-inch sanitary sewer CIPP lining on Eighth Street and Harding Street	$25.00	$21,975.00	$27.75	$24,392.25	$29.00	$25,491.00	$27.00	$23,733.00	$28.00	$24,612.00
12A	26 each pressure inject grouting lateral connection	$300.00	$7,800.00	$318.60	$8,283.60	$535.00	$13,910.00	$309.00	$8,034.00	$450.00	$11,700.00
13A	70 gallons of pressure inject grout material as specified in Article C2.18	$25.00	$1,750.00	$19.50	$1,365.00	$7.00	$490.00	$20.00	$1,400.00	$10.00	$700.00
	TOTAL, Part A Items 1A through 13A		$1,582,723.00		$1,742,698.10		$1,986,276.50		$1,997,999.00		$1,867,014.00

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01B SANITARY SEWER REHABILITATION
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's							
		National Power Rodding Corp.		Visu-Sewer Clean & Seal, Inc.		Infrastructure Technologies		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1B	41 lineal feet of 12-inch sanitary sewer CIPP spot lining	$330.72	$13,559.52	$545.00	$22,345.00	$495.00	$20,295.00	$550.00	$22,550.00
2B	4 lineal feet of 10-inch sanitary sewer CIPP spot lining	$352.18	$1,408.72	$510.00	$2,040.00	$525.00	$2,100.00	$550.00	$2,200.00
3B	83 lineal feet of 8-inch sanitary sewer CIPP spot lining	$274.67	$22,797.61	$497.00	$41,251.00	$440.00	$36,520.00	$450.00	$37,350.00
4B	10 each pressure inject grouting lateral connection on spot lined segments	$1,200.00	$12,000.00	$1,000.00	$10,000.00	$880.00	$8,800.00	$450.00	$4,500.00
5B	50 gallons of pressure inject grout material for lateral connections as specified in Article C2.18	$8.00	$400.00	$5.00	$250.00	$17.00	$850.00	$10.00	$500.00
6B	480 each pressure testing joints in 27-inch sanitary sewer	$53.33	$25,598.40	$75.00	$36,000.00	$55.00	$26,400.00	$65.00	$31,200.00
7B	240 each pressure inject grouting joints and cracks in 27-inch sanitary sewer	$20.00	$4,800.00	$10.00	$2,400.00	$70.50	$16,920.00	$100.00	$24,000.00
8B	124 each pressure testing joints in 21-inch sanitary sewer	$51.60	$6,398.40	$55.00	$6,820.00	$88.00	$10,912.00	$25.00	$3,100.00
9B	62 each pressure inject grouting joints and cracks in 21-inch sanitary sewer	$15.00	$930.00	$10.00	$620.00	$82.00	$5,084.00	$60.00	$3,720.00
10B	3,000 gallons of pressure inject grout material for joints and cracks as specified in Article C2.18	$7.00	$21,000.00	$5.00	$15,000.00	$17.00	$51,000.00	$10.00	$30,000.00
11B	207 lineal feet of root removal in 21-inch sanitary sewer	$12.50	$2,587.50	$12.00	$2,484.00	$5.50	$1,138.50	$2.00	$414.00
12B	207 lineal feet of root treatment in 21-inch sanitary sewer	$25.94	$5,369.58	$20.00	$4,140.00	$10.55	$2,183.85	$5.00	$1,035.00
13B	3 each wall repair of precast manhole	$500.00	$1,500.00	$200.00	$600.00	$380.00	$1,140.00	$500.00	$1,500.00
14B	1 each pressure grout injection of lift holes in precast manhole	$150.00	$150.00	$200.00	$200.00	$80.00	$80.00	$1,000.00	$1,000.00
15B	18 each pressure grout injection of precast manhole joint	$300.00	$5,400.00	$200.00	$3,600.00	$300.00	$5,400.00	$500.00	$9,000.00
16B	13 each pressure grout injection of sanitary sewer connection in manholes	$300.00	$3,900.00	$200.00	$2,600.00	$210.00	$2,730.00	$600.00	$7,800.00
17B	330 gallons of pressure grout injection material as specified in Article C2.19	$8.00	$2,640.00	$5.00	$1,650.00	$17.00	$5,610.00	$10.00	$3,300.00
18B	2 each invert construction in sanitary manhole	$1,200.00	$2,400.00	$200.00	$400.00	$420.00	$840.00	$1,500.00	$3,000.00
19B	1 each obstruction removal in 48-inch sanitary sewer	$1,000.00	$1,000.00	$600.00	$600.00	$1,850.00	$1,850.00	$1,000.00	$1,000.00
20B	1 each obstruction removal in 21-inch sanitary sewer	$1,000.00	$1,000.00	$600.00	$600.00	$900.00	$900.00	$900.00	$900.00
21B	1 each obstruction removal in 18-inch sanitary sewer	$900.00	$900.00	$600.00	$600.00	$900.00	$900.00	$900.00	$900.00
22B	5 each obstruction removal in 12-inch sanitary sewer	$300.00	$1,500.00	$600.00	$3,000.00	$1,250.00	$6,250.00	$750.00	$3,750.00
23B	11 each obstruction removal in 8-inch sanitary sewer	$300.00	$3,300.00	$600.00	$6,600.00	$800.00	$8,800.00	$750.00	$8,250.00
OPTIONAL WORK ITEMS									
24B	16 lineal feet of 27-inch sanitary sewer CIPP spot lining on easement west of Racine Street and on easement west of Milwaukee Street	$620.00	$9,920.00	$550.00	$8,800.00	$695.00	$11,120.00	$700.00	$11,200.00
25B	15 lineal feet of 12-inch sanitary sewer CIPP spot lining on Melissa Street	$330.72	$4,960.80	$425.00	$6,375.00	$440.00	$6,600.00	$550.00	$8,250.00
26B	22 lineal feet of 10-inch sanitary sewer CIPP spot lining on Jefferson Street and Brighton Drive	$352.18	$7,747.96	$380.00	$8,360.00	$470.00	$10,340.00	$500.00	$11,000.00
27B	37 lineal feet of 8-inch sanitary sewer CIPP spot lining on Eighth Street and Harding Street	$274.67	$10,162.79	$380.00	$14,060.00	$365.00	$13,505.00	$450.00	$16,650.00
	TOTAL, Items 1B through 27B		$173,331.28		$201,395.00		$258,268.35		$248,069.00

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01C SANITARY SEWER REPLACEMENT
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's									
		De Groot, Inc.		Ronet Construction Corp.		Don E. Parker Excavating, Inc.		Dorner, Inc.		Kruczek Construction, Inc.	
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1C	2 lineal feet of 18-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$757.50	$1,515.00	$99.30	$198.60	$439.17	$878.34	$400.00	$800.00	$175.00	$350.00
2C	3 lineal feet of 10-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$454.50	$1,363.50	$119.00	$357.00	$347.52	$1,042.56	$300.00	$900.00	$150.00	$450.00
3C	17 lineal feet of 8-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$404.00	$6,868.00	$67.90	$1,154.30	$133.02	$2,261.34	$300.00	$5,100.00	$100.00	$1,700.00
4C	2,107 lineal feet of 8-inch PVC sanitary sewer pipeline replacement, with granular backfill	$56.60	$119,256.20	$66.75	$140,642.25	$70.47	$148,480.29	$90.00	$189,630.00	$84.50	$178,041.50
5C	5 each Type 4S manhole up to 8-foot depth including up to 5 feet of interconnecting sewer and connections to existing sanitary sewers	$2,322.81	$11,614.05	$4,300.00	$21,500.00	$5,362.00	$26,810.00	$2,600.00	$13,000.00	$5,535.00	$27,675.00
6C	14 vertical feet Type 4S manhole greater than 8-foot depth	$101.00	$1,414.00	$400.00	$5,600.00	$229.00	$3,206.00	$185.00	$2,590.00	$540.00	$7,560.00
7C	4 each Type 4L manhole, including up 5 feet of interconnecting sewer and connections to existing sanitary sewers	$2,323.00	$9,292.00	$3,925.00	$15,700.00	$5,404.00	$21,616.00	$2,600.00	$10,400.00	$6,445.00	$25,780.00
8C	1 each replacement of cone section	$1,010.00	$1,010.00	$2,282.00	$2,282.00	$1,923.00	$1,923.00	$2,200.00	$2,200.00	$1,500.00	$1,500.00
9C	2 each connection of 8-inch SL to SS pipeline	$858.50	$1,717.00	$635.00	$1,270.00	$604.00	$1,208.00	$660.00	$1,320.00	$950.00	$1,900.00
10C	27 each connection of 6-inch SL to SS pipeline	$505.00	$13,635.00	$640.00	$17,280.00	$325.00	$8,775.00	$325.00	$8,775.00	$440.00	$11,880.00
11C	27 each connection of 4-inch SL to SS pipeline	$505.00	$13,635.00	$630.00	$17,010.00	$294.10	$7,940.70	$290.00	$7,830.00	$440.00	$11,880.00
12C	20 lineal feet of 8-inch SL replacement	$43.43	$868.60	$90.00	$1,800.00	$80.02	$1,600.40	$65.00	$1,300.00	$107.00	$2,140.00
13C	270 lineal feet of 6-inch SL replacement	$48.65	$13,135.50	$45.00	$12,150.00	$57.00	$15,390.00	$64.00	$17,280.00	$79.00	$21,330.00
14C	270 lineal feet of 4-inch SL replacement	$48.12	$12,992.40	$45.00	$12,150.00	$55.55	$14,998.50	$62.00	$16,740.00	$79.00	$21,330.00
15C	2,107 lineal feet of sewer cleaning and televising	$1.26	$2,654.82	$1.10	$2,317.70	$2.21	$4,656.47	$1.50	$3,160.50	$1.00	$2,107.00
16C	1 each abandon-in-place 36 lineal feet of 21-inch SS	$505.00	$505.00	$2,615.00	$2,615.00	$225.00	$225.00	$2,200.00	$2,200.00	$95.00	$95.00
17C	1 each provide concrete pipe plug in Manhole 296	$252.50	$252.50	$1,000.00	$1,000.00	$250.00	$250.00	$300.00	$300.00	$500.69	$500.69
18C	1 each abandon-in-place 185 lineal feet of 8-inch SS	$505.00	$505.00	$1,665.00	$1,665.00	$564.25	$564.25	$2,650.00	$2,650.00	$3,100.00	$3,100.00
	TOTAL, Part C Items 1C through 18C		$212,233.57		$256,691.85		$261,825.85		$286,175.50		$319,319.19

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01C SANITARY SEWER REPLACEMENT
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's Advance Construction, Inc. Unit Price	Advance Construction, Inc. Total Cost	PTS Contractors, Inc. Unit Price	PTS Contractors, Inc. Total Cost	Engineer's Estimate Unit Price	Engineer's Estimate Total Cost
1C	2 lineal feet of 18-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$1,000.00	$2,000.00	$850.00	$1,700.00	$100.00	$200.00
2C	3 lineal feet of 10-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$800.00	$2,400.00	$510.00	$1,530.00	$60.00	$180.00
3C	17 lineal feet of 8-inch PVC sanitary sewer pipeline spot replacement, with granular backfill	$600.00	$10,200.00	$310.00	$5,270.00	$50.00	$850.00
4C	2,107 lineal feet of 8-inch PVC sanitary sewer pipeline replacement, with granular backfill	$70.00	$147,490.00	$87.00	$183,309.00	$50.00	$105,350.00
5C	5 each Type 4S manhole up to 8-foot depth including up to 5 feet of interconnecting sewer and connections to existing sanitary sewers	$7,000.00	$35,000.00	$5,120.00	$25,600.00	$6,500.00	$32,500.00
6C	14 vertical feet Type 4S manhole greater than 8-foot depth	$500.00	$7,000.00	$260.00	$3,640.00	$250.00	$3,500.00
7C	4 each Type 4L manhole, including up 5 feet of interconnecting sewer and connections to existing sanitary sewers	$7,000.00	$28,000.00	$5,100.00	$20,400.00	$6,500.00	$26,000.00
8C	1 each replacement of cone section	$3,500.00	$3,500.00	$1,950.00	$1,950.00	$3,000.00	$3,000.00
9C	2 each connection of 8-inch SL to SS pipeline	$2,000.00	$4,000.00	$1,690.00	$3,380.00	$600.00	$1,200.00
10C	27 each connection of 6-inch SL to SS pipeline	$550.00	$14,850.00	$790.00	$21,330.00	$500.00	$13,500.00
11C	27 each connection of 4-inch SL to SS pipeline	$540.00	$14,580.00	$750.00	$20,250.00	$500.00	$13,500.00
12C	20 lineal feet of 8-inch SL replacement	$250.00	$5,000.00	$73.00	$1,460.00	$50.00	$1,000.00
13C	270 lineal feet of 6-inch SL replacement	$101.00	$27,270.00	$71.00	$19,170.00	$40.00	$10,800.00
14C	270 lineal feet of 4-inch SL replacement	$100.00	$27,000.00	$70.00	$18,900.00	$35.00	$9,450.00
15C	2,107 lineal feet of sewer cleaning and televising	$1.95	$4,108.65	$2.00	$4,214.00	$1.50	$3,160.50
16C	1 each abandon-in-place 36 lineal feet of 21-inch SS	$1,440.00	$1,440.00	$1,500.00	$1,500.00	$2,000.00	$2,000.00
17C	1 each provide concrete pipe plug in Manhole 296	$400.00	$400.00	$700.00	$700.00	$500.00	$500.00
18C	1 each abandon-in-place 185 lineal feet of 8-inch SS	$2,222.00	$2,222.00	$3,000.00	$3,000.00	$5,500.00	$5,500.00
	TOTAL, Part C Items 1C through 18C		$336,460.65		$337,303.00		$232,190.50

WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS PHASE 3
Contract E145-07-01D SANITARY MANHOLE LINING
City of Menasha, Winnebago County, Wisconsin
July 26, 2007

Item No.	Description	Contractor's			
		Infrastructure Technologies		Engineer's Estimate	
		Unit Price	Total Cost	Unit Price	Total Cost
1D	972 vertical feet of manhole concrete lining	$226.00	$219,672.00	$325.00	$315,900.00
2D	268 each sanitary sewer pipe connection	$75.00	$20,100.00	$300.00	$80,400.00
3D	72 each manhole flow channel construction to springline	$367.00	$26,424.00	$600.00	$43,200.00
4D	39 each manhole flow channel construction to 1-inch above crown of pipe	$580.00	$22,620.00	$800.00	$31,200.00
5D	31 each internal/external manhole chimney seal	$280.00	$8,680.00	$300.00	$9,300.00
6D	31 each urethane chimney seal	$210.00	$6,510.00	$200.00	$6,200.00
7D	31 each butyl and urethane chimney seal	$260.00	$8,060.00	$300.00	$9,300.00
8D	18 each butyl chimney seal	$50.00	$900.00	$150.00	$2,700.00
	TOTAL, Part D Items 1D through 8D		$312,966.00		$498,200.00

Memorandum

DATE: August 2, 2007

TO: City of Menasha Board of Public Works

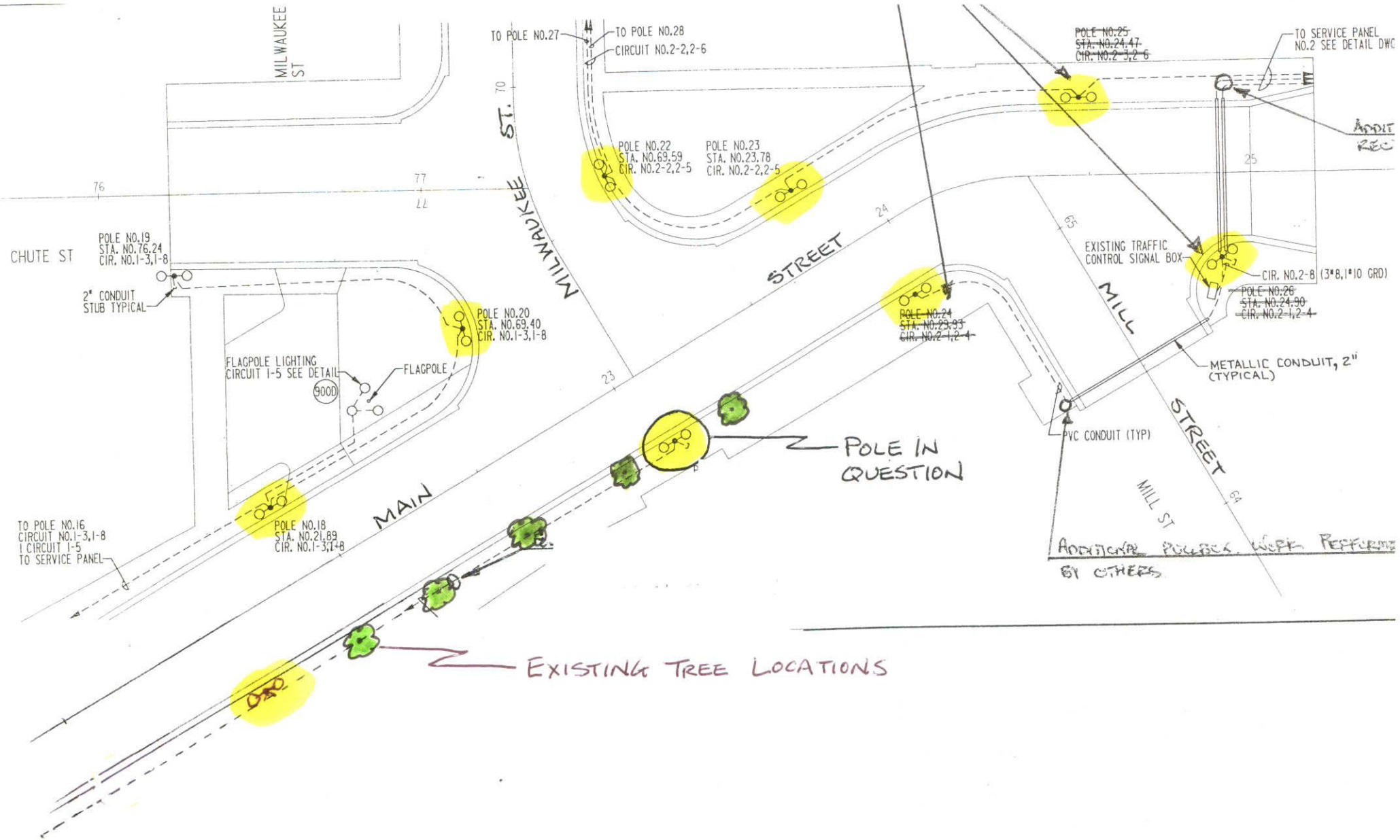
FROM: Mark Radtke, Director of Public Works

RE: Request to Remove Street Light in Front of 175 Main Street

Attached is a drawing indicating the locations of existing street lights in the vicinity of the Vault Lounge. The request is to remove the street light pole in front of the entrance to the restaurant. Street light design stresses the importance of lighting intersections due to the higher number of traffic and traffic/pedestrian conflict points.

If the pole in question is removed, you can see from the drawing there will be a significant gap in lighting along the south side of Main Street. There will be ambient light from the remaining street lights, but the lighting will not be uniform in this area. My recommendation is to remove the two light fixtures on a trial basis with the pole remaining intact and evaluate the light levels at that time. A final decision could be made subsequent to the trial removal of the light fixtures.

Mrwatch BP/Memo on street light 175 Main St 8-2-07.doc


MILWAUKEE ST
TO POLE NO.27
TO POLE NO.28
CIRCUIT NO.2-2,2-6
POLE NO.22
STA. NO.69.59
CIR. NO.2-2,2-5
POLE NO.23
STA. NO.23.78
CIR. NO.2-2,2-5
POLE NO.25
STA. NO.24.47
CIR. NO.2-3,2-6
TO SERVICE PANEL
NO.2 SEE DETAIL DWG
ADDIT
REC
CHUTE ST
POLE NO.19
STA. NO.76.24
CIR. NO.1-3,1-8
2" CONDUIT
STUB TYPICAL
MILWAUKEE ST.
STREET
POLE NO.20
STA. NO.69.40
CIR. NO.1-3,1-8
FLAGPOLE LIGHTING
CIRCUIT 1-5 SEE DETAIL
900D
FLAGPOLE
POLE NO.24
STA. NO.23.93
CIR. NO.2-1,2-4
EXISTING TRAFFIC
CONTROL SIGNAL BOX
CIR. NO.2-8 (3*8,1*10 GRD)
POLE NO.26
STA. NO.24.90
CIR. NO.2-1,2-4
MILL STREET
METALLIC CONDUIT, 2"
(TYPICAL)
PVC CONDUIT (TYP)
POLE IN
QUESTION
MAIN
MILL ST
TO POLE NO.16
CIRCUIT NO.1-3,1-8
1 CIRCUIT 1-5
TO SERVICE PANEL
POLE NO.18
STA. NO.21.89
CIR. NO.1-3,1-8
ADDITIONAL PULLBOX WORK PERFORMED
BY OTHERS
EXISTING TREE LOCATIONS

James Olsen
175 Main Street
Menasha, WI 54952

To: Common Council
Fr: Mayor
Mark, please place on the next Public Works agenda. Thanks.

Friday, July 13, 2007

Mayor Joe Laux
City Of Menasha
140 Main Street
Menasha, WI 54952

RE: Street Light in Front of 175 Main Street - Old 1st National Bank Buildings

Dear Mayor Laux:

In the context of the city's review of appropriate street lights, I would ask you to consider the removal of the light in front of 175 Main Street. It appears to have been placed in uniform spacing from west to east, with a much shorter span to the next double one east at the south west corner of Main Street and Mill Street.

The light is off center of the very symmetrical and historically significant 1917 facade of the old bank. It both detracts aesthetically from this important structure, and impedes the sense of entry in to the building. In addition, there are two double lights, one on each side of the Milwaukee Street corner, just across from this one, to the north and a third double, in front of the fountain, within 40 feet or so of the corner light. This means that there are 5 double street lights within a radius of 30-40 feet, surrounding the intersection of Milwaukee Street and Main Street.

I believe that removal of one would not impede vision or safety, save the city maintenance and operations expense, and greatly improve the look and function of 175 Main Street. Please consider this request when you can with the appropriate city agencies.

Sincerely,

James Olsen
Owner, 175 Main Street

Cc: Greg Kiel
Mark Radtke

City of Menasha • Department of Public Works

August 2, 2007

Board of Public Works
City of Menasha
Menasha, WI 54952

RE: Speed Study Report – Keyes Street

Members of the Board:

The Board of Public Works directed that a speed study be done to determine the need for traffic control signage on Keyes Street. The posted speed limit is 25 mph and the existing traffic control signage on Keyes Street itself is a stop sign at the intersection of Keyes, Naymut and Riverway. All of the streets that intersect with Keyes Street are controlled by stop signs on the respective intersecting street. Keyes Street is narrower than a typical residential street at 29' wide (back of curb to back of curb). Sidewalk is located on the south side of Keyes Street from Willow Lane to Naymut Street. Sidewalk is located on the north side of Keyes Street from Riverway to Park Street. Parking is prohibited on the north side of Keyes Street from Riverway to Elm and from Cleveland to Park. Parking is prohibited on the south side of Keyes Street from Naymut to Cleveland and from Park to Willow.

We conducted the speed study on Wednesday, July 18, 2007 from 7:00 am to 6:00 pm. We parked the Finance Department van on the north side of Keyes Street on Park Street and utilized a Police Department radar gun to note the speed. A summary of what we found is as follows:

Total number of vehicles observed on Keyes Street – 690

Percentage of vehicles traveling 15 – 19 mph	2.3%
Percentage of vehicles traveling 20 – 24 mph	28.4%
Percentage of vehicles traveling 25 – 29 mph	47.8%
Percentage of vehicles traveling 30 – 34 mph	18.7%
Percentage of vehicles traveling 35 – 39 mph	2.6%
Percentage of vehicles traveling over 40 mph	0.14%

The top speed we recorded on Keyes Street was 47 mph at approximately 7:30 am. The largest percentage of vehicles fell very close to the posted speed of 25 mph. It is "recommended practice" to establish the speed limit at the 80th percentile speed observed or at approximately 30 mph for this particular study. With this "recommended practice" you need to incorporate good engineering judgment. The park location needs to be considered in establishing a speed limit. This speed study supports a 25 mph speed limit in the park and surrounding residential area. Ironically, even though we were only recording speeds on Keyes Street, we did observe speeds in excess of 40 mph on Park Street heading toward the existing stop sign at Keyes Street.

As was noted in previous traffic studies, the Manual on Uniform Traffic Control Devices (MUTCD) notes that "STOP signs should not be used for speed control". Our speed study does not meet the STOP sign warrants for "high speeds". There are a number of terrace trees in the Keyes Street corridor, but the crash records do not warrant a STOP sign for "restricted view".

140 Main Street • Menasha, Wisconsin 54952-3190 • (920) 967-3610 • Fax (920) 967-5272

In reviewing the speed study, as well as accident records and making observations in the field, I recommend that the City keep the current traffic control signage in the Keyes Street corridor and maintain the 25 mph speed limit in this area.

Sincerely,

Tim J. Montour
Engineering Supervisor

Enclosures

C: Street file

DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED:
FROM:
TO:
0 MONTHS

ROUTE NUMBER/STREET NAME: Keyes St.
LOCATION at Winnebago Ave.
MUNICIPALITY: Menasha COUNTY: Winnebago
REFERENCE MARKERS / NODES: -

CASE No.
FILE: keyes_winnebago
BY: cr
DATE: 7/12/2007

No.	DATE	TIME	# VEHICLES	SEVERITY	LIGHT COND	ROAD CHAR	SURFACE	WEATHER	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION	KEY #
1	11/23/2004	8:45	2	PDO	1	1	1	2	4	Park	unit 1 veered to side of road and struck legally parked unit 2	

ACCIDENT SUMMARY SHEET

ROUTE: *Keyes St.* **LOCATION:** *at Winnebago Ave.*

MUNICIPALITY: *Menasha* **COUNTY:** *Winnebago*

TIME PERIOD COVERED: - **REFERENCE MARKERS / NODES:** -

REMARKS: *All Accidents* **DATE:** *7/12/2007*

TIME OF DAY	# ACC	%
6 AM - 10 AM	1	100.0%
10 AM - 4 PM	0	0.0%
4 PM - 7 PM	0	0.0%
7 PM - 12 AM	0	0.0%
12 AM - 6 AM	0	0.0%
Unspecified	0	0.0%
Total	**1**	

DIRECTION	# ACC	%
North	0	0.0%
South	0	0.0%
East	0	0.0%
West	2	100.0%
Total	**2**	

DIRECTION	# ACC	
Northeast	0	0.0%
Northwest	0	0.0%
Southeast	0	0.0%
Southwest	0	0.0%
Unspecified	0	0.0%

WEATHER	# ACC	%
Clear	0	0.0%
Cloudy	1	100.0%
Rain	0	0.0%
Snow	0	0.0%
Sleet/Hail/Freezing Rain	0	0.0%
Fog/Smog/Smoke	0	0.0%
Unspecified	0	0.0%
Total	**1**	

ACCIDENT TYPE	# ACC	%
Rear End	0	0.0%
Overtake	0	0.0%
Right Angle	0	0.0%
Left Turn	0	0.0%
Right Turn	0	0.0%
Fixed Object	0	0.0%
Head On	0	0.0%
Sideswipe	0	0.0%

ACCIDENT TYPE	# ACC	
Pedestrian	0	0.0%
Bicycle	0	0.0%
Parked Vehicle	1	100.0%
Backing	0	0.0%
Run Off The Road	0	0.0%
Animal	0	0.0%
Other	0	0.0%
Unspecified	0	0.0%
Total	**1**	

SURFACE	# ACC	%
Dry	1	100.0%
Wet	0	0.0%
Mud/Slush	0	0.0%
Snow/Ice	0	0.0%
Unspecified	0	0.0%
Total	**1**	

ACCIDENT SEVERITY	# ACC	%
Fatal	0	0.0%
Injury	0	0.0%
Property Damage	1	100.0%
Non-Reportable	0	0.0%
Total	**1**	

TIME OF YEAR	# ACC	%
Winter (Dec-Feb)	0	0.0%
Spring (Mar-May)	0	0.0%
Summer (Jun-Aug)	0	0.0%
Fall (Sep-Nov)	1	100.0%
Total	**1**	

TYPE OF VEHICLE	# ACC	%
Passenger Cars	2	100.0%
Commercial Vehicles	0	0.0%
Total	**2**	

DAY OF WEEK	# ACC	%
Sunday	0	0.0%
Monday	0	0.0%
Tuesday	1	100.0%
Wednesday	0	0.0%
Thursday	0	0.0%
Friday	0	0.0%
Saturday	0	0.0%
Total	**1**	

LIGHT CONDITION	# ACC	%
Daylight	1	100.0%
Dawn/Dusk	0	0.0%
Night	0	0.0%
Unspecified	0	0.0%
Total	**1**	

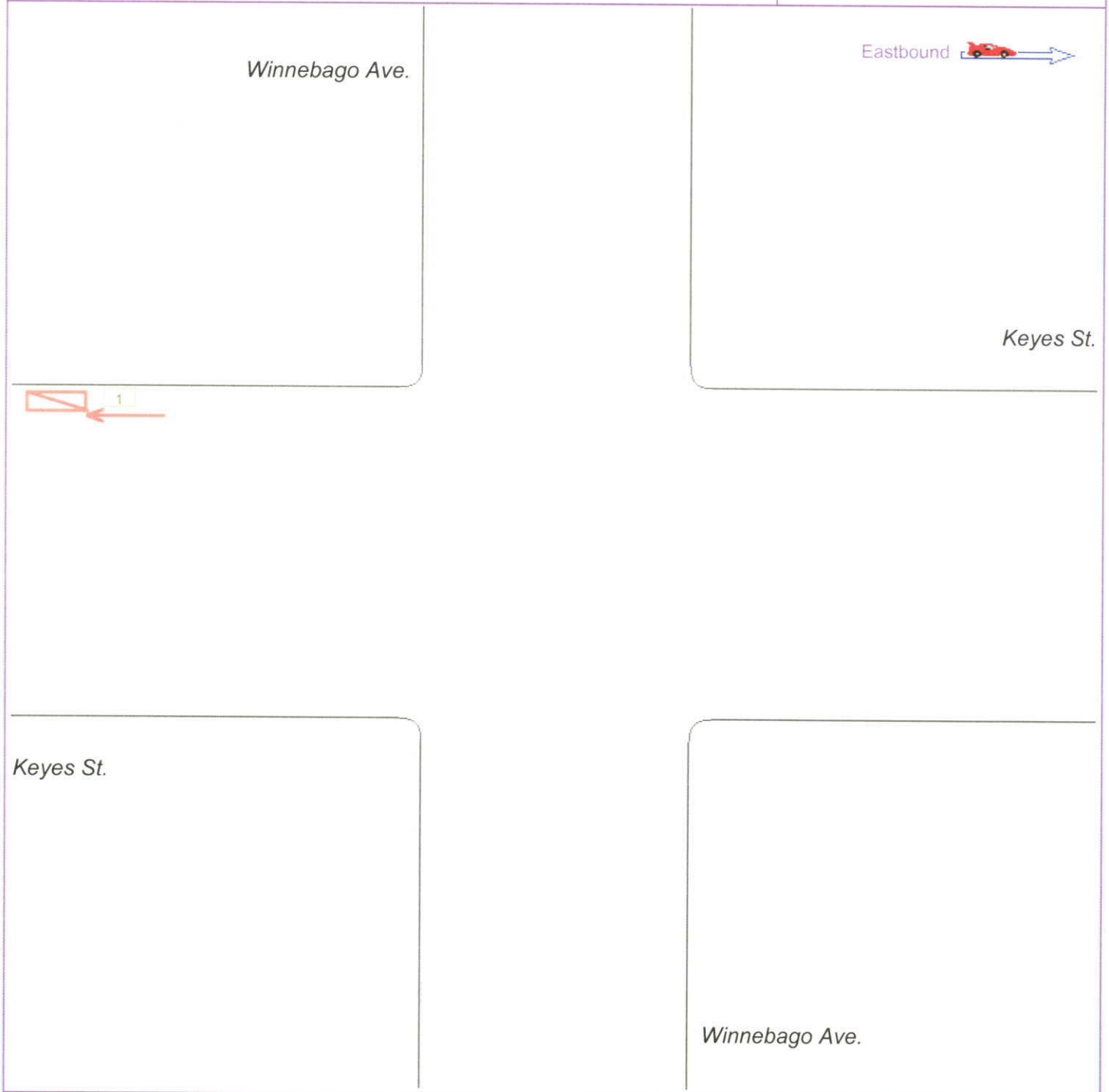
SUMMARY OF ACCIDENT SEVERITY BY YEAR:

	0
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
Total Accidents	**0**

COLLISION DIAGRAM

Key Number =

MUNICIPALITY: *Menasha* COUNTY: *Winnebago*	FILE: *keyes_winnebago*
INTERSECTION: *Keyes St.*	CASE # :
PERIOD: *0* YEARS *0* MONTHS FROM TO	BY: *cr* DATE: *7/12/2007*



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
999	RECORD NUMBER		Fatal		OUT OF CONTROL		SIDE SWIPE

HSA Software 3.0

DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED:
FROM:
TO:
0 MONTHS

ROUTE NUMBER/STREET NAME: *Keyes St.*
LOCATION *at Cleveland St.*
MUNICIPALITY: *Menasha* COUNTY: *Winnebago*
REFERENCE MARKERS / NODES: -

CASE No.
FILE: *keyes_cleveland*
BY: *cr*
DATE: *7/12/2007*

No.	DATE	TIME	# VEHICLES	SEVERITY	LIGHT COND	ROAD CHAR	SURFACE	WEATHER	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION	KEY #
3	1/30/2004	20:29	1	PDO	5	1	4	1	19 66	FixO	unit 1 spun out on icy road, went into brick pillar	
1	3/19/1998	14:56		INJ			1	2		RAN		
2	6/13/2003	12:15	2	PDO	1	1	1	1	7	Side	unit 2 pulled out from parked position into path of unit 1	

ACCIDENT SUMMARY SHEET

ROUTE: *Keyes St.* **LOCATION:** *at Cleveland St.*

MUNICIPALITY: *Menasha* **COUNTY:** *Winnebago*

TIME PERIOD COVERED: - **REFERENCE MARKERS / NODES:** -

REMARKS: *All Accidents* **DATE:** *7/12/2007*

TIME OF DAY	# ACC	%
6 AM - 10 AM	0	0.0%
10 AM - 4 PM	2	66.7%
4 PM - 7 PM	0	0.0%
7 PM - 12 AM	1	33.3%
12 AM - 6 AM	0	0.0%
Unspecified	0	0.0%
Total	**3**	

DIRECTION	# ACC	%
North	0	0.0%
South	2	40.0%
East	2	40.0%
West	1	20.0%
Total	**5**	

DIRECTION	# ACC	
Northeast	0	0.0%
Northwest	0	0.0%
Southeast	0	0.0%
Southwest	0	0.0%
Unspecified	0	0.0%

WEATHER	# ACC	%
Clear	2	66.7%
Cloudy	1	33.3%
Rain	0	0.0%
Snow	0	0.0%
Sleet/Hail/Freezing Rain	0	0.0%
Fog/Smog/Smoke	0	0.0%
Unspecified	0	0.0%
Total	**3**	

ACCIDENT TYPE	# ACC	%
Rear End	0	0.0%
Overtake	0	0.0%
Right Angle	1	33.3%
Left Turn	0	0.0%
Right Turn	0	0.0%
Fixed Object	1	33.3%
Head On	0	0.0%
Sideswipe	1	33.3%

ACCIDENT TYPE	# ACC	
Pedestrian	0	0.0%
Bicycle	0	0.0%
Parked Vehicle	0	0.0%
Backing	0	0.0%
Run Off The Road	0	0.0%
Animal	0	0.0%
Other	0	0.0%
Unspecified	0	0.0%
Total	**3**	

SURFACE	# ACC	%
Dry	2	66.7%
Wet	0	0.0%
Mud/Slush	0	0.0%
Snow/Ice	1	33.3%
Unspecified	0	0.0%
Total	**3**	

ACCIDENT SEVERITY	# ACC	%
Fatal	0	0.0%
Injury	1	33.3%
Property Damage	2	66.7%
Non-Reportable	0	0.0%
Total	**3**	

TIME OF YEAR	# ACC	%
Winter (Dec-Feb)	1	33.3%
Spring (Mar-May)	1	33.3%
Summer (Jun-Aug)	1	33.3%
Fall (Sep-Nov)	0	0.0%
Total	**3**	

TYPE OF VEHICLE	# ACC	%
Passenger Cars	3	100.0%
Commercial Vehicles	0	0.0%
Total	**3**	

DAY OF WEEK	# ACC	%
Sunday	0	0.0%
Monday	0	0.0%
Tuesday	0	0.0%
Wednesday	0	0.0%
Thursday	1	33.3%
Friday	2	66.7%
Saturday	0	0.0%
Total	**3**	

LIGHT CONDITION	# ACC	%
Daylight	1	33.3%
Dawn/Dusk	0	0.0%
Night	1	33.3%
Unspecified	1	33.3%
Total	**3**	

SUMMARY OF ACCIDENT SEVERITY BY YEAR:

	0
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
Total Accidents	**0**

COLLISION DIAGRAM

Key Number =

MUNICIPALITY: *Menasha* COUNTY: *Winnebago*	FILE: *keyes_cleveland*
INTERSECTION: *Keyes St.*	CASE # :
PERIOD: *0* YEARS *0* MONTHS FROM TO	BY: *cr* DATE: *7/12/2007*

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
999	RECORD NUMBER		Fatal		OUT OF CONTROL		SIDE SWIPE

DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED:
FROM:
TO:
0 MONTHS

ROUTE NUMBER/STREET NAME: *Keyes St.*
LOCATION *500 block*
MUNICIPALITY: *Menasha* COUNTY: *Winnebago*
REFERENCE MARKERS / NODES: -

CASE No.
FILE: *keyes_500block*
BY: *cr*
DATE: *7/12/2007*

No.	DATE	TIME	# VEHICLES	SEVERITY	LIGHT COND	ROAD CHAR	SURFACE	WEATHER	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION	KEY #
3	6/18/2006	18:35	1	N/R			2			FixO	veh. 1 struck a tree knocking it down, H&R	
1	1/11/1994	7:45		PDO			5	2		OTH		
2	1/20/2000	15:09		INJ			4	1		RAN		

ACCIDENT SUMMARY SHEET

ROUTE: *Keyes St.* **LOCATION:** *500 block*

MUNICIPALITY: *Menasha* **COUNTY:** *Winnebago*

TIME PERIOD COVERED: - **REFERENCE MARKERS / NODES:** -

REMARKS: *All Accidents* **DATE:** *7/12/2007*

TIME OF DAY	# ACC	%
6 AM - 10 AM	1	33.3%
10 AM - 4 PM	1	33.3%
4 PM - 7 PM	1	33.3%
7 PM - 12 AM	0	0.0%
12 AM - 6 AM	0	0.0%
Unspecified	0	0.0%
Total	**3**	

DIRECTION	# ACC	%
North	1	20.0%
South	1	20.0%
East	2	40.0%
West	1	20.0%
Total	**5**	

DIRECTION	# ACC	
Northeast	0	0.0%
Northwest	0	0.0%
Southeast	0	0.0%
Southwest	0	0.0%
Unspecified	0	0.0%

WEATHER	# ACC	%
Clear	1	33.3%
Cloudy	1	33.3%
Rain	0	0.0%
Snow	0	0.0%
Sleet/Hail/Freezing Rain	0	0.0%
Fog/Smog/Smoke	0	0.0%
Unspecified	1	33.3%
Total	**3**	

ACCIDENT TYPE	# ACC	%
Rear End	0	0.0%
Overtake	0	0.0%
Right Angle	1	33.3%
Left Turn	0	0.0%
Right Turn	0	0.0%
Fixed Object	1	33.3%
Head On	0	0.0%
Sideswipe	0	0.0%

ACCIDENT TYPE	# ACC	
Pedestrian	0	0.0%
Bicycle	0	0.0%
Parked Vehicle	0	0.0%
Backing	0	0.0%
Run Off The Road	0	0.0%
Animal	0	0.0%
Other	1	33.3%
Unspecified	0	0.0%
Total	**3**	

SURFACE	# ACC	%
Dry	0	0.0%
Wet	1	33.3%
Mud/Slush	1	33.3%
Snow/Ice	1	33.3%
Unspecified	0	0.0%
Total	**3**	

ACCIDENT SEVERITY	# ACC	%
Fatal	0	0.0%
Injury	1	33.3%
Property Damage	1	33.3%
Non-Reportable	1	33.3%
Total	**3**	

TIME OF YEAR	# ACC	%
Winter (Dec-Feb)	2	66.7%
Spring (Mar-May)	0	0.0%
Summer (Jun-Aug)	1	33.3%
Fall (Sep-Nov)	0	0.0%
Total	**3**	

TYPE OF VEHICLE	# ACC	%
Passenger Cars	1	100.0%
Commercial Vehicles	0	0.0%
Total	**1**	

DAY OF WEEK	# ACC	%
Sunday	1	33.3%
Monday	0	0.0%
Tuesday	1	33.3%
Wednesday	0	0.0%
Thursday	1	33.3%
Friday	0	0.0%
Saturday	0	0.0%
Total	**3**	

LIGHT CONDITION	# ACC	%
Daylight	0	0.0%
Dawn/Dusk	0	0.0%
Night	0	0.0%
Unspecified	3	100.0%
Total	**3**	

SUMMARY OF ACCIDENT SEVERITY BY YEAR:

	0
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
Total Accidents	**0**

COLLISION DIAGRAM

Key Number =

MUNICIPALITY: *Menasha* COUNTY: *Winnebago*	FILE: *keyes_500block*
INTERSECTION: *Keyes St.*	CASE # :
PERIOD: *0* YEARS *0* MONTHS FROM TO	BY: *cr* DATE: *7/12/2007*

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
999	RECORD NUMBER		Fatal		OUT OF CONTROL		SIDE SWIPE

DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED:
FROM:
TO:
0 MONTHS

ROUTE NUMBER/STREET NAME: *Keyes St.*
LOCATION *at Willow Ln.*
MUNICIPALITY: *Menasha* COUNTY: *Winnebago*
REFERENCE MARKERS / NODES: -

CASE No.
FILE: *keyes_willow*
BY: *cr*
DATE: *8/1/2007*

No.	DATE	TIME	# VEHICLES	SEVERITY	LIGHT COND	ROAD CHAR	SURFACE	WEATHER	CONTRIB. FACTORS	ACC. TYPE	ACCIDENT DESCRIPTION	KEY #
1	3/13/2007	9:00	1	PDO	1	4	1	1	10 18	FixO	eb, lost control, hit mailbox, left scene; pos. suicide attempt	

ACCIDENT SUMMARY SHEET

ROUTE: *Keyes St.* **LOCATION:** *at Willow Ln.*

MUNICIPALITY: *Menasha* **COUNTY:** *Winnebago*

TIME PERIOD COVERED: - **REFERENCE MARKERS / NODES:** -

REMARKS: *All Accidents* **DATE:** *7/31/2007*

TIME OF DAY	# ACC	%
6 AM - 10 AM	1	100.0%
10 AM - 4 PM	0	0.0%
4 PM - 7 PM	0	0.0%
7 PM - 12 AM	0	0.0%
12 AM - 6 AM	0	0.0%
Unspecified	0	0.0%
Total	**1**	

DIRECTION	# ACC	%
North	0	0.0%
South	0	0.0%
East	1	100.0%
West	0	0.0%
Total	**1**	

DIRECTION	# ACC	
Northeast	0	0.0%
Northwest	0	0.0%
Southeast	0	0.0%
Southwest	0	0.0%
Unspecified	0	0.0%

WEATHER	# ACC	%
Clear	1	100.0%
Cloudy	0	0.0%
Rain	0	0.0%
Snow	0	0.0%
Sleet/Hail/Freezing Rain	0	0.0%
Fog/Smog/Smoke	0	0.0%
Unspecified	0	0.0%
Total	**1**	

ACCIDENT TYPE	# ACC	%
Rear End	0	0.0%
Overtake	0	0.0%
Right Angle	0	0.0%
Left Turn	0	0.0%
Right Turn	0	0.0%
Fixed Object	1	100.0%
Head On	0	0.0%
Sideswipe	0	0.0%
Total	**1**	

ACCIDENT TYPE	# ACC	
Pedestrian	0	0.0%
Bicycle	0	0.0%
Parked Vehicle	0	0.0%
Backing	0	0.0%
Run Off The Road	0	0.0%
Animal	0	0.0%
Other	0	0.0%
Unspecified	0	0.0%

SURFACE	# ACC	%
Dry	1	100.0%
Wet	0	0.0%
Mud/Slush	0	0.0%
Snow/Ice	0	0.0%
Unspecified	0	0.0%
Total	**1**	

ACCIDENT SEVERITY	# ACC	%
Fatal	0	0.0%
Injury	0	0.0%
Property Damage	1	100.0%
Non-Reportable	0	0.0%
Total	**1**	

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%
Total	**1**	

TYPE OF VEHICLE	# ACC	%
Passenger Cars	1	100.0%
Commercial Vehicles	0	0.0%
Total	**1**	

DAY OF WEEK	# ACC	%
Sunday	0	0.0%
Monday	0	0.0%
Tuesday	1	100.0%
Wednesday	0	0.0%
Thursday	0	0.0%
Friday	0	0.0%
Saturday	0	0.0%
Total	**1**	

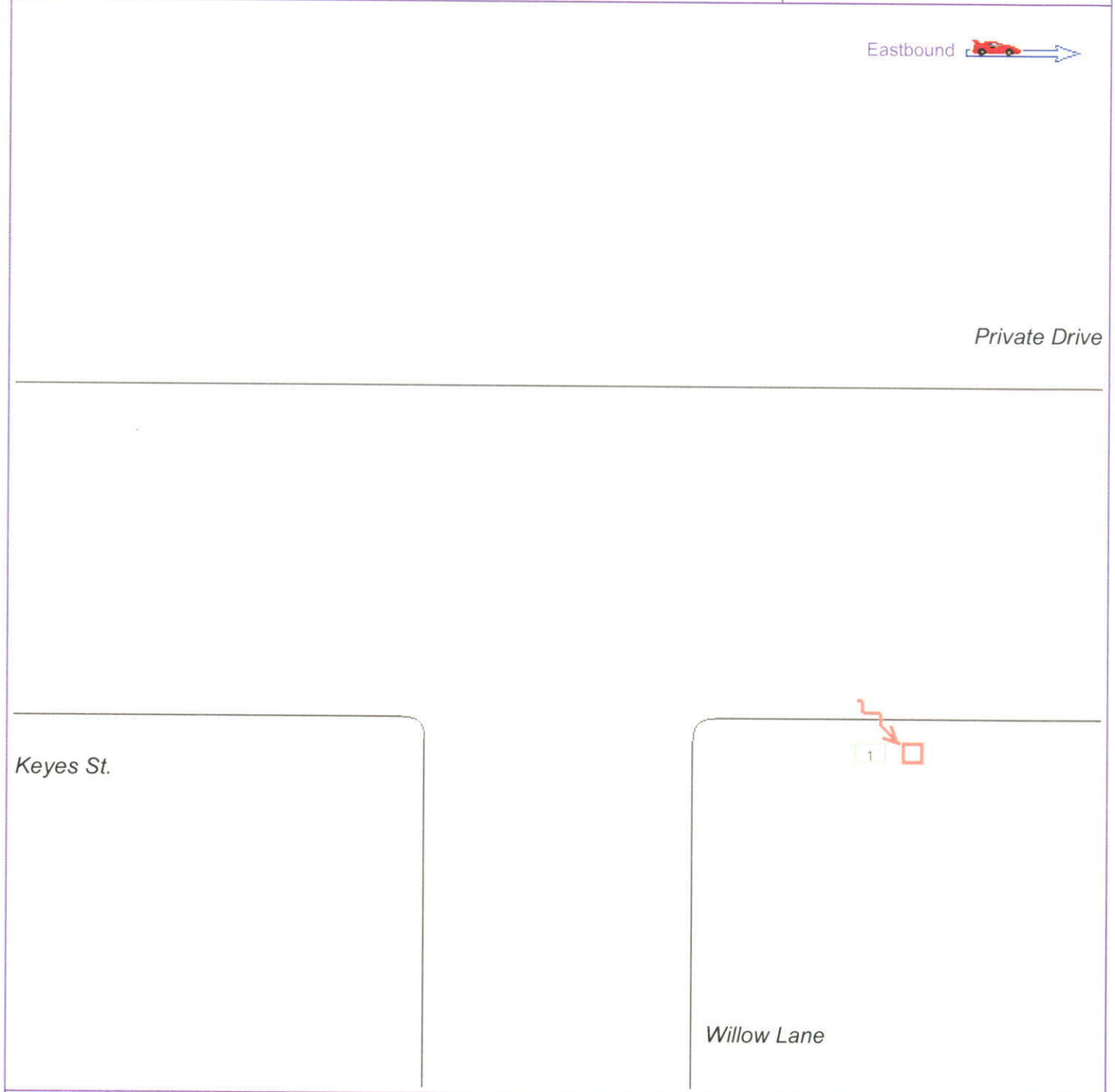
LIGHT CONDITION	# ACC	%
Daylight	1	100.0%
Dawn/Dusk	0	0.0%
Night	0	0.0%
Unspecified	0	0.0%
Total	**1**	

SUMMARY OF ACCIDENT SEVERITY BY YEAR:	0
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
Total Accidents	**0**

COLLISION DIAGRAM

Key Number =

MUNICIPALITY: *Menasha* COUNTY: *Winnebago*	FILE: *keyes_willow*
INTERSECTION: *Keyes St.*	CASE # :
PERIOD: *0* YEARS *0* MONTHS FROM TO	BY: *cr* DATE: *7/31/2007*



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
999	RECORD NUMBER		Fatal		OUT OF CONTROL		SIDE SWIPE

Memorandum

DATE: August 2, 2007

TO: City of Menasha Board of Public Works

FROM: Mark Radtke, Director of Public Works

RE: Request for Yield Signs at Marquette Street and Elizabeth Street

Before any action is taken regarding this request, it is my recommendation that an engineering study be done per the requirements of the Manual on Uniform Traffic Control Devices. This study would determine whether or not warrants are met for the installation of a yield sign at this location.

M:\word\BPW memo re yield request at Marq-Eliz 8-2-07.doc

140 Main Street • Menasha, Wisconsin 54952-3151 • Phone (920) 967-3610• Fax (920) 967-5272

Carol A. Schmidt

From: Mark Radtke
Sent: Friday, July 27, 2007 9:15 AM
To: Carol A. Schmidt
Subject: FW: Possible Yeild signs at Marquette St. and Elizabeth St.

Carol,

Please place this item on the next BPW agenda.

Thanks, Mark

Mark Radtke
Director of Public Works
City of Menasha
(920) 967-3611
-----Original Message-----
From: Eric Hendricks
Sent: Thursday, July 26, 2007 8:03 PM
To: Mark Radtke
Subject: RE: Possible Yeild signs at Marquette St. and Elizabeth St.

Mark,

Thanks for the info (MUTCD). Sorry it took me so long to respond to you on this subject. As you mentioned, for the city to consider a request, a resident should make a request thru an Alderman. Well, I'm so making that request on behalf of Mr. Chester Olszeuski. He brought this concern to me, and I to share his concern that a yield sign be put up at either Marquette or Elizabeth streets.

Please refer to Section 2B.09 YIELD Sign Applications: Option (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.

As you stated, after this request, the city would then assess the intersection conditions (sight lines, traffic volumes, pedestrian/bike volumes, etc.) and the accident history , and make a report of the findings and recommendation to the Board of Public Works.

Thank you Mark, if there is anything else I need to do to move this forward, please contact me.

Alderman Eric R. Hendricks

Eric,

I have copied the section of the Manual on Uniform Traffic Control Devices (MUTCD) that governs the use of yield signs. This is the manual which the City is obligated to follow when recommending the placement of traffic control devices (signs, traffic signals, e.g.) within public right of way. The sections in red pertain to the purpose and warrants for yield sign placement.

For the City to consider this request, the residents should submit a letter or petition explaining

what they are requesting and why they are requesting it. We would then assess the intersection conditions (sight lines, traffic volumes, pedestrian/bike volumes, etc.) and the accident history at the intersection and make a report of our findings and recommendation to the Board of Public Works.

The request can be submitted to me or through any alderman or the Mayor and can be either on hard copy or in an email message. Let me know if you have any remaining questions.

Mark

Section 2B.08 YIELD Sign (R1-2)
Standard:
The YIELD (R1-2) sign (see Figure 2B-1) shall be a downward-pointing equilateral triangle with a wide red border and the legend YIELD in red on a white background.

Support:
The YIELD sign assigns right-of-way to traffic on certain approaches to an intersection. Vehicles controlled
by a YIELD sign need to slow down or stop when necessary to avoid interfering with conflicting traffic.

Section 2B.09 YIELD Sign Applications

Option:

YIELD signs may be used instead of STOP signs if engineering judgment indicates that one or more of the
following conditions exist:
A. When the ability to see all potentially conflicting traffic is sufficient to allow a road user traveling at the
posted speed, the 85th-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 operation.
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.

Standard:

A YIELD (R1-2) sign shall be used to assign right-of-way at the entrance to a roundabout intersection.

Section 2B.10 YIELD Sign Placement

Standard:

The YIELD sign shall be installed on the right side of the approach to which it applies. YIELD signs

shall be placed on both the left and right sides of approaches to roundabout intersections with more than
one lane on the signed approach where raised splitter islands are available on the left side of the approach.

When the YIELD sign is installed at this required location and the sign visibility is restricted, a Yield Ahead sign (see Section 2C.29) shall be installed in advance of the YIELD sign.

The YIELD sign shall be located as close as practical to the intersection it regulates, while optimizing its visibility to the road user it is intended to regulate.

YIELD signs and STOP signs shall not be mounted on the same post.
Guidance:

Other than a DO NOT ENTER sign, no sign should be mounted back-to-back with a YIELD sign in a manner that obscures the shape of the YIELD sign.

Support:

Section 2A.16 contains additional information about separate and combined mounting of other signs with
YIELD signs.

Guidance:

Yield lines, when used to supplement a YIELD sign, should be located at a point where the road user should
yield (see Section 3B.16).

Where two roads intersect at an acute angle, the YIELD sign should be positioned at an angle, or shielded, so
that the legend is out of view of traffic to which it does not apply.

Except at roundabout intersections, where there is a marked crosswalk at the intersection, the YIELD sign
should be installed in advance of the crosswalk line nearest to the approaching traffic.

At a roundabout intersection, to prevent circulating vehicles from yielding unnecessarily, the face of the YIELD sign should not be visible from the circulatory roadway.

Option:

At wide-throat intersections or where two or more approach lanes of traffic exist on the signed approach,
observance of the yield control may be improved by the installation of an additional YIELD sign on the left side
of the road and/or the use of a yield line. At channelized intersections, the additional YIELD sign may be
effectively placed on a channelizing island.

Mark Radtke
Director of Public Works
City of Menasha

(920) 967-3611

-----Original Message-----
From: Eric Hendricks
Sent: Tuesday, July 10, 2007 12:18 PM
To: Mark Radtke
Subject: Possible Yeild signs at Marquette St. and Elizabeth St.

Mark,

After last council meeting we briefly spoke about several residents concerns about the traffic rite of way confusion at Marquette and Elizabeth streets. Is it possible for you to gather some info for me as to what it would take to install a few Yield signs.

Thanks

Alderman Eric R. Hendricks

SUBSTITUTE AMENDMENT 1 TO
ORDINANCE O - 10 - 07

AN ORDINANCE RELATING TO PARK REGULATIONS

Introduced by Aldermen Wisneski and Eckstein

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Sec. 12 – 1 – 1 is amended to read as follows:

(3) Pets. Subject to the exceptions below, dogs, cats or other pets are prohibited in all City parks, unless permitted by the Parks and Recreation Board.

a. Animals specifically trained to assist the disabled.
b. Dogs, cats or other pets owned by Marina renters or their guests are permitted in the fenced-in area of the Menasha Marina.
c. Dogs, cats or other pets are allowed on the Friendship Trail, provided they are on a leash not more than five feet long that is not retractable. The owner must also comply with sec. 7 – 1 – 10 relating to animal feces.
d. No dogs shall be allowed on the Friendship Trail in Jefferson Park on July 4th. The Chief of Police or the Director of Parks and Recreation or their respective designee may restrict dogs from the Friendship Trail in Jefferson Park other times if an event is scheduled that could reasonably create a conflict between the dogs and the persons attending the event.

SECTION 2: Sec. 12 – 1 – 14(b) (1) is repealed and 12 – 1 – 14 (b)(2) and (b)(3) are renumbered accordingly.

SECTION 3: This ordinance shall automatically be repealed one year from its effective date.

SECTION 4: 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

Resolution No. _____

RESOLUTION AUTHORIZING THE BORROWING OF $13,930,000; PROVIDING FOR THE ISSUANCE AND SALE OF TAXABLE GENERAL OBLIGATION PROMISSORY NOTES (STEAM UTILITY PROJECT) THEREFOR; AND LEVYING A TAX IN CONNECTION THEREWITH

Introduced by Mayor Laux:

WHEREAS, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City") to raise funds for the purpose of paying the cost of replenishing the Steam Utility Reserve Fund established for the Steam Utility by Resolution No. R-8-05 adopted by the Common Council of the City on January 24, 2005 (the "Steam Utility Reserve Fund") and refunding certain outstanding obligations of the City, to wit: $11,000,000 Taxable General Obligation Promissory Notes (Steam Utility Project), dated November 30, 2005 (the "2005 Notes") and $1,340,000 Taxable General Obligation Promissory Notes (Steam Utility), dated December 1, 2006 (the "2006 Notes") (hereinafter the refinancing of the City's 2005 Notes and the 2006 Notes shall be referred to as the "Refunding"), and there are insufficient funds on hand to pay said costs;

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to refund the 2005 Notes and 2006 Notes on their September 1, 2007 maturity dates for the purpose of extending the interim financing for the projects financed by the 2005 Notes and 2006 Notes;

WHEREAS, cities are authorized by the provisions of Section 67.12(12) of the Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such purposes and to refinance their outstanding obligations;

WHEREAS, due to certain provisions contained in the Internal Revenue Code of 1986, as amended, it is necessary to issue such general obligation promissory notes on a taxable rather than tax-exempt basis;

WHEREAS, the Common Council now deems it to be necessary, desirable and in the best interest of the City to authorize the issuance of and to award the sale of its taxable general obligation promissory notes to RBC Dain Rauscher Inc., d/b/a RBC Capital Markets, Milwaukee, Wisconsin.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Authorization of the Notes. For the purpose of paying the cost of the Refunding and replenishing the Steam Utility Reserve Fund, there shall be borrowed pursuant to Section 67.12(12) of the Wisconsin Statutes, the principal sum of THIRTEEN MILLION NINE

HUNDRED THIRTY THOUSAND DOLLARS ($13,930,000) from RBC Dain Rauscher Inc., d/b/a RBC Capital Markets, Milwaukee, Wisconsin (the "Purchaser") in accordance with the terms and conditions of its purchase proposal (the "Proposal") attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. Sale of the Notes. To evidence such indebtedness, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the City, Taxable General Obligation Promissory Notes (Steam Utility Project) aggregating the principal amount of THIRTEEN MILLION NINE HUNDRED THIRTY THOUSAND DOLLARS ($13,930,000) (the "Notes") for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 3. Terms of the Notes. The Notes shall be designated "Taxable General Obligation Promissory Notes (Steam Utility Project)"; shall be dated August 22, 2007; shall be in the denomination of $5,000 or any integral multiple thereof; shall be numbered 1 and upward; shall bear interest at the rate and shall mature on September 1, 2010 as set forth on the schedule prepared by the Purchaser and attached hereto as Exhibit B (the "Schedule"). Interest is payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2008.

Section 4. Redemption Provisions. At the option of the City, the Notes shall be subject to redemption prior to maturity on September 1, 2009 or on any date thereafter. Said Notes shall be redeemable as a whole or in part by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 5. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 6. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2007 through 2009 for the payments due in the years 2008 through 2010 in the amounts set forth on the Schedule.

The direct annual irrepealable tax hereby levied shall be carried onto the tax roll and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected. So long as any part of the principal of or interest on the Notes remains unpaid, the tax hereinabove levied shall be and continues irrepealable except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus in the Debt Service Fund Account created below.

Section 7. Segregated Debt Service Fund Account. There is hereby established in the City treasury a fund account separate and distinct from all other funds or accounts of the City designated "Debt Service Fund Account for $13,930,000 City of Menasha Taxable General Obligation Promissory Notes (Steam Utility Project), dated August 22, 2007", which fund account shall be used solely for the purpose of paying the principal of and interest on the Notes. There shall be deposited in said fund account all accrued interest paid on the Notes at the time

the Notes are delivered to the Purchaser, any premium, all money raised by taxation pursuant to Section 6 hereof and all other sums as may be necessary to pay principal of and interest on the Notes as the same becomes due. Said fund account shall be used for the sole purpose of paying the principal of and interest on the Notes and shall be maintained for such purpose until such indebtedness is fully paid or otherwise extinguished.

Section 8. Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into an account separate and distinct from all other funds and disbursed solely for the purposes for which borrowed or for the payment of the principal of and the interest on the Notes.

Section 9. Execution of the Notes. The Notes shall be issued in typewritten or printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by its fiscal agent, if any, sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the delivery of the Notes, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until such delivery. The aforesaid officers are hereby authorized to do all acts and execute and deliver all documents as may be necessary and convenient to effectuate the Closing.

Section 10. Payment of the Notes. The principal of and interest on the Notes shall be paid in lawful money of the United States of America by the City Clerk or City Treasurer.

Section 10A. Persons Treated as Owners; Transfer of Notes. The City shall keep books for the registration and for the transfer of the Notes. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the City Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the City Clerk shall record the name of each transferee in the registration book. No registration shall be made to bearer. The City Clerk shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Notes. Payment of interest on the Notes on any interest payment date

shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the corresponding record date.

Section 11. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the City and on file in the City Clerk's office.

Section 12. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the holders of the Notes, to enter into a written undertaking (the "Undertaking") required by SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. This Undertaking shall be enforceable by the holders of the Notes or by the Purchaser on behalf of such holders (provided that the rights of the holders and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations hereunder and any failure by the City to comply with the provision of this Undertaking shall not be an event of default with respect to the Notes).

The City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 13. Bond Insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as any municipal bond insurer which makes a commitment accepted by the City to insure the Notes may reasonably request and which are acceptable to the Mayor and City Clerk, including provisions regarding restrictions on investment of Note Proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, appropriate reference to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 14. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded August 6, 2007.

_____
Joseph F. Laux
Mayor

ATTEST:

_____
Deborah A. Galeazzi
City Clerk

(SEAL)

EXHIBIT A

Note Purchase Proposal

To be provided by RBC Dain Rauscher Inc., d/b/a RBC Capital Markets and incorporated into the Resolution.

EXHIBIT B

Debt Service Schedule and Tax Levies

To be provided by RBC Dain Rauscher Inc., d/b/a RBC Capital Markets and incorporated into the Resolution.

EXHIBIT C
(Form of Note)

UNITED STATES OF AMERICA
STATE OF WISCONSIN
CALUMET AND WINNEBAGO COUNTIES
CITY OF MENASHA

REGISTERED | DOLLARS

NO. R-___ | $_____

TAXABLE GENERAL OBLIGATION PROMISSORY NOTE
(STEAM UTILITY PROJECT)

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
September 1, 2010	August 22, 2007	____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
($_____)

FOR VALUE RECEIVED, the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2008 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the City Clerk or City Treasurer at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date").

COPY

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of $13,930,000, all of which are of like tenor, except as to denomination, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the purpose of paying the cost of replenishing the Steam Utility Reserve Fund established for the Steam Utility by Resolution No. R-8-05 adopted by the Common Council of the City on January 24, 2005 and refunding certain outstanding obligations of the City, all as authorized by a resolution of the Common Council duly adopted by said governing body at a meeting held on August 6, 2007. Said resolution is recorded in the official minutes of the Common Council for said date.

At the option of the City, the Notes are subject to redemption prior to maturity on September 1, 2009 or on any date thereafter. Said Notes are redeemable as a whole or in part by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the City exercises its option to redeem the Notes prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission or electronic transmission, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice mailed as provided herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and other issues simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

COPY

This Note is transferable only upon the books of the City kept for that purpose at the office of the City Clerk or City Treasurer, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the City Clerk or City Treasurer, and thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The City shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever.

IN WITNESS WHEREOF, the City of Menasha, Calumet and Winnebago Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the 22nd day of August, 2007.

CITY OF MENASHA,
CALUMET AND WINNEBAGO COUNTIES,
WISCONSIN

By: _____
Joseph F. Laux
Mayor

(SEAL)

By: _____
Deborah A. Galeazzi
City Clerk

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

_____
(Name and Address of Assignee)

_____
(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

_____ _____
(e.g. Bank, Trust Company or Securities Firm) (Depository or Nominee Name)

COPY

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

_____
(Authorized Officer)

RESOLUTION R - 17 - 07

RESOLUTION RELATING TO PROPOSED EXPANSION OF UW – FOX VALLEY
Introduced by Alderman Pack

WHEREAS, the University of Wisconsin – Fox Valley has proposed acquiring two properties located at 1655 University Drive and1428 Midway Road, in the City of Menasha; and

WHEREAS, this potential acquisition would result in the removal of $ 1,424,300 from the tax base of the City of Menasha, as well as the other taxing jurisdictions; and

WHEREAS, in order for this purchase to be consummated, action is required by the Winnebago and Outagamie County Boards; and

WHEREAS, the continued erosion of tax base is a concern to all other taxpayers of the City of Menasha;

NOW THEREFORE, BE IT RESOLVED, that the City of Menasha Common Council, with the Mayor concurring urges the Winnebago and Outagamie County Boards, as well as UW – Fox Valley to consider the potential loss of tax base to the City of Menasha and other taxing jurisdictions when deciding whether to make such purchase: and

BE IT FURTHER RESOLVED, that if it is determined to be in the best interest of all taxpayers to purchase these properties that the UW – Fox Valley make a PILOT (Payment in Lieu of Taxes) to the City of Menasha in an amount equal to the loss tax revenue at the time of purchase; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to the Winnebago and Outagamie County Boards, and to Dean Perry of the UW – Fox Valley.

Passed and approved this _____ day of _____, 2007.

_____
Joseph F. Laux, Mayor

_____
Deborah A. Galeazzi, City Clerk

Menasha

City of Menasha • Department of Parks, Forestry and Cemeteries

Memorandum

Date: August 2, 2007

To: Mayor Joe Laux, Common Council

From: Bob Huss, Superintendent of Parks RJH

Re: Council Directives

The tree at 167 Main Street was removed due to storm damage. It will be ground out and replaced when we start the rest of our plantings. Schiller Tree Service will be removing the tree at 608 First Street and trimming the tree at 612 First Street. I will be in contact with them as far as the timetable on these trees.

455 Baldwin Street • Menasha, Wisconsin 54952-2933 • (920) 967-5153 • Fax (920) 967-5270

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Memorandum

DATE: August 2, 2007

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works

RE: Council Directives (I - M)

Following are my reports regarding the Council Directives for the August 6, 2007 Common Council meeting.

I. River Street/Alcan Parking Lot – At the time of this report, I am still waiting to hear back from the responsible person at Alcan. I hope to have an update at the Council meeting.

J. Bolts sticking out of sidewalk at 300 block of Chute Street – the bolts were sheared off and left protruding in the walk when the bike rack was hit and damaged by a vehicle. The bike rack has since been replaced by the Parks Department.

K. Parking lot behind the Vault Lounge – we have placed a barricade over a sink hole temporarily until our crew can repair the damaged pavement. The sink hole resulted from excessive settlement around the storm inlet. This will be scheduled in the near future.

L. Curb corners on Broad and Milwaukee Streets – DPW crews replaced a section of storm sewer and repaired the storm inlet at this location. Our standard policy is to not complete the final restoration until the excavated area has experienced one full freeze/thaw cycle; however, because we used slurry backfill during this process, we will be able to do the final restoration later this year.

M. Curb corners on Garfield and Washington Streets – these curb corners, as well as many other curb sections in the City, have sections of the curb head which are damaged or missing. Without fully removing the full curb and gutter sections, which can be very expensive, it is difficult to properly repair these sections of curb in a manner that will be long lasting. Nonetheless, one of our objectives this year is to try to correct some of these defective curb sections without full removal of the curb and gutter. To that end we have purchased a special latex based product which is designed to fully bond to existing concrete, even in our climate. We will be attempting this repair method on a trial basis at several different locations throughout the City. Our priority locations are high pedestrian activity areas, such as Main Street. The curb at Washington and Garfield will also be one of our test sites. The work will be done when we have a gap in our street paving work.

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Memorandum

Date: August 2, 2007

To: Menasha Common Council

From: Adam Alix, Asst. Superintendent of Buildings and Parks

Re: Menasha Council Chamber's Sound System

I understand the Council's frustration over the troubles we have experienced with the sound system and believe me when I say no one is more frustrated than I am.

We purchased this system late in 2003 and it was up and running by January 2004. Our initial troubles were first thought to be attributed to nothing more than errors in operating the system and over time as everyone became more familiar with the system they would be corrected. However, as more problems arose and with more attention to the details as to the troubles being experienced, we knew it was more than that.

With each incident we have taken steps to try and systematically eliminate possible sources of the problem or problems with the system. These would include adding a UPS to condition the power to the system, replacing a microphone base station fully under warranty, replacing several of the wires feeding some of the mic stations, adding an additional external grounding device, replacing an additional mic station under a negotiated partial warranty, testing all components of system with all video equipment hooked up, adding additional shielding to the microphones, and lastly replacing the conferencing unit, the brains of the system. With each of these steps taken I have felt we were getting closer to solving our problems.

However, it is apparent that our last step hasn't brought us any closer to our solution. Upon hearing of our most recent trouble, I have been in contact with Arrow Audio, the vendor from whom we purchased this system. We are working together to set up a date to meet with all the principal parties to discuss our next step. It's looking like we won't meet until sometime the week of August 6, 2007. I will make certain the Council is updated as to our next course of action.

City of Menasha ● Department of Parks, Recreation, Forestry and Cemeteries

M E M O R A N D U M

TO: Mayor and Common Council

FROM: Brian Tungate, Director of Parks and Recreation

DATE: August 2, 2007

RE: Pool Patron Safety Concerns and Mock Emergency Drill

All pool staff has been apprised of the safety concerns expressed at the last Common Council meeting. Staff has always tried to be as vigilant as possible towards maintaining a safe pool environment for all patrons. Pool Managers take progressive disciplinary steps when misbehavior is witnessed inside the fenced in pool area. Discipline ranges from a verbal warning up to, in rare cases, a two week suspension. Pool Managers also maintain good communication with the Police Department if they see suspicious activity occurring inside or outside the pool.

We held a mock emergency drill on Wednesday afternoon, August 1, 2007, at the pool. Gold Cross Ambulance, Neenah Menasha Fire Rescue, Health Department and Police Department all participated. It was a great learning experience. Lifeguard response was reviewed favorably and we received feedback that we will incorporate into our Pool Emergency Action Plan.

140 Main Street ● Menasha, Wisconsin 54952-3151 ● Phone (920) 967-3640● Fax (920) 967-5272
www.cityofmenasha-wi.gov