

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)

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday October 20, 2008
6:00 PM**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

D. PUBLIC HEARING

1. Proposed Ordinance O-19-08 Relating to the Creation of a Stormwater Utility.

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

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Presentation by Chief Stanke on behalf of the Department of Transportation to Officer Martin Schrampfer a Certificate of Appreciation in recognition of his assistance and participation on the Badger TraCS project.
2. Presentation by Chief Stanke on behalf of the Department of Transportation to Court Liaison Bev Sawyer and Lt. Chuck Sahr on behalf of the Menasha Police Department for their participation in the development and implementation of the E-Citation project in the State of Wisconsin.
3. Report on site plan compliance inspections, Jill Harp, Community Development Department
4. Clerk Galeazzi – the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. Administration Committee, 9/29/08
- b. Board of Public Works, 9/29/08
- c. Police Commission, 9/18/08
- d. IT Steering Committee, 9/17/08
- e. NM Sewerage Commission, 8/26/08; Closed Session
- f. Landmarks Commission, 9/10/08, 10/8/08
- g. Parks and Recreation Board, 9/9/08
- h. Water and Light Commission, 10/1/08, 10/1/08, 10/7/08; Closed Session
- i. Water and Light Commission, 10/1/08, 10/7/08, 10/10/08; Special Meetings
- j. Water and Light Commission, 9/24/08

Communications:

- k. State of Wisconsin Circuit Court, 10/08; Notice of Foreclosure Sale
- l. Dept. of the Army Corps of Engineers, 9/24/08; outflows from Lake Winnebago into the lower Fox River.
- m. Dept. of Natural Resources, 9/29/08; Renewal of air pollution permit, 204 Madison St.
- n. Time Warner Cable, 10/3/08; News Release- *WLUK pulls signal from TWC lineup*
- o. WI Dept. of Administration, 10/10/08; Final Estimate of January 1, 2008 population, Winnebago and Calumet Counties
- p. UW-Extension, 10/08; Webinar Series- *Focus on Sustainability*
- q. Ald. Wisneski's Newsletter, 10/08; *Wisneski's Words*
- r. Town of Menasha Utility District Minutes, 8/25/08, 9/22/08
- s. PWD Radtke to WI DNR, 10/9/08; Bypass of sanitary sewage, April and June 2008
- t. WI DNR, 9/25/08; Enforcement Conference

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, any alderman may request the removal of any item from the Consent Agenda to be placed under Item H below. The procedure to follow for the Consent Agenda is: (a) removal of items from Consent Agenda, if necessary; then (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. Common Council, 10/6/08

Administration Committee, 10/6/08 – Recommends Approval of:

2. Authorization of additional commitment of \$30,000 for continued Davis & Kuelthau representation regarding the issue of Fox River PCB contamination

Board of Public Works, 10/6/08 – Recommends Approval of:

3. Change Order – DeGroot, Inc., City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01C; ADD: \$2,438.00 (Change order No. 3)
4. Payment – Badger Highways Co., Inc.; New Street Construction/Street Reconstruction; Contract Unit No. 2008-01; \$166,493.57 (Payment No. 4)
5. Payment – Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Manhole Lining; \$39,097.98 (Payment No. 7)
5. Stormwater Utility billing through Menasha Utilities

Landmarks Committee, 9/10/08 – Recommends Approval of:

6. The contract with Heritage Research, Ltd. for professional services related to production of an historic re-survey of the City of Menasha

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ORDINANCES AND RESOLUTIONS

1. O-19-08 An Ordinance Relating to the Creation of a Storm Water Utility (Ald. Wisneski) (Recommendation of Board of Public Works/Public Hearing on Oct 20, 2008)

J. ACTION ITEMS

1. Liquor License: Reserve "Class B" Application, Lake Park Swim and Fitness, Megan Collins, agent, for the premises at 730 Lake Park Road, Menasha for the 2008-2009 licensing year.
2. Accounts Payable and Payroll for 10/9/08-10/16/08 in the amount of \$500,155.82

K. APPOINTMENTS

L. CLAIMS AGAINST THE CITY

M. HELD OVER BUSINESS

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
(five (5) minute time limit for each person)

O. ADJOURNMENT

General (Presidential) Election – Tuesday November 4, 2008

MEETING NOTICE

Monday, November 3, 2008 - Council Chambers

Common Council – 6:00 p.m.

Administration Committee (time to be determined)

Board of Public Works (time to be determined)

NOTICE OF PUBLIC HEARING
PROPOSED ORDINANCE O-19-08 RELATING TO THE
CREATION OF A STORMWATER UTILITY
CITY OF MENASHA

Monday, October 20, 2008, 6:00 PM
Menasha City Hall, 140 Main Street, Menasha, WI

Notice is hereby given that the City of Menasha will hold a public hearing on Proposed Ordinance O-19-08 Relating to the Creation of a Stormwater Utility. This ordinance creates a funding mechanism to support the implementation of state and federally mandated stormwater management requirements which apply to communities in urbanized areas, including the City of Menasha. If implemented, the Stormwater Utility will charge fees to property owners to pay for the cost of stormwater management. These fees are based on the amount of impervious area (area of hard surface such as rooftops or driveways) on a lot or parcel. For single family residential uses, the stormwater charge is based on an average impervious area of 2,980 square feet per lot, and is referred to as one Equivalent Runoff Unit (ERU). Commercial, industrial, multi-family and other non-single family residential land uses, including tax exempt properties will be assessed fees based on the amount of impervious area as related to the single family ERU. For example, if a commercial property had 29,800 square feet of impervious area, it would be charged 10 ERU's. For single family residential properties it is estimated that the annual fee will be approximately \$65.00. Person's interested in the proposed creation of the stormwater utility are invited to comment at the public hearing.

City of Menasha
Deborah Galeazzi
City Clerk

Run: October 11 and 13, 2008

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
October 6, 2008
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 8:15 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Benner, Pamentor, Taylor, Wisneski, Pack, Hendricks, Zelinski,
Michalkiewicz

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil,
C/T Stoffel, Lisa Schneider (Housing Partnership) Clerk Galeazzi,
the Press

C. MINUTES TO APPROVE

1. Administration Committee, 9/29/08

Moved by Ald. Pack, seconded by Ald. Taylor to approve minutes
Motion carried on voice vote

D. ACTION ITEMS

1. Request to rescind Real Estate Property Taxes by Housing Partnership of the
Fox Cities for 236 and 244 Kaukauna Street.

Lisa Schneider, Executive Director of Housing Partnership of the Fox Cities,
explained they received a letter from Associated Appraisal in 2007 informing
them the properties at 236 and 244 Kaukauna Street were changed to
tax exempt. When a tax bill was received at the end of 2007, she contacted
Associated Appraisal and was told it was in error and would be corrected.
It wasn't until a delinquent tax bill was received in August of 2008 that she
checked into it further.

CA/HRD Brandt stated staff has not seen the original letter sent by Associated
Appraisal in 2007.

Moved by Ald. Pack, seconded by Ald. Michalkiewicz to hold.

2. Authorization of additional commitment of \$30,000 for continued Davis & Kuelthau
representation regarding the issue of Fox River PCB contamination

CA/HRD Brandt explained the amount is needed to cover additional legal costs in
for PCB cleanup

Moved by Ald. Michalkiewicz, seconded by Ald. Pamentor to recommend approval to Common
Council

Motion carried on voice vote

E. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Taylor to adjourn at 8:25 p.m.

Deborah A. Galeazzi

Respectfully submitted by Deborah A. Galeazzi

CITY OF MENASHA
BOARD OF PUBLIC WORKS
Third Floor Council Chambers
140 Main Street, Menasha
October 6, 2008
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Pack at 8:26 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Benner, Pamenter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Michalkiewicz
ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil,
C/T Stoffel, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. September 29, 2008

Moved by Ald. Michalkiewicz, seconded by Ald. Benner to approve minutes
Motion carried on voice vote

D. ACTION ITEMS

1. Change Order – DeGroot, Inc., City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01C; ADD: \$2,438.00 (Change Order No. 3)

NO DISCUSSION OR QUESTIONS.

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to recommend approval to Common Council
Motion carried on voice vote

2. Payment – Badger Highways Co., Inc.: New Street Construction/Street Reconstruction: Contract Unit No. 2008-01; \$166,493.57 (Payment No. 4)

NO DISCUSSION OR QUESTIONS.

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to recommend approval to Common Council
Motion carried on voice vote

3. Payment – Infrastructure Technologies, Inc.: City of Menasha Wastewater Collection System Rehabilitation Improvements Project – Phase 3; Contract No. E145-07-01A; Sanitary Manhole Lining; \$39,097.98 (Payment No. 7)

NO DISCUSSION OR QUESTIONS.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to recommend approval to Common Council
Motion carried on voice vote

4. Recommendation to Revise Policy Regarding Mail Box Damage by Snow Plowing Operations

Staff recommends issuing a check not to exceed \$50 to property owners of any mailbox actually hit by a snow plow. Staff also recommends charging a minimum rate of \$35 or a fee to be determined by Director of Public Works for residents requesting removal of snow from around their mailboxes.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz approved the revision to mailbox damage policy.

Motion carried on roll call 8-0.

5. Stormwater Utility Billing Options

Menasha Utilities revised their original billing proposal for the Storm Water Utility. The billing method will be done on actual incremental customer service cost. Utilities will bill the City for initial setup costs to implement the system. They anticipate it taking approximately 90 days to to implement the billing process.

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to endorse the billing through Menasha Utilities.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to adjourn at 8:37 p.m.

Deborah A. Galeazzi

Respectfully submitted by Deborah A. Galeazzi, City Clerk

CITY OF MENASHA
LANDMARKS COMMISSION
COUNCIL CHAMBERS
DATE: 9-10-08

MINUTE NOTES
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:02 p.m.
- b. CHAIR: Joe

2. ROLL

- a. LANDMARKS MEMBERS (Mark Present or Absent)
 - i. Chair: Joe Weidert present
 - ii. Vice Chair: Patti Rudolph present
 - iii. Ald. Jason Pamerter present
 - iv. Kristi Lynch present, after 4:30
 - v. Mary Nebel present
 - vi. Chris Evenson present
 - vii. Charlie Cross absent

b. OTHERS PRESENT

- i. Dan Pamerter
- ii. Jessica Beckendorf

3. MINUTES

- a. Date(s) of meeting minutes: 8-13-08
- b. Motions:
 - i. Amendments: None
 - ii. Motion to approve:
 - 1. By: Jason
 - 2. 2nd: Patti
 - 3. Result: Approved

4. PUBLIC COMMENTS ON MATTERS OF CONCERN TO THE CITY

- a. Item: None

5. SUBSTANTIVE AGENDA ITEMS

A. 6.E Façade Alteration and grant request 165 & 167 Main St.

- i. Action Item
- ii. Attachments: Photos of deteriorated brick, bids for work and grant application
- iii. Presenter: Jessica and Dan Pamerter
- iii. Discussion: The problem with water damage is illustrated by the photos, and the cost of repair indicated by the bids. This involves 2 facades, therefore \$2,500 for each façade is available totaling a maximum grant of \$5,000. There are no TIF 7 funds available, therefore the request is from the Landmarks existing fund. Total cost of remediation over \$16,000, plus gutters and downspouts. A discussion as to the prior remedial work that was done on these walls ensued, including painting of masonry, warranty and gutter and downspout replacement. Work had been commenced pursuant to the ordinance requiring buildings be repaired and maintained, and commission determined grant request was still available on that basis.
- iv. Motion: To grant request for \$5,000 in grant funds for the proposed façade restoration work.
 1. By: Mary
 2. 2nd: Chris
 3. Result: Approved (Jason abstained, Kristi was not present, all 4 other commissioners voted in favor)

B. 5 A Grant Loan Payout Policy

- i. Discussion Item
- ii. Attachments: None
- iii. Presenter: Patti and Jessica
- iii. Discussion: Patti reported on her contact with a local bank on how other city funds are disbursed. Appears bank does not take active part in loan servicing. Jessica will

check with Tom Stoffel and Attorney Brandt on how to best address concerns of commission that loaned funds only disbursed as work is done and that funds committed are in fact used. Additional concerns over project timing, nature of improvement, inspection, and reporting were also discussed.

C. 6 A Budget and Action Planning

- i. Action Item
- ii. Attachments: None
- iii. Presenter: Jessica
- iii. Discussion: Landmarks Commission currently has no annual budget, only funds that have come from prior state administered federal grants. This is different from larger municipalities that automatically get such funds annually. Request for funding, as part of Community Development Budget required immediately. The following items and budget amounts were agreed upon for submission to the council for consideration:
 1. \$35,000 for façade deterioration repair and improvement in the historic district to be distributed in the grant and loan program.
 2. \$5,000 for community education and outreach (including brochures, historic preservation month activities, printing, postage, speakers, etc.)
 3. \$5,000 for outside professional services (including engineers, architects, historians, and other technical experts needed to evaluate projects and their compliance with Landmarks ordinances and grants/loans.)
 4. \$1,000 for educational seminars, conferences, materials, reference works deemed beneficial to the Landmarks Commission.
 5. Total 2009 budget request: \$46,000

Unanimous consensus was reached on these numbers and that Chair would draft letter to the council for inclusion within the development department budget request.

Additional items discussed for action in 2009 and beyond: Jessica to send current zoning code for analysis in light of historical preservation objective; CLG status (a must do); Coordinate historical recognition activities with historical society; possible GIS Map purchase.

D. 6 B Demolition Application Materials

- i. Action Item
- ii. Attachments: Draft of application materials
- iii. Presenter: Jessica
- iii. Discussion: May be possible and desirable to impose fee for processing, fee to go to city. Amendment of section 3 f to clarify need for specificity on post razing site condition suggested. Jason to check with other cities as to adequacy of insurance requirements (note: this is not a Landmarks issue, as it is a matter of city ordinance.) Start and end dates for planned demolition to be specified in form. Minor typographical errors noted and corrected.
- iv. Motion: To approve demotion application forms, as amended per above discussion.
 1. By Jason
 2. 2nd Kristi
 3. Result: Approved

E. 6 C Certificate of Appropriateness

- i. Action Item
- ii. Attachments: Missing from packet
- iii. Presenter: Jessica
- iii. Discussion: Item to be held for final approval at next meeting. Working draft to be submitted to members by e-mail for comment and review, pending next meeting.
- iv. Motion: None.

F. 6.D Historic Paint Palette List

- i. Action Item
- ii. Attachments: Listing on spread sheet prepared by Kristi
- iii. Presenter: Jessica and Kristi
- iii. Discussion: List and spread sheet approved of by all commission members, Joe offering to put into more user friendly format. Kristi thanked for her extra effort on this project.
- iv. Motion: To approve historic color palette, with reformatting.
 1. By: Patti
 2. 2nd: Mary
 3. Result: Approved

G. 6 F Resurvey Proposal

- i. Action Item
- ii. Attachment: Proposal in agenda packet.
- iii. Presenter: Jessica
- iv. Discussion: Only one proposal received from Heritage Research Ltd. Proposal was within budget (grant) and references were good for work done for Neenah. Only one hard copy set of photos deemed adequate and contract to be reviewed for inclusion of all items contemplated by commission within bid limit.
- v. Motion: To approve the bid and request formal contract for resurvey.
 1. By: Chris
 2. 2nd: Kriti
 3. Result: Approved.

H. 6 G Change of Meeting Time

- i. Action Item
- ii. Attachment: None
- iii. Presenter: Jason
- iv. Discussion: Regular meeting time of 4:00 pm inconvenient for several commission members given work and child rearing responsibilities. Alternatives discussed: morning meetings, lunch meetings, later afternoon meetings.
- v. Motion: To change regular meeting time to 4:30 pm

1. By: Jason
2. 2nd: Kristi
3. Result: Approved

7. ADJOURNMENT

a. TIME: 5:40 pm

b. MOTION

- i. BY: Jason
- ii. 2ND: Kristi
- iii. Result: Approved

CITY OF MENASHA
LANDMARKS COMMISSION
COUNCIL CHAMBERS
DATE: 10-8-08

MINUTE NOTES
CHE—SECRETARY

0. REDULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:35 p.m.
- b. CHAIR: Joe

2. ROLL

a. LANDMARKS MEMBERS (Mark Present or Absent)

- i. Chair: Joe Weidert present
- ii. Vice Chair: Patti Rudolph present
- iii. Ald. Jason Pamerter absent
- iv. Kristi Lynch present
- v. Mary Nebel present
- vi. Chris Evenson present
- vii. Charlie Cross present

b. OTHERS PRESENT

- i. Jessica Beckendorf
- ii. Bob Ramsey
- iii. Roger Biechler
- iv. Christine Biechler
- v. Mike Prokash

3. MINUTES

- a. Dates of meetings: 9/9/08 and 10/1/08
- b. Motions:
 - i. Amendments: None.
 - ii. Motion to approve:
 - 1. By: Patti
 - 2. 2nd: Chris
 - 3. Result: Approved

4. PUBLIC COMMENTS ON MATTERS OF CONCERN TO THE CITY

- a. Item: Mary Nebel raised the following issues: Lack of attachments and time to review action items prior to meeting; Lack of follow up on agenda items intended for follow up or carry over; Change of agenda language to allow broader public comment beyond agenda items. Joe suggested that Mary or other commission member take responsibility for trying to insure agenda items are not missed at subsequent meetings. Consensus reached that list of such items will be put on next agenda as housekeeping measure.

5. SUBSTANTIVE AGENDA ITEMS

- A. F-a 177 Main St. façade improvement and grant request
- i. Action Item
 - ii. Attachments: Photos of deteriorated brick, bids for work and grant application
 - iii. Presenter: Jessica, Biechlers and Bob Ramsey
 - iii. Discussion: Proposal is for work to be done on front façade, per sketch and bids provided. Significant features include: brick cleaning and sealing, tuckpointing deteriorated sections. Project is weather dependent, but is anticipated to be completed during 2008. Total of three facades involved on total of two buildings, therefore grant maximum of \$2,500 per façade available. Total work bid in excess of \$60,000. Kristi requested spec sheet from Mr. Ramsey to review sealer characteristics, which he indicated he would supply to her for review.
 - iv. Motion: To approve proposed alterations to façade and to approve grant of \$2,500 per façade for total of \$7,500 per the plans and specs submitted.
 1. By: Charlie
 2. 2nd: Patti
 3. Result: Approved

B. F-2 163 Main St. façade change and grant request

- i. Action Item
- ii. Attachments: Grant request and single bid.
- iii. Presenters: Jessica and Bob Ramsey
- iv. Discussion: Purpose of proposed change is to eliminate ongoing water and ice problems with current roof and reduce or eliminate post encroachment. Adequacy of submitted materials was questioned by members of commission, including lack of second bid for work, drawings, whether owner or tenant was requesting approval, etc.
- v. Motion: Hold till next meeting to receive revised submission with photos and corrected application form.
 1. By: Mary
 2. 2nd: Patti
 3. Result: Approved

C. F-3 Historic Preservation Proposal and Contract

- i. Action Item
- ii. Attachments: LJM Proposal, prior Heritage proposal and draft of contract
- iii. Presenter: Jessica
- iv. Discussion: The LJM proposal and Heritage proposals were reviewed, along with references received from City of Neenah and prior surveyor, Peter Adams. Price on each proposal equivalent. Contract form distributed and to be reviewed for comment.
- v. Motion: Ratify initial selection decision of Heritage proposal
 1. By: Chris
 2. 2nd: Patti
 3. Result: Approved

5. ADJOURNMENT

- a. TIME: 5:57 pm
- b. MOTION
 - i. BY: Kristi
 - ii. 2ND: Charlie
 - iii. Result: Approved

Minutes submitted by:
Christopher H. Evenson

CITY OF MENASHA
Park Board
Council Chambers, City Hall – 140 Main Street
September 9, 2008
DRAFT MINUTES

1. CALL TO ORDER

A. Meeting called to order by Chr. Dick Sturm at 6:00 p.m.

2. ROLL CALL/EXCUSED ABSENCES

A. MEMBERS PRESENT: Chr. Dick Sturm, Ald. Michael Taylor, George Korth, Mary Francis, Tom Konezke, Nancy Barker
MEMBERS EXCUSED: Ron Suttner, Ald. Taylor (left before the meeting ended)
OTHERS PRESENT: PRD Tungate, PS Huss

3. MINUTES TO APPROVE-MINUTES

A. **Minutes to Approve:**

Moved by G. Korth, seconded by T. Konezke to approve the minutes of the August 11, 2008 meeting. Motion carried 6-0.

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

Five (5) minute time limit for each person

A. **E-mail from Ed Updike – Menasha Dock Association**

They no longer will be using the Memorial Building. Key has been turned in.

B. Ald. M. Taylor commented positively on several maintenance items that have been done at Jefferson Park.

C. M. Francis asked about the Pleasants Park tennis court project.

D. T. Konezke asked about the Fall program flyer and if any changes were made.

E. N. Barker commented on the need for an Isle of Valor sign and other possible improvements to the Memorial Building interior.

F. G. Korth liked the new port-a-potty slab at Jefferson park, Marina Harborhouse needs staining.

5. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. **E-mail from Army Corps of Engineers Regarding the Army Reserve Building**

PRD Tungate made brief comments on an e-mail from the Corps of Engineering regarding the Army Reserve building. The sense is that it could be 1-2 years before the Federal Government decides to dispose of this facility.

B. **Update on Solar Site Assessment at Swimming Pool**

Green Sky Energetics continues its site assessment of the swimming pool. The hope is that a report will be completed by next months meeting.

C. **Park Project Update**

PS Huss reported that the crew has been busy with festival set up, Clovis Park and Smith Park play equipment. A busy fall is planned. Barker Farm Park trail paving and pool basin painting top the list.

D. **New East Side Park Update**

PRD Tungate continues to maintain contact with the landowners interested in eventually selling their land for what will be proposed to be a joint community park. Not much to report. A resolution in support of a joint park concept will be drafted in the near future which will be considered by all interested communities. Board members would like to see this project move ahead.

E. **Fox Jazz Fest Update and Parking Concerns**

Parking problems during the Fox Jazz Fest was discussed. The Board was adamant that too many cars were on the grass during the event. G. Korth presented a count of cars on the grass during Saturday (15-28 cars) and Sunday (35-50 cars). This issue has already and will continue to be addressed with event organizers prior to next year's event.

6. **DISCUSSION ITEMS**

A. **Future of Well at Hart Park**

The future of the Hart Park well was discussed. PS Huss reported over \$2,000 in damages from 2001 to the present. The Board questioned how much the public actually uses the well. Some means of gathering this information was suggested. This issue will be placed on next months agenda.

B. **Skatepark Update – Skatepark Attendants**

Adam and Alex Barnett, Skatepark Attendants, talked with the Board about the Skateboard Park. It has been a relatively quiet season at the park. Not many calls for police service. Recently, vandalism has been down. Recent non-city run event at the park was very well attended. The Attendants suggested a few maintenance items that need attention.

C. **Pet Excrement Bag Station in Jefferson Park**

The Board supported the idea of two pet excrement bag stations at Jefferson Park. Department staff will order this equipment like the ones on the Trestle Trail.

7. **ACTION ITEMS**

A. **None**

8. **ADJOURNMENT**

A. Moved by T. Konezke, seconded by N. Barker to adjourn at 7:35 p.m. Motion carried 5-0.

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

October 7, 2008

Draft

Commission President Mark Allwardt called the Closed Session to order at 11:02 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Guidote, pursuant to Section 19.85 (1) (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Personnel

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

The purpose of the Closed Session was to discuss a transition plan for the General Manager. The job description was discussed, where to advertise, and announce to the public. A Special Meeting will be scheduled for October 10.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Fahrbach, was unanimously approved to adjourn from Closed Session at 12:17 p.m. and to reconvene into Open Session of the Special Meeting of the Water and Light Commission.

BY: CARLA R. WATSON
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

October 1, 2008

Draft

Commission President Mark Allwardt called the Closed Session to order at 7:32 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Watson, pursuant to Section 19.85 (1) (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Personnel

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

General Manager Young announced his resignation to the Commission.

There was discussion about how and when to announce this to employees and the public, and interim options for a General Manager. A closed session meeting will be scheduled for October 7 to continue these discussions.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Fahrbach, was unanimously approved to adjourn at 7:43 a.m.

BY: CARLA R. WATSON
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

October 1, 2008

Draft

Commission President Mark Allwardt called the Closed Session to order at 7:43 a.m., upon the unanimously approved motion by Comm. Guidote, and seconded by Comm. Fahrbach, 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: Strategic Planning

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

The purpose of the Closed Session was to discuss Menasha Utilities strategic management plan for electric, water, and steam communications plus departments common to all utility services such as customer service, HR, financial, information systems, and maintenance.

There being no further business, the motion by Comm. Merkes, seconded by Comm. Watson, was unanimously approved to adjourn from Closed Session at 9:47 a.m. and to reconvene into Open Session of the Special Meeting of the Water and Light Commission.

BY: CARLA R. WATSON
Secretary

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

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

October 1, 2008

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 7:31 A.M., with Commissioners Bob Fahrbach, Joe Guidote, Don Merkes, and Carla Watson present on roll call. Also present were Doug Young, General Manager and Melanie Krause, Manager of Business Operations.

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

Item III. CLOSED SESSION - The motion by Comm. Fahrbach, seconded by Comm. Watson, was unanimously approved on roll call at 7:32 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: Strategic Planning

And pursuant to Section 19.85 (1) (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Personnel

The motion by Comm. Guidote, seconded by Comm. Fahrbach was unanimously approved on roll call at 9:47 a.m. to convene into Open Session of the Special Meeting of the Water and Light Commission.

Item IV. Unfinished Business, Storm Water Billing Update – Mayor Merkes reported the ordinance was sent to the Common Council for approval but there was concern over the cost of the Utility doing the billing versus the City doing the billing.

The motion by Comm. Fahrbach, seconded by Comm. Guidote, was unanimously approved to revise the Utilities' storm water billing based on actual incremental costs of electric customer services plus set-up costs based on customer count.

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

Item VI. The motion by Comm. Fahrbach, seconded by Comm. Watson, was unanimously approved on roll call to adjourn at 10:10 a.m.

By: CARLA R. WATSON
Secretary

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

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

October 7, 2008

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 11:00 A.M., with Commissioners Bob Fahrbach, Joe Guidote, and Don Merkes present on roll call. Also present were Doug Young, General Manager and Melanie Krause, Manager of Business Operations.

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

Item III. CLOSED SESSION - The motion by Comm. Fahrbach, seconded by Comm. Guidote, was unanimously approved on roll call at 11:02 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Personnel

Comm. Watson arrived at 11:02 a.m.

The motion by Comm. Watson, seconded by Comm. Fahrbach was unanimously approved on roll call at 12:17 p.m. to convene into Open Session of the Special Meeting of the Water and Light Commission.

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

Item VI. The motion by Comm. Watson, seconded by Comm. Fahrbach, was unanimously approved on roll call to adjourn at 12:17 p.m.

By: CARLA R. WATSON
Secretary

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

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

October 10, 2008

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 4:00 P.M., with Commissioners Bob Fahrbach, Joe Guidote, and Don Merkes present on roll call. Also present were Doug Young, General Manager and Jerry Sturm, Water Plant Supervisor.

In the absence of Commission Secretary Watson, Commission President Allwardt appointed Comm. Guidote as Acting Secretary for this meeting.

Item II. New Business, Recommendation to Accept Resignation of General Manager – Comm. President Allwardt read the following press release: “Doug Young, General Manager of Menasha Utilities, has tendered his resignation to the Menasha Utilities Commission and the Commission has regretfully accepted his resignation. Mr. Young has accepted a position in the private sector and has agreed, at the Commission’s request, to delay his departure until November 7 to allow for transitional planning. Working with WPPI, the Commission is going to appoint an interim general manager, pending the Commission’s recruitment and appointment of the next general manager.”

“The Commission would like to thank Mr. Young for his years of dedicated service to Menasha Utilities and the community, and wish him well in his future endeavors.”

The motion by Comm. Merkes, seconded by Comm. Fahrbach, was unanimous to accept the resignation.

Mr. Young thanked the Commission for their support over the last several years, and stated it has been his pleasure to work with everyone. During his tenure and the tenure of his predecessor, staff has accomplished many projects. The electric system expanded approximately 2000 customers and made electric capacity additions. Customers on the east side of Oneida were added. The Water Plant project was completed on time and under budget. This year things have been positioned for the Steam Plant, and we are in much better shape than a year ago. The PILOT payments to the City have increased a little over 15% since 1992 and we are over \$1,000,000.00.

Supv. Sturm stated Mr. Young would be sorely missed, and he appreciated the leadership Mr. Young gave along with the forwardness of the Utilities.

Recommendation to Approve Interim General Manager – Comm. President Allwardt reported there was not a recommendation to bring forward yet, but the Commission is working with WPPI on a recommendation.

Information on advertising options along with a job description was sent to the Commission by Manager of Business Operations Krause. Comm. Allwardt asked the Commission to forward their comments to Mrs. Krause.

Comm. Fahrback asked where the most effective options to advertise would be, and Mr. Young stated ads have been placed with MEUW and APPA in the past. The job could also be listed on WPPI's website. Comm. Allwardt asked about placing the ad with Career Builders and/or the Milwaukee Sentinel. Mr. Young responded in his opinion municipal utility individuals may not be reached through the Milwaukee Sentinel and it is very expensive.

Comm. Allwardt stated MEUW, WPPI, and APPA would be good advertising venues.

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

Item XII. The motion by Comm. Guidote, seconded by Comm. Fahrback, was unanimously approved on roll call to adjourn at 4:17 p.m.

By: MARK L. ALLWARDT
President

JOSEPH P. GUIDOTE
Acting Secretary

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

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

September 24, 2008

Draft

Commission Vice President Fahrbach called the Regular Meeting of the Water and Light Commission to order at 7:30 A.M., with Commissioners Don Merkes and Carla Watson present on roll call. Also present were Doug Young, General Manager; Melanie Krause, Manager of Business Operations; Dave Rodriguez, Customer and Utility Services Manager; Kristin Schalinski, Business Operations Accountant; Dick Sturm, Manager of Steam Production; John Teale, Technical Services Engineer; and the Press.

Item II. People from the Gallery to be heard on any topic of public concern to the Utility.
(five minute time limit for each person)

Mary Nebel, 713 First Street – spoke regarding concerns at Winz Park, corrosion on the inside of the water tower, closed session minutes, and the stormwater utility.

Mary Ann Mulvey, 274 Misty Meadow Lane – asked if the coal was stored inside or outside, and why we continue to have wet coal. Comm. Vice President Fahrbach stated the coal was stored outdoors at the vendors, and Steam Production Manager Sturm stated the coal at Menasha Utilities was stored in a silo. He added there are a number of reasons for wet coal, with the main one being the weather and how the coal travels.

Comm. Fahrbach responded to comments from Ms. Nebel and stated minutes of the closed sessions will be signed after approval later in the meeting, and the closed session meetings are not taped. Correspondence regarding Winz Park was included with the packet.

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

- A. Minutes of the Regular Meeting of August 27, and the Special Meeting of September 3, 2008.
- B. Minutes of the Closed Sessions of Aug. 27, June 25, May 28 (2), April 23, April 10, March 26, March 6, Jan. 30, and Jan. 3, 2008, and Dec. 19, Dec. 6, Nov. 27, Nov. 20, Nov. 13, Nov. 6, Oct. 23, Oct. 16, Oct. 2, Sept. 25, Sept. 18, Sept. 10, Sept. 6, and Sept. 4, 2007.
- C. Checks dated August 27 and Sept. 4 - 25, 2008, which includes Net Payroll Voucher Checks, Void O & M Check #034955, and Operation and Maintenance Voucher Checks for a total of \$1,662,355.63, 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 Sept. 4, 2008, to selected MU customers, from Jerry Sturm, Water Plant Supervisor, re: Lead and Copper Testing Results
Copy of letter dated Sept. 9, 2008, to Douglas Young, Menasha Utilities, from Heckrodt Executive Director Tracey Koenig, re: Power Outage
Copy of letter dated Sept. 18, to Rita Robinson, from General Manager Young, re: Winz Park reservoir condition

Electric and Water Distribution Supervisor Pichler arrived at 7:40 a.m.

Mayor Merkes asked if the warrant for submitting checks was ready. General Manager Young stated he had not received the language from the City Attorney. Mayor Merkes stated the ordinance for the creation of the utilities states the Secretary and President should sign off on all checks. General Manager Young added that informally this is done by the approval of the checks. The format on how or where that has to occur needs to be addressed.

This issue was raised during a discussion with the City regarding processing checks and the implication on the ordinance. The City Attorney raised the issue of the additional warrant by the Commission.

General Manager Young gave an update on a check listed for the US Paper rebate. This was part of our energy efficiency program and part was reimbursed by WPPL. With respect to the letter regarding Winz Park, the City Council asked for a report at their September 8 meeting. Funds had been budgeted for 2009 to address this issue. The condition of the wall is an issue that resulted from water migrating down from the top decking into the side walls. This has been repaired once and will be included as a budgeted item for next year.

Item IV. August Financial and Operations Statement -- Manager of Business Operations Krause commented on the electric income statement. The electric revenue budget is based on past experience, so the variances are derived from different usages by customers. The distribution expenses are under for the month because there were less tree trimming done this month as well as labor being charged to work orders. The other income is higher due to the ATC interest.

The water revenues are based on a three year average. Our metered customers used less than anticipated during the month, however, the Town of Menasha used more than anticipated. The water treatment costs are down due to lower amounts of chemicals being used. The transmission and distribution expenses reflect street repairs that were budgeted in a prior month.

General Manager Young gave an update on chemical cost increases and transportation issues. There are discussions with other utilities on joint purchasing some of these materials. He also commented on the water losses and several large main breaks the past month.

Mrs. Krause stated the steam sales were under budget for the month, and the consumption by the customers was less than budgeted. The MISO and electric markets were favorable again in August. The outside services were substantially higher due to the finalization for the PCI litigation.

After discussion, the Commission accepted the August 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.

Item VII. Unfinished Business, Workout Plan – Mrs. Krause stated there were no percentage changes to any of the projects. There were a number of items listed on the Steam Utility report that were worked on during the month, as well as time spent on Unit #5 and the 2009 budget.

Manager of Steam Production Sturm reported on the heat recovery project. The next step will be pricing of the components needed to accomplish the project by phase. The first phase will be the flash steam recovery, followed by the recovery of the heat in the water that is being discharged. Pricing and layout work should be done within the next two months.

Comm. Fahrbach asked for an update on the implementation plan at the October meeting.

Energy Services Representative Voigtlander arrived at 8:05 a.m.

Storm Water Billing Update – Mrs. Krause reported we currently bill the City for the sewer charges and reviewed the allocation method. In that calculation so far this year, the average monthly bill has been \$17,000. The same sewer calculation assumption was used to estimate costs for billing storm water. Additional costs for printing, supplies, and postage were included in the estimated cost of \$15,000 per month.

Manager of Customer and Utility Services Rodriguez reviewed the staff time estimates and implementation timing of the new Harris billing software revision. The software revision was expected to occur late in 2008, but current testing has discovered some performance issues. Because of these issues we have been told it would most likely be the first quarter of 2009 before the software revision will take place.

Mayor Merkes gave an update on internal calculations done by the City to do the sanitary sewer and storm water utility billing monthly. Those calculations are about half of the cost estimate from Menasha Utilities and would be even less if billing were done bi-monthly.

Comm. Merkes made the motion to authorize Menasha Utilities staff to proceed on the project contingent upon approval at the October 6 Common Council meeting; if there is no approval at the October 6 meeting, then staff would not proceed. Comm. Fahrbach seconded the motion. The motion passed by acclamation.

Item VIII. New Business, Low Income Program Recommendation – Mr. Rodriguez reviewed our current Commitment to Community – Low Income Program. Most of the money collected goes towards bill pay assistance and emergency assistance. It appears from current trends that Menasha customers would benefit more by opting into the state program. This would have little impact on our current programs, and there is no additional cost to the Utility. Staff is recommending Menasha Utilities elects to opt-in to the State Low Income Program for the next three years, and the deadline to opt-in is October 1.

The motion by Comm. Merkes, seconded by Comm. Watson was unanimously approved to send funds to the State Low Income Program for the next three years.

Authorization to Approve ATC Purchase Sale Agreement – General Manager Young reported the purchase sale agreement is not complete yet. ATC has applied to the Public Service Commission to revise their operating agreement so that tax exempt owners will receive earnings

closer to the taxable owners. The taxable owners have agreed to sell shares to tax exempt owners, effective January 1, 2008. In doing so, Menasha Utilities will be eligible for a net payment of approximately \$139,000. Staff is recommending approval from the Commission to move ahead with this purchase sale agreement.

Comm. Merkes asked about the interest payments being less in the future, and the affect on the 2008 and 2009 budget. General Manager Young stated the operating agreement will true up disparity in the formula between the tax-exempt and taxable owners. Not approving the purchase sales agreement would result in the loss of the funds. If approved, options on where to apply the payment will need to be discussed. Mrs. Krause added the lower interest payment was already included in the 2008 budget.

Comm. Watson made the motion to authorize the Purchase Sale Agreement with ATCLLC to complete the transaction discussed. Comm. Fahrbach seconded the motion. The motion passed 2 – 1 with Comm. Merkes opposing.

ATC Voluntary Capital Call Recommendation – Mrs. Krause reviewed the periodic voluntary capital call. If this voluntary call is not made, we are still entitled to any future calls. If this was a “Right to Maintain Capital Call” and we did not make the call, we would forfeit all future calls. In the past WPPI has made the voluntary call. Funds to be received from the ATC Purchase Sale Agreement could be used to make this call; otherwise the funds could be put into the Transmission Reserve for future calls.

Comm. Fahrbach asked for a recommendation on options for the ATC payment to be received as a result of the Purchase Sale Agreement.

The motion by Comm. Fahrbach, seconded by Comm. Merkes, was unanimously approved to offer WPPI to make this voluntary call.

Item IX. Project Reports, Melissa Substation Transformer Repair – Technical Services
Engineer Teale reported the transformer arrived on September 4. Testing is in progress and it is expected to be on line 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 gave an update on hydrants replaced and a repaired main break as a result of the leak detection project.

Steam Utility – Mr. Sturm reported on the August 21 meeting held with Dresser Rand. The Unit #5 gland seal condenser has blockages caused by calcium carbonate deposits. The unit is running after interim repairs; it was a difficult machine to bring on line and to keep on line. Dresser Rand is supplying a new re-engineered condenser at no cost to Menasha Utilities.

Comm. Fahrbach asked for an update on this item at the next regular meeting.

Water Plant - there were no additional questions to the report presented.

Telecommunications & Substations – Mayor Merkes asked about the upgrade in the internet access and whether multiple quotes were received on internet pricing.

Mr. Teale reported quotes have been received, and the vendor chosen is able to provide increased speed.

Business Operations – there were no additional questions to the report presented.

Customer and Utility Services – Comm. Fahrback asked if all the issues have been resolved regarding customers that were disconnected in April after the winter moratorium ended. Manager of Customer and Utility Services Rodriguez explained this is an ongoing issue and he will be physically inspecting all disconnected properties during the month of October. There are more customers disconnected this year than last year.

Energy Services Representative/Key Accounts – Energy Services Representative Voigtlander gave an update on the Customer Expo/Energy Event to be held on October 2.

Item XI. People from the Gallery to be heard on any items discussed at this Meeting. (five minute time limit for each person)

Joanne Roush, 409 Cleveland, spoke on the storm water utility billing and who is best able to do the billing, the software upgrade by the City, duplication of personnel and departments, and the upcoming Menasha Utilities budget process.

Chris Evenson, 523 Broad Street, commented on the steam contract negotiations to be discussed in closed session.

Mary Nebel, 713 First Street, spoke about the work-out plan being included in the packet and future projections as part of the budget process.

Joanne Roush, 409 Cleveland, also commented on the work-out plan not being updated.

Item XII. The motion by Comm. Merkes, seconded by Comm. Watson, was unanimously approved on roll call at 9:25 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: Steam Contracts

By: CARLA R. WATSON
Secretary

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

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday September 17, 2008
8:15 A.M.
Minutes**

I. Call to Order

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf, CC Galeazzi (alternate for HR Specialist Taubel), COMP Stoffel, ITMgr Lacey and PC Stanke

Excused: HR Specialist Taubel and PWS Jacobson

Also Present: ITSupv James, PL Brunn and Mr. Larry Schmitz of Common Sense Solutions LLC.

II. Minutes to Approve – Minutes and Communications to Receive – Approval of Minutes of August 20, 2008 IT Steering Committee meeting.

Motion by PC Stanke, seconded by AP Beckendorf to approve the minutes of the August 20, 2008 IT Steering Committee meeting. Following discussion, the motion to accept the minutes was amended to reflect changes requested by Mr. Schmitz concerning his employer and comments attributed to him at the August 20th IT Steering committee meeting. Motion carried.

III. Public Comments on any matter of concern to the City – Five (5) minute time limit for each person – Public Comments on matters of concern to the IT Steering Committee

No one appeared at the meeting.

IV. Report of Department Heads/Staff/Consultants – Committee monthly update on status of projects/operations/costs

ITMgr Lacey distributed the monthly IT Department report. The report is in a different format from previous reports to give a better understanding of what was accomplished for the City departments during the previous month. Committee member's comments on the new format were very complementary and this new format will be used in future reports. ITMgr Lacey answered questions on items included in the report and on the budgetary balance of the IT Department.

V. ACTION ITEMS – Committee discussion on status of replacement for NOVUS AGENDA and transfer of NOVUS AGENDA records to new agenda/minutes replacement program

ITSupv James showed the Committee members how the new process will work. The new procedure for recording minutes and agendas has been labeled M.A.C., **Meeting Agenda Coordinator**. The process was developed using a focus group of staff that use the process the most. : ITSupv James believes the public will find this program much easier to use than the previous software. If the Committee approves of this change, training on the new program will begin shortly and departments will start to prepare minutes and agendas with the new program. Motion by AP Beckendorf, seconded by CC Galeazzi, to approve the M.A.C process and begin the transfer of packets and minutes off of the NOVUS AGENDA system. Motion carried.

ACTION ITEMS – Committee discussion and recommendation on 2009 IT Department Budget Request

After a brief explanation of the items requested in the 2009 IT Department budget and a request to expand on the narrative portion of the budget request, motion by PC Stanke, seconded by AP Beckendorf to recommend the proposed IT Department budget as presented. Motion carried.

ACTION ITEMS – Committee discussion on developing a New Resident Information packet

No Committee member present had sufficient information on this agenda item to explain it, so the item will again appear on the October IT Steering Committee agenda.

ACTION ITEMS – Committee discussion on next IT Steering Committee meeting date – October 15th, third Wednesday

After discussion, by consensus of the members present, the next Information Technology Steering Committee meeting will be held on Wednesday, October 15th, at 8:15 AM in the Gegan Room of the Menasha Public Library.

VI. ADJOURNMENT

Motion by PC Stanke, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 9:44 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary

DRAFT

NEENAH-MENASHA SEWERAGE COMMISSION

Closed Session
Tuesday August 26, 2008

Commissioner D. Youngquist made a motion to convene into closed session under Section 19.85(1)(g) and 19.85(1)(e) of the Wisconsin Statutes to confer with legal counsel concerning strategy to be adopted by the NMSC with respect to their joint defense with the Cities of Neenah and Menasha in connection with potential liability arising from the Lower Fox River/Green Bay Natural Resource Damage Assessment, Lower Fox River and Green Bay remediation issues, and related potential litigation and to discuss strategies for negotiations with representatives of the United States of America on compromise settlement of potential CERCLA liability, indemnification, contribution protection and municipal entities infrastructure concerns with respect to the Lower Fox River/Green Bay; motion seconded by Commissioner J. Jurgenson. Motion carried unanimously. Meeting convened into closed session at 9:05 am.

The Closed Session was called to order by Commission President W. Zelinski at 9:05 a.m.

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

Also Present: Paul Much (MCO).

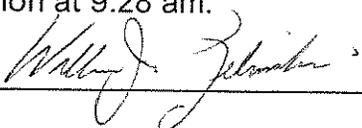
Attorney Gunz discussed with the Commissioners the current status on the litigation with Appleton Papers/NCR. The lawsuit pending between Appleton Papers/NCR and the municipalities and other industries currently is in excess of 20 defendants; there is a seven page list of attorneys involved which totals around 300 lawyers. Appleton Papers/NCR is claiming in excess of \$1 Billion to cleanup the Fox River. The NMSC is being brought in as an indirect contributor. From 1950's to 1984 the NMSC treated wastes with PCB's. The defense costs will be enormous. The Federal Government can give the Commission protection based on "in-kind" contributions. The Federal Government is not involved in the current lawsuit by Appleton Papers/NCR. We will be meeting with the Justice Department the second week of September and we will be requesting a 6-week stay in the current lawsuit to give us time to negotiate with the Federal Government. Two of the Commission insurance companies have agreed they have some potential liability. With the NMSC being a part of the joint defense group, this has reduced the amount of complications between the municipalities. Any "in-kind" contributions may have a budget impact on the Commission for the next 20-30 years. Hopefully we will have indications from the Federal Government in the next 60-days. Of note, the NMSC was sued by Appleton Papers/NCR but not the Cities of Neenah and Menasha.

Commissioner W. Helein excused from the meeting to attend to other business.

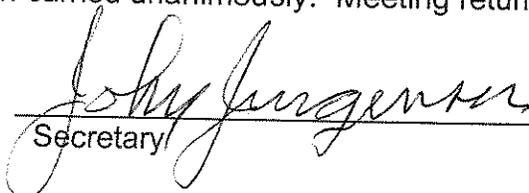
There probably won't be any activity for another 6-9 months. If our request for a stay is denied, then a scheduling order will be issued.

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to reconvene into Regular open session. Motion carried unanimously. Meeting returned to Regular open session at 9:28 am.

President



Secretary





...a new horizon

MENASHA POLICE COMMISSION MEETING MINUTES

DATE: September 18, 2008

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

Present: Barb Ballard, Jim Liebhauser, Terri Reuss, Chief Stanke, Craig Wussow.

Absent: Ron Duuck.

- I. Minutes of the last meeting: M/S/C Wussow/Reuss to accept the 7/17/2008 Meeting Minutes.
- II. Police Report – Chief Stanke.
 1. Training Certificates: Amy Cook- U.S. Attorney's Office, Protecting Children from Online Exploitation.
 2. Letters of Appreciation: Living Stone Alliance Church.
St. Elizabeth's Hospital for help with "Party at the PAC".
David Krysiak recognizing Officers Cook and Groeschel.
 3. Hiring interviews were conducted on September 15, 2008.
 4. Life Scan training, a train the trainer session was conducted on September 18, 2008.
- III. Old Business: None.
- IV. New Business: None.
- V. Correspondence: None.
- VI. Schedule next meeting: Thursday, November 20, 2008 at 5:00pm. .
- VII. Adjournment: 5:30pm M/S/C Reuss/Wussow.

Respectfully submitted,

Barb Ballard
Commissioner, Secretary

ASSOCIATED BANK, N.A.,

Plaintiff,

vs.

Case No. 08-CV-306

Hon. Karen L. Seifert, Br. 4

ANTHONY M. RODMAN,
KATHY L. RODMAN,
CITY OF MENASHA,

Defendants.

NOTICE OF FORECLOSURE SALE

PLEASE TAKE NOTICE, that by virtue of a Judgment of Foreclosure and sale entered in the above-captioned action on April 23, 2008, in the amount of \$83,889.46, the undersigned Sheriff of Winnebago County will sell at public auction as follows:

TIME: December 2, 2008 at 9:00 a.m.

PLACE: in the main lobby of the Winnebago County Courthouse
415 Jackson Street, Oshkosh, WI 54903

DESCRIPTION:

The South 74 feet, front and rear, of Lots 1 and 2 in RE-PLAT OF LOTS 1, 2 AND NORTH ONE HALF OF LOT 3, OF BLOCK 8, ROUND'S ADDITION, in the Fourth Ward, City of Menasha, Winnebago County, Wisconsin.

Tax Key No. 704-0429

PROPERTY ADDRESS: 750 Wilson Street, Menasha, WI 54952

TERMS: Cash; down payment required at the time of Sheriff's Sale in the amount of 10% by cash, money order, cashier's check or certified check made payable to the Winnebago County Clerk of Courts; balance of sale price due upon confirmation of sale by Court. Property to be sold as a whole "as is" and subject to all real estate taxes, accrued and accruing, special assessments, if any,

This is an attempt to collect a debt. Any information obtained will be used for that purpose.

This communication is from a debt collector.

penalties and interest. Buyer to pay applicable Wisconsin Real Estate Transfer Tax from the proceeds of the Sale upon Confirmation of the Court. Purchaser to pay the cost of title evidence.



Michael Brooks, Sheriff
Winnebago County, Wisconsin

Plaintiff's Attorney:

Mallery & Zimmerman, S.C.
500 Third Street, Suite 800
P.O. Box 479
Wausau, Wisconsin 54402-0479
(715) 845-8234

City's Mortgage \$ 11,214 + interest

AFFIDAVIT OF MAILING

STATE OF WISCONSIN)

) ss.

Case No. 08-CV-306

COUNTY OF MARATHON)

The undersigned being first duly sworn on oath deposes and says that a true copy of the NOTICE OF FORECLOSURE SALE was served upon the hereinafter named persons as shown below, by enclosing the same in an adequately postpaid envelope which bore the sender's name and return address and which was addressed to each such person at his respective post office address and which was mailed on the same date as set forth below when notarized.

ANTHONY M. RODMAN,
1748 Bayberry Street
Appleton, WI 54915

KATHY L. RODMAN,
750 Wilson Street
Menasha, WI 54952

CITY OF MENASHA
140 Main Street
Menasha, WI 54952

May Sabatke

Subscribed and sworn to before me
this 3rd day of ~~September~~, 2008.
October

Heidi Knatwell
Notary Public, State of Wisconsin
My commission expires 10-10-10.

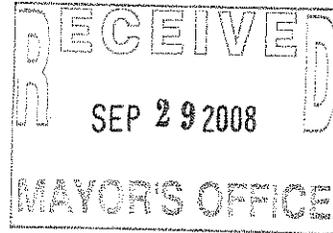


DEPARTMENT OF THE ARMY
DETROIT DISTRICT, CORPS OF ENGINEERS
477 MICHIGAN AVENUE
DETROIT, MICHIGAN 48226-2550

IN REPLY REFER TO

September 24, 2008

Engineering and Technical Services
Great Lakes Hydraulics and Hydrology Office



Dear Lake Winnebago Partners:

You are invited to attend the interagency coordination meeting concerning the regulation of the outflows from Lake Winnebago into the lower Fox River. The meeting will be held at Paper Discovery Center on 425 West Water Street, Appleton, WI on Wednesday, October 22, 2008 at 9:00 AM. A map of the hall location is enclosed.

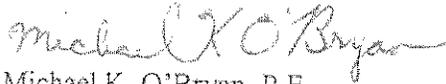
This is an interagency meeting that will be open to the public. It is being conducted to exchange information between the Corps of Engineers and representatives of other groups that have expressed an interest in the water resources management of the Lake Winnebago Basin.

The meeting agenda is as follows:

- a. Regulation Actions, October 2007 - September 2008
- b. Regulation Strategy, October 2008 - September 2009
- c. Other Items of Concern

We look forward to your participation. If you have any questions, please contact Mr. John Allis at (313) 226-2137.

Sincerely,


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

Enclosure

BEFORE THE DEPARTMENT OF NATURAL RESOURCES AIR MANAGEMENT PROGRAM

Wisconsin Department of Natural Resources Air Pollution Control Permit Preliminary Analysis to Renew an Air Pollution Control Permit to Operate an Existing Air Pollution Source at 204 Madison Street, Menasha, Winnebago County, Wisconsin.

Air Pollution Operation Permit Renewal No. 471093150-F10.

Ashland Distribution Co., a division of Ashland Inc. submitted to the Department of Natural Resources (DNR) an application to renew operation permit number 471093150-F01, including plans and specifications, for the operation of an existing chemical distribution facility.

The Bureau of Air Management of the Department has analyzed these materials and has made a preliminary determination that operation of this air pollution source should meet applicable criteria for permit approval as stated in ss. 285.63 and 285.64, Wis. Stats., including both the emission limits and the ambient air standards and that the application is approvable. This preliminary determination does not constitute approval from the Air Management Program or any other DNR sections which may also require a review of the project.

The DNR hereby solicits written comments from the public regarding the preliminary determination to approve an operation permit renewal. These comments will be considered in the DNR's final decisions regarding this renewal. Information, including the draft permit and the DNR's preliminary analysis regarding this renewal, is available for public inspection at the Department of Natural Resources Bureau of Air Management Headquarters, First Floor, 345 West Washington Avenue, Madison, Wisconsin, 53703-2701; Bureau of Air Management, 101 S. Webster Street, Box 7921, Madison, WI, 53707-7921; and at the Elisha D. Smith Public Library, 440 First St., Menasha, WI, 54952-3191, or contact Keith Pierce, 608-267-0562. This information is also available for downloading from the Internet using a World Wide Web browser at: <http://dnr.wi.gov/air/permits/permitsearch.html>

Interested persons wishing to comment on the preliminary determination should submit written comments within 30 days of publication of this notice to:

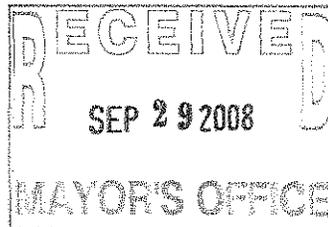
Wisconsin Department of Natural Resources, Bureau of Air Management, 101 S. Webster Street, Box 7921, Madison, WI, 53707-7921. Attn.: Keith Pierce.

A public hearing may be requested by a person who may be affected by the issuance of the permit. The request for hearing should indicate the interest of the party filing the request, how the person may be affected by issuance of the permit and reasons why a hearing is warranted. The Department may then hold a public hearing if it determines that there is a significant public interest in holding a hearing.

Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
For the Secretary

By *Imelda Stamm*
Imelda Stamm
Air Management Leader, South Team
Northeast Region Air Program



1320 N. Dr. Martin Luther King, Jr. Drive
 Milwaukee, WI 53212-4002
www.timeswarnerwi.com



News Release

FOR RELEASE IMMEDIATELY OCTOBER 3, 2008

WLUK PULLS FOX SIGNAL FROM TIME WARNER CABLE LINEUP

Customers can get free antennas from Time Warner Cable, or go to www.tellthetruthwluk.com for Instructions on How to Watch Their Favorite Network Programming From the Internet on Their TV

KIMBERLY – WLUK removed its signal from the Time Warner Cable channel lineup at midnight October 2, after refusing to grant an extension that would allow Time Warner Cable to continue to broadcast the channel while negotiations continue.

“We offered to work through the night to reach an agreement, and WLUK refused,” said division president Jack Herbert “They showed little regard for their viewers and advertisers, and our customers, in their preference to remove the channel rather than work toward resolution.”

Herbert continued: “Despite acknowledging progress in the negotiations, WLUK took the extreme step of removing its signal, depriving Time Warner Cable customers of the FOX programming they enjoy. We asked for a very short extension to complete negotiations, but it was WLUK’s preference to pull their signal off the air.”

Without express permission, Time Warner Cable cannot legally provide WLUK to its cable customers. In exchange for that permission, WLUK, along with 12 other LIN TV stations across the country, is demanding that Time Warner Cable customers pay a monthly fee to watch programming that is free to all Americans, simply by using an antenna. Time Warner Cable believes that WLUK is fairly and adequately compensated for its channel with the clear reception and extended advertising audience that the station enjoys by being on Time Warner Cable’s channel lineup. “LIN TV already makes millions of dollars in additional advertising revenue as a direct result of being on Time Warner Cable,” Herbert said. “Demanding more is just plain greedy and northeast Wisconsin deserves better.”

“We will keep negotiating on our customers’ behalf and will work to get this resolved quickly. In the meantime, customers can get a free antenna from us or watch their favorite FOX programming via the Internet.”

In order to minimize any inconvenience to their customers who still want to receive WLUK, some Time Warner Cable customers will be able to receive WLUK off air by attaching a TV antenna to their television sets. Time Warner Cable has purchased thousands of antennas to provide free to customers. Customers may tune to Wisconsin on Demand – digital channel 1111, channel 4 or 2 or visit our website at tellthetruthwluk.com for information on where to pick up an antenna and

1320 N. Dr. Martin Luther King, Jr. Drive
Milwaukee, WI 53212-4002
www.timeswarnerwi.com



News Release

- MORE -

Page 2 of 2 - WLUK pulls signal from Time Warner Cable

how to attach it to their television. Antennas are available on a first-come basis at the following locations.

Payment Center - Appleton

420 E. Northland Ave.

Appleton, WI 54911

Hours of Operation: 8:00 - 9:00 (F); 8:00-6:00 (Sat); 8:00 - 2:00 (Sun)

Payment Center - Green Bay

2580 W. Mason St.

Green Bay, WI 54303

Hours of Operation: 8:00 - 9:00 (F); 8:00-6:00 (Sat); 8:00 - 2:00 (Sun)

Oshkosh Cable Store

1825 Witzel Ave.

Oshkosh, WI 54902

Hours of Operation: 8:00 - 9:00 (F); 8:00-6:00 (Sat); 8:00 - 2:00 (Sun)

For instructions on how to connect your computer to your television set, please go to telltthetruthwlu.com - it's a fast, easy and inexpensive solution to seeing your favorite FOX programming.

About Time Warner Cable

Time Warner Cable is the second-largest cable operator in the U.S., with technologically advanced, well-clustered systems located mainly in five geographic areas — New York state (including New York City), the Carolinas, Ohio, southern California (including Los Angeles) and Texas. As of December 31, 2007, Time Warner Cable served approximately 14.6 million customers who subscribed to one or more of its video, high-speed data and voice services.

Contact: Bill Harke (920) 378-3668

1320 N. Dr. Martin Luther King Jr. Drive
Milwaukee, WI 53212-4002
Tel 414-277-4111
Fax 414-224-6155

1 of 3



October 3, 2008

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

Dear Ms. Galeazzi:

I'm writing to update you on the business dispute between Time Warner Cable and WLUK, which is owned by Lin TV. We have been actively negotiating for several months with Lin TV to renew our retransmission consent agreement, which granted Time Warner Cable the legal right to retransmit the channel. However, the agreement expired last night at midnight without a deal. By refusing us an extension, Lin TV pulled WLUK from our lineup.

While we hope we can resolve this issue quickly, I wanted you to be aware of the issue, as you may receive questions from your constituents. You'll also notice heightened interest before any Packer's game on WLUK. Time Warner Cable will be providing free antennas, AB switches, or S cables to our customers. These items will permit customers to receive WLUK programming, and will be available at the following Time Warner Cable payment centers:

Appleton

420 E. Northland Ave.

Appleton, WI 54911

Hours of Operation: 8:00 - 9:00 (F); 8:00-6:00 (Sat); 8:00 - 2:00 (Sun)

Green Bay

2580 W. Mason St.

Green Bay, WI 54303

Hours of Operation: 8:00 - 9:00 (F); 8:00-6:00 (Sat); 8:00 - 2:00 (Sun)

Oshkosh Cable Store

1825 Witzel Ave.

Oshkosh, WI 54902

Hours of Operation: 8:00 - 9:00 (F); 8:00-6:00 (Sat); 8:00 - 2:00 (Sun)



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

JIM DOYLE
GOVERNOR
MICHAEL L. MORGAN
SECRETARY

Division of Intergovernmental Relations
101 East Wilson Street, 10th Floor
Post Office Box 8944
Madison, WI 53708-8944
Voice (608) 266-0288
Fax (608) 267-6917 TTY (608) 267-9629

DEBORAH A. GALEAZZI
CLERK, CITY OF MENASHA
140 MAIN ST
MENASHA, WI 54952 - 3190

October 10, 2008

FINAL ESTIMATE OF JANUARY 1, 2008 POPULATION

Dear Municipal Clerk:

The final estimate of the January 1, 2008 population for the CITY OF MENASHA in WINNEBAGO County is 15,775.

Approximately 12,067 of the estimated population for the CITY OF MENASHA are of voting age. This approximation is a courtesy estimate that helps you comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the 2000 Census proportion of persons age 18 and over to the final January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population.



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

JIM DOYLE
GOVERNOR
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DEBORAH A. GALEAZZI
CLERK, CITY OF MENASHA
140 MAIN ST
MENASHA, WI 54952 - 3190

October 10, 2008

FINAL ESTIMATE OF JANUARY 1, 2008 POPULATION

Dear Municipal Clerk:

The final estimate of the January 1, 2008 population for the CITY OF MENASHA in CALUMET County is 1,633.

Approximately 1,146 of the estimated population for the CITY OF MENASHA are of voting age. This approximation is a courtesy estimate that helps you comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the 2000 Census proportion of persons age 18 and over to the final January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population.

2008-09 Building Communities Series

UW-Extension, Martenson and Eisele, and UW-Fox Valley are co-hosting a web-based series on Community Sustainability. People define sustainability differently depending upon context; this series explores sustainability as it relates simultaneously to the social, economic and environmental aspects of our communities. Each webinar session will connect participants with presenters via audio and internet, and allow discussion with other participants from around the state and country.

Who Should Attend:

We especially want to encourage attendance by local elected and appointed officials, business leaders, and economic development professionals who are working on sustainability, economic development and quality of life issues in their community.

Conference Sessions:

This nine-session web-conference will use WisLine Web Conference technology (an audio-visual delivery mode powered by Microsoft Office® Live Meeting and utilizing a web browser and telephone line.) If you have not used Microsoft Office® Live Meeting, please check with your computer support person.

The 2008-09 Series is being co-sponsored by the UW-Extension Sustainability and Energy Teams and the Center for Community & Economic Development

While you can participate in the series at your office, we encourage you to join other local elected and appointed officials, business leaders and economic development professionals at our "peer-learning" site at UW-Fox Valley at 1478 Midway Road in Menasha. Immediately following the webinar, you'll have the chance to have a face-to-face discussion of the topic where you can share your experiences and learn from others. There is no charge for the series at the "peer-learning" site. That's right, it's free! (And, we serve cookies!) All of this is possible because of the series sponsorship by the Calumet, Outagamie, and Winnebago County Extension Offices, Martenson & Eisele, Inc., and our newest partner, UW-Fox Valley.

Please allow yourself sufficient time to park and find the room. Each Session will run from 11:30-12:30 and be followed by a brief discussion with the group

To register for the "peer-learning" site, contact Jonathan Bartz, Martenson & Eisele, Inc. at 920-731-0381 or email at jonb@martenson-eisele.com.

For additional program information, contact:
Mary Kohrel, Calumet County UWEX Community Development Educator — 920-849-1450 x 3

Catherine Neiswender, Winnebago County UWEX Community Development Educator — 920-232-1970

Jim Resick, Outagamie County Extension Community Development Educator — 920-832-5122

Joy Perry, UW-Fox Valley — 920-832-2653

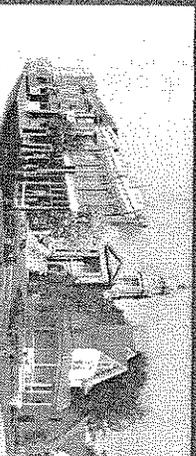
If you are not able to participate at UW Fox Valley, you may participate at your desk by registering at:
www.uwex.edu/ces/cced/building_community.cfm

**UW
Extension**

Webinar Educational Series

New Day! New Time, New
Lecturer —
Same Great Program!

Building Communities



Focus on Sustainability

Tuesdays
October 21, 2008
thru June 16, 2009
11:30 a.m. — 12:30 p.m.
Room 1346 at UW-Fox Valley

Setting the Stage: Sustainability and Sustainable Community Development
October 21, 2008, 11:30-12:30PM—While a

growing number of community initiatives are emerging to address sustainability, there is often no clear understanding of how they can or should relate to each other. How does a community make the most strategic use of its limited resources? Where should it start? How does it compare the alternatives? What are the appropriate roles for the private and not-for-profit sectors? Communities need to build the capacity to understand and move toward sustainability on their own. This session will help frame these questions, offer a variety of approaches for communities to consider, and provide examples.

Energy Efficiency

November 18, 2008, 11:30-12:30PM—In this time of record-high energy prices and recognition of the ties between national security and energy independence and between utility system reliability and global climate change concerns, energy efficiency is a key approach among the remedies. But how does a local government or business act strategically to make the most of every Btu? This session will describe how to measure current energy use and to create an energy plan with the technologies, practices, programs and policies that maximize energy efficiency and cost savings.

Renewable Energy

December 16, 2008, 11:30-12:30PM—Renewable energy is part of a strategic approach to energy that reduces carbon emissions, improves energy reliability and may protect against escalating fuel costs. This webinar examines the renewable energy technologies available and how to choose the options best for your community or your site. Questions to be considered by the presenters include: Is it affordable? Who are the service providers in my area? How do I proceed? What renewable installations are already operating?

Sustainability and Comprehensive Planning

January 20, 2009, 11:30-12:30PM—
This webinar will focus on infusing sustainability con-

cepts (the three E's of Economy, Environment and Equity and The Natural Step principles) into the elements of the comprehensive plan. How to create goals, objectives and policies that reflect sustainability will be discussed along with resources to assist with sustainability planning efforts.

Sustainable Business Practices and Strategies

February 17, 2009, 11:30-12:30PM—Some businesses have embraced the idea of sustainability while others still reject it. Why have some companies resisted sustainability strategies? How can business leaders be persuaded to go further? What is the business case for sustainability? This session looks at how businesses can capture the opportunities associated with sustainability. It quantifies the benefits of business sustainability strategies and offers insights into how these advantages can be communicated to business leaders. Specific examples are used throughout the presentation.

Green Collar Jobs: Sustainable Work in a

Low Carbon World

March 17, 2009, 11:30-12:30PM—Will future jobs be increasingly "green?" If so, what makes a job or an industry green? Is a green job a good job? What constitutes this "green economy" that we hear so much about these days? This session explores the nature of green collar jobs and their implications for business and community development. It looks at links with environmental concerns, efficiency considerations, and workforce (and employment) development in terms of education and skills requirements.

Local Food Networks: Food Localization as a Sustainability Strategy

April 21, 2009, 11:30-12:30PM—Localization strategies often characterize sustainability efforts. And nothing is more central to our lives than the food that we eat. Building a local sustainable food economy has implications related to local spending choices, nutrition and health, developing strong linkages between rural and urban areas, creating local jobs, land use patterns, and regenerating community. Learn about this rapidly growing sustainability strategy—through examples and

best practices—and how it is helping to reshape our food system and our communities.

Sustainability Indicators and Measurement

May 19, 2009, 11:30-12:30PM—It's one thing to pass a resolution to become a sustainable community or adopt a corporate sustainability policy and another to make steady progress toward that end. How do you gauge overall health and long-term sustainability? Sustainability indicators use data to measure that progress. The resulting information can be used to raise awareness about community health, the environment, social well being and economic development. Learn about an array of indicator models across the country and how they are used as a basis for further policy development, funding targets, and improved activities and strategies to promote sustainability.

Community Organizing for Sustainability

June 16, 2009, 11:30-12:30PM—Where does a community start if it is interested in organizing for sustainability? Who takes the lead? What are the roles of local governments, local businesses, and local organizations? Do we need a "fire soul" to lead the effort? Why do some communities seem to move forward while others don't? Is it easier to pursue sustainability in urban versus rural areas? This session explores these questions and offers examples that include study circles, early adopter projects, comprehensive planning, and local sustainability alliances.



Wisneski's 3rd District

WORDS

Fall, 2008

News from YOUR City Council

Authorized and Paid for by Susan M. Wisneski

I'm Back!

This is the first newsletter that I have written since the Winter of 2007. It's not that I WANTED to stop writing and distributing the newsletters; I had shaky bad knees that prevented me from distributing the newsletter and I was unable to find students willing to do it for community service credits. My knees deteriorated to the point where I had to have *both* replaced in March, 2008. It's been a long haul to recover but I think I am finally over the hump, ready to walk the route to deliver my newsletters to each household in the 3rd District.

So, here goes.....

Storm Water Utility

Another unfunded mandate is hitting us!

Some years back the Federal government set specific standards for clean storm water and passed the enforcement of various new laws on to the states. In Wisconsin, the DNR passed an administrative code to improve the quality of storm water discharged into public waters. Full implementation was to have taken place by 2007 but we received a 'pass' to fully implement a Storm Water Utility, which is in process right now. These laws affect our discharge of storm water into Lake Winnebago and Little Lake Butte des Morts.

Menasha currently owns, operates and maintains a storm water collection system that provides collection and regulation of storm water and other surface water discharge for all real property owners in the City. Currently a utility is being set up to administer the costs of operating and maintaining this system, and financing necessary plans, studies, repairs, replacements, improvements and extensions. Every property owner in the City will

be billed for the total of the *impervious* surface area on their property. An impervious surface is one that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by rainwater (water can't soak in). It includes all areas covered by structures, decks, roofs, patios, porches, driveways, sidewalks, parking lots, pavement, gravel, compacted clay and loading docks. All property owners, even normally tax-exempt properties, are impacted.

A rate has been established based on AVERAGES of all the residences and the ERU (equivalent runoff unit) has been established. All single family homes will be charges one (1) ERU while duplexes will be charges one (1) ERU per living unit. The formula gets a little more complicated as it applies to multi-family and non-residential areas, and there is a break for those residential properties adjacent to the river, canal or lakes. Businesses and undeveloped properties are also addressed in the utility charges.

Now, for the money news, this Storm Water Utility is expected to run average single family home owners about \$60 to \$70 a year. Some adjustments are going to be addressed as they arise, to allow for the potential for on-site stormwater management practices. Billing and collecting practices are being considered for implementation starting in 2009.

Many area communities have been involved in Storm Water Utilities for some time. Neenah and Appleton have had theirs for about five (5) years or so, while the Town of Menasha is also setting up their Utility.

Some of the expenses the Utility will face are the purchase of large tracts of land for the development of retention/detention ponds to allow the settlement and cleanup of runoff waters BEFORE it gets into the public waters. We will also have to be VERY diligent in keeping the sewers clean – **NO MORE PUTTING YOUR GRASS CLIPPINGS INTO THE STREET TO CLOG THE SEWERS!!!**



Storm Water Utility, cont. -

Another huge expense is the purchase of a newer, larger street sweeper to keep debris from running off into the sewers; there are the costs of setting up the billing and collection systems, the maintenance costs, and all the employee costs in maintaining a clean public water system.

An ordinance has been drafted for the Common Council to pass relating to the creation of the Storm Water Utility for the City of Menasha.

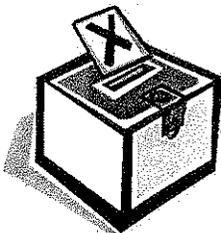
Burning Notes

I have received calls and questions about burning. Here is the short and sweet of the situation: You **can not** burn leaves or grass or any house debris, even if it is in your authorized (you have a burning permit) fire pit. The pit is permitted only to burn twigs and wood for a recreational fire – cleaning the yard doesn't count unless you are sitting there enjoying the fire. If you have questions, please call the NMFR at 886-6208.

ALSO:

If you know of potential or real code violations that should be checked out, feel free to contact Joe Polzien, the City's code enforcement officer, at phone 920-967-3548 or jpolzien@ci.menasha.wi.us. Complaints can also be made by mail c/o the Menasha Police Department, 430 First St., Menasha WI 54952.

DID you know that October is Fire Prevention month? The Neenah Menasha Fire Rescue is avid about promoting fire prevention so you can call them about tours, talks, etc. Call at 920-886-6200.



Be sure to VOTE on November 4. It is not up to everyone else, it is up to you!!!! **Your polling place is Banta School, 328 6th St., Menasha.**



Garbage

A note about garbage containers: The policy that was passed many years ago when the City bought the standardized containers outlined the uses for those containers. One was that they must be kept out of the sight line of the front of the house. This means that, if you are looking at the front of your home, your garbage container **can not be in front** – you can have it on the side of your home, or in your garage, but not in front.

The container may be filled to the brim for collection, but the top **MUST BE ABLE** to be closed. There can be a slight gap but the cover **MUST BE** on. This prevents garbage from falling onto the street.

If you have excess garbage, you can bundle it next to the container for pick up **BUT** you must have an overflow/bulky item disposal tag. These tags are provided yearly as a courtesy by the DPW but, if you are new to the City and didn't get them, or if you need additional ones, contact the Public Works Facility at 967-3620. As the name implies, the tags must be attached to big items that don't fit into the container.

BUDGET



The Common Council review of the proposed 2009 budget is set for November 6, 10, and 13 at the Council chambers in City Hall. Department Heads have prepared their proposals and submitted them to the Mayor, who made his adjustments. *Now it is our turn!* The 2009 budget will be adopted on November 17, 2008.



Have a safe & happy holiday season!



Ms. Susan M. Wisneski **
1232 Depere St.
Menasha, WI 54952 ...*

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, September 22, 2008

Minutes

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were President Tews, Commissioner Gerhart, Commissioner Hanson Commissioner Ziegler and Commissioner Youngquist. Also present were Administrator Sturgell, Com. Dev. Dir. Dearborn, Engineer Werner, Accts. Mgr/Deputy Treas. Pagel, Water Supt. Roth, Barb Knaack. Excused were Finance Dir. Piergrossi and Wastewater Supt. Laabs.

2. AWARDS/PRESENTATIONS

3. PUBLIC FORUM

4. DISCUSSION ITEMS

5. OLD BUSINESS

6. NEW BUSINESS

a) 080922-1:UD Expenditures

MOTION: Youngquist/Hanson to approve the expenditures as submitted with the exception of none. Motion carried.

7. ORDINANCES/POLICIES/AGREEMENTS

8. APPROVAL OF MINUTES

9. CORRESPONDENCE

a) Water Pumpage Report - August 2008

b) Water Main Breaks - August 2008

MOTION: Youngquist/Ziegler to accept the correspondence for filing as submitted. Motion carried.

10. REPORTS

- a) Water Superintendent Roth - Water Main Project Update: Reported the crew will begin working on Palisades Drive which is scheduled for completion in about four weeks. Mains have been completed on Lakeshore Drive and Olde Midway Road and the asphalt crew and landscapers will now finish the ditches.
Water Supt. Roth explained that asphalt would be laid this week.
Commissioner Youngquist inquired about the two wells being drilled on the east and west side. Water Supt. Roth explained problems which occurred at Well No. 7 when a drill bit broke causing the casing to have to be pulled. When asked whether this well could be used this year, Water Supt. Roth explained that it could but extensive overtime must be put in to finish the job now running one month later than scheduled. Workers will put in 12 to 16 hour days until it's done.

11. MOTIONS BY COMMISSIONERS

12. ADJOURNMENT

At 5:07 p.m., MOTION: Hanson/Gerhart to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary

Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, August 25, 2008

Minutes

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Secretary Backman took roll call and present were President Tews, Commissioner Gerhart, Commissioner Hanson, Commissioner Ziegler and Commissioner Youngquist.
Also present were Administrator Sturgell, Finance Dir. Piergrossi, Com. Dev. Dir. Dearborn, Engineer Werner, Wastewater Supt. Laabs, Water Supt. Roth, Melvin Schultz, Gary Koehnke, Sandra LeMoine, Jerry LeMoine, and James Hedman. Excused was Accts. Mgr/Deputy Treas. Pagel.
2. AWARDS/PRESENTATIONS
3. PUBLIC FORUM
4. DISCUSSION ITEMS
5. OLD BUSINESS
6. NEW BUSINESS
 - a) 080825-1:UD Expenditures
MOTION: Youngquist/Ziegler to approve the expenditures as submitted with the exception of none. Motion carried.
7. ORDINANCES/POLICIES/AGREEMENTS
8. APPROVAL OF MINUTES
 - a) Regular Meeting - August 11, 2008
MOTION: Hanson/Gerhart to dispense with the reading of the above minutes and approve as submitted. Motion carried.
9. CORRESPONDENCE
 - a) Water Pumpage Report - July 2008
 - b) Water Main Breaks - July 2008MOTION: Youngquist/Gerhart to accept the correspondence for filing as submitted. Motion carried.
10. REPORTS
 - a) Water Superintendent Roth - Water Main Project Update: Reported Tayco Road was completed. On Lakeshore Drive between Frances Street and Gordon Street they have also finished installing mains. Work will next begin on Olde Midway Road between Lakeshore Drive and Racine Road. Water Supt. Roth also reported problems while drilling well no. 7 when they hit rock.
 - b) Wastewater Superintendent Laabs - Sewer Cleaning Program Update: Reported a productive year on the sewer cleaning program, thanks to a seasonal worker, and feels they will meet or exceed last year the number of feet cleaned.
11. MOTIONS BY COMMISSIONERS
12. ADJOURNMENT
At 5:09 p.m., MOTION: Hanson/Ziegler to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Secretary



October 9, 2008

E145-07.01

Ms. Anne M. Van Grinsven
Environmental Enforcement Specialist-Leadworker
Wisconsin Department of Natural Resources
Northeast Region Headquarters
2984 Shawano Avenue
P.O. Box 10448
Green Bay, WI 54307-0448

Re: WPDES Permit WI-0047341-04
Notice of Violation

Dear Ms. Van Grinsven:

The City of Menasha is very concerned with the bypasses of sanitary sewage that occurred in our system this April and June. We have taken action over the last six years in reducing infiltration and inflow (I/I) and plan to take additional steps to prevent further violations.

Sewage was bypassed to storm sewers during the significant rainfall events and high groundwater conditions in April and June to prevent property damage from sewage backup into basements. The City had no alternative method of disposal. Bypassing of wastewater to a drainage basin with low wastewater flows was not possible. The City does not have flow equalization facilities available in the wastewater collection system for use during high flow conditions.

The City of Menasha started an extensive sewer system evaluation survey (SSES) and sewer rehabilitation program in 2002 to reduce infiltration and inflow (I/I) by correcting defects and structural deficiencies. Sources of I/I include manhole and sewer defects such as cracks, open joints, and fractured pipe; cracked sanitary lateral connections; and foundation drain cross-connections. The SSES and rehabilitation work is being performed throughout the entire collection system in four phases to make the program more manageable, prioritize drainage districts having the highest I/I, reduce manpower requirements, and spread out capital cost requirements. The drainage areas of the four phases are shown in the attached figure.

The SSES programs include a manhole inspection program, smoke testing program, sewer televising program, sanitary lateral televising program, and sump pump inspection program. The results of the survey work are evaluated and summarized in an SSES report. The SSES report identifies the sewer system defects that are cost-effective to correct, and identifies the structural defects that must be repaired or replaced. The Phase 1 SSES and Phase 2 SSES programs have been completed. The Phase 3 SSES program is complete except for sump pump inspections in Segments 4 and 5 of the Phase 3 SSES area. A summary of the SSES programs is attached.

The sewage rehabilitation program includes the following work:

Manhole Rehabilitation

- * Grouting of Defects
- * Poured-in-Place Concrete Manhole Lining
- * Replacement

Sewer Rehabilitation

- * Sewer and Lateral Joint Sealing
- * Cured-in-Place Pipe Spot Liners
- * Cured-in-Place Pipe Liners
- * Sewer Replacement

The Phase 1 Sewer Rehabilitation work was completed in 2003. The project cost for the Phase 1 SSES and sewer rehabilitation work was \$91,305. The Phase 2 Sewer Rehabilitation work was completed in 2005. The project cost for the Phase 2 SSES and sewer rehabilitation work was \$1,044,406. The Phase 3 sewer rehabilitation work will be completed by December of 2008. The project cost for the Phase 3 SSES and sewer rehabilitation work will be approximately \$2,733,000. Additional information regarding the sewer rehabilitation work is presented in the attachment.

The City of Menasha has a Sewer Use Ordinance that prohibits clean water connections to the sanitary sewer system. Properties that have a cross-connection are notified to correct the violation. If not corrected, a surcharge is levied against the property until the correction is completed.

The City of Menasha has an ongoing I/I Home Grant Program that provides up to \$675 per property owner for disconnection of cross-connected foundation drains and installation of sump pumps. The City has spent over \$300,000 for the I/I Home Grant Program.

The City of Menasha plans to continue with the SSES and rehabilitation program and perform additional work in areas that were evaluated and rehabilitated in the last six years. The additional work will include flow metering drainage districts to identify problem areas and effectiveness of sewer rehabilitation and private source corrections. The City of Menasha plans to perform a wastewater collection system study that will include a hydraulic analysis of the system to identify bottlenecks in the sewer system. The Ninth Street Sewage Lift Station and sewage force main that serves the northeast portion of the City system will be analyzed to identify work required to upgrade and expand the facilities.

Sincerely,



Mark Radtke, P.E.
Director of Public Works

Enclosure

C: Don Merkes, Mayor
Tim Jacobson, Public Works Superintendent
Taryn Nall, Kaempfer & Associates
Jim Savinski, WisDNR (Oshkosh Office)

4/10-11/08 BYPASS

<u>Date</u>	Precipitation, inches U.S. Army Corps of Engineering		
	<u>NMSC</u>	<u>Jefferson Park</u>	<u>Fritse Park</u>
4-7-08	0.09	0.06	0.04
4-8-08	0.00	0.04	0.03
4-9-08	0.70	0.94	0.78
4-10-08 bypass	0.01	0.16	0.12
4-11-08 bypass	0.95	0.78	0.71
4-12-08	0.26	0.68	0.51
4-13-08	0.04	0.08	0.11

6/12-13/08 BYPASS

<u>Date</u>	Precipitation, inches U.S. Army Corps of Engineering		
	<u>NMSC</u>	<u>Jefferson Park</u>	<u>Fritse Park</u>
6-6-08	0.32	0.44	0.39
6-7-08	0.00	0.01	0.00
6-8-08	0.11	0.08	0.06
6-9-08	2.08	2.40	2.01
6-10-08	0.00	0.01	0.01
6-11-08	0.01	0.00	0.00
6-12-08 bypass	0.02	0.02	0.01
6-13-08 bypass	2.00	1.78	1.93
6-14-08	0.00	0.04	0.00

Rainfall Data - City of Menasha Street Department

<u>Period</u>	<u>Rainfall, inches</u>	<u>Duration, hours</u>
April Rainfall		
3/31/08 9 a.m. - 4/1/08 7 a.m.	1.10	23
4/8/08 4 p.m. - 4/9/08 4 a.m.	1.25	12
4/10/08 12 a.m. - 4/12/08 6 p.m.	2.10	66
June Rainfall		
6/7/08 2 p.m. - 6/9/08 4 a.m.	2.8	38
6/12/08 4:30 p.m. - 6/13/08 2 a.m.	2.4	9.5



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Matthew J. Frank, Secretary
Ronald W. Kazmierczak, Regional Director

Northeast Region Headquarters
2984 Shawano Ave., P.O. Box 10448
Green Bay, Wisconsin 54307-0448
Telephone 920-662-5100
FAX 920-662-5413
TTY Access via relay - 711

September 25, 2008

Don Merkes, Mayor
City of Menasha
140 Main Street
Menasha, Wisconsin 54952

HAND DELIVERED
Casetrack # 2008-NEEE-059
WPDES Permit: WI-0047341-04
Winnebago County

Subject: **NOTICE OF VIOLATION / NOTICE OF CLAIM / ENFORCEMENT
CONFERENCE**

Dear Mayor Merkes:

The Department of Natural Resources (Department) has reason to believe the City of Menasha (Menasha) is in violation of its General Permit to Discharge under the Wisconsin Pollutant Discharge Elimination System (WPDES) permit, number WI-0047341-04 (the Permit) effective March 1, 2006. The Permit regulates bypasses or sanitary sewer overflows (SSO) from the sewage collection system owned and operated by municipalities and non-municipal entities that do not own or operate a wastewater treatment plant.

The Department alleges Menasha violated the following specific Permit requirements:

1. Section 2.1 of the Permit, prohibits any unscheduled SSO from the collection system, with limited exceptions.

On April 11, 2008, Menasha provided the Department with verbal notification of four unscheduled bypasses of domestic sewage. These included:

- Bypass began April 10, 2008, and ended on April 11, 2008, at Park Street / Keyes Street manhole. Menasha provided written notification to the Department on April 21, 2008. According to Menasha's written documentation, Menasha bypassed approximately 310,000 gallons of sewage to the Fox River.
- Bypass began April 11, 2008, and ended later that same day, at the Ninth Street / Elmwood Drive lift station manhole. Menasha provided written notification to the Department on April 21, 2008. According to Menasha's written documentation, Menasha bypassed approximately 138,000 gallons of sewage to the Fox River.
- Bypass began April 11, 2008, and ended later that same day, at the Fifth Street / London Street manhole. Menasha provided written notification to the Department on April 21, 2008. According to Menasha's written documentation, Menasha bypassed approximately 205,000 gallons of sewage to the Fox River.
- Bypass began April 11, 2008, and ended later that same day, at the Seventh Street / Ida Street manhole. Menasha provided written notification to the Department on April 21, 2008. According to

Menasha's written documentation, Menasha bypassed approximately 428,000 gallons of sewage to the Fox River.

On June 13, 2008, Menasha provided the Department with verbal notification of four unscheduled bypasses of domestic sewage. These included:

- Bypass began June 12, 2008, and ended on June 13, 2008, at the Park Street / Keyes Street manhole. Menasha provided written notification to the Department. According to Menasha's written documentation, Menasha bypassed approximately 355,000 gallons of sewage.
- Bypass began June 12, 2008, and ended on June 13, 2008 later that same day, at the Seventh Street / Ida Street manhole. Menasha provided written notification to the Department. According to Menasha's written documentation, Menasha bypassed approximately 790,000 gallons of sewage to the Fox River.
- Bypass began June 12, 2008, and ended on June 13, 2008, at the Fifth Street / London Street manhole. Menasha provided written notification to the Department. According to Menasha's written documentation, Menasha bypassed approximately 495,000 gallons of sewage to the Fox River.
- Bypass began June 12, 2008, and ended on June 13, 2008, at the Ninth Street / Elmwood Drive lift station manhole. Menasha provided written notification to the Department. According to Menasha's written documentation, Menasha bypassed approximately 70,000 gallons of sewage to the Fox River.

As a reminder, Menasha is required to provide written notification within 5 days after the conclusion of an occurrence.

The Department therefore alleges that on several dates, Menasha was in violation of Section 2.1 of the Permit for bypassing domestic sewage.

The Department is concerned about the unscheduled bypassing by Menasha and the resultant discharge of untreated domestic sewage to the Fox River. You and/or authorized representatives should plan to attend an enforcement conference on **Thursday, October 16, 2008 at 9:00 a.m.** **The meeting will be held at the Department of Natural Resources Oshkosh Service Center, 625 E. County Road Y, Suite 700, in Oshkosh.** A map is enclosed for your convenience. **You should contact me immediately if Menasha are unable to attend the conference** on this date. Generally, please be prepared to describe why sewage was bypassed to the Fox River instead of seeking out alternative methods of disposal; a detailed report describing corrective actions that have been taken and will be taken to identify and correct the sources of excessive infiltration/inflow thereby preventing further violations and to maintain compliance with the Permit; a schedule by which these actions will be completed; and information as to who will be performing the work. The information provided will be incorporated into a compliance agreement to be signed by Menasha. If possible, Menasha should submit a written summary to the above questions in advance of the enforcement conference so that the information provided can be incorporated into the compliance agreement. Please submit the summary to my attention at the address shown in the letterhead.

Upon completion of the Department's review of the circumstances surrounding the bypass event, the Department may take further action, which could include:

1. Referral to the Wisconsin Department of Justice for prosecution;
2. Modification of your permit requiring specific actions and a compliance schedule;

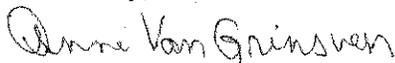
3. Requesting, with your consent, additional investigations and implementation of actions that may be identified to correct or eliminate such occurrences.

Please be advised that the Department is authorized to seek injunctive or other appropriate relief for violations of pollution discharge elimination laws, including forfeitures of no more than \$10,000 per day of violation, pursuant to s. 283.91(2), Wis. Stats. Any person who willfully or negligently violates laws relating to pollution discharge elimination may be fined not more than \$25,000 per day of violation or imprisoned for not more than 6 months or both, pursuant to s. 283.91(3), Wis. Stats. Each day of violation is considered a separate offense.

This letter also serves as a Notice of Claim. The Department hereby gives notice of its intent and reserves its right to seek corrections, injunctive relief, and monetary penalties as allowed by ch. 283, Wis. Stats., for the above alleged violations. This Notice of Claim fulfills the requirements of s. 893.80(1), Wis. Stats., which requires a written notice of the circumstances of a claim be served within 120 days after the happening of the event which gave rise to the claim

If you have technical questions regarding your wastewater system, please contact Wastewater Engineer Mr. Jim Savinski at (920) 424-4013. If you have questions regarding this notice, please contact me at (920) 662-5163.

Sincerely,



Anne M. Van Grinsven
Environmental Enforcement Specialist - Leadworker

Enc: Map

Cc: J. Savinski / file – Oshkosh
M. Hoefler - LC/8
WT/3
M. Radtke – Director of Public Works, City of Menasha, 140 Main Street, Menasha, WI 54952

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday October 6, 2008
MINUTES**

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Benner, Pamerter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Michalkiewicz

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, FC Vander Wyst, DPW Radtke,

CDD Keil, C/T Stoffel, Officer Jorgenson, Officer Scheppf, Clerk Galeazzi, the Press.

DEPT. HEADS EXCUSED: PHD Nett, PRD Tungate

D. PUBLIC HEARING

1. Proposed creation of Section 13-1-12(f)(8)(c) of the zoning ordinance. The purpose of this amendment is to give the Plan Commission discretionary authority with regard to the approval of building materials in instances where the proposed buildings are part of a campus-type setting.

No one spoke.

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

1. Lynn Sessler, Menasha Joint School District. Introduced representatives from Sister City, Ogo, Japan. Mayor Merkes accepted and read a letter from the Mayor of Ogo, Japan. Gifts were also presented to the City.

2. Stan Sevenich, 645 9th Street. Thank K-9 Corp. train horn issues.

3. Mike Quinn, 937 4th Street. Train horn issues

4. Jeff Riedl, 408 Appleton Street. Thank K-9 Corp.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Presentation of K-9 Corps Proclamation

PC Stanke introduced Officers Jeff Jorgenson and Paul Scheppf who helped organize the K-9 Corp. The rest of the K-9 Corp citizen members were introduced. Mayor Merkes read and presented the Proclamation. The K-9 Corp members presented the City with a check for \$47,592 to fund the purchase, training and care of the dog.

2. FC Vander Wyst – NMFR / Appleton Fire Department Status Report

FC Vander Wyst review the status report on the meetings with the City of Appleton Fire Dept. He explained the items discussed and findings.

3. DPW Radtke – Status of land swap between City of Menasha and Badger Highways
(Ald. Michalkiewicz)

DPW Radtke reported the Common Council had authorized City staff to prepare an Offer to Purchase for the 17 acre land swap with Badger Highways. Badger Highways requested a delay due to personal legal issues. Badger Highways is now ready to proceed with the land swap. There is a verbal agreement to share the cost of the CSM and other engineering costs.

4. Clerk Galeazzi – the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. Administration Committee, 9/29/08
- b. Board of Public Works, 9/29/08
- c. Board of Health, 8/20/08
- d. IT Steering Committee, 8/20/08
- e. Joint Review Board- Winnebago County, 9/22/08
- f. NM Fire-Rescue, 9/23/08; Finance & Personnel Committee
- g. NM Fire-Rescue, 9/24/08; Joint Fire Commission
- h. NM Sewerage Commission, 8/26/08
- i. Plan Commission, 9/30/08
- j. Public Library Board, 9/18/08
- k. Safety Committee; City Hall, 7/9/08
- l. Safety Committee; Police, 7/17/08
- m. Safety Committee; Public Works and Parks, 8/26/08

Communications:

- n. Comp. Stoffel, 9/24/08; Computation of surcharge to recover fuel delivery system fixed costs
- o. Dan & Bridget Balogh, 9/19/08; Thank you for swing at Smith Park
- p. Emerald Ash Borer Situation Report, 9/26/08
- q. Menasha Historical Society Newsletter, October 2008
- r. Menasha Utilities, 10/1/08; Steam detail for the eight months ending August 31, 2008
- s. Police Chief Stanke, 9/24/08; *Capitol Connection* Newsletter
- t. Taylor Family Thank you note
- u. Town of Menasha Board of Supervisors Meeting, 8/11/08
- v. WLUK-FOX 11, 9/16/08; Negotiations with Time Warner Cable, Inc.
- w. Waverly Sanitary District minutes, 8/13/08
- x. Public Works Facility, 10/2/08; August and September 2008 Disposal Violations

Ald. Wisneski – IT Steering Committee made corrections to the minutes of 8/20/08. The corrected minutes should be available for the next Council meeting; Letter from WLUK-FOX 11, how does it affect franchise fees. CA/HRD Brandt explained the City continues to receive the franchise fee.

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, any aldermen may request the removal of any item from the Consent Agenda to be placed under Item H below. The procedure to follow for the Consent Agenda is: (a) removal of items from Consent Agenda, if necessary; then (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. Common Council, 9/15/08

Administration Committee, 9/29/08 – Recommends Approval of:

2. DNR Asbestos Compliance Inspection Contract Agreement through June 30, 2009, and authorize signature
3. Creation of K-9 Unit for Police Dept.

Board of Public Works, 9/29/08 – Recommends Approval of:

4. Payment – Valley Sealcoat, Inc.; Pleasants Park Tennis Courts; Contract Unit No. PRD 2008-02; \$46,937.20 (Payment No. 1 and Final)
5. Authorization to Execute WisDOT/City of Menasha Agreement for Real Estate and Construction Costs for Third Street, Tayco to Racine
6. Authorization to Execute WisDOT/City of Menasha Agreement for Real Estate and Construction Costs for Third Street, Racine to Manitowoc

Ald. Pack asked to have items 5 & 6 removed from the Consent Agenda

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz to approve Consent Agenda items 1-4.
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Pack, seconded by Ald. Zelinski to deny Item #5
(Authorization to Execute WisDOT/City of Menasha Agreement for Real Estate and Construction Costs for Third Street, Tayco to Racine)

Discussion.

Motion to deny fails on roll call 2-6

Ald. Pack, Zelinski – yes

Ald. Pamerter, Taylor, Wisneski, Hendricks, Michalkiewicz, Benner – no

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to approve Item #5.

Motion carried on roll call 6-2.

Ald. Pamerter, Taylor, Wisneski, Hendricks, Michalkiewicz, Benner – yes

Ald. Pack, Zelinski – no

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to approve Item #6
(Authorization to Execute WisDOT/City of Menasha Agreement for Real Estate and Construction Costs for Third Street, Racine to Manitowoc)

Motion carried on roll call 5-3

Ald. Pamerter, Wisneski, Hendricks, Michalkiewicz, Benner – yes

Ald. Taylor, Pack, Zelinski – no

I. ORDINANCES AND RESOLUTIONS

1. O-18-08 An Ordinance Relating to Architectural Design in Existing Campus Developments (Mayor Merkes) (Recommendation of Administration Committee and Plan Commission)

Moved by Ald. Benner, seconded by Ald. Michalkiewicz to adopt O-18-08

Motion carried on roll call 8-0

2. O-19-08 An Ordinance Relating to the Creation of a Storm Water Utility (Recommendation of Board of Public Works/Public Hearing on Oct 20, 2008)

No action

J. ACTION ITEMS

1. Liquor License: Reserve "Class B" Application, The Bar @ Lake Park LLC, d/b/a Slider's, Trevor Reader, agent, for the premises at 890 Lake Park Road, Menasha for the 2008-2009 licensing year.

Moved by Ald. Michalkiewicz, seconded by Ald. Taylor to approve

Motion carried on roll call 8-0

2. Recommendation to declare fence legal non-conformity and to approve request of Sliders Bar & Grill, 890 Lake Park Road, to serve alcoholic beverages on the outdoor patio for the 2008-2009 licensing year.

Moved by Ald. Michalkiewicz, seconded by Ald. Pamerter to approve

Motion carried on voice vote

3. Petition of Yvonne Keberlein to license and house 2 more dogs that allowed by City Code.

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to approve

Motion carried on roll call 8-0

4. Accounts Payable and Payroll for 9/18/08-10/2/08 in the amount of \$1,234,041.90

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to approve

Motion carried on roll call 8-0

K. APPOINTMENTS

1. Accept letter of resignation from Gary Schmude, Joint Fire Commission

Moved by Ald. Pack, seconded by Ald. Wisneski to accept letter of resignation
Motion carried on roll call 8-0.

2. Mayor's Appointment to the NM Fire-Rescue, Joint Fire Commission:

- a. Jason Dionne, 394 Walnut St., for the term of October 6, 2008 to May 1, 2011

Moved by Ald. Pack, seconded by Ald. Wisneski to approve appointment
Motion carried on roll call 8-0

3. Mayor's Reappointments to the Parks and Recreation Board:

- a. Nancy Barker, 506 Keyes St., for the term of October 1, 2008-October 1, 2011
- b. Richard Sturm, 1203 Greenwood Ct., for the term of October 1, 2008-October 1, 2011

Moved by Ald. Taylor, seconded by Ald. Wisneski to approve appointments
Motion carried on roll call 8-0

4. Mayor's Appointments to AD-HOC Committee to study HR/Attorney position:

- a. Alderman Jason Pamerter, 165 Main St. Menasha, WI
- b. Paul Meier, 568 Riverway Dr. Menasha, WI
- c. Thomas Chalchoff, 430 Ahnaip St. Menasha, WI
- d. Joseph Guidote, 1029 9th St., Menasha, WI
- e. Karon Kraft, 448 Algoma Blvd. Oshkosh, WI
- f. Alderman Steve Pack, 823 Emily Street, Menasha, WI

Moved by Ald. Wisneski, seconded by Ald. Taylor to approve appointments
Discussion: Friendly amendment to add Alderman Steve Pack
Motion carried on roll call 8-0.

L. CLAIMS AGAINST THE CITY

1. CA/HRD Brandt – Update on Meyer Claim (Informational Only)

CA/HRD Brandt explained the Council denied the claim filed by Charles Meyers. The contractor paid for the repairs to the driveway.

M. HELD OVER BUSINESS

1. Motion to Reconsider – Revoke fence permit, 501 Second Street (Ald. Hendricks)

Moved by Ald. Hendricks, seconded by Ald. Michalkiewicz to reconsider the motion to revoke the fence permit.

Motion carried on roll call 7-1. Ald. Taylor - no

Moved by Ald Taylor, seconded by Ald. Hendricks, motion of September 15, 2008 to revoke fence permit.
Motion fails on roll call 1-7. Ald. Zelinski – yes.

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)

1. Rick Tease, 501 Second Street. Revoke fence permit.
2. Stan Sevenich, 645 9th Street. Outdoor patio permit for Sliders Bar & Grill

O. ADJOURNMENT

Moved by Ald. Pamerter, seconded by Ald. Pack to adjourn at 8:10 p.m.

Deborah A. Galeazzi

Respectfully submitted by Deborah A. Galeazzi, City Clerk



Memorandum

TO: Administration Committee/Common Council
FROM: Jessica Beckendorf, Associate Planner
DATE: October 15, 2008
RE: Consultant Contract with Heritage Research, Ltd.

On July 21, 2008, the Common Council approved a Memorandum of Agreement (MOA) and work program from the Wisconsin Historical Society (WHS). Approval of the MOA prompted the next phase of the project: consultant selection. In August, a Request for Proposals (RFP) was sent to several consultants from a list of consultants pre-qualified by WHS.

On September 10, 2008 the Landmarks Commission chose Heritage Research, Ltd. as the consultant that will be responsible for the city's re-survey of historic properties, pending approval of the contract by the Common Council.

City of Menasha, Consultant Contract for a Historic Building Survey

CONSULTANT CONTRACT

THIS AGREEMENT is made by and between the City of Menasha (may be referred to elsewhere in this document as "Subgrantee") and Heritage Research, Ltd. (may be referred to elsewhere in this document as "consultant").

WHEREAS, the City of Menasha has received a grant from the federal government Dept. of Interior, administered by the State Historic Preservation office of the State of Wisconsin; and

WHEREAS, the work program includes producing a historic survey (in this case a re-survey) of properties in the City of Menasha as described in MOA Attachment A: Work Program.

WHEREAS, the Consultant is capable of providing the professional assistance required and is willing to make those services available;

NOW THEREFORE, the parties hereto mutually agree as follows;

I. Scope of Services

The scope of services covered by this contract shall include the following:

Compilation of information necessary to complete an intensive survey of the City of Menasha as listed in the MOA (Attachment A) and as itemized in the Request for Proposal.

The Consultant will coordinate the intensive survey project with the Historic Preservation Division of the Wisconsin Historical Society (WHS) and will comply with the requirements of the Memorandum of Agreement between the subgrantee and the WHS, which is hereby incorporated into this Agreement.

II. Time of Performance

The services of the Consultant shall commence on the signing of this agreement and shall be completed so that all final products are completed and accepted by the Wisconsin Historical Society by July 15, 2009.

City of Menasha, Consultant Contract for a Historic Building Survey

III. Compensation and Method of Payment

The City of Menasha shall pay the consultant for all work performed in accordance with this agreement on the basis of a fixed fee of \$17,962.21 (total project of \$17,962.21) to be paid in installments based on the following schedule:

Reconnaissance Survey	35% of the total contract
Intensive Survey	35% of the total contract
Public Meetings	5% of the total contract
Project completion & acceptance by the WHS	25% of the total contract

Project completion and acceptance by the WHS (25% of the total contract) to be paid upon completion of products for each phase as described in the Work Program and standards prescribed by the Wisconsin Historical Society. The Public Meetings may be paid at the conclusion of each of the two meetings.

Total project cost: \$17,962.21

Payment of the above shall be made to the Consultant UPON COMPLETION OF EACH SPECIFIED TASK and after submission of an invoice(s) to the City of Menasha. Invoices shall specify the tasks performed and the work product completed. The City of Menasha will then make prompt payment to consultant based on existing city finance department guidelines (checks are written and sent each Thursday).

If this contract is terminated under the provisions of Article X below, the Consultant shall be compensated for all services performed and expenses incurred up to the date of termination.

IV. Changes

The City of Menasha may, from time to time, request changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of the consultant's compensation, which are mutually agreed by and between the City of Menasha and Consultant shall be incorporated in written amendments to this agreement.

V. Compliance with Federal, State and Local Laws

Consultant shall comply with all federal and state laws and regulations concerning equal opportunity, affirmative action and fair employment opportunities. Consultant further agrees to comply with all applicable regulations, laws, ordinances and codes to the State and local government and policies, guidelines and requirements of this federal grant program identified as 15.904 in the Catalog of Federal Domestic Assistance.

City of Menasha, Consultant Contract for a Historic Building Survey

VI. Interest of the Consultant

The consultant covenants that it now has no personal interest, direct or indirect in any property or business of any kind, and shall not acquire any such interest, which would conflict in any manner or degree with the performance of services under this contract.

VII. Indemnification

Consultant agrees to indemnify, defend and hold harmless the City of Menasha and its agents from and against all loss or expense (including costs and attorney's fees) by reason of any claim or suit arising out of the acts or omissions of Consultant, its employees, agents or assigns Consultant from liability imposed by law upon Consultant or its agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on any account of damages to property, including loss of use thereof, whether caused by or contributed to by the Consultant or its agents or employees.

Consultant shall indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, all its officers, agents and employees from all suits, action, or claims of any character brought for or on account of any injuries for damages received by any persons or property resulting from the operations of the Consultant in executing work under this agreement.

VIII. Termination of Contract for Cause

If, through any cause, the Consultant shall fail to fulfill in timely and proper manner its obligations under this contract, or if the Consultant shall violate any of the covenants, agreements or stipulations of the Agreement, the City of Menasha shall thereupon have the right to terminate this contract by giving notice to the Consultant of such termination and specifying the effective date of such termination. In such event, all finished or unfinished documents, data, studies, reports, or other materials prepared by the Consultant under this contract shall at the option of the City of Menasha become the property of the City of Menasha and the Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City of Menasha for damages sustained by the City of Menasha of any breach of contract by the Consultant. The City of Menasha may withhold any payments to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the City of Menasha from the Consultant is determined.

IX. Termination to Contract for Convenience

The City of Menasha or the Consultant may terminate this agreement at any time by giving at least sixty (60) days notice in writing to the other party. If the contract is terminated as provided

City of Menasha, Consultant Contract for a Historic Building Survey

herein, the Consultant will be paid for the time and expenses incurred up to the termination date. If this contract is terminated due to the fault of the Consultant, Article VII hereof relative to termination shall apply.

X. Records and Audits

The Consultant shall maintain records, adequate to identify and account for all costs pertaining to this contract and such other records as may be deemed necessary to assure proper accounting for all project funds. These records will be made available for audit purposes to the City of Menasha or any authorized representative, and will be retained for four (4) years after the expiration of this contract unless permission to destroy them is granted by the Wisconsin Historical Society.

XI. Workers Compensation

As between the City of Menasha and the Consultant this is intended as, and is, an independent contract. The Consultant and no partner or employee of the Consultant shall, by reason of this contract become an employee of the City of Menasha.

XII. Equal Opportunity and Affirmative Action

In the performance of services under this contract, the Consultant agrees not to discriminate against any employee or applicant because of sex, race, color, handicap, religion, national origin, age, or marital status to the person maintaining the household, lawful source of income, age or ancestry. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, age, color or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause:

"This program receives financial assistance for identification and preservation of historic properties. The U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin or handicap (mental and/or physical impairment)."

XIII. Ownership of Documents

All of the reports, forms, information, data, etc., prepared or assembled by the Consultant under this contract are the property of the City of Menasha, and the Consultant agrees that they shall not be made available to any individual or organization at any time without prior written approval of the City of Menasha.

City of Menasha, Consultant Contract for a Historic Building Survey

XIV. Severability

It is mutually agreed that, in case any provision of the contract is determined by a Court of Law to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of the contract remain in full force.

IN WITNESS THEREOF, parties hereto have caused this agreement to be executed the year and date written below by their proper officers and representatives.

John N. Vogel, President, Heritage Research, Ltd.

Date

Jessica Beckendorf, Local Contact

Date

Greg Keil, Local Official

Date

Approved as to form

JSB 10/15/08
Jeffrey S. Brandt, City Attorney

MEMORANDUM OF AGREEMENT between THE WISCONSIN HISTORICAL SOCIETY by and through THE STATE HISTORIC PRESERVATION OFFICER and the City of Menasha for the completion of an intensive survey project identified as Project No. 55-08-21754-05.

THIS AGREEMENT between the Historic Preservation Division, Wisconsin Historical Society, by and through the State Historic Preservation Officer, hereinafter called the SOCIETY and the City of Menasha hereinafter called the SUBGRANTEE, will undertake a historic preservation project to be assisted with a grant-in-aid to support the National Register of Historic Places program in Wisconsin. The program was established by the National Historic Preservation Act of 1966, as amended, and is administered by the National Park Service, U.S. Department of the Interior. The Catalog of Federal Domestic Assistance number is 15.904.

The SOCIETY and the SUBGRANTEE agree as follows:

1. Attachments

The SUBGRANTEE shall carry out the project as specified in this document and attachment which is incorporated into and made part of this memorandum of agreement as:

Attachment A. the project "Work Program,"

2. Amendments (Administration Manual, section 11)

With the exception of Progress Reports, any change to the approved work program (scope of work), products, product/activity due date(s), or budget must be submitted in writing to the SOCIETY at least 30 days prior to effecting and in accordance with the requirements in the "Administration Manual, Section 11."

Other than Progress Reports, deadlines are mandatory and extensions will only be given in unforeseen and extraordinary circumstances. Examples are death or resignation of key participant or major natural disaster; a computer "crash," however, is not an extraordinary circumstance. The SUBGRANTEE must notify the SOCIETY immediately when the extraordinary event occurs.

3. Period of Performance

All work carried out as part of this grant-assisted project shall be conducted between the date of the SUBGRANTEE's state purchase order and the **project completion date, July 15, 2009**. It is not possible to extend the period of performance for this project. However, should interim project due date(s) need extension, see item 2. "Amendments."

Drafts of any publications prepared as part of this project shall be submitted by the dates specified in the "Work Program," for review and approval by the SOCIETY.

The SUBGRANTEE agrees to submit all the materials described in the "Work Program" to the SOCIETY on or before the deadlines given for the submission of specified products: failure to meet a deadline may be cause to terminate this agreement. Any Work Program activities completed **after September 30, 2009** cannot be considered an allowable cost, except for completion of the final Reimbursement Request.

The SOCIETY agrees to review all materials within 30 days of their receipt, returning any incomplete or inadequate materials to the SUBGRANTEE for revision or completion. The SOCIETY must approve that all project materials conform to the applicable Secretary of Interior's "Standards" prior to final reimbursement.

The SUBGRANTEE shall submit by September 30, 2009, the final reimbursement request, Project Completion Report, and any materials or reports that required revision after SOCIETY review.

4. Professional Supervision (Administration Manual, section 4)

The SUBGRANTEE agrees to provide and maintain a principal investigator whose professional qualifications have received prior approval of the SOCIETY, to ensure that the work conforms to the work program, and to provide the necessary standard of professional conduct required for this project under the federal program regulations.

The SOCIETY staff will maintain contact with the principal investigator and will provide necessary and reasonable amounts of training, advice or technical assistance for the successful completion of project work.

5. Contracts (Administration Manual, sections 5 and 6)

The Subgrantee agrees to:

- a. not contract with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, Debarment and Suspension;
- b. comply with Federal competitive procurement requirements (Administration Manual, section 5) for professional services, any sub-contracts and submit evidence of such prior to reimbursement; and
- c. submit any contracts drafted for the performance of work activities to the SOCIETY for comment and approval prior to execution.

6. Allowable Costs (Administration Manual, section 8)

All Project Costs are subject to the applicable principles described in Office of Management and Budget (OMB) Circulars. See our Administration Manual, Section 3-01 for the specific circulars that apply to various types of applicants/subgrantees. This section also gives the Website address for these circulars.

If the SUBGRANTEE receives \$300,000 or more annually in total federal funds, it agrees to comply with the provisions of OMB Circular A-133, Single Audit Act of 1984, and to submit to the SOCIETY a copy of the audit report within 30 days of publication.

Further all project related spending must:

- a. meet federal requirements for the program;
- b. conform to the approved project budget and occur within the period of performance;
- c. be necessary and reasonable for the completion of project work; and
- d. be disassociated with "lobbying," in accordance with 18 U.S.C. 1913.

7. Progress and Completion Reports (Administration Manual, section 9)

The SUBGRANTEE shall submit a Progress Report by the **15th day of October 2008; January 2009; and April 2009** or until project completion is reported in the format provided by the SOCIETY. The Society may grant extensions to written or verbal requests, if justification is determined to be satisfactory.

The SUBGRANTEE shall notify the SOCIETY immediately if any situation should arise that will adversely affect the timely or successful completion of this project.

The project completion report titled "Final Project Report" shall conform to the SOCIETY requirements and be submitted by September 30, 2009.

8. Reimbursement Requirements (Administration Manual, section 10)

Reimbursement to the SUBGRANTEE shall be subject to receipt of funds from the National Park Service, provided reimbursement amounts are:

- contained on an acceptable reimbursement request form;
- supported by evidence of compliance with Federal competitive procurement requirements;
- supported by copies of expense plus payment records; and
- supported by evidence that all project work activities specified for the period have been completed.

9. The SOCIETY agrees to reimburse the SUBGRANTEE 100% of allowable project costs within 60 days of the SOCIETY's receipt of an acceptable reimbursement request on the following schedule:
- a. Up to 75% of the federal award will be paid prior to project completion. The SUBGRANTEE must submit a Reimbursement Request by September 15, 2009 for all expenses incurred through August 31, 2009.
 - b. The remaining 25% of the federal award will be paid to the SUBGRANTEE after receipt of the final Reimbursement Request and Project Completion Report (see 8, above), or after all completion materials and auditable records are approved as meeting the applicable Secretary of the Interior's "Standards", which ever is later. The final reimbursement request shall be submitted by September 30, 2009 or earlier.

The SUBGRANTEE agrees to maintain all subcontractor or professional services procurement histories financial and records pertaining to the full life-cycle of the subgrant for a period of not less than five years after completion of the project. The State Legislative Audit Bureau, the SOCIETY, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives shall have access to subgrant records for audit purposes.

10. Acknowledgment of Federal Assistance (Administration Manual, section 7)

Federal grant assistance shall be acknowledged in any public announcements, news releases, articles, publications, and pertinent presentations that the SUBGRANTEE participates in or initiates in the required format.

11. General Provisions

- a. Copyrights. Since federal funds are involved in this project, no copyright is available to any participants in the project. All material remains in the public domain and cannot be copyrighted.
- b. Compliance with federal and state laws. The SUBGRANTEE agrees to comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices. The SUBGRANTEE further agrees to comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including the applicable Secretary of the Interior's standards.
- c. Title VI Compliance. The SUBGRANTEE agrees to comply with Title VI of the Civil Rights Act of 1964 that states that no person on the grounds of race, color, marital status, religious creed or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

- d. Civil Rights Assurance of Compliance. The SUBGRANTEE agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to the Department of the Interior Regulations (43 CFR 17) issued pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/Subgrantee receives financial assistance from the National Park Service and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

- e. Program Income. During the period of this grant (October 1, 2008 through September 30, 2009), any income earned by a SUBGRANTEE from activities of which part or all of the cost is a direct cost shall reduce the subgrant award.

- f. Liability. The SUBGRANTEE shall indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, and its officers, employees, and agents from, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the SUBGRANTEE in executing work under this agreement.

This AGREEMENT may be terminated before the project completion date upon thirty (30) days written notice from either the State Historic Preservation Officer or the SUBGRANTEE. Should this agreement be terminated by the State Historic Preservation Officer, except for reasons of non-compliance by the SUBGRANTEE, the SOCIETY will reimburse the SUBGRANTEE for up to a maximum of 100% of the eligible costs incurred up to the termination date. Should this agreement be terminated by the SUBGRANTEE, the SOCIETY, at the discretion of the State Historic Preservation Officer, may reimburse the SUBGRANTEE for a maximum of 50% of the eligible costs incurred to the termination date or may require the SUBGRANTEE to return any or all federal funds transferred to the SUBGRANTEE by the termination date, depending upon the circumstances of the termination.

This AGREEMENT becomes effective upon signature by the parties below and upon receipt by the SUBGRANTEE of a purchase order for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer.

By



Michael Stevens
State Historic Preservation Officer



Date

By

Thomas Stoffel-City of Menasha

Date

MENASHA WORK PROGRAM
Project No. 55-08-21754-05
MEMORANDUM OF AGREEMENT
Attachment A: Work Program (As of 4/14/08)

The Division of Historic Preservation-Public History (DHP-PH), Wisconsin Historical Society, and the City of Menasha, hereinafter called the subgrantee, agree to the following work activities and project conditions for the completion of an intensive survey and related activities in Menasha, assisted with an historic preservation grant-in-aid.

1. The subgrantee shall conform to and follow all requirements and guidelines detailed in the three manuals found on the Wisconsin Historical Society website. The "Architecture-History Survey Manual" is located at www.wisconsinhistory.org/hp/survey-manual/, the "Supplementary Manual for Completing State Register and National Register of Historic Place Form in Wisconsin" is located at www.wisconsinhistory.org/hp/sup-manual/ and the "Subgrants Manual" is located at www.wisconsinhistory.org/hp/grants/. The subgrantee shall inform the principal investigator of these requirements.
2. Consultant Selection. The subgrantee, with the assistance of the DHP-PH, must hire a principal investigator within two months of the signing of this agreement. Recruitment and hiring must follow DHP-PH procedures and Department of Interior guidelines as explained in the "Subgrants Manual." The DHP-PH has final approval of the principal investigator selected. The principal investigator must be qualified according to the professional qualifications found at www.wisconsinhistory.org/hp/grants/qualifications.asp
3. Consultant Training. The principal investigator, project assistants, and the project director may be required to attend a training session in Madison prior to beginning work to be trained in DHP-PH survey procedures.
4. Completion Schedule. All products must be completed according to the schedule specified in this work program. Final products must be submitted to the DHP-PH by July 15, 2009. Non-compliance with the schedule is considered grounds for terminating the subgrant.

MENASHA WORK PROGRAM
Project No. 55-08-21754-05
MEMORANDUM OF AGREEMENT
Attachment A: Work Program Page 2

5. Reconnaissance Survey. The project must begin with a reconnaissance survey of the of the project area, excluding properties already listed in the National Register of Historic Places, in order to document properties of architectural or historical interest and potential significance. Previously surveyed properties that have been altered, restored, or demolished will be updated. Any inventory cards in the entire community without photographs will also be photographed. The survey must be conducted according to guidelines described in the "Architecture-History Survey Manual." Products of the reconnaissance survey are:
 - a. Negatives, organized by film roll in 9-1/2" x 12" plastic negative preservers and a sheet of contact prints for each film roll. The DHP-PH will explain the coding system and provide the first roll number to be used. A photocopy of the contact prints should be retained by the subgrantee. If a second set of photographs is required by the subgrantee, the cost of the photographs must be a separate line in the budget.
 - b. Survey maps, indicating all surveyed properties by lot lines and referenced by the map code. The survey maps must be approved by the DHP-PH for appropriateness of scale, etc. An original survey map must be provided to the DHP-PH.
 - c. DHP-PH inventory cards, for all inventoried properties, fully completed and with photographs drymounted on the back. The inventory cards are prepared for the DHP-PH, but can be photocopied for the subgrantee. Cards must be generated from the WHPD application.

6. Intensive Survey. This phase of the survey contains two basic work elements: site specific research and the preparation of the survey report. Each of these elements is described below. They are more fully discussed in the "Architecture-History Survey Manual."
 - a. Site specific research. Historic research must be conducted on all properties potentially eligible for the National Register of Historic Places or within a potential National Register historic district. All findings of potentially individually eligible properties and potential historic districts must be approved by the DHP-PH prior to completion of the intensive survey report.

MENASHA WORK PROGRAM
Project No. 55-08-21754-05
MEMORANDUM OF AGREEMENT
Attachment A: Work Program Page 3

The DHP-PH requires that WHPD be used for the compilation of all survey data. All survey data will be entered into this program by the consultant. The consultant will be given free access to WHPD for one month in order to enter the survey findings for the City of Menasha survey only. The consultant must contact the DHP-PH in order to set up this special one month access.

b. Preparation of intensive survey report. The intensive survey report must be prepared according to the guidelines in the intensive survey manual. All themes represented in the history of the survey area must be addressed, in addition to the following sections:

1. Historical Overview (including early settlement and physical development)
2. Architecture (organized according to the styles and forms listed in the survey manual)
3. Designers, Engineers, and Builders (including biographical information and subdivided by architects, landscape architects, engineers, builders and contractors, and other designers)
4. Notable People (including biographical information on major figures in the community's history and referenced to buildings or sites associated with them)

A typed draft of a report chapter must be submitted for DHP-PH review according to the project schedule, and not less than eight weeks from the project completion date.

At least eight (8) copies of the final report and an electronic version in a PDF format on CD must be submitted to the DHP-PH by the project completion date. The final report must be double-sided and spiral bound. The subgrantee must also submit one (1) unbound, double-sided copy on acid-free paper. The subgrantee will retain at least three copies of the final report and one will be deposited in a local public library.

MENASHA WORK PROGRAM
Project No. 55-08-21754-05
MEMORANDUM OF AGREEMENT
Attachment A: Work Program Page 4

7. Public Education. The subgrantee will sponsor at least two public meetings during the course of the project. It will be necessary for the principal investigator and the DHP-PH to participate in both public meetings. The first meeting, to be held near the beginning of the survey project, should introduce the project and the principal investigator to the community. The second meeting, to be held toward the end of the survey, should include a formal presentation of survey findings by the principal investigator. At one of the meetings the DHP-PH will explain the National Register of Historic Places program. Additional public meetings can be held at the discretion of the subgrantee and the DHP-PH as necessary.

8. Acknowledgment of Federal Assistance. An acknowledgment of federal funding must be made in any publication or slide or video production resulting from this project (See Section 7 of the "Subgrants Manual.") The standard acknowledgment that must be used is stated in the manual. Press releases, speeches, and other dissemination of information by a subgrantee regarding grant-assisted projects must also acknowledge the support of the National Park Service and the Wisconsin Historical Society. Future publications, materials, or projects that result from this grant-assisted project must acknowledge the federal support.

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AN ORDINANCE RELATING TO THE CREATION OF A STORM WATER UTILITY

Introduced by ~~Ald.~~ Wisneski

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Chapter 6, Title 9 Public Utilities is created as follows:

- ii. GENERAL SECTION PROVISIONS
 - 9-4-1 FINDINGS
 - 9-4-2 ESTABLISHMENT
 - 9-4-3 AUTHORITY
 - 9-4-4 INTERPRETATION
 - 9-4-5 SEVERABILITY OF ORDINANCE PROVISIONS
 - 9-4-6 DEFINITIONS
 - 9-4-7 BASIS OF CHARGE
 - 9-4-8 CUSTOMER CLASSIFICATION
 - 9-4-9 CHARGE FORMULAS
 - 9-4-10 CREDITS AND ADJUSTMENTS
 - 9-4-11 BUDGET-EXCESS REVENUES
 - 9-4-12 BILLING AND COLLECTION
 - 9-4-13 METHOD OF APPEAL
 - 9-4-14 ALTERNATIVE COLLECTION METHODS

9-4-1 FINDINGS

The City of Menasha Common Council finds that the management of storm water and other surface water discharges within the City limits is a matter that affects the public health, safety, and welfare of the City, its citizens and businesses, and others in the surrounding area. Failure to manage the storm water and other surface water discharges may cause, among other things, land erosion, property damage, and other environmental damage. In addition, the City is required by the Wisconsin Department of Natural Resources (DNR) Administrative Code Section 216 to improve the quality of storm water discharged from the City into Waters of the State. For Menasha, the immediate Waters of the State are Little Lake Butte des Morts, the Fox River, and Lake Winnebago. The City owns, operates, and maintains a storm sewer collection system that provides collection and regulation of storm water and other surface water discharge for all real property owners within the City. The costs of operating and maintaining this system and financing necessary plans, studies, repairs, replacements, improvements, and extensions thereof should, to the extent practicable, be allocated in relationship to the services received from the system.

9-4-2 ESTABLISHMENT

In order to protect the health, safety, and welfare of the public, there is hereby established a storm water utility in the City of Menasha.

9-4-3 AUTHORITY

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- (1) This ordinance is adopted under authority granted by Wisconsin Statutes 62.04, 62.11, 62.16, 62.175, 62.18, 66.0101, 66.0621, 66.0627, 66.0809, 66.0811, and 66.0821.
- (2) The city, acting through the stormwater utility, may acquire, construct, lease, own, operate, maintain, extend, expand, replace, clean, dredge, repair, conduct, manage and finance such facilities, operations and activities, as are deemed by the city to be proper and reasonably necessary for a system of storm and surface water drainage facilities, sewers, watercourses, retaining walls, ponds, streets, roads, ditches and such other facilities as will support a stormwater management system.
- (3) The Common Council hereby designates the Director of Public Works to administer and enforce the provisions of this ordinance.

9-4-4 INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be interpreted liberally to secure the ends sought hereby and shall not be deemed a limitation or repeal of any other power granted to the city by the Wisconsin Statutes.

9-4-5 SEVERABILITY OF ORDINANCE PROVISIONS

If any section, provisions or portion of this ordinance is found to be unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

9-4-6 DEFINITIONS

- (1) "Administering authority" means the governmental employees or their designees empowered under S. 59.693, Wisconsin Statutes to administer this ordinance. For the purpose of this ordinance the administering authority is the Director of Public Works under the guidance of the Board of Public Works.
- (2) "Duplex" means a residential dwelling having two side-by-side units or one lower level unit and one upper level unit, including zero-lot line condominiums.
- (3) "ERU" means Equivalent Runoff Unit and indicates the computed average impervious surface of a single-family home within the City of Menasha.
- (4) "Impervious surface" means a surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by rainwater. The term includes, without limitation due to enumeration, all areas covered by structures, decks, roof extensions, patios, porches, driveways, sidewalks, parking lots, pavement, gravel, compacted clay, and loading docks, all as measured on a horizontal plane.
- (5) "Land Disturbing Activity" means any man-made alteration of the land surface resulting in a change in the topography or existing vegetative or non-vegetative soil cover, that may result in runoff and lead to an increase in soil erosion and movement of sediment into waters of the state. Land disturbing construction activity includes clearing and grubbing, demolition, excavating, pit trench dewatering, filling and grading activities, and soil stockpiling.
- (6) "Multi-family" means a residential property comprised of three or more attached living units, including but not limited to manufactured home parks, apartments, flats, and condominiums.
- (7) "Non-residential" means a lot or parcel of land, with improvements such as a building, paving, or impervious areas as defined in Sec. 9-4-6(4), grading or substantial landscaping, which is not exclusively residential as defined herein, including, but not limited to, commercial, industrial, institutional, mixed-use, and governmental property.
- (8) "Other surface water discharge" means a discharge to the storm sewer system created by some process other than storm water runoff.

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- (9) "Runoff" or "Storm water runoff" means that portion of the precipitation falling during a rainfall event, or that portion of snowmelt, or irrigation water that runs off the surface of the land and into the natural or artificial conveyance or drainage network.
- (10) "Storm sewer system" means a conveyance or system of conveyances including roads with drainage systems, streets, catch basins, curbs, gutters, ditches, constructed channels or storm drains which is designed for collecting water or conveying storm water.
- (11) "Undeveloped" means property that is not developed by the addition of an improvement such as a building, structure, other impervious area as defined in Sec. 9-4-6(4), grading of more than 4,000 square feet, or other land disturbing activity which increases stormwater runoff. For the purposes of this ordinance, a property shall be considered developed upon issuance of a building permit.
- (12) "Waters of the State" means those portions of Lake Michigan and Lake Superior within the boundaries of Wisconsin, and all lakes, bays, rivers, streams, springs, ponds, wells, impounding reservoirs, marshes, watercourses, drainage systems and other surface water or groundwater, natural or artificial, public or private, within Wisconsin or its jurisdiction.

9-4-7 BASIS OF CHARGE

- (1) By this ordinance, the Common Council is establishing the rate classification and basis for computation of charges for stormwater services for each lot within the City of Menasha. The actual charges to be imposed pursuant to these rate classifications, and any future changes in the charges, shall be made by resolution. A schedule of current rates, following approval by the common council, shall be maintained and on file in the office of the Director of Public Works.
- (2) The rate classifications used to distribute the costs of the Stormwater Program among utility customers shall be based on the Equivalent Runoff Unit (ERU). The charge assigned to each developed parcel shall be assessed based upon the impervious areas or living units as reasonably determined by the city. Undeveloped properties shall be assessed a fraction of an ERU based on proportionate costs of administration and operating costs. Public right-of-way which shall be exempt from the utility charge.

9-4-8 CUSTOMER CLASSIFICATION

- (1) Customer Classes. For the purposes of imposing the stormwater charges, all lots and parcels within the city are classified into the following six (6) customer classes.
 - (a) Residential, Single Family
 - (b) Residential, Duplex (Two-Family)
 - (c) Residential, Multi-Family (Including Manufactured Housing Communities)
 - (d) Residential, Riparian
 - (e) Non-residential
 - (f) Undeveloped
 - (g) Right-of-way
- (2) Parcel Classification. The Director of Public Works shall assign a customer classification to each lot and parcel within the City of Menasha.
- (3) ERU. The ERU is established to be 2,980 square feet.

9-4-9 CHARGE FORMULAS

- (1) Residential, Single Family. The charges imposed for residential properties comprised of a single living unit shall be the charge for one ERU, i.e.

Residential parcel charge = one ERU fee

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- (2) Residential, Duplex (Two-Family). The charges imposed for residential properties comprised of two attached living units, either side-by-side or one lower level unit and one upper level unit shall be the fee of one ERU per living unit existing on the property, i.e.

Duplex (Two-Family) parcel charge = 1.0 ERU fee x number of dwelling units

- (3) Residential, Multi-Family. The charges imposed for residential properties with three (3) or more attached living units or manufactured housing communities shall be the charge for one ERU times the numerical factor obtained by dividing the total square footage of impervious area of the property by the square footage of one ERU. The factor shall be rounded down to the nearest one-tenth (0.1), i.e.

Multi-Family parcel charge = ERU charge x parcel impervious area ÷ 2,980 square feet

- (4) Residential, Riparian. The charges imposed for residential properties adjacent to the Fox River, US Government Canal, Lake Winnebago, and Little Lake Butte des Morts shall be the fee of 0.80 of one ERU per living unit existing on the property, i.e.

Residential Riparian charge = 0.80 ERU fee x number of dwelling units

- (5) Non-Residential. The charges imposed for non-residential properties shall be the charge for one ERU times the numerical factor obtained by dividing the total square footage of impervious area of the property by the square footage of one ERU. The factor shall be rounded down to the nearest one-tenth (0.1), i.e.

Non-residential parcel charge = ERU charge x parcel impervious area ÷ 2,980 square feet

- (6) Undeveloped. The charges imposed for undeveloped parcels as defined herein shall be the fee of 0.40 of one ERU, i.e.

Undeveloped parcel charge = 0.40 x ERU fee

- (7) Right-of-Way. Public highway, road, and rail right-of-way shall be exempt from the stormwater utility charge.
- (8) Minimum Charge. The minimum charges for any customer assessed a charge shall be equal to the charge for undeveloped parcels.
- (9) New Construction. For parcels other than single family and duplex, the owner shall be responsible for storm water charges related to an increase in ERU's for the construction of new or expanded buildings, driveways, and/or other structures. The City will recalculate ERU's upon completion of the new construction.
- (10) Impervious Area Measurement. The Director of Public Works or designee shall be responsible for determining the impervious area of nonresidential parcels based on best available information, including, but not limited to, data supplied by the city assessor, city building inspector, aerial photography, property owner, tenant, or developer. The Director of Public Works or designee may require additional information as necessary to make the determination. The number of ERU's shall be updated by the Director of Public Works or designee based on any additions to the impervious area as approved through the building permit process.

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- (1) Credits.
 - (a) Eligibility. A customer may be eligible for a credit, in the form of a reduced ERU multiplier for properties where all of the following conditions apply:
 1. The city's cost of providing service or making service available to the property has been lessened.
 2. The property conforms to all applicable ordinances and standards of the City of Menasha.
 3. The property has been assigned a multi-family or nonresidential user classification.
 - (b) Maximum Credit. The maximum aggregate credit for any individual property is a percentage of its ERU charge as determined annually based on actual operations.
 - (c) Credit Types. The following credits may be available to customers for properties that meet all of the eligibility criteria of Sec. 9-4-10(1)(a).
 1. Zero Discharge Credit. Credits may be considered for properties that discharge stormwater directly into a water body not maintained in any way by the city, or directly into a water body downstream of where it is maintained by the city, or is otherwise contained entirely upon the property.
 2. Peak Discharge Control Credit. Credits may be considered for customers who own and maintain stormwater management facilities such as retention or detention basins that exceed state and local peak discharge rate requirements applicable to the site.
 3. Water Quality Credit. Credits may be considered for customers who own and maintain stormwater management facilities that improve the quality of runoff from the property to a degree that exceeds state and local water quality requirements applicable to the site.
- (2) Adjustments and Incentives: A customer may be eligible for incentives, or have the number of ERU's assigned to their property adjusted under the conditions described below:
 - (a) Nonresidential Property. Nonresidential customers who believe the number of ERU's assigned to their property to be incorrect may submit an adjustment request to the Director of Public Works. The allocated ERU's may be adjusted if the owner can provide information stamped by a certified engineer or surveyor, showing the square footage calculation as determined in Sec. 9-4-9 is incorrect.
 - (b) Residential Property. The Common Council may, via separate resolution, create such incentives as it deems appropriate, to encourage on-site stormwater management practices on residential properties.
- (4) Review Procedure.
 - (a) Within thirty (30) days of submission of a request to the Director of Public Works for a credit, adjustment or reimbursement, the Director of Public Works shall issue a written notice as to whether the request has been granted, denied, or granted in part. The written notice shall also set forth the reason or reasons for the decision and shall be sent to the customer by mail.
- (5) Effective Date. Any ERU adjustment granted shall thereafter be used to calculate the customer's user charges. The reduction shall only apply for the period of time subsequent to the filing of the request for adjustment. There shall be no retroactive adjustment for user charges imposed prior to the filing of the request.

DRAFT

The city shall separately account for the stormwater utility finances. The Director of Public Works shall prepare an annual budget, which is to include capital, borrowing and other costs related to the operation of the utility. The budget is subject to approval by the common council. Any excess of revenues over expenditures in a year will be deposited in a stormwater maintenance fund, which shall only be used to defer the costs of capital improvements, retire debt or other stormwater management expenses approved by the Director of Public Works.

9-4-12 BILLING AND COLLECTION

- (1) Billing. Stormwater utility charges shall be billed not less than annually and payable within 25 days of issuance. The property owner shall be ultimately responsible for payment of the Stormwater Utility charge.
- (2) Late Payment. Failure to pay the charges when due will be subject to a late payment charge of one and a half (1.5) percent per month that will be added to bills not paid within 25 days of issuance.
- (3) Unpaid Charges. Unpaid charges shall be assessed as a lien against the property and placed on the property tax bill pursuant to Wis. Stat. § 66.0821.

9-4-13 METHOD OF APPEAL

- (1) If a property has been denied a credit or adjustment, the decision may be appealed by submitting an appeal with the Director of Public Works.
- (2) Within sixty (60) days of the submission of an appeal, the Director of Public Works shall issue a written recommendation as to whether the appeal should be granted, denied or granted in part. A hearing shall be scheduled before the Board of Public Works. The written recommendation shall also set forth the reason or reasons for such recommendation. The recommendation and notice of hearing shall be sent to the customer by mail, and shall be provided to the Board of Public Works.
- (3) The Board of Public Works shall allow the customer to present evidence at the hearing. Upon review, the Board of Public Works shall determine whether the recommendation should be approved, rejected, or modified. The final determination of the Board of Public Works shall be in writing and set forth the reason or reasons for its decision. No further city appeal will be allowed.
- (4) In reviewing a recommendation, the Board of Public Works shall apply the considerations set forth in Wis. Stat. § 66.0821(4)(c).
- (5) Any appeal granted shall thereafter be used to calculate the customer's user charges. The reduction shall only apply for the period of time subsequent to the filing of the request for appeal. There shall be no retroactive adjustment for user charges imposed prior to the filing of the request.

9-4-14 ALTERNATIVE COLLECTION METHODS

In addition to any other method for collection of the charges established under this Section, or by subsequent resolution, such charges may be levied and imposed on a property as a special charge pursuant to Sec. 66.0627, Wis. Stats. The mailing of the bill for stormwater utility charges to a property owner shall serve as notice to the property owner that failure to pay the charges when due may result in the charges being imposed pursuant to the authority of Sec. 66.0627, Wis. Stats. The procedures contained in Sec. 66.0627, Wis. Stats., shall govern such notice and further collection procedures.

SECTION 2: This Ordinance shall become effective upon its passage and publication as provided by law.

DRAFT

Passed and approved this _____ day of _____, 2008.

Donald J. Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Oct 20 2008 ending June 30 2009

TO THE GOVERNING BODY of the: Town of Village of City of Menasha
 County of Calumet Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's Wisconsin Seller's Permit Number:	
Federal Employer Identification Number (FEIN):	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input checked="" type="checkbox"/> Reserve Class B liquor	\$10,000.
Publication fee	\$50.00
TOTAL FEE	\$

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Lake Park Swim & Fitness LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	Managing Member Megan Collins	3214 Poplar Ln. Appleton	54915
Vice President/Member	Managing Member Jane Dias	1600 Gerswin Ln. Neenah	54956
Secretary/Member	Managing Member Felicia Christianson	W5895 Easter Lily	Appleton 54915
Treasurer/Member	-	-	-
Agent	Megan Collins	(as above)	-

3. Trade Name Lake Park Swim & Fitness Business Phone Number 920 882 8900
 4. Address of Premises 730 Lake Park Road Post Office & Zip Code Menasha WI 54952
 5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
 8. (a) Corporate/limited liability company applicants only: Insert state Wisconsin and date _____ of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
 (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)
 9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Health Club Cafe/Bar
 10. Legal description (omit if street address is given above): _____
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? _____
 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
 13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] Yes No
 14. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 3rd day of October, 2008

Deborah A. Malagzi
 (Clerk/Notary Public)

My commission expires 8/5/2012

[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company /Partner)
[Signature]
 (Additional Partner/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>10/3/08</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town/Village/City of Menasha County of Calumet.

The undersigned duly authorized officer(s)/members/managers of Lake Park Swim & Fitness LLC (registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Lake Park Swim & Fitness (trade name)

located at 730 Lake Park Road, Menasha, WI 54952

appoints Megan Collins (name of appointed agent) 3219 Poplar Lane Appleton WI 54915 (home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin? [] Yes [X] No

Is applicant agent subject to completion of the responsible beverage server training course? [] Yes [] No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin?

Place of residence last year 3219 Poplar Lane Appleton WI 54915

For: Lake Park Swim & Fitness LLC (name of corporation/organization/limited liability company)

By: [Signature] (signature of Officer/Member/Manager)

And: [Signature] (signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT I, Megan Collins (print type agent's name), hereby accept this appointment as agent for the

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 10-6-08 (signature of agent) (date)

3219 S. Poplar Ln Appleton WI 54915 (home address of agent)

Agent's age [Redacted]

Date of birth [Redacted]

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 10/6/2008 by [Signature] Title Chief of Police (date) (signature of proper local official) (town, ward, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
Christiananson Felicia		Karen		[REDACTED]	
HOME ADDRESS (Street/Route)			POST OFFICE	STATE	ZIP CODE
W 5895 Easterlily Dr			Appleton	WI	54915
HOME PHONE NUMBER		AGE	DATE OF BIRTH	PLACE OF BIRTH	
920 832-1231		[REDACTED]	[REDACTED]	[REDACTED]	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Managing Member of Lake Park Swim & Fitness, LLC
(Office/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 16 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes No
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? Yes No
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
(If yes, identify.) _____
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? Yes No
(If yes, identify.) _____
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	From	To
Club West	2000 Arena Drive	1992	2007
WOMEN'S WORKOUT WORLD	Schaumburg, IL	1990	92

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me
this 2nd day of October, 2008
[Signature]
(CLERK/NOTARY PUBLIC)

[Signature]
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires is permanent

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name) Dias		(First Name) Jane	(Middle Name) Elizabeth	SOCIAL SECURITY NUMBER
HOME ADDRESS (Street/Route) 1600 Bershwin Lane		POST OFFICE Neenah		STATE WI ZIP CODE 54956
HOME PHONE NUMBER 920 722 9578	AGE	DATE OF BIRTH		PLACE OF BIRTH

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Managing Member of Lake Park Swim & Fitness LLC
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 19 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes No
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? Yes No
(If yes, describe status of charges pending.)
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
(If yes, identify.) _____
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? Yes No
(If yes, identify.) _____
(NAME OF WHOLESALE LICENSEE OR PERMITEE) (ADDRESS BY CITY AND COUNTY)

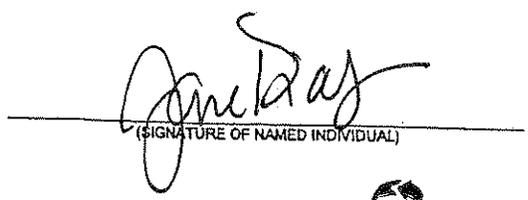
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	From	To
<u>Club West</u>	<u>200 Arena Drive Neenah, WI</u>	<u>9/06</u>	<u>9/08</u>
<u>Wealth Management III</u>	<u>Communication Ct. Appleton, WI</u>	<u>2001</u>	<u>8/00</u>

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me
this 2nd day of October, 2008

(CLERK/NOTARY PUBLIC)


(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires in perpetuity

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
COLLINS		MARGARET	MARY	[REDACTED]	
HOME ADDRESS (Street/Route)			POST OFFICE	STATE	ZIP CODE
3219 S. POPLAR LN			ADDIETON	WI	54915
HOME PHONE NUMBER		AGE	DATE OF BIRTH	PLACE OF BIRTH	
920-749 0115		[REDACTED]	[REDACTED]	[REDACTED]	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Managing Member of Lake Park Swim & Fitness, LLC
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)
 which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 42 YEARS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes No
 (If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? Yes No
 (If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 (If yes, identify.) _____
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? Yes No
 (If yes, identify.) _____
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
JJ Keller + ASS		JAN 08	SEPT 08
CLUB WEST	2000 AVINA DR	1994	2007

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me
 this 2nd day of October, 2008

(CLERK/NOTARY PUBLIC)
 My commission expires in perpetuity


(SIGNATURE OF NAMED INDIVIDUAL)



Memorandum

TO: Debbie Galeazzi, City of Menasha Clerk

FROM: Assistant Chief/Fire Marshall Al Auxier

DATE: October 14, 2008

RE: Liquor License for Lake Park Swim & Fitness, 730 Lake Park Rd.

Neenah-Menasha Fire Rescue, NMFR, did a Liquor License inspection of Lake Park Swim & Fitness at 730 Lake Park Rd., Menasha, on 10/14/08 and found conditions satisfactory to approve the Liquor License for this occupancy.

Call or email me with any questions or concerns.

Al Auxier
Assistant Chief/Fire Marshall
Neenah-Menasha Fire Rescue
aauxier@nmfire.org
(920)886-6203, office
(920)209-9509, cell



Date: October 15, 2008

To: City of Menasha Common Council

From: Todd Drew, R.S. – Sanitarian
City of Menasha Health Department

Re: Liquor License Inspection – Lake Park Swim and Fitness

An inspection was conducted at Lake Park Swim & Fitness, 730 Lake Park Road, Menasha who submitted a liquor license application for the 2008-2009 license year.

The health inspection conducted in these establishments included standard sanitation, equipment condition, food safety, plumbing, employee hygiene, toilet and hand washing facilities, insect and rodent control and general condition using Wisconsin Administrative Code and the Wisconsin Food Code (Food Establishment Code) as a basis for inspection procedures.

The inspection conducted at this location did not cite any health-related violations which would necessitate a recommendation to hold this liquor license application.

If you should have any questions regarding this information, please do not hesitate to contact me.



Menasha

City of Menasha • Department of Community Development

To: Debbie Galeazzi
From: Building Inspection Department
Date: 10/15/08

RE: Liquor License Inspection

Fitness Center

Address: 730 LAKE PARK RD

The premise at the above address has been inspected for compliance with State and Local Building Codes and found to be:

COMPLIANT

NON - COMPLIANT
Recommend delaying license approval until all
Violations are corrected.

Respectfully submitted

City of Menasha Building Inspector

Dan Coffey


City of Menasha Building Inspector

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 10/9/08-10/16/08 Checks # 18728-18893	\$ 350,042.79
Payroll Checks for 10/9/08-10/16/08 Checks # 41350-41603	<u>150,113.03</u>
Total	\$ 500,155.82

**Gaps in the sequence of accounts payable check numbers may be caused by: voiding checks at the start of a new check run to set up printing of the checks correctly, having a large number of invoices on a particular vendor which causes the payment to be printed on more than one accounts payable check, incorrect alphabetizing of a vendor causing the accounts payable check to appear out of sequence or software/printer problems which result in accounts payable checks being printed incorrectly and needing to be discarded.

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

CITY OF MENASHA

Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01030 AAA SANITATION INC	154979	31100	55	07-202-209	165.00	PORTABLE TOILETS/BRIGHTON BH
	154980	31100	55	07-202-209	165.00	PORTABLE TOILET/JEFF PK BT LND
	Check Total:				330.00	
01050 ACC PLANNED SERVICE INC	14281	31100	53	09-212-240	127.50	REPLACE BLOWER MOTOR/WHEEL
	Check Total:				127.50	
01075 ACCURATE SUSPENSION WAREHOUSE	8015838	31731	54	10-149-300	40.62	SHOP SUPPLIES
	Check Total:				40.62	
01315 AIRGAS NORTH CENTRAL	105444711	31731	54	10-149-300	62.33	OXYGEN CYL
	Check Total:				62.33	
01465 ALL-SPORT TROPHY	40198	31262	52	08-101-316	82.95	CRISIS RESPONSE TEAM/BIGALKE
	Check Total:				82.95	
01600 AMERICAN MILLWORK & HARDWARE	112209	31266	54	10-308-300	168.93	POLY HEAD RAKES
	Check Total:				168.93	
01625 AMERICAN RECYCLING CENTER INC	2008-4127	31100	55	07-202-300	1,765.22	ADA ACCESSABILITY PLAY AREA
	Check Total:				1,765.22	
01675 AMT	31100	21	04-299-022	150.00	150.00	
	Check Total:				150.00	
02040 BADGER HIGHWAYS CO INC	142452	31100	54	10-134-300	28.42	HOTMIX ASPHALT SURFACE COURSE
	142562	31100	54	10-121-300	4,619.24	HOTMIX ASPHALT SURFACE COURSE
	Check Total:				4,647.66	

Date: Thursday, October 09, 2008
 Time: 09:56AM
 User: MGRESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 2 of 15
 Report: 03630All.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description	
02105 BAHCALL RUBBER CO INC	453100-001	31201	54	10-301-300	392.16	ID CLEAR PVC S&D HOSE	
	10/9/2008	Check Nbr	018737		392.16	Check Total:	
	02335 BECK ELECTRIC INC	E230	31100	52	05-201-240	23.83	SWITCH FOR SENSOR LIGHT
		E224	31100	52	05-201-240	68.07	MOTION SENSOR/CAPTAINS ROOM
		E242	31100	13	04-106-000	114.96	BALLAST
E243		31100	55	07-202-243	528.72	BULBS FOR FOUNTAINS	
10/9/2008	Check Nbr	018738		735.58	Check Total:		
02410 BERGSTROM	FOCS122345	31731	54	10-149-294	532.08	HEATING & COOLING SERVICE	
	226757	31731	54	10-149-383	11.64	KNOB ASM	
	226699	31731	54	10-149-383	136.29	SEAL/PIPE ASM	
	226807	31731	54	10-149-383	1.42	SEAL	
	10/9/2008	Check Nbr	018739		681.43	Check Total:	
02500 BARB BIGALKE	092908	31262	52	08-101-331	93.93	CONFERENCE-MILEAGE	
	092908	31262	52	08-101-333	478.95	CONFERENCE-MEALS & HOTEL	
	10/9/2008	Check Nbr	018740		572.88	Check Total:	
	02565 BOARDMAN LAW FIRM	179886	31100	51	02-103-211	201.88	CABLE TV REGULATORY ORDINANCE
10/9/2008		Check Nbr	018741		201.88	Check Total:	
02730 BRAZEE ACE HARDWARE		002198	31100	51	10-115-313	3.48	BLEACH/SPRAYER/MEM
	002216	31100	55	07-202-240	1.68	MOTOR VENT REPLACE/SMITH	
	002259	31100	55	07-202-313	2.98	BLEACH/FOUNTAINS	
	002458	31100	53	09-2-12-300	19.77	BATTERIES/SCRUBBER PADS	
	10/9/2008	Check Nbr	018742		27.91	Check Total:	
02735 JOHN BREAKER	100708	31100	55	07-201-300	8.97	PROGRAM SUPPLIES	
	10/9/2008	Check Nbr	018743		8.97	Check Total:	

CITY OF MENASHA
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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02810 BUILDERS SERVICE CENTER	B005962-IN	31100	51	10-115-240	94.00	BRONZE DOOR CLOSER
	10/9/2008	Check Nbr	018744		94.00	
					Check Total:	
03051 CALUMET COUNTY CLERK COURTS	100608	31100	21	04-229-000	500.00	BOND
	10/9/2008	Check Nbr	018745		500.00	
					Check Total:	
03145 CAREW CONCRETE & SUPPLY CO INC	784332	31100	54	10-134-300	550.00	HICKORY HOLLOW & DUNNING
	784820	31100	54	10-135-300	586.00	900 BLK JEFFERSON
	784821	31100	54	10-135-300	103.00	WAREHOUSE
	785797	31100	54	10-135-300	758.00	WATER ST
	787046	31100	54	10-122-300	370.00	800 WARSAW
	787227	31100	54	10-122-300	586.00	800 BROAD ST
	787397	31100	54	10-122-300	379.50	4TH & DE PERE
	10/9/2008	Check Nbr	018746		3,332.50	
					Check Total:	
04125 DAVIES WATER #1476	35353	31201	54	10-301-300	81.00	PVC COUP
	10/9/2008	Check Nbr	018748		81.00	
					Check Total:	
04135 DAVIS & KUELTHAU SC	100708	31201	54	10-301-211	30,000.00	REPLENISH TRUST FUND
	10/9/2008	Check Nbr	018749		30,000.00	
					Check Total:	
04139 VALERIE DAVIS	100608	31100	53	09-104-300	32.90	SUPPLIES FOR WELLNESS SCREENING
	090508	31100	53	09-102-331	57.85	MILEAGE
	090508	31100	53	09-104-331	2.45	MILEAGE
	090508	31100	53	09-113-336	28.67	MILEAGE
	10/9/2008	Check Nbr	018750		121.88	
					Check Total:	
04275 DIGICORPORATION	54500	31100	51	04-101-291	1,850.00	HORIZON FALL 2008 NEWSLETTER
	54500	31266	54	10-307-291	1,550.00	IN THE WORKS NEWSLETTER
	10/9/2008	Check Nbr	018751		3,400.00	
					Check Total:	

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04450 DWD-UJ	410706	31100	55	07-202-162	399.55	PARK
	410706	31100	55	10-215-162	-321.00	BRIDGE
	10/9/2008	Check Nbr	018752		78.55	
		Check Date			Check Total:	
06705 FUNTIME ENTERPRISES	9969	31100	55	07-201-300	60.00	GAME RENTALS
	10/9/2008	Check Nbr	018753		60.00	
		Check Date			Check Total:	
07580 GUNDERSON UNIFORM & LINEN RENT	1273981	31100	51	10-115-201	15.26	MOP/MAT/BRUSH SERVICE
	1273981	31100	53	09-212-313	3.46	MOP/MAT/BRUSH SERVICE
	1273981	31100	55	07-202-313	3.46	MOP/MAT/BRUSH SERVICE
	10/9/2008	Check Nbr	018754		22.18	
	Check Date			Check Total:		
08300 HEMOCUE INC	927167	31100	53	09-104-300	148.00	CUVETTES
	10/9/2008	Check Nbr	018755		148.00	
		Check Date			Check Total:	
08465 HOME DEPOT CREDIT SERVICES	1021215	31100	55	07-203-822	97.19	FITTINGS/ENAMEL/FINISH/LATCHES
	3110461	31100	55	07-202-315	110.06	POURED PLACE TOOLS
	1151586	31100	55	07-203-240	53.55	SUMP PUMP
	10/9/2008	Check Nbr	018756		260.80	
	Check Date			Check Total:		
09110 INFINITY TECHNOLOGY INC	425944	31100	51	04-109-214	180.00	WEB ADMINISTRATION
	10/9/2008	Check Nbr	018757		180.00	
		Check Date			Check Total:	
10329 JT PLUMBING INC	100108	31100	44	04-303-000	65.00	PERMIT OVERCHARGE REFUND
	10/9/2008	Check Nbr	018758		65.00	
		Check Date			Check Total:	
10335 JX ENTERPRISES INC	d282120117	31731	54	10-149-383	-103.92	RETURN GLASS ASSY
	G282530012	31731	54	10-149-284	1,208.06	REPAIR A/C/VEHICLE 1003
	10/9/2008	Check Nbr	018759		1,104.14	
		Check Date			Check Total:	

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11155 KITZ & PFEIL INC	082214-0079	31100	55	07-203-310	55.74	OFFICE SUPPLIES
	082314-0053	31100	52	08-101-300	15.78	BATTERIES
	082509-0006	31100	52	08-101-240	10.80	BRUSHES/TAPE
	082514-0071	31100	55	07-202-300	4.94	RED PAINT
	082514-0095	31731	54	10-149-383	6.28	ZINC UTIL PULLS
	082609-0024	31266	54	10-307-300	11.72	TWINE
	082609-0024	31100	55	10-215-300	8.55	PAPER TOWELS
	082614-0044	31100	54	10-131-300	14.97	SAKRETE CONC MIX
	082703-0001	31731	54	10-149-383	17.90	ELASTOSTART ASSEMBLY
	082709-0023	31100	52	08-101-240	31.46	EDGING
	082709-0023	31100	53	09-102-313	3.42	THERMOMETER
	082709-0031	31100	55	07-202-240	12.46	TENNIS COURT REPAIRS
	082714-0008	31731	54	10-149-300	5.40	WDG BIT
	082714-0023	31100	52	08-101-295	2.00	KEY
	082814-008	31100	55	07-203-240	13.98	HOSE
	082814-0046	31731	54	10-149-300	2.24	TIRE PATCH KIT
	082814-0052	31731	54	10-149-383	67.49	NYL LOCK NUT
	082814-0098	31100	51	10-115-300	19.12	AED BATTERIES
	082814-0098	31100	53	09-102-313	1.49	MAIL TAPE
	082914-0083	31731	54	10-149-383	3.41	CORNER OPULL ELBOW
	090314-0029	31100	51	10-115-240	5.39	SWITCH BOX
	090314-0029	31100	53	09-102-240	4.50	KEY
	090414-0135	31100	53	09-102-313	24.98	BATTERIES
	090509-0001	31100	54	10-121-300	5.02	LIQ BLEACH
	090514-0029	31100	55	07-202-240	11.04	SUPPLIES TO SEAL HOLE
	090514-0136	31100	55	07-202-240	4.63	CLOVIS VANDALISM REPAIRS
	090514-0140	31100	55	07-202-240	2.52	CLOVIS VANDALISM REPAIRS
090914-0124	31100	54	10-131-300	24.95	SAKRETE CONC MIX	
091114-0011	31100	52	08-101-295	12.13	CABLE TIES	
091509-0013	31731	54	10-149-240	19.78	ELBOW/SOLDER KIT	
091514-0054	31100	55	07-202-240	6.41	HARDWARE MISC	
091514-0139	31100	51	10-115-240	197.99	SUMP PUMPELEVATOR PIT	
091614-0093	31100	55	07-202-243	5.72	PLAYGROUND REPAIR	

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11194 LEON KNITT	091414-0004	31731	54	10-149-243	24.29	FUEL PUMP ISLAND AND COVER
	091714-0020	31100	55	07-203-240	14.78	POOL PUMP
	091714-0135	31100	55	07-202-240	5.99	VANDALISM REPAIR/CLOVIS
	091814-0108	31100	52	08-101-295	8.87	CONNECTORS
	091909-0038	31100	55	07-201-300	1.50	KEY
	091914-0120	31100	55	07-203-240	6.94	POOL PIT BULBS
	10/9/2008	Check Nbr	018762		696.59	Check Total:
11365 KUNDINGER FLUID POWER INC	092908	31262	52	08-101-331	93.93	MILEAGE/CHULA VISTA CONFERENCE
	10/9/2008	Check Nbr	018763		93.93	Check Total:
12315 LEE RECREATION LLC	50030174	31731	54	10-149-383	23.06	
	10/9/2008	Check Nbr	018764		23.06	Check Total:
12375 LEVENHAGEN CORPORATION	7897	31100	55	07-202-243	185.00	SEAT FOR GALACTIC RIDER/SPRING
	10/9/2008	Check Nbr	018765		185.00	Check Total:
	65680	31207	55	07-205-381	4,076.48	LEAD FREE GAS
	65650	31207	55	07-205-381	4,108.88	LEAD FREE GAS
	10/9/2008	Check Nbr	018766		8,185.36	Check Total:
12450 LINCOLN CONTRACTORS SUPPLY INC	10462200	31201	54	10-301-315	312.43	TWIN MAX 32 DIAMOND CHAIN
	10/9/2008	Check Nbr	018767		312.43	Check Total:
13295 LRI MEDICAL WASTE DISPOSAL	34102	31100	53	08-102-215	58.75	MEDICAL WASTE PICK UP
	10/9/2008	Check Nbr	018773		58.75	Check Total:
13175 M-B COMPANIES INC	129645	31100	55	07-202-315	745.43	HYDRAULIC MOTOR/BROOM ATTACHMT
	10/9/2008	Check Nbr	018772		745.43	Check Total:

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13043 MANAWA TELEPHONE CO	100108	31100	51	04-109-221	39.95	CABIN DSL
	Check Date 10/9/2008	Check Nbr 018768			Check Total: 39.95	
13120 MARTENSON & EISELE INC	43631	31485	56	03-202-212	870.75	LOCATE HIGH WATER LINE/PROVINC
	Check Date 10/9/2008	Check Nbr 018769			Check Total: 870.75	
13149 MATTHEWS COMMERCIAL TIRE CTR	027029	31731	54	10-149-382	200.00	TIRE SERVICE
	Check Date 10/9/2008	Check Nbr 018770			Check Total: 200.00	
13150 MATTHEWS TIRE & AUTO SERVICE	335681	31731	54	10-149-382	814.64	SQUAD TIRES
	335909	31731	54	10-149-383	577.24	TIRE SERVICE
Check Date 10/9/2008	Check Nbr 018771			Check Total: 1,391.88		
13360 MENASHA ELECTRIC & WATER UTILI	092908	31100	12	04-399-000	7.56	RACINE & NINTH
	092908	31100	53	09-102-223	132.07	HEALTH DEPT
	092908	31100	53	09-102-225	34.93	HEALTH DEPT
	092908	31100	54	10-131-223	187.06	TRAFFIC LIGHTS
	092908	31201	54	10-301-223	51.28	LIFT STATIONS
	092908	31100	55	07-202-223	589.58	PARKS
	092908	31100	55	07-202-223	12.56	PARKS
	092908	31100	55	07-202-225	249.98	PARKS
	100808	31100	54	10-143-223	14,879.09	PUBLIC STREET LIGHTING
	Check Date 10/9/2008	Check Nbr 018774			Check Total: 16,144.11	
13370 MENASHA EMPLOYEES CREDIT UNION	31100	21	04-299-020	1,857.00		
	31100	21	04-299-020	16,720.00		
Check Date 10/9/2008	Check Nbr 018775			Check Total: 18,577.00		
	31100	21	04-299-033	119.99		
	10/9/2008	31100	018776		119.99	
Check Date 10/9/2008	Check Nbr 018776			Check Total: 119.99		

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13375 MENASHA EMPLOYEES LOCAL 1035	10/9/2008	31100	21	04-299-031	300.00	
	Check Date	Check Nbr	018777		300.00	Check Total:
13377 MENASHA EMPLOYEES LOCAL 1035B	10/9/2008	31100	21	04-299-032	248.16	
	Check Date	Check Nbr	018778		248.16	Check Total:
13445 MENASHA PUBLIC WORKS FACILITY	100808	31731	54	10-149-383	21.85	EXHAUST PIPE
	100808	31201	54	10-301-300	9.44	CAMERA TAPES
	Check Date	Check Nbr	018779		31.29	Check Total:
13625 MILLER & ASSOCIATES	10/9/2008	31826	55	07-202-300	1,523.00	DONATED BENCH/VICTOR STANLEY
	Check Date	Check Nbr	018780		1,523.00	Check Total:
13663 MILWAUKEE LEAD/ASBESTOS INFO	10/9/2008	31100	53	09-103-337	175.00	ASBESTOS INSP REFRESHER/T DREW
	Check Date	Check Nbr	018781		175.00	Check Total:
13697 MIRON CONSTRUCTION CO INC	10/9/2008	31100	55	07-202-204	3,516.82	LIFT BRIDGE REPAIR
	Check Date	Check Nbr	018782		3,516.82	Check Total:
13755 MORTON SAFETY	10/9/2008	31100	54	10-304-300	120.83	SUPPLIES
	Check Date	Check Nbr	018783		120.83	Check Total:
13835 RICHARD MUEENCH	10/9/2008	31100	55	07-202-338	10.00	ASH BORER CLINIC/ R MUEENCH
	Check Date	Check Nbr	018784		10.00	Check Total:
13870 PEGGY MURPHY	070108	31100	53	09-102-331	67.63	MILEAGE
	070108	31100	53	09-114-331	53.76	MILEAGE
	070108	31100	53	09-114-338	30.62	MEALS
Check Date	Check Nbr	018785		152.01	Check Total:	

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14010 N&M AUTO SUPPLY	234430	31731	54	10-149-383	158.96	SUPPLIES/VEHICLE 2014	
	234286	31731	54	10-149-383	3.84	LAMP/STOCK	
	234071	31731	54	10-149-383	5.18	TIRE VALVE	
	234354	31731	54	10-149-383	61.07	DISC BRAKE PADS	
	234278	31731	54	10-149-383	320.47	FRONT WHEEL BEARING	
	234548	31731	54	10-149-383	1.33	O-RINGS	
	234550	31731	54	10-149-383	4.33	OIL FILTER	
	235303	31731	54	10-149-383	7.65	THERMOSTAT	
	235262	31731	54	10-149-383	223.99	BRAKE PADS/ROTORs	
	234995	31731	54	10-149-383	78.18	STOCK	
	234787	31731	54	10-149-383	231.40	DISC BRAKE PADS	
	234758	31731	54	10-149-383	8.66	OIL FILTER STOCK	
	234740	31731	54	10-149-383	4.96	PART	
	236141	31731	54	10-149-383	24.48	SWITCHES (3)	
	235975	31731	54	10-149-383	5.04	FUSE	
	235636	31731	54	10-149-383	282.74	DISC BRAKE PADS	
	235307	31731	54	10-149-300	50.04	NON CHLOR BRAKLEEN	
	236644	31731	54	10-149-383	34.29	SHOP SUPPLIES	
						1,506.61	Check Total:
	14215 NEENAH-MENASHA MUNICIPAL COURT	100608	31100	21	04-229-000	134.00	BOND
1006		31100	21	04-229-000	323.00	BOND	
100608		31100	21	04-229-000	197.00	BOND	
100608		31100	21	04-229-000	134.00	BOND	
100608		31100	21	04-229-000	134.00	BOND	
1000608		31100	21	04-229-000	449.00	BOND	
100608		31100	21	04-229-000	134.00	BOND	
100608		31100	21	04-229-000	171.00	BOND	
					1,676.00	Check Total:	

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14220 NEENAH-MENASHA SEWERAGE COMM	2008-167	31201	54	10-301-211	13,146.45	FOX RIVER CLEANUP REIMBURSE
	2008-169	31201	54	10-301-211	2,471.27	FOX RIVER CLEANUP REIMBURSE
	2008-178	31201	54	10-302-250	15,548.00	BOND ISSUE INTEREST CHARGES
	2008-172	31201	54	10-302-250	58,662.08	WASTEWATER TREATMENT AUG 2008
	Check Date	Check Nbr	018789		Check Total:	89,827.80
14385 NOFFKE LUMBER INC	080920514148	31100	55	07-202-300	8.59	TREATED WOOD/JEFFERSON
	10/9/2008	Check Nbr	018790		Check Total:	8.59
15097 DENICE O'CONNELL	100808	31100	21	04-249-000	100.00	EXCAVATION PERMIT DEPOSIT RETN
	10/9/2008	Check Nbr	018793		Check Total:	100.00
	402414266	31100	53	09-102-310	18.43	OFFICE SUPPLIES
	402414264	31100	51	10-115-310	15.36	2ND FLOOR PAPER
	402414264	31100	54	10-111-310	1.07	ENGINEERING
	402414264	31100	55	07-201-310	26.28	PARK/REC
	402414264	31100	56	03-202-310	5.91	COM DEV
	Check Date	Check Nbr	018791		Check Total:	67.05
15080 OFFICEMAX INC	996004	31100	54	10-111-310	39.39	OFFICE SUPPLIES
	10/9/2008	Check Nbr	018792		Check Total:	39.39
15238 OSHKOSH FIRE & POLICE EQPT INC	128413	31824	52	08-101-315	1,450.00	LIGHTBAR
	10/9/2008	Check Nbr	018794		Check Total:	1,450.00
	3282540036	31731	54	10-149-383	27.08	AF
	3282540035	31731	54	10-149-383	14.22	AIR FILTER
	3282540024	31731	54	10-149-383	3.68	NOB
	Check Date	Check Nbr	018796		Check Total:	44.98

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16465 POSTAL ANNEX	135953	31100	52	08-101-311	31.30	POSTAGE
	136233	31100	52	08-101-311	7.25	POSTAGE
	136297	31100	52	08-101-311	7.25	POSTAGE
	136318	31100	55	07-202-311	37.10	POSTAGE
	136363	31100	52	08-101-311	7.25	POSTAGE
	136661	31100	52	08-101-311	8.44	POSTAGE
	136867	31100	52	08-101-311	7.37	POSTAGE
	136974	31100	52	08-101-311	7.25	POSTAGE
	137102	31100	52	08-101-311	7.25	POSTAGE
		Check Date 10/9/2008	Check Nbr 018797			Check Total: 120.46
16790 JOHN PRAST	100808	31100	21	04-249-000	100.00	EXCAVATION PERMIT DEPOSIT RETN
		Check Date 10/9/2008	Check Nbr 018798		Check Total: 100.00	
16864 PROFESSIONAL PROCESS SERVICE	6998	31100	51	02-103-211	47.00	SUBPEONA
		Check Date 10/9/2008	Check Nbr 018800		Check Total: 47.00	
16815 PSS-CHICAGO	47270958	31100	53	09-104-300	6.46	HEMOCCULT DEVELOPER
		Check Date 10/9/2008	Check Nbr 018799		Check Total: 6.46	
18145 RED	00W38641	31100	52	08-109-300	294.19	DEPT PATCHES
		Check Date 10/9/2008	Check Nbr 018801		Check Total: 294.19	
18200 REINDERS INC	851500-00	31100	56	03-501-300	378.55	LAWN SEED MIX
		Check Date 10/9/2008	Check Nbr 018802		Check Total: 378.55	
18400 ROAD EQUIPMENT	489852	31731	54	10-149-383	64.83	JACK P/C
	489912	31731	54	10-149-383	126.82	VALVE
		Check Date 10/9/2008	Check Nbr 018803		Check Total: 191.65	

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19130 DIANE SCHABACH	100908	31207	55	07-205-216	11,100.00	HARBORMASTER DUTIES
	Check Date: 10/9/2008	Check Nbr: 018804			Check Total: 11,100.00	
19160 SCHILLER'S TREE SERVICE INC	15973	31100	56	07-101-206	2,656.25	TREE REMOVAL/705 APPLETON ST
	Check Date: 10/9/2008	Check Nbr: 018805			Check Total: 2,656.25	
19213 BRIDGETTE SCHRAMPFER	092908	31262	52	08-101-331	93.93	MILEAGE/CHULA VISTA CONFERENCE
	Check Date: 10/9/2008	Check Nbr: 018807			Check Total: 93.93	
19380 SHOPKO STORES INC	003543	31100	55	07-201-300	18.86	PROGRAM SUPPLIES
	003559	31100	55	07-201-300	35.98	PROGRAM SUPPLIES
	003524	31100	55	07-201-300	20.97	PROGRAM SUPPLIES
	003520	31100	55	07-201-300	22.48	PROGRAM SUPPLIES
	003521	31100	55	07-201-300	12.57	PROGRAM SUPPLIES
Check Date: 10/9/2008	Check Nbr: 018808			Check Total: 110.86		
19410 SKID & PALLET	022891	31100	55	07-202-300	374.00	LANDSCAPE MULCH/CLOVIS
	Check Date: 10/9/2008	Check Nbr: 018809			Check Total: 374.00	
19465 SPEEDY CLEAN INC	9462	31201	54	10-301-216	750.00	AUGER/WATER JET SEWER LATERAL
	Check Date: 10/9/2008	Check Nbr: 018810			Check Total: 750.00	
19635 ROBERT STANKE	100108	31100	52	08-101-315	171.45	GARMIN NUVI INVESTIGATION UNIT
	Check Date: 10/9/2008	Check Nbr: 018811			Check Total: 171.45	
19775 SUPERIOR CHEMICAL CORP	71771	31100	55	07-202-300	223.25	SNOW-WAX AEROSOL
	Check Date: 10/9/2008	Check Nbr: 018812			Check Total: 223.25	
19787 SWIDERSKI EQUIPMENT INC	R005141	31731	54	10-149-294	1,140.90	PUMP REPAIR
	Check Date: 10/9/2008	Check Nbr: 018813			Check Total: 1,140.90	

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20245 TIMMER'S LANDSCAPING LLC	282	31100	54	10-134-822	3,575.00	DRAINS 708 JOHN ST
	283	31100	54	10-134-822	2,975.00	DRAINS 1116-1118 WOODLAND DR
	284	31100	54	10-134-822	1,495.00	DRAIN 2164 MANITOWOC RD
	Check Date	10/9/2008	Check Nbr	018814	Check Total:	8,045.00
20246 TNEPEC COMPANY INC	010324083	31100	55	07-203-822	4,601.40	PAINT/POOL
	Check Date	10/9/2008	Check Nbr	018815	Check Total:	4,601.40
21045 UNIFIRST CORPORATION	0970037957	31731	54	10-149-201	74.40	MAT/MOP/CLOTHING PROTECTION
	Check Date	10/9/2008	Check Nbr	018816	Check Total:	74.40
21095 UNITED WAY FOX CITIES		31100	21	04-299-021	85.75	
	Check Date	10/9/2008	Check Nbr	018817	Check Total:	85.75

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21205 US CELLULAR	204594076-030	31100	51	01-102-221	47.95	MERKES
	204594076-030	31100	51	02-103-221	67.79	BRANDT
	204594076-030	31100	51	02-117-221	4.75	ELECTION
	204594076-030	31100	51	04-106-221	5.05	STOFFEL
	204594076-030	31100	51	04-109-221	113.14	JAMES/LACEY
	204594076-030	31100	51	10-115-221	38.39	ALIX/QUICK
	204594076-030	31100	52	08-101-221	495.35	STANKE/POLICE
	204594076-030	31100	53	09-103-221	36.39	T DREW
	204594076-030	31100	53	09-119-221	50.21	NETT
	204594076-030	31100	54	10-111-221	78.35	RADTKE/DPW
	204594076-030	31100	54	10-131-221	6.25	CARD
	204594076-030	31731	54	10-149-221	62.39	JACOBSON/PWF
	204594076-030	31201	54	10-301-221	4.40	CONFINED SPACE
	204594076-030	31201	54	10-301-221	6.70	SEWER TRUCK
	204594076-030	31100	55	06-101-221	4.80	POWELL
	204594076-030	31100	55	07-201-221	60.75	TUNGATE
204594076-030	31100	55	07-202-221	114.64	HUSS/PARK	
204594076-030	31100	55	07-203-221	9.90	POOL	
204594076-030	31100	56	03-202-221	11.70	KEIL	
	10/9/2008	Check Nbr	018818		Check Total:	1,218.90
22123 VALLEY SEALCOAT INC	PRD 2008-2	31100	55	07-202-822	46,937.20	PLEASANTS PARK TENNIS COURTS
	10/9/2008	Check Nbr	018819		Check Total:	46,937.20
19185 WAUSAU EQUIPMENT COMPANY INC	131501	31100	54	10-124-300	1,081.32	STOCK/BUSHINGS/ALUM LINKS
	10/9/2008	Check Nbr	018806		Check Total:	1,081.32
23130 WAVERLY SANITARY DISTRICT	092608	31100	55	07-202-225	52.05	BARKER FARM PAVILION
	10/9/2008	Check Nbr	018820		Check Total:	52.05

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03225 WC INDUSTRIAL SUPPLY COMPANY	0002242-IN	31731	54	10-149-300	20.72	BEARINGS
	0002257-IN	31731	54	10-149-383	38.78	C55 BELTS
	Check Date 10/9/2008 Check Nbr 018747				59.50	Check Total:
23152 WE ENERGIES	092508	31100	55	07-202-223	8.05	NORTH ST/ACCT 0428-970-058
	092508	31100	55	07-202-223	8.05	NORTH ST/ACCT 7097-295-547
	Check Date 10/9/2008 Check Nbr 018821				16.10	Check Total:
23180 WG INC	281947	31100	55	07-202-300	19.10	ALUMINUM SIGNS
	Check Date 10/9/2008 Check Nbr 018822				19.10	Check Total:
	Check Date 1260238 Check Nbr 31731				63.00	COMMERCIAL CONTRACT
Check Date 10/9/2008 Check Nbr 018823				63.00	Check Total:	
23250 WINNEBAGO COUNTY CLERK OF COUR	100608	31100	21	04-229-000	285.00	BOND
	100608	31100	21	04-229-000	535.00	BOND
	100608	31100	21	04-229-000	350.00	BOND
	Check Date 10/9/2008 Check Nbr 018824				1,170.00	Check Total:
23455 WISCONSIN SUPPORT COLLECTIONS	31100	31100	21	04-299-015	536.31	
	31100	31100	21	04-299-016	138.40	
	31100	31100	21	04-299-015	711.92	
	Check Date 10/9/2008 Check Nbr 018825				1,386.63	Check Total:
15245 WREATH FACTORY &	100808	31203	56	03-207-701	2,500.00	FACADE IMPROV REIMBURSEMENT
	Check Date 10/9/2008 Check Nbr 018795				2,500.00	Check Total:
Grand Total:					282,955.13	

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05240 EVANS TITLE COMPANIES INC	101008	31100	48	04-323-000	500.00	968 BERGAMONT/EARNEST MONEY
	Check Date	Check Nbr	Check Total:		500.00	
	10/10/2008	018826				
			Grand Total:		500.00	

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01075 ACCURATE SUSPENSION WAREHOUSE	8016198	31731	54	10-149-300	75.24	SHOP SUPPLIES
	10/16/2008	Check Nbr	018827		75.24	Check Total:
01315 AIRGAS NORTH CENTRAL	105466400	31731	54	10-149-300	77.87	ARGON CYLINDERS
	10/16/2008	Check Nbr	018828		77.87	Check Total:
01680 ANCHOR BANK	093008	31100	55	04-221-316	150.00	SAVINGS BONDS 25 YEAR CLUB(3)
		31100	55	04-221-316	-150.00	VOID CHECK 18666
	10/16/2008	Check Nbr	018829		0.00	Check Total:
02040 BADGER HIGHWAYS CO INC	142604	31100	54	10-121-822	458.15	HOTMIX ASPHALT SURFACE COURSE
	142654	31100	54	10-121-822	25.97	HOTMIX ASPHALT SURFACE COURSE
	10/16/2008	Check Nbr	018830		484.12	Check Total:
02050 BADGER LAB & ENGINEERING INC	INV000034941	31201	54	10-301-212	956.00	INTERTAPE POLYMER VVV SAMPLING
	INV000034940	31201	54	10-301-212	766.00	GRAPHICS PACKAGING VVV SAMPLING
	10/16/2008	Check Nbr	018831		1,722.00	Check Total:
02260 BAYCOM INC	115656	31100	52	08-101-243	31.70	BROKEN KNOB REPAIR
	10/16/2008	Check Nbr	018832		31.70	Check Total:
02410 BERGSTROM	227029	31731	54	10-149-383	1.42	SEAL
	226914	31731	54	10-149-383	122.03	SENSOR
	10/16/2008	Check Nbr	018833		123.45	Check Total:
02545 BLUE PRINT SERVICE CO INC	18654	31100	56	03-202-291	33.12	LAMINATION
	10/16/2008	Check Nbr	018834		33.12	Check Total:
02583 NICK BOND &	101308	31263	56	03-207-701	820.00	CDBG REHAB PROGRAM/420 RACINE
	10/16/2008	Check Nbr	018835		820.00	Check Total:

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02660 BORSCH ROOFING PROFESSIONALS	16582	31731	54	10-149-240	175.79	PATCHED COPING/CAULED JOINTS
	10/16/2008	Check Nbr	018836		Check Total:	175.79
02796 BUBRICK'S	94476	31100	52	08-101-315	-289.60	EZSTORE ORGANIZER RETURN
	164328	31100	52	08-101-310	154.25	OFFICE SUPPLIES
	10/16/2008	Check Nbr	018837		Check Total:	-135.35
03415 DOROTHY CHRISTIANSON	101408	31100	21	04-249-000	100.00	EXCAVATION PERMIT DEPOSIT RETN
	10/16/2008	Check Nbr	018840		Check Total:	100.00
03733 COUSINEAU AUTO INC	61677	31731	54	10-149-383	115.00	SPARE WHEEL
	10/16/2008	Check Nbr	018841		Check Total:	115.00
04135 DAVIS & KUEL THAU SC	298410	31100	51	02-103-211	202.50	WISCO ENTRPRISES MATTER
	10/16/2008	Check Nbr	018842		Check Total:	202.50
06010 FABCO EQUIPMENT INC	C103070	31731	54	10-149-383	-172.30	BEARING/SEAL KIT
	C216169	31731	54	10-149-383	63.94	SPRING ASSY
	10/16/2008	Check Nbr	018843		Check Total:	-108.36
06065 FAMILY THERAPY & ANXIETY CTR	100208	31100	52	08-101-215	131.25	SERVICES PROVIDED
	10/16/2008	Check Nbr	018844		Check Total:	131.25
06355 FONDY AUTO ELECTRIC	A25544	31731	54	10-149-383	110.64	REMAN ALT 21SI
	10/16/2008	Check Nbr	018845		Check Total:	110.64
06565 FOX VALLEY HUMANE ASSOCIATION	093008	31100	53	08-115-250	1,444.62	21 ANIMALS/AUGUST 2008
	10/16/2008	Check Nbr	018846		Check Total:	1,444.62

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06653 FOXTAL TRAINING CENTER	101308	31824	52	08-101-216	6,500.00	K9 UNIT TRAINING
	Check Date	Check Nbr	018847		Check Total:	6,500.00
06665 GENE FREDERICKSON TRUCKING	14935	31100	55	07-202-300	283.50	SMITH PARK LANDSCAPE TOPSOIL
	Check Date	Check Nbr	018848		Check Total:	283.50
07081 GANNETT WISCONSIN MEDIA	0003617875	31100	51	04-101-292	899.62	LEGALS
	Check Date	Check Nbr	018849		Check Total:	899.62
07130 GE CHEMICAL	3799	31731	54	10-149-300	81.80	PUMP FRONT CASE
	Check Date	Check Nbr	018850		Check Total:	81.80
07580 GUNDERSON UNIFORM & LINEN RENT	1275094	31100	52	08-101-313	31.70	TOWEL/MAT SERVICE
	Check Date	Check Nbr	018851		Check Total:	31.70
07585 GUNTA & REAK SC	4896	31733	51	02-116-211	2,520.00	LEGAL FEES
	Check Date	Check Nbr	018852		Check Total:	2,520.00
08125 JILL HARP	100308	31100	56	03-202-331	16.09	MILEAGE
	Check Date	Check Nbr	018853		Check Total:	16.09
09105 INDEPENDENT INSPECTIONS LTD	301806	31100	52	03-301-216	15,949.81	PERMITS FOR SEPT 2008
	Check Date	Check Nbr	018854		Check Total:	15,949.81
09270 INTERNATIONAL TRANSLATORS	LC-2-21270	31100	53	09-102-215	10.00	TRANSLATION/SPANISH
	Check Date	Check Nbr	018855		Check Total:	10.00
10225 JOE'S POWER CENTER	11878	31100	56	03-501-300	108.00	STRAW CHOPPER
	Check Date	Check Nbr	018856		Check Total:	108.00

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10230 JOHN'S SAW SERVICE	7567	31731	54	10-149-383	77.92	STOCK
	10/16/2008	Check Nbr	018857		77.92	Check Total:
11365 KUNDINGER FLUID POWER INC	50030862	31731	54	10-149-383	15.00	SIGHT GAUGE
	10/16/2008	Check Nbr	018858		15.00	Check Total:
12092 LAKE PARK VILLAS HOMEOWNERS	093008	31100	54	10-143-223	33.19	UTILITIES
	093008	31100	55	07-202-216	155.63	TREE REPLACEMENT
	093008	31100	55	07-202-223	1,188.11	UTILITIES
	10/16/2008	Check Nbr	018859		1,376.93	Check Total:
12250 LAWSON PRODUCTS INC	7285932	31731	54	10-149-300	215.85	STOCK SUPPLIES
	10/16/2008	Check Nbr	018860		215.85	Check Total:
12570 LUNIAK PAINT & SUPPLY INC	1345	31731	54	10-149-240	145.00	SANDBLAST
	10/16/2008	Check Nbr	018861		145.00	Check Total:
13095 MARSHALL & ILSLEY TRUST CO	5118073	31100	51	02-105-216	260.00	MONTHLY FEE TO 8/31/08
	10/16/2008	Check Nbr	018862		260.00	Check Total:
13149 MATTHEWS COMMERCIAL TIRE CTR	027110	31731	54	10-149-382	327.76	COOPER COURSER
	027168	31731	54	10-149-382	418.24	TIRE SERVICE
	027167	31731	54	10-149-382	31.23	TIRE SERVICE
	10/16/2008	Check Nbr	018863		777.23	Check Total:
13150 MATTHEWS TIRE & AUTO SERVICE	336121	31731	54	10-149-382	610.98	SQUAD TIRES
	10/16/2008	Check Nbr	018864		610.98	Check Total:
13240 MCKENZIE SUPPLY & EQUIPMENT	204330	31731	54	10-149-383	183.60	FLAIL KNIFE
	10/16/2008	Check Nbr	018865		183.60	Check Total:

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13366 MENASHA ELECTRIC & WATER UTILI	100308	31100	12	04-399-000	1,269.98	FIRE DEPT
	100308	31100	12	04-399-000	175.82	FIRE DEPT
	100308	31100	12	04-399-000	6.00	TRAFFIC LIGHTS
	100308	31100	52	08-101-223	1,753.78	POLICE DEPT
	100308	31100	52	08-101-225	242.81	POLICE DEPT
	100308	31100	54	10-131-223	198.87	TRAFFIC LIGHTS
	100308	31100	54	10-131-225	52.40	TRAFFIC LIGHTS
	100308	31731	54	10-149-223	1,125.79	PWF
	100308	31731	54	10-149-225	462.32	PWF
	100308	31201	54	10-301-223	21.43	LIFT STATIONS
	100308	31266	54	10-308-223	8.48	RECYCLING
	100308	31100	55	06-101-223	3,397.45	LIBRARY
	100308	31100	55	06-101-225	692.96	LIBRARY
	100308	31100	55	07-202-223	1,652.88	PARKS
	100308	31100	55	07-202-225	34.95	PARKS
	100308	31100	55	07-203-223	145.13	SWIMMING POOL
	100308	31100	55	07-203-225	344.25	SWIMMING POOL
100308	31207	55	07-205-225	37.22	LIBRARY	
100308	31100	55	10-215-223	159.66	LIFT BRIDGES	
					11,782.18	Check Total:
13370 MENASHA EMPLOYEES CREDIT UNION					1,857.00	
					1,857.00	Check Total:
13375 MENASHA EMPLOYEES LOCAL 1035					300.00	
					300.00	Check Total:
13623 MILLER					33.71	TENSIONER CABLE
					-33.71	VOID CHECK/MAS CHARGED
					0.00	Check Total:

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13685 MINNESOTA MUTUAL LIFE INSURANC	NOVEMBER 2008	31100	21	04-618-000	2,497.22	LIFE INSURANCE
	Check Date	10/16/2008	Check Nbr	018870	Check Total:	2,497.22
13833 CHRISTINE MUEENCH	101008	31100	46	04-177-000	16.00	CLASS OVERPAYMENT REFUND
	Check Date	10/16/2008	Check Nbr	018871	Check Total:	16.00
14205 CITY OF NEENAH TREASURER	31526	31100	51	04-109-243	765.45	1ST/2ND QTR IT SUPPORT
	Check Date	10/16/2008	Check Nbr	018872	Check Total:	765.45
15048 OFFICE DEPOT	402431575	31100	56	03-202-300	-11.61	FILE CREDIT
	402414265	31100	51	01-102-310	2.81	OFFICE SUPPLIES/MAYOR
	402414265	31100	51	02-103-310	2.81	OFFICE SUPPLIES/ATTY
	402414265	31100	51	02-104-310	2.81	OFFICE SUPPLIES/CLERK
	402414265	31100	51	02-105-310	22.02	OFFICE SUPPLIES/PERSONNEL
	402414265	31100	51	02-117-310	11.76	OFFICE SUPPLIES/ELECTION
	402414265	31100	51	04-101-310	38.40	OFFICE SUPPLIES/CCOUNCIL
Check Date	10/16/2008	Check Nbr	018873	Check Total:	69.00	

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03405 ONE COMMUNICATIONS	100208	31100	12	04-399-000	12.07	BUILD INSPECT
	100208	31100	12	04-399-000	422.94	MENASHA UTILITIES
	100208	31207	12	04-399-000	28.94	MARINA
	100208	31100	51	01-102-221	11.08	MAYOR
	100208	31100	51	02-103-221	6.40	ATTORNEY
	100208	31100	51	02-104-221	17.22	CLERK
	100208	31100	51	02-105-221	16.20	PERSONNEL
	100208	31100	51	04-106-221	46.05	FINANCE
	100208	31100	51	04-107-221	5.34	ASSESSOR
	100208	31100	51	04-109-221	26.71	IT
	100208	31100	51	10-115-221	77.61	CITY HALL
	100208	31100	52	05-701-221	64.11	EOC
	100208	31100	52	08-101-221	375.59	POLICE
	100208	31100	53	09-102-221	98.29	HEALTH
	100208	31100	53	09-212-221	42.07	SENIOR
	100208	31100	54	10-111-221	65.37	ENGINEERING
	100208	31100	54	10-131-221	5.34	SIGN
	100208	31731	54	10-149-221	58.64	GARAGE
	100208	31100	55	06-101-221	198.02	LIBRARY
	100208	31100	55	07-201-221	22.16	RECREATION
100208	31100	55	07-202-221	118.11	PARKS	
100208	31100	55	07-203-221	54.99	POOL	
100208	31100	55	10-215-221	54.12	BRIDGE	
100208	31100	56	03-202-221	25.91	COM DEV	
					1,853.28	Check Total:
16025 PACKER CITY INTERNATIONAL	3282620016	31731	54	10-149-383	16.46	BRACKET
	3282610088	31731	54	10-149-383	166.64	STROBE/AIR FILT/LUBEFILT STOCK
	3282670065	31100	51	04-109-801	5,852.50	DIAMOND CONN SYSTEM
	3282630005	31731	54	10-149-383	25.10	LENS
	3282770087	31731	54	10-149-383	-7.78	CREDIT/BRACKET
					6,052.92	Check Total:

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16454 POOL WORKS INC	216544	31100	55	07-202-300	144.98	CHLORINE/ALGAECIDE
	Check Date	10/16/2008	Check Nbr	018875	Check Total:	144.98
18160 REDI-WELDING CO	13773	31731	54	10-149-300	65.00	PLATE BEND 90 DEGREES
	Check Date	10/16/2008	Check Nbr	018876	Check Total:	65.00
18200 REINDERS INC	851621-00	31100	55	07-202-300	547.50	SEED FOR SHOREWALL/JEFFERSON
	Check Date	10/16/2008	Check Nbr	018877	Check Total:	547.50
18400 ROAD EQUIPMENT	490292	31731	54	10-149-383	32.00	FLOOR SCREW
	Check Date	10/16/2008	Check Nbr	018878	Check Total:	32.00
19327 SERVICEMASTER BUILDING MTNCE	120822	31100	52	08-101-201	50.00	CLEAN GARAGE OCTOBER 2008
	120872	31100	52	08-101-201	1,395.00	CONTRACT JANITORIAL SERVICE
	Check Date	10/16/2008	Check Nbr	018879	Check Total:	1,445.00
19388 DUANE SHUKOSKI	151	31100	55	07-201-300	90.00	STREAMING VIDEO RENEWAL
	Check Date	10/16/2008	Check Nbr	018880	Check Total:	90.00
19691 STEFFENS ELECTRIC &	101308	31263	56	03-207-701	395.00	CDBG REHAB PROG/420 RACINE
	Check Date	10/16/2008	Check Nbr	018881	Check Total:	395.00
20145 THEDACARE	9901968	31100	52	08-101-215	165.60	VENIPUNCTURE
	Check Date	10/16/2008	Check Nbr	018882	Check Total:	165.60
21045 UNIFIRST CORPORATION	0970038266	31731	54	10-149-201	81.81	MAT/MOP/CLOTHING PROTECTION
	Check Date	10/16/2008	Check Nbr	018883	Check Total:	81.81

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21227 US OIL CO INC	L35027	31731	54	10-149-242	24.00	WATER AF FUEL
	10/16/2008	Check Nbr	018885		24.00	Check Total:
21163 UW-STEVENS POINT	100808	31100	56	03-202-332	99.00	REGISTRATION/BECKENDORF
	10/16/2008	Check Nbr	018884		99.00	Check Total:
22430 VISION INSURANCE PLAN OF AMERI	65185	31100	21	04-619-005	1,094.70	EMPLOYEES
	10/16/2008	Check Nbr	018886		1,094.70	Check Total:
03225 WC INDUSTRIAL SUPPLY COMPANY	0002314-IN	31731	54	10-149-383	13.88	V-BELTS
	0002370-IN	31731	54	10-149-383	27.84	V-BELTS
	10/16/2008	Check Nbr	018838		41.72	Check Total:
23152 WE ENERGIES	092808	31100	53	09-102-224	10.08	316 RACINE ST
	10/16/2008	Check Nbr	018887		10.08	Check Total:
23160 WERNER ELECTRIC SUPPLY CO	S2569372.001	31100	52	05-201-240	67.89	BALLAST/FIRE DEPT
	10/16/2008	Check Nbr	018888		67.89	Check Total:
23215 WIL-KIL PEST CONTROL	1360332	31100	53	09-212-207	104.00	EXT INSECT
	10/16/2008	Check Nbr	018889		104.00	Check Total:
23305 WISCOLIFT INC	113045	31731	54	10-149-294	90.00	REPAIR WINCH CABLE
	10/16/2008	Check Nbr	018890		90.00	Check Total:
23371 WISCONSIN DEPT OF JUSTICE	L7101T	31100	52	08-101-216	70.00	NAME SEARCHES
	10/16/2008	Check Nbr	018891		70.00	Check Total:

Date: Thursday, October 16, 2008
 Time: 09:14AM
 User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

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 Report: 03630Alt.rpt
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
23410 WISCONSIN EMPLOYMENT RELATIONS	13581	31100	51	02-105-211	400.00	ARBITRATION FILING FEE
	Check Date: 10/16/2008	Check Nbr: 018892			400.00	Check Total:
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	536.31	
		31100	21	04-299-016	138.40	
Check Date: 10/16/2008	Check Nbr: 018893				674.71	Check Total:
					66,302.66	Grand Total: