

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 6, 2008  
6:00 PM**

**AMENDED AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- 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.
- 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 of K-9 Corps Proclamation
  - 2. FC Vander Wyst – NMFR / Appleton Fire Department Status Report
  - 3. DPW Radtke – Status of land swap between City of Menasha and Badger Highways  
(Ald. Michalkiewicz)
  - 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

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

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

**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

**H. ITEMS REMOVED FROM CONSENT AGENDA**

**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)
- 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)

**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.

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.
3. Petition of Yvonne Keberlein to license and house 2 more dogs that allowed by City Code.
4. Accounts Payable and Payroll for 9/18/08-10/2/08 in the amount of \$1,234,041.90

#### K. APPOINTMENTS

1. Accept letter of resignation from Gary Schmude, Joint Fire Commission
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
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
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 9<sup>th</sup> St., Menasha, WI
  - e. Karon Kraft, 448 Algoma Blvd. Oshkosh, WI

#### L. CLAIMS AGAINST THE CITY

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

#### M. HELD OVER BUSINESS

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

#### N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

#### O. ADJOURNMENT

### MEETING NOTICE

**Monday, October 20, 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  
CITY OF MENASHA**

Notice is hereby given that the City of Menasha has scheduled public hearings on the 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. The hearings are scheduled as follows:

Plan Commission: Tuesday, September 30 at 3:30 PM

Common Council: Monday, October 6, 6:00 PM or shortly thereafter.

Both hearings will be held in the Council Chambers of the Menasha City Hall,  
140 Main Street, Menasha, WI.

Deborah Galeazzi  
City Clerk

Run: Sept. 23 & 29, 2008

# PROCLAMATION

**WHEREAS,** The Menasha Police Department, upon recognizing the need to address the city's growing drug problem, decided to investigate organizing a group of citizens interested in raising money for the implementation of a canine unit, and

**WHEREAS,** The Menasha K-9 Corps was formed in April 2008. They accepted the challenge of raising funds for the purchase of a canine unit that will prove an effective deterrent for keeping drugs out of Menasha, and;

**WHEREAS,** The Menasha K-9 Corps initiated the first ever North American Dog Agility Course in Menasha, drawing participants from South Carolina and Colorado to our area to support our City and K-9 Corps' effort, and;

**WHEREAS,** The Menasha K-9 Corps brought the community together with the inception of the K-9 creations, where over 37 concrete dogs and 12 hydrants were sold and decorated to unite business, government and residents on this mission, and;

**WHEREAS,** The Menasha K-9 Corps hosted and participated in several fundraising events, such as Kids Fun Day, a Drug Prevention Walk, Dollar Dog Days and sold thousands of brats, t-shirts, frisbees and other merchandise.

**NOW, THEREFORE, BE IT PROCLAIMED,** that I, Donald Merkes, Mayor, and the City of Menasha, do hereby congratulate and salute the Menasha K-9 Corps in their hard work with the Police Department towards solutions to a growing drug problem.

**IN WITNESS WHEREOF,** I, Donald Merkes, have hereunto set my hand and caused to be affixed the Great Seal of the City of Menasha, in the State of Wisconsin, this 6th day of October, 2008.



CITY OF MENASHA

Donald Merkes  
Mayor



## Neenah-Menasha Fire Rescue/Appleton Fire Department Status Report

**Resolutions:** Resolutions were presented and approved by all three city councils in March 2008.

**Meetings:** The first meeting between Neenah-Menasha Fire Rescue and Appleton Fire Department was held on April 16, 2008. Attendees included Administration and union representation from both departments. Mayor Hanna and Mayor Merkes were also in attendance. At the conclusion of the first meeting, it was decided to continue discussions and research with a smaller subcommittee with representation from both departments, including union personnel and administration.

The subcommittee met on May 21, 2008, July 8, 2008 and July 29, 2008 and conducted research between meetings. On July 29, 2008, the subcommittee decided it was time to update the mayors on the progress of the work group. On August 4, 2008, a meeting was held with all three mayors, both fire chiefs and both union presidents. During this meeting, it was decided that it would be prudent to issue a status report to all three city councils.

Throughout this process, research and discussion was held concerning the following:

- Automatic aid for structure fires and/or all calls
- Communication issues between the two departments that included dispatch, radios and in-house
- Training and operational similarities, differences and issues
- Staffing and coverage for all stations
- Station locations/beat and district maps
- Response times
- Consolidation

### **Findings/Status:**

1. Communication: Communication between both departments was discussed, at length, at all meetings. One major obstacle we face is having two different county dispatch centers and two different radio frequencies. There is an inability, due to current technology, to have simultaneous dispatch for fire calls. Without simultaneous dispatch for calls there is too great of a risk for delayed response times and time is of the essence for structure fire calls. There is the potential in the future to have simultaneous dispatch; however, both departments would

require additional funding for this to happen. Another possibility for overcoming the dispatching concerns is for both counties to upgrade their fiber networks. With the current focus on automatic aid for structure fires, it was decided that the cost benefit was not practical at this time.

2. Joint Training/Operations Opportunities: Differences and similarities between the two departments were reviewed including: IMS (Individual Management System), accountability, equipment, and SOGs (Standard Operating Guidelines). A challenge identified with IMS includes different numbering systems for people and apparatus. For example, Appleton uses the 4-digit system; NMFR uses badge numbers to identify individuals on incidents. Both departments have an accountability system in place. Appleton's system uses passports and NMFR utilizes a tag system. Equipment differences primarily included the SCBA style. The bottles are not interchangeable. Both departments have similar SOGs for the majority of the main topics. There was also a philosophical difference regarding the Comm. 30 line, based on differing execution points in each department. We discussed safety and compared SOGs and found no major differences.
3. Staffing/coverage of all stations and providing coverage when a unit is out of service was discussed at length. Once again communication is the key to overcome any of the issues involved in making sure our communities are protected.
4. Station Locations: The Cities of Appleton and Menasha have both identified the need to relocate fire stations to improve emergency response coverage as a result of community growth and development. Menasha anticipates relocating Station 36 from Airport Road to better cover the northeast quadrant of the city. City of Menasha plans call for possible construction in 2009.

Appleton seeks to better utilize current resources by relocating stations, which currently have significant response coverage capacity in areas that are not in the city and are unlikely to become part of the city in the foreseeable future, in order to better cover other areas of the City of Appleton. Relocation of Appleton's current Station #3 from Grove Street is linked to the ability to adjust another fire station within the context of improving total city coverage as opposed to improving a single area of the community. Appleton does not yet have a date specified for the project.

The two fire departments have identified potential relocation sites, close to Oneida Street south of Hwy. 441, that are relatively close together if pursued independently. There is potential to identify a site that could be mutually beneficial as a joint facility today and/or serve as a facility within a consolidated department should the communities pursue a joint department in the future.

5. Response Times: There are two critical elements associated with response times. First, the time to place the first emergency response unit on-scene to deal with

emergency medical, rescue, and incipient fire situations. Second, assembling an effective firefighting force, which requires the arrival of multiple response units. Effective emergency response planning requires that communities try to satisfy adopted response goals for both of these conditions. Typically the time measurement is calculated as the elapsed time from dispatch until the unit is en-route (turnout time) plus actual travel to the incident. The maps attached depict travel time only; therefore, an additional time component of at least one minute should be added to estimate actual response time.

Initial response capability from both existing and potential station locations is depicted on the attached maps. Initial response times to the far eastern portion of Menasha from current facilities exceed seven minutes. Appleton has a facility that could respond to that same area in approximately five minutes. When Menasha relocates their fire station to the east there will be a significant improvement in initial response time to the developing area. In Appleton, there is a small area south of Hwy 441 where the Airport Road fire station provides a 1-minute improvement in response time.

The assembly of an effective firefighting force in the mutual boundary areas of either community currently requires the assignment of units from the City of Neenah or north of the Fox River in Appleton, respectively. The frequency of calls to potential structure fires within the areas where automatic aid response is beneficial requiring this level of response is approximately fifteen times per year in each community.

6. Consolidation: While at first blush, it would seem logical that a consolidated department would provide greater efficiency and effectiveness in emergency service delivery it is necessary to view the impacts in a tiered manner. A consolidated department would allow for implementing closest unit response more efficiently, regardless of the nature of the call. Issues such as communications, resource coordination, and operating practices identified above would be dealt with as a single entity rather than attempting to come to a consensus on each area and then monitoring through two administrations the daily compliance. In general, it appears that a consolidated department could improve initial response times. However, the same does not appear to hold true for the assembling of a full firefighting force. By relocating fire stations, Appleton will see a slight net gain in this coverage component, as well as, an improvement in initial response time coverage. However, it appears NMFR will see an improvement in initial response but a decreased capacity to assemble a full effective firefighting force with or without consolidation.

Under a consolidated department, there may be opportunities to more effectively use existing resources but given the current staffing levels within the two departments, there is no anticipation that staffing reductions are a viable option. The implementation of automatic aid could be a good building block toward any potential consolidation; however, given the current facility locations and

communication impacts of residing in two counties, it is thought that the frequency of structure fires does not warrant the implementation of automatic aid today. That being said, the departments should focus on judicious use of early request mutual aid to establish effective firefighting response at structure fires within their communities.

**Future Steps:**

Continued review in the future of opportunities that may surface including:

- Building a joint fire station in vicinity of Midway/Oneida as resources are allocated seems to be the best opportunity for our communities to consider. By building one facility together in an area that serves both communities equally would make good economic sense due to economy of scale. The implementation of this concept is likely to address most of the communication and equity issues seen today and; therefore, automatic aid should be a critical element of moving a joint facility forward. This could also prove to be the catalyst to future cooperation up to and including possible consolidation.
- Functional consolidations, including but not limited to, training and fire prevention could also prove to be a step to future cooperation as opportunities arise.
- Continue to work on the communication issues between county dispatch agencies in order to eliminate delays in response should we respond together in the future.
- Automatic aid/consolidation discussions should remain a viable alternative in the future for the communities we serve.

# Response Time Airport Rd (Menasha)

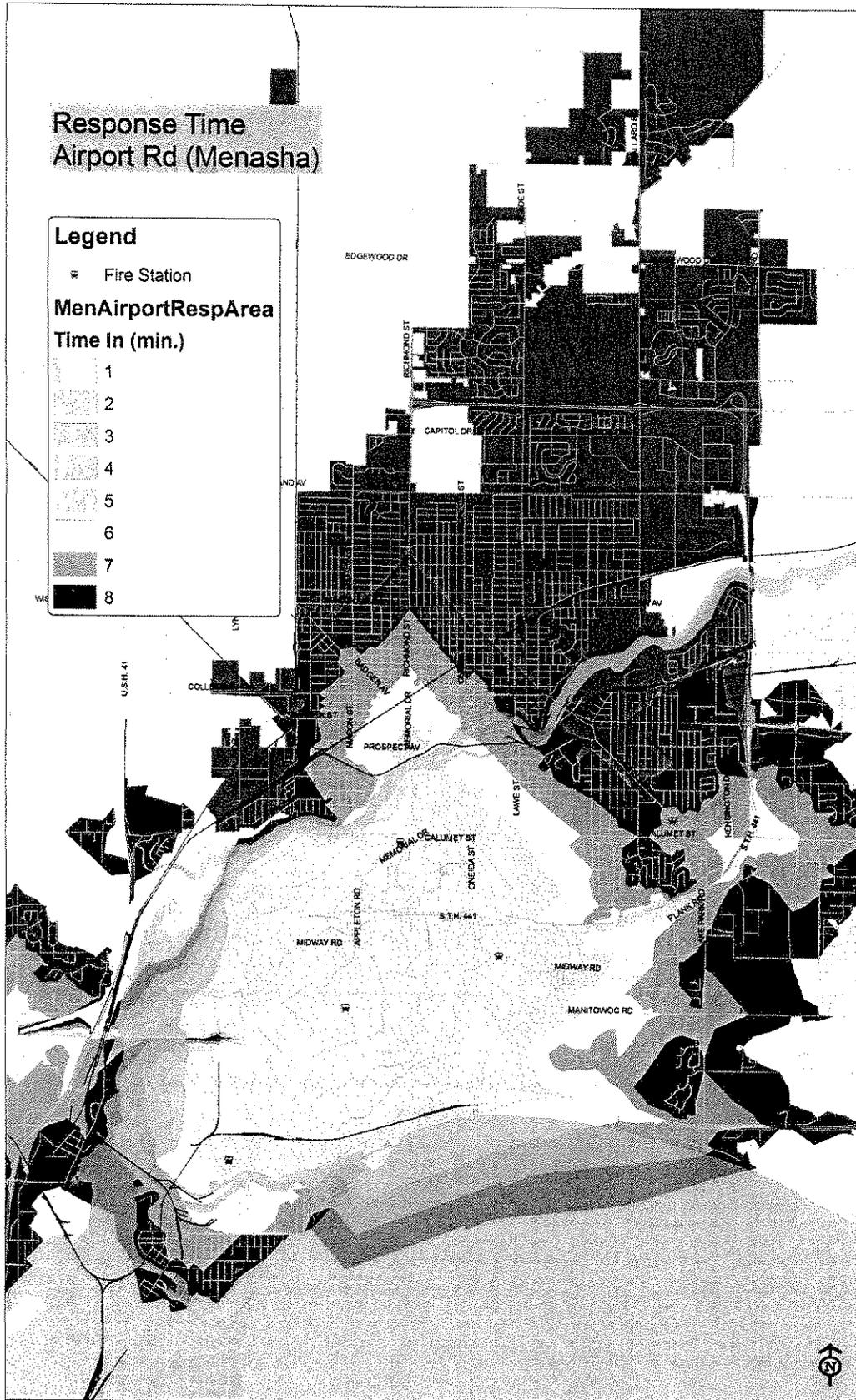
## Legend

☒ Fire Station

### MenAirportRespArea

Time In (min.)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8



**Response Time  
Oneida St (Menasha)**

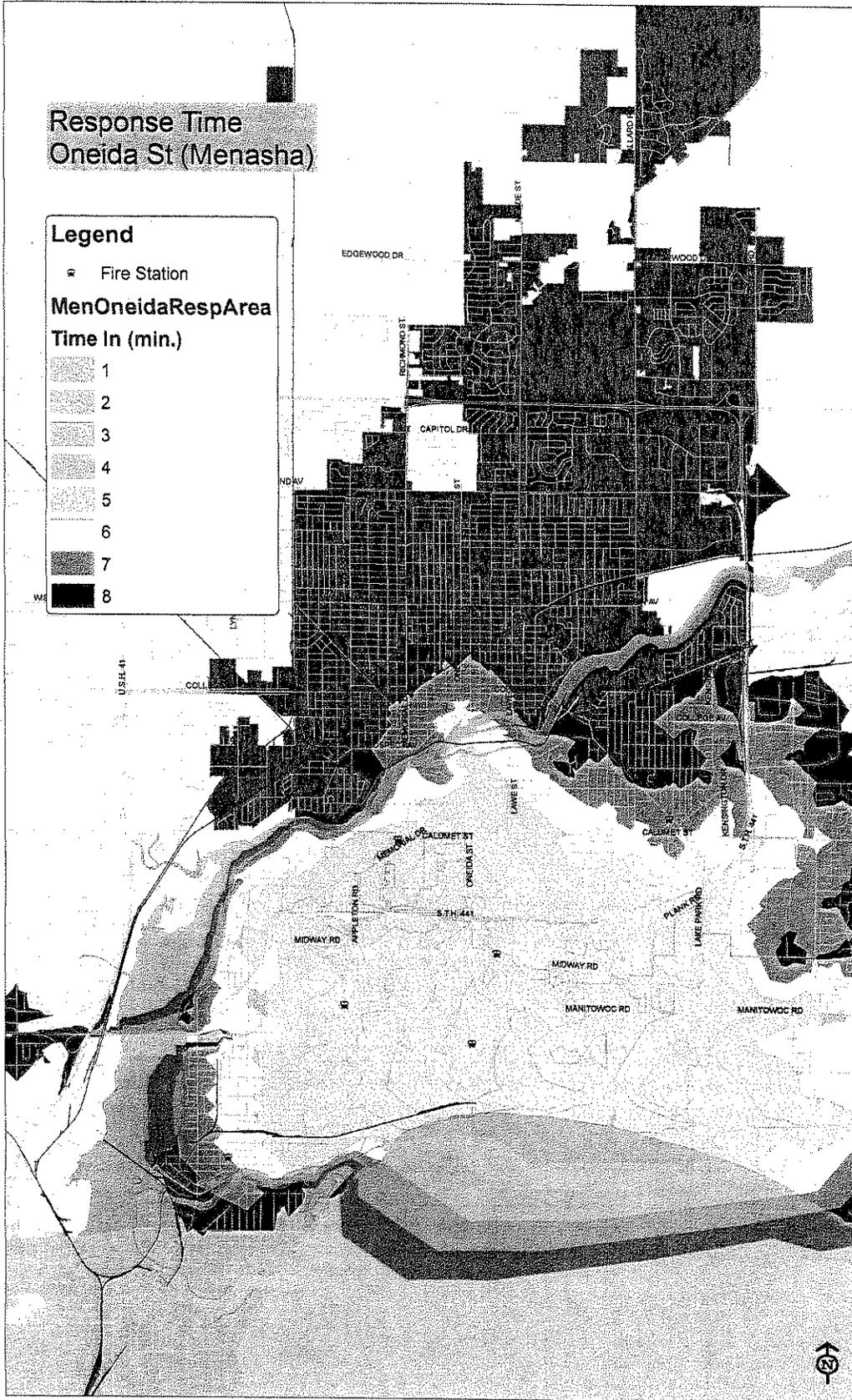
**Legend**

- ☒ Fire Station

**MenOneidaRespArea**

**Time In (min.)**

1
2
3
4
5
6
7
8



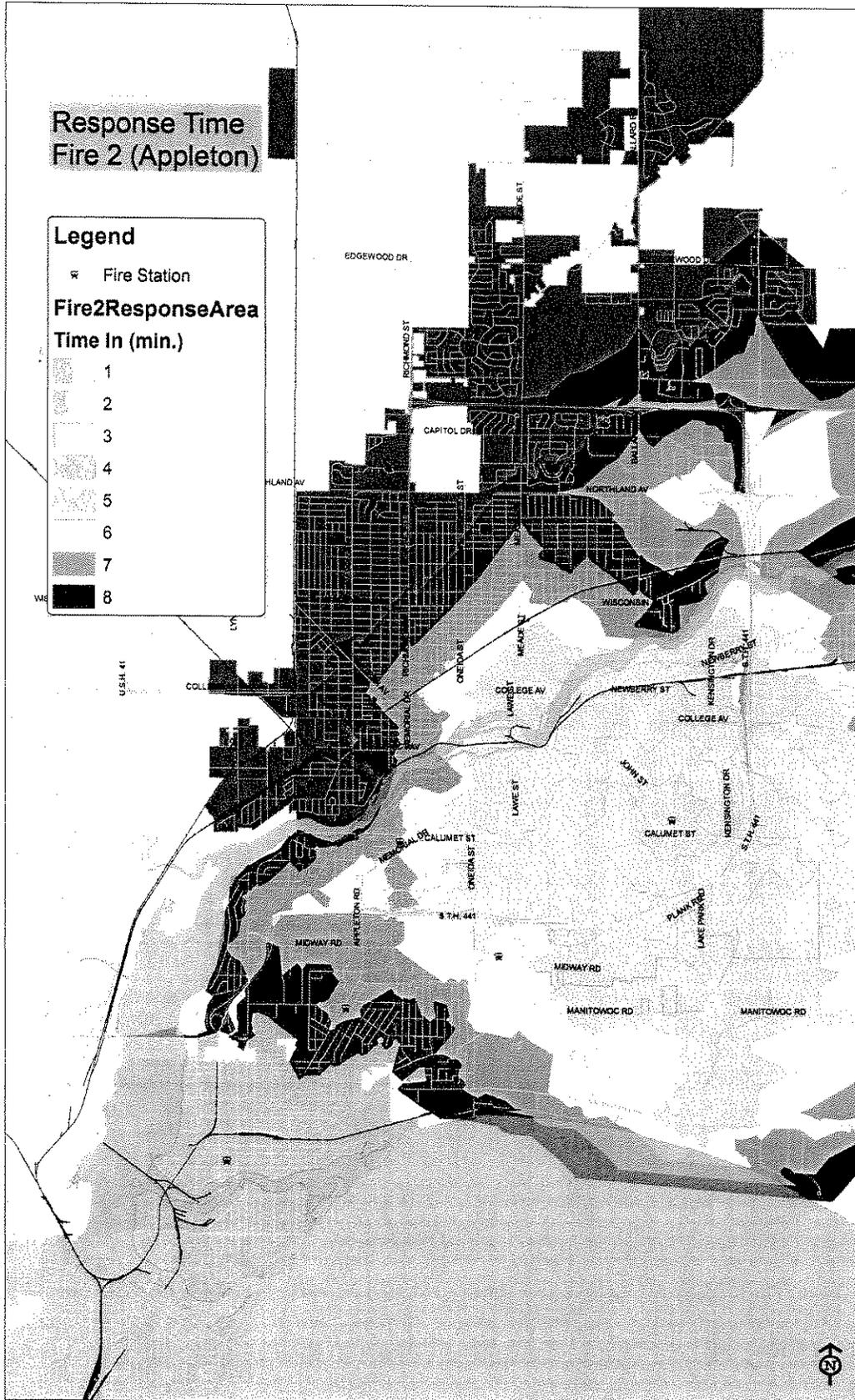
**Response Time  
Fire 2 (Appleton)**

**Legend**

☒ Fire Station

**Fire2ResponseArea  
Time In (min.)**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8



**Response Time  
Fire 3 (Appleton)**

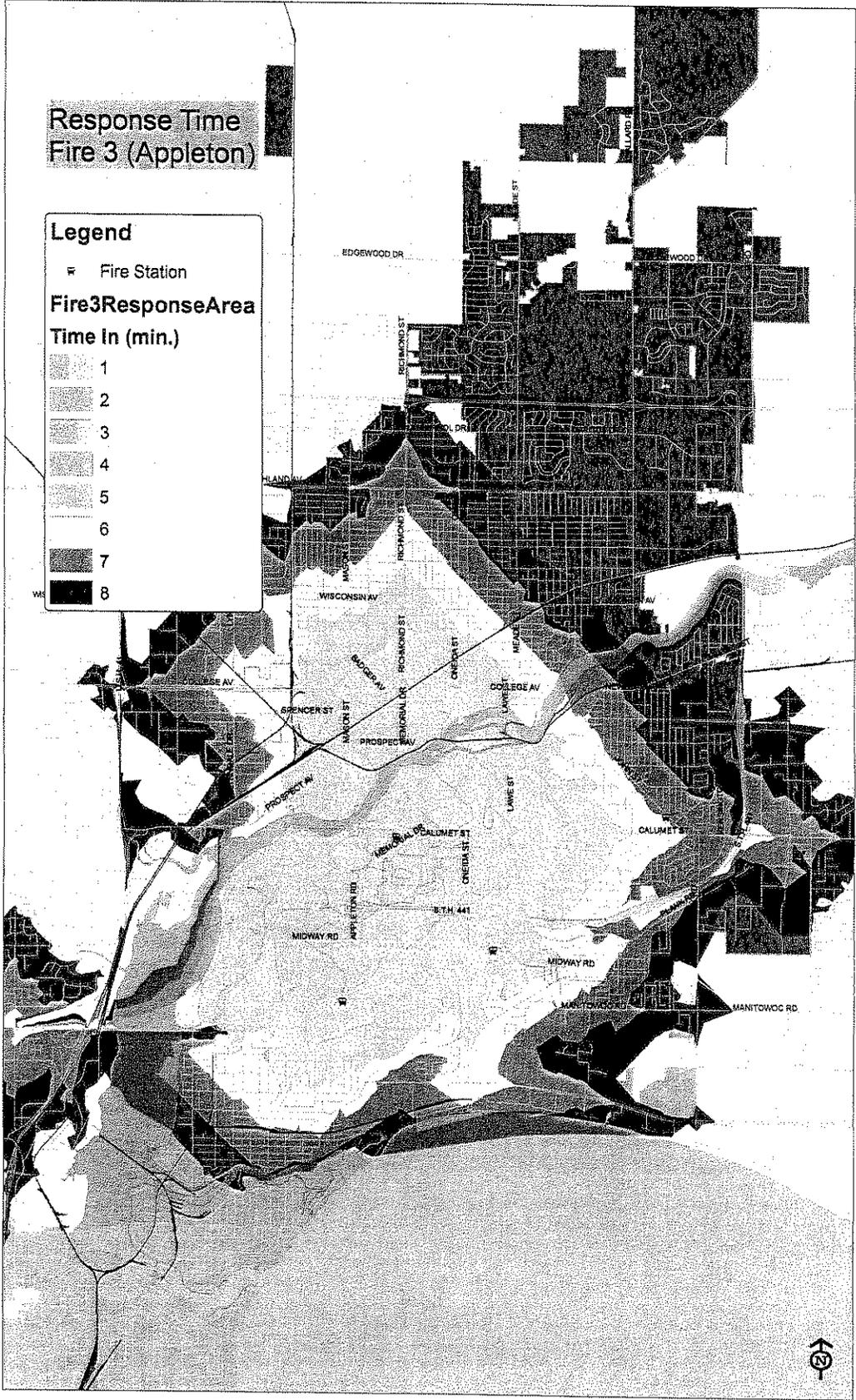
**Legend**

☐ Fire Station

**Fire3ResponseArea**

**Time In (min.)**

1
2
3
4
5
6
7
8



# Response Time Midway Rd (Menasha)

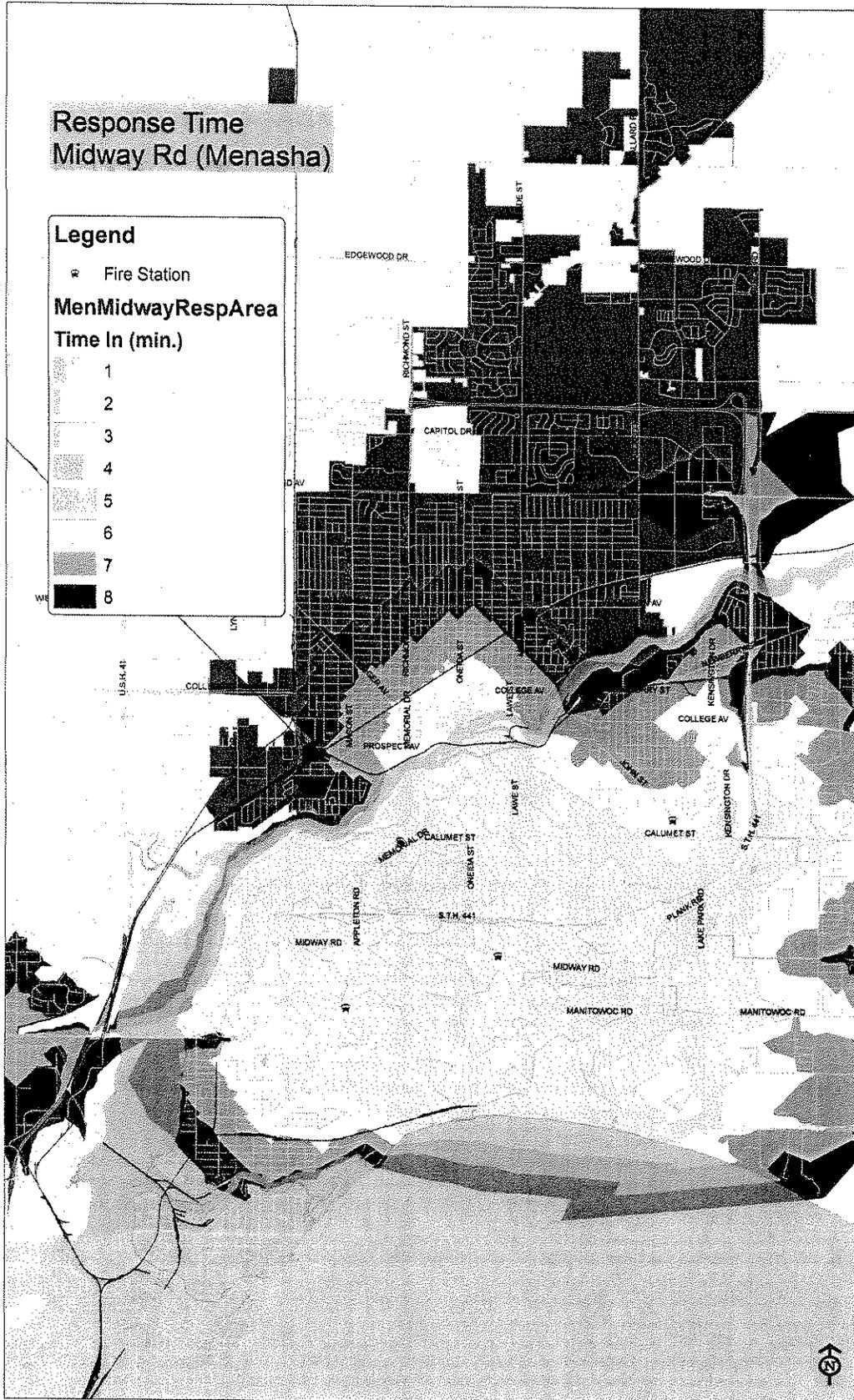
**Legend**

- ⊙ Fire Station

**MenMidwayRespArea**

**Time In (min.)**

1
2
3
4
5
6
7
8





## **Memorandum**

DATE: October 2, 2008

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works

RE: Badger Highways Land Swap

In February of this year, The Common Council authorized the City to prepare an Offer to Purchase for a proposed 17 acre land swap with Badger Highways at its quarry site located north of Ninth Street and west of Appleton Road. Attached for your review is a copy of a memo recommending the land swap.

I approached Badger Highways following the Council meeting to discuss the proposed swap. At that time, Badger requested a delay in pursuing the Offer to Purchase due to a personal legal matter of one of its principals. They did indicate their preliminary approval with the land swap and the sharing of costs for the necessary preparation of a Certified Survey Map.

I tried to contact the involved officials at Badger Highways this week, but they are out of the office until Monday, October 6<sup>th</sup>. It is my recommendation we pursue the Offer to Purchase with Badger Highways this year with the objective of completing the land swap in time to complete the necessary site preparation in spring of 2009.

C: Tim Jacobson, Public Works Superintendent  
Enclosure (2-14-08 memo)

M:\word\CC memo re Badger Highways land swap 10-2-08.doc



## Memorandum

DATE: February 14, 2008  
TO: Administration Committee, City of Menasha  
FROM: Mark Radtke, Director of Public Works  
RE: Badger Highways Land Swap

Badger Highways approached the City recently requesting consideration of swapping property at their quarry site located north of Ninth Street and west of Appleton Road. The City owns a 17 acre parcel at the quarry site that separates land owned by Badger Highways. In order to create a more efficient use of their land, Badger has asked the City to swap our acreage for an equal acreage on the north end of the quarry.

During our analysis of this request, we considered the following issues: future available fill space for City projects, access for City vehicles, potential for storage of Menasha Utilities poles, economic benefit for the City, safety related issues, site preparation costs, and neighborhood concerns.

As you can see on the reference drawing, the property to be transferred to the City is situated on the north end of the quarry site. Access would be available from Airport Road, although there will be some preparation effort by City DPW crews to construct a driveway entrance. There is sufficient space for storage of Utility poles in this area. I feel safety will be improved because we can construct a drive road leading to the lower level of the quarry, thus eliminating the hazard of dumping near an edge high above the quarry floor or water surface.

Perhaps the most significant and compelling reason to recommend this swap is the additional fill space available to the City in this section of the quarry. We allow contractors on City projects to dump excavated materials at this site, which is almost always much closer than any other available dump site for City projects. This end of the quarry has approximately twice the fill space that our current parcel has, and will result in cost savings of as much as \$7.50 per ton of excavated material on City projects compared to having no dump site available. That is a very significant cost savings for the City.

This quarry site is permitted for placement of clean fill by the DNR, and we do not anticipate any problems with the DNR with the land swap. We are currently regulated by our permit with the DNR for this site and I expect no changes with the permit conditions.

Regarding future economic benefit to the City, Badger Highways intends to develop their portion of the site upon complete filling of their proposed portion of the quarry. We have no commitment from Badger about the type of development other than a preliminary concept for a residential subdivision type use, but final development plans have not been made by Badger at this stage.

With the City acquiring additional property at this site, there is an opportunity to annex this land into the City. Badger has also indicated they would be willing to annex their portion of the quarry upon complete filling of that portion and prior to development of the filled site.

Taking all these factors into consideration, it is my recommendation the City approve the land swap in concept and authorize the City to prepare an Offer to Purchase to Badger Highways to effect this proposed land swap. This Offer to Purchase would need to be approved by the Common Council at a future Council meeting.

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
September 29, 2008  
MINUTES

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Taylor at 6:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Ald. Wisneski

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, DPW Radtke, CDD Keil, C/T Stoffel  
PHD Nett, Lt. Bouchard, Office Jorgenson, Officer Scheppf, Jean Redlin,  
Ken Zastrow, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. Administration Committee, 9/15/08

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

D. ACTION ITEMS

1. Due Process Hearing – Jean Redlin, d/b/a Redliner, 977 Plank Road

CA/HRD Brandt handed out a copy of the police incident report and a copy of the Judgement of Conviction issued for a bartender at Redliner for serving alcoholic beverages to an underage person. Two bartenders, employed by the Redliner were issued citations. One was found guilty, one not. City ordinance requires 80 demerit points be assessed for this type of incident if the party is found guilty. CA/HRD Brandt explained the demerit point system that was originally adopted in 1989.

Jean Redlin, 2340 Stroebe Island, Neenah, liquor license holder, spoke to the Committee. Ms. Redlin explained she has spoken to the bartenders involved and was told the minor involved was in the bar with an of age person that purchased the alcohol. Neither bartender served the minor. She requests that the demerit points be reduced to 40 for having a minor on the premises.

CA/HRD Brandt explained to the Committee that if they reduce the demerit points to 40 they would not be following the ordinance as the bartender was found guilty of serving an underage person, not for having a minor on the premise.

Ken Zastrow, Manager of the Redliner, spoke to the Committee. Mr. Zastrow said the bartender plead guilty, but didn't think anything would come of it. He stresses with the employees to following the rules and ordinances of the City.

Discussion ensued.

Moved by Ald. Michalkiewicz, seconded by Ald. Pack to assess 80 demerit points to Jean Redlin, d/b/a The Redliner.

Moved by Ald. Hendricks, seconded by Ald. Pamerter to reduce the 80 points to 50 points for having a minor on the premises.

Discussion.

Ald. Pamerter withdrew his second.

Motion to assess 80 points carried on roll call 6-1. Ald. Hendricks – no.

2. Approval of DNR Asbestos Compliance Inspection Contract Agreement through June 30, 2009, and authorize signature.

PHD Nett explained this is an annual renewal. The dollar amount is less than previous years as extra funding is needed for upgrading the data base. There is a chance the funds will be increased, but there is no guarantee.

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

Motion carried on voice vote

3. Approval of creation of K-9 Unit for Police Dept.

Lt. Bouchard referred to a memo from PC Stanke. A group of City residents have raised the amount required to financially support a K-9 Unit for the Police Department. The Council needs to approve and endorse the program. The citizens are ready to present the funds to the Council.

Officers Jorgenson and Scheppf spoke on the fundraiser that were held to raise the amount needed. The annual cost for the program would be around \$3,000. This amount would cover the cost of food for the dog and minor veterinarian charges. They are checking with a local veterinarian clinic for donations.

Committee members and Mayor Merkes thanked the officers and the citizens for stepping forward and helping with the program.

Moved by Ald. Benner, seconded by Ald. Pack to recommend approval to the Common Council  
Motion carried on voice vote

4. O-18-08 – An Ordinance Relating to Architectural Design in Existing Campus Developments.

CDD Keil explained the request for change is from the owners of two buildings in the Kenwood Drive complex. The owner wants to build a third building with the same design theme as the current buildings. The City has changed the façade materials requirements since the construction of the first two buildings. Amending this section of the Code would allow the Plan Commission the flexibility to allow for such cases.

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

Motion carried on voice vote.

#### E. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Hendricks to adjourn at 7:01 p.m.  
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, City Clerk

*Deborah A. Galeazzi*

CITY OF MENASHA  
Board of Public Works  
Third Floor Council Chambers  
140 Main Street, Menasha  
September 29, 2008  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Pack at 7:02 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Ald. Wisneski

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, DPW Radtke, CDD Keil, C/T Stoffel  
Lt. Bouchard, PWS Jacobson, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE

1. September 15, 2008

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

D. ACTION ITEMS

1. Payment – Valley Sealcoat, Inc.; Pleasants Park Tennis Courts; Contract Unit No. PRD 2008-02; \$46,937.20 (Payment No. 1 and Final)  
No Discussion or questions.

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

2. Authorization to Execute WisDOT/City of Menasha Agreement for Real Estate and Construction Costs for Third Street, Tayco to Racine

DPW Radtke explained the Federal and State funding has been increased for this project. The City will be responsible for 25% of the cost for real estate acquisition. Federal and State funding for streetscape is capped at \$26,625 for this segment of the project. Costs over that amount are the responsibility of City. Discussion ensued.

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

Motion carried on roll call 5-2.

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

Ald. Pack, Zelinski – no

3. Authorization to Execute WisDOT/City of Menasha Agreement for Real Estate and Construction Costs for Third Street, Racine to Manitowoc

DPW Radtke explained the City's responsibility for streetscape enhancements and concrete pavement preference will be approximately \$116,200. The funding for this project will be in the 2009 budget. Discussion ensued.

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

Motion carried on roll call 4-3.

Ald. Pamerter, Hendricks, Michalkiewicz, Benner – yes

Ald. Taylor, Pack, Zelinski – no

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

PWS Jacobson referred to the Snowplow Policy that has been in existence since the 1990's. The policy requires Public Works crews to replace mailboxes damaged by snowplows. They have been experiencing more expensive mailboxes requiring replacement. The policy needs to be updated. Staff recommends paying property owners a standard dollar amount to replace the damaged mailbox.

Discussion ensued.

Staff to provide more information on a change to the policy at a future meeting.

5. O -19 -08 An Ordinance Relating to the Creation of a Storm Water Utility

C/T Stoffel explained billing and collection. Staff is in discussion with the Utilities to determine what they would charge for processing the bills. They are also exploring the billing process in-house. So far, in-house costs are less. There are other factors to look at before finalizing the billing process. Costs to operate the storm water utility will come from rate payers, not tax payers.

DPW Radtke explained his department would be responsible for budget. Excess revenue of the storm water utility is restricted to certain uses.

CA/HRD Brandt explained staff is still exploring the credit process to property owners.

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

Motion carried on roll call 7-0.

#### E. ADJOURNMENT

Moved by Ald. Michalkiewicz, seconded by Ald. Pamerter to adjourn at 7:47 p.m.

Respectfully submitted by Deborah A. Galeazzi, City Clerk

*Deborah A. Galeazzi*

**CITY OF MENASHA**  
**Board of Health**  
**Menasha Health Department**  
August 20, 2008

**MINUTES**

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

**1. CALL TO ORDER**

Meeting called to order by Vice Chairman L. Asmus at 7:55 AM. Members present: Lori Asmus, Dorothy Jankowski, and Susan Nett. Members excused: Candyce Rusin and Dr. Teresa Shoberg.

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

**Minutes to approve:**

**A. Minutes to Approve**

Moved by Dorothy Jankowski, seconded by Lori Asmus to approve minutes from June 11, 2008 meeting.

Motion Passed  
Results:

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

**A. June/July 2008 Communicable Disease Report**

The monthly communicable disease reports for June and July 2008 distributed and reviewed.

**B. Staff Update**

S. Nett reported that Linda Palmbach was hired part time and will be starting in the department on Monday, August 25th. She will be completing her BSN by the end of the year.

**C. Data System**

The IT department has been working on a data collection system for the nurses. The CHAMPS software program that was currently used could no longer be supported on our platform and the CHAMPS people were not willing to negotiate a fair price to upgrade to their new system.

**D. Volunteer Recruitment**

A volunteer training was held on August 12th at UW-Fox Valley to promote an awareness of the mass clinic site and how it would operate and what types of duties volunteers would be assigned. The health department has approximately 100 volunteers registered and is currently working with the school district to solicit at least 100 more. Loretta Kjemhus has been working on this as a

summer project.

**E. Preparedness Carry-Over Funds**

Discussions have been ongoing regarding the spending of the emergency preparedness carry-over funds. The objective is to utilize the monies so essential equipment that would be used in an emergency situation can be purchased without a burden on the tax levy.

**F. Continuity of Operations Exercise**

A continuity of operations exercise was held this summer. The city was well represented with staff from key departments attending. The mayor has indicated he would like to continue working on a continuity of operations plan at one of the department head meetings.

**G. West Nile Virus**

Currently in Menasha, we have not submitted any dead ravens, crows, or blue jays for West Nile Virus testing. The state has indicated they have had one diagnosed case of West Nile virus to date.

**4. ACTION ITEMS**

**A. 2009 Health Department Budget**

S. Nett discussed the 2009 health department budget. All budgetary categories other than personnel costs were to stay the same as 2008 with the exception of utilities which may have a projected increase of 20% in 2009. The grant dollars available for 2009 are unknown except for the preparedness funding which will be approx. \$25,000. The only sub account that could be decreased would be the inservice account. Thought has been given to staff only attending an inservice if it is free or a scholarship is available, otherwise staff can choose to pay the registration fee themselves. More information will be available at the next BOH meeting.

**5. HELD OVER BUSINESS**

**A. None**

**6. ADJOURNMENT**

**A. -**

Moved by Lori Asmus, seconded by Dorothy Jankowski to -  
adjourn at 8:40 AM. Minutes submitted by S. Nett.

Motion Passed  
Results:

**CITY OF MENASHA**  
**IT Steering Committee**  
**Gegan Room, Menasha Public Library**  
August 20, 2008

**MINUTES**

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

**1. CALL TO ORDER**

Meeting called to order at 8:20 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf ( 8:23 ), HR Specialist Taubel, ITMgr Lacey, PC Stanke and PWS Jacobson ( 8:21 )

Excused: COMP Stoffel

Also Present: MAYOR Merkes ( 8:37 ), CC Galeazzi, ITSupv James, M. Admin Asst. Sewall and Mr. Larry Schmitz of Common Sense Solutions LLC.

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

**A. [Approval of minutes of July 23, 2008 IT Steering Committee meeting](#)**

Motion by PC Stanke, seconded by HR Specialist Taubel to approve the minutes of the July 23, 2008 IT Steering Committee meeting. Motion carried.

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

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

**A. [Public comments on matters of concern to the IT Steering Committee](#)**

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

**A. [Committee monthly update on status of projects/operations/costs](#)**

ITMgr Lacey explained to the Committee that the department is moving towards a more development role and are very busy with no end in site. However, they had been informed by the Mayor that they were overstaffed. This perception must be corrected because there are projects being delayed because of lack of time. Mr. Schmitz commented that in the 1980's the department only had two staff members and now twenty years later, with more computers, network responsibilities, additional software programs to maintain, there is still only two staff members. Mr. Schmitz will participate in restructuring the monthly report on activities to better inform the Common council of how involved the IT Department is with other City Departments

CHAIRMAN Wisneski requested an update on the status of the fuel/fleet software installation at the Public Works Facility. PWS Jacobson stated it is more complicated than initially thought and had to bring in temporary help to rebuild the system. That must be followed with training before the new software will be operational.

**5. ACTION ITEMS**

**A. Committee update on status of NOVUS AGENDA software and further discussion on continuation with NOVUS AGENDA software**

CHAIRMAN Wisneski opened the discussion by pointing out that some residents are still not able to access NOVUS AGENDA because of the browser they use. ITSupv James stated he is working with the support staff at NOVUS AGENDA, but some issues are still not resolved and the new update does not address seven of the nine concerns of the City. ITSupv James then reviewed with the Committee the pros and cons of NOVUS AGENDA. ITSupv James then explained the new GOOGLE search feature on the City's website and using that in conjunction with MICROSOFT word, the City could put out agendas and minutes very similar to NOVUS AGENDA. If the City chose to go this route, it would require training of staff and additional "Helpful Hints" on the website to use the GOOGLE features. Motion by ITMgr Lacey, seconded by AP Beckendorf to abandon the NOVUS AGENDA software and move to the GOOGLE search option. Discussion by the Committee touched on the topics of who has an ADOBE license, if the Committee will set a standard agenda format and use the same terminology, implementation should occur as soon as possible and how each department will be responsible for setting up agendas and minutes on the website. MAYOR Merkes inquired about the speed that people can download the packet. ITSupv James explained that will vary from computer to computer. It was also suggested that a user's group of City staff be formed. Motion carried

**B. Committee discussion on options available to City for replacement of NOVUS AGENDA**

See action taken during previous agenda item.

**C. Committee discussion and recommendation on 2009 meeting dates, times and locations**

The current dates, times and location of meeting are the third Wednesday of the month at 8:15 AM in the Gegan Room of the Menasha Public Library. Motion by ITMgr Lacey, seconded by AP Beckendorf to continue with the current schedule of third Wednesday of the month at 8:15 AM in the Gegan Room of the Menasha Public Library. A suggestion of going to 8:30 AM was not accepted. Motion carried.

**D. Committee discussion on next IT Steering committee meeting date - September 17th, third Wednesday**

After discussion with HR Specialist Taubel indicating she could not attend the next meeting, by consensus of the members present, the next Information technology Steering Committee meeting will be held on Wednesday, September 17<sup>th</sup>, at 8:15 AM in the Gegan Room of the Menasha Public Library.

**6. ADJOURNMENT**

**A.**

Motion by PC Stanke, seconded by CHAIRMAN Wisneski to adjourn. Motion carried. Meeting adjourned at 9:40 AM .

Respectfully submitted,

Debbie Galeazzi  
Acting Committee Secretary

	<b>Budget \$</b>	<b>YTD \$</b>	<b>% used YTD</b>
<b>Total Budget</b>	<b>\$380,821</b>	<b>\$173,867</b>	<b>45.66%</b>

January 2008 through July 2008

**I.T. Department  
Projects  
July 23, 2008 through August 19, 2008**

- Novus Agenda assistance and fixes.
- Continue monitoring virus activity and block SPAM e-mail.
- Monitor and administrate City Network.
- Monitor and administrate City phone system.
- Project and Training planning for 2008 - 2012
- Research and analyze different options for replacement of City Finance/HR software.
- Website administration.
- Health Department Charting/Time Reporting Database Project.
- Work with Winnebago County on implementation of OffenderTrac for Mugshot/Booking processing.
- Worked with PWF staff on Fleet/Fuel project.
- City Administration Directory project with Deputy Clerk.
- Researched Print Care/Toner supply service.
- Novus Agenda replacement research.
- Printer toner management.
- Website search engine research and testing.
- Process open record request for Assessor Department.
- New resident database entry request form on Website.
- Police Department Website Changes.
- Budget 2009 meetings and planning.
- Work with Menasha Utilities on increasing Bandwidth to the Internet.
- Make changes to the WebPages for Park N Rec, Senior Center and Health Departments.
- Set up a Novus test environment for testing the new code fixes with our data and templates before they would go live or break new issues. (Very detailed time consuming work.)
- Toner ordering and printer repairs
- Set up Nurses for school off site registration immunization checks (at two schools).
- Set up special work station for Swimming Lessons registration for registration 2 and 3 at the pool location.

- State DOT phone issue at the Racine street bridge and research the best solution for long distance phone capability. We are billing DOT.
- Several Cell phone related issues for PWF, Building Services and Attorney.
- Special paper testing and ordering to work with the City Administration books that we now print in-house.
- Open records requests for the Assessor department since we do not have a person here to do it for that department.
- Make video alterations for the Health department to one of the AED First Aid DVDs
- Clean up website space and get quotes on web space options and negotiated a better deal in the mean time.
- Worked on Sustainability Board website.
- Worked on the Excavation Permit Project application development.

**CITY OF MENASHA**  
**Joint Review Board - Winnebago County**  
**Conference Room, 1<sup>st</sup> Floor, City Hall – 140 Main Street**  
September 22, 2008  
**DRAFT MINUTES**

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**1. CALL TO ORDER**

A. The meeting was called to order at 11:05 AM by Acting Chairman Wally Bergstrom.

**2. ROLL CALL/EXCUSED ABSENCES**

A. MEMBERS PRESENT: Wally Bergstrom, Joe Hotynski, Faith Scheidermayer and Mayor Don Merkes

MEMBERS EXCUSED: Mark Van Der Zee

OTHERS PRESENT: Greg Keil, CDD

**3. MINTUES TO APPROVE-MINUTES**

A. **Minutes to Approve:**

Moved by Joe Hotynski, seconded by Faith Scheidermayer to approve the minutes of the August 26, 2008 meeting. The motion carried 4-0.

**4. DISCUSSION**

A. **Review of Public Record, Planning Documents and Resolution R-17-08 Creating Amendment #3 to the Project Plan for TID #4**

Greg Keil reviewed the actions of the Plan Commission and Common Council regarding the proposed amendment. There were no substantive changes from when the amendment was presented at the August 26, 2008 Joint Review Board meeting. Board members discussed the impact the amendment would have on TIF district termination and the ultimate distribution of TIF increment to all of the taxing entities.

B. **Review of Public Record, Planning Documents and Resolution R-18-08 Creating Amendment #3 to the Project Plan for TID #5**

Greg Keil reviewed the actions of the Plan Commission and Common Council regarding the proposed amendment. There were no substantive changes from when the amendment was presented at the August 26, 2008 Joint Review Board meeting.

**5. ACTION ITEMS**

A. **Consideration of Joint Review Board Resolution 1-08 Creating Amendment #3 to the Project Plan for Tax Increment District #4**

Moved by Joe Hotynski, seconded by Faith Scheidermayer to accept Joint Review Board Resolution 1-08 creating Amendment #3 to the Project Plan for Tax Increment District #4. The motion carried 4-0.

B. **Consideration of Joint Review Board Resolution 2-08 Creating Amendment #3 to the Project Plan for Tax Increment District #5**

Moved by Joe Hotynski, seconded by Faith Scheidermayer to accept Joint Review Board Resolution 2-08 creating Amendment #3 to the Project Plan for Tax Increment District #5. The motion carried 4-0.

**6. ADJOURNMENT**

A. Moved by Joe Hotynski, seconded by Faith Scheidermayer to adjourn at 11:17 AM. The motion carried 4-0.

## Draft

Neenah-Menasha Fire Rescue  
Finance & Personnel Committee Meeting  
Tuesday, September 23, 2008  
Hauser Room – City of Neenah

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

Present: Ald., John Ahles, Mark Lange, Eric Hendricks, Sue Wisneski, Dan Zelinski. and Ald. Stevenson.

Also Present: Chief Len Vander Wyst, Director Easker, Director Stoffel, Captain Dan Schultz and Administrative Assistant Theisen

Approval of Minutes: The Committee reviewed the minutes from July 22, 2008. **MSC Ahles/Lange to approve the minutes from July 22, 2008, all voting aye.**

Month End Budget Report: The budget report from August 2008 was not yet available. Committee members asked that this be mailed to them once it is completed.

Monthly Activity Report: The Committee reviewed the August 2008 activity report. **MSC Wisneski/Hendricks to accept the August 2008 activity report and place on file, all voting aye.**

City of Neenah IS Cost Formula: Director Easker said this has been dropped from the 2009 budget proposal. It will continue to be reviewed and rolled out in a tier format over a few years so it is not such a drastic increase. He said the 2009 budget would be \$19,700 (2008 budget stated amount) plus 5%. Ald. Stevenson asked why this proposal changed. Director Easker they wanted more time to review the formula and to make sure it is fair for all departments.

Fuel Surcharges: Directors Stoffel and Easker each handed out information on how their city currently handles fuel surcharges, what their actual costs are and what they are recommending their surcharges be in 2009. The City of Menasha currently charges a 2-cent surcharge for every gallon of gas. When reviewing actual costs he is recommending the City of Menasha charge a 9-cent surcharge for every gallon of gas. The recommendation will be made to start in 2009.

Director Easker said the City of Neenah currently charges 15 cents per gallon to departments who are non-solely funded by City of Neenah taxpayers (NMFR, Neenah Water Utility and Neenah Joint School District). The surcharge money went back into the Motor Pool fund. After reviewing actual costs he said he is going to recommend in 2009 that an 8-cent per gallon surcharge be charged for every gallon of fuel for every department, regardless if they are solely funded by Neenah taxpayers or not. It makes it fair for everyone and will be easier for the Public Works and Finance Department to administer.

Ald. Stevenson asked for clarification on what fuels receive the surcharge. Director Easker said it is for both gasoline and diesel fuel. Ald. Ahles questioned the two different charges and stated the goal was to make it uniform for NMFR. Both Directors said they felt in the end it would be a wash since each city purchases fuel at different times and pay different amounts that a 1-cent per gallon will not be a big impact.

Automatic Aid Discussions with Appleton Fire Department: The Committee reviewed the status report from Chiefs Vander Wyst and Cameron. The recommendations from both chiefs were reviewed. Ald. Hendricks said the joint fire station might be a large hurdle in the future. Ald. Ahles asked how close the City of Menasha was to funding a new fire station. Ald. Hendricks said right now due to the budget issues they are facing the project was put on hold. Chief Vander Wyst said this report has been sent to all Council members within both Cities to review.

Air conditioning Rebate: The Committee reviewed the \$1,110 rebate for the air conditioning system at Station 32. They thanked Ald. Ahles for his suggestion in checking to see if there was any program out there for us.

Basement Foundation Issue at Station 32: Chief Vander Wyst discussed the water issue that Station 32 (E. Columbian Ave.) has in their basement. City of Neenah Public Works Department did come and look at it and felt that excavating would need to be done. Quotes were obtained and it is Pat Fischer's recommendation to go with low quote of \$4,600 from ABC Waterproofing. Pat indicated that there was another quote but it was for \$6,000. This is solely a City of Neenah expense, per the merger agreement. Chief Vander Wyst noted there is \$5,700 left in the building maintenance fund. Ald. Stevenson and Director Easker reviewed the approval method and this is not something that needs to go to the Neenah City Council since there are budgeted dollars and it is a capital expense. The Committee directed Chief Vander Wyst to go with the low quote to fix the water issue.

Joint Resolution to Allow NMFR to Exceed Levy Limits: The Committee reviewed the resolution that was passed in 2006 for the 2007 budget. The resolution was not needed at that time for the budget. Chief Vander Wyst explained his budget is at a 3.86% increase for 2009. All department heads were told they should target a 2% increase for 2009. There are many expenses beyond his control (utilities, health insurance, etc.) and he has made numerous cuts. Ald. Stevenson asked who set the 2% limit. Director Easker said the levy limit is currently set at 2%. Director Easker said he recently found out the health insurance rates for 2009 came back better than anticipated and those adjustments are currently being made to everyone's budget. This may help NMFR's budget. Both Finance Directors felt this was a good back up plan incase it is needed. The Committee decided to review this again at the next meeting. At that time Chief Vander Wyst should have a better picture of what his actual budget will be.

Driver Simulator Grant: The Committee reviewed the memo from Captain Schultz regarding the regional driver simulator grant. NMFR was the "host" who applied for the grant on behalf of all 13 Winnebago County Fire Departments. Chief Vander Wyst said

he did speak to all Winnebago County fire chiefs earlier in the year and they felt we should at least apply for it since it is a good training tool. We were recently notified that we may be awarded the grant. The total grant amount is \$223,000 and the 20% required match is \$44,600. The required match amount would need to be paid up front by NMFR and then be reimbursed by the remaining participating departments.

Currently the required match is not funded. Chief Vander Wyst explained that there is a limited opportunity to apply for these grants and we did apply last year and were not awarded the grant. Discussion was held on who would be responsible for insurance, maintenance, software licenses (if any) and administrative costs. Questions were raised on if not all departments want to participate if we can rent the machine out to re-coup some of our costs and what happens to the grant if not everyone will participate. Captain Schultz said he is currently trying to research this and find out if this is allowed. He said the grant is intended to be a non-revenue item and we could not rent it out to make a profit. He further explained that if not all original 13 departments want to participate anymore we will need to apply for amendment to the grant and see if FEMA will award us the grant. The Committee directed Chief Vander Wyst to contact the remaining 12 departments and find out if they are still interested and if they have the funding to contribute to the match. To come up with an equitable formula for the matching funds and to find out if FEMA will allow us to have other departments in other counties use the simulator for a fee as a means to recoup some of the expenses that each department will need to pay and how to fund replacement costs for the simulator as it ages.

Fire Ops 101 for Community Leaders: Chief Vander Wyst said this event was well received. Unfortunately, there was a low turn out but overall the participants liked the program. He thanked the union for providing the food and also for union members who came in on their day off to help with it. He also thanked Ald. Hemes, Wisneski, Zelinski (and his son), and Commissioners Wales-Magners and Dionne for participating and giving up a Saturday to learn more about NMFR.

**MSC Ahles/Lange to adjourn at 7:10 p.m., all voting aye.**

The next meeting will be held on October 28, 2008 in the City of Menasha.

Respectfully Submitted,

Len Vander Wyst  
Chief

LV/tt

**Draft**

Neenah-Menasha Fire-Rescue  
Joint Fire Commission Meeting Minutes  
Wednesday, September 24, 2008 – 12:00 p.m.  
Hauser Room – City of Neenah

Commissioner Wales-Magners called the meeting to order at 12:00 p.m.

Present: Commissioners Jim Liebhauser, Dave Brotski, Bill Mattes and Chris Wales-Magners.

Excused: Elizabeth Nevitt

Also Present: Fire Chief Len Vander Wyst , Administrative Assistant Tara Theisen and Jason Dionne.

Approval of Minutes: The Commission reviewed the meeting minutes from July 23, 2008. **MSC Mattes/Brotski to approve the minutes from July 23, 2008, all voting aye.**

Activity Reports: The Commission reviewed the activity report from August 2008. This is informational only and no action is required.

Department Budget Report: Chief Vander Wyst noted the August 2008 budget report has not been received. He will mail that out once it is completed.

Review of Automatic Aid Discussions with Appleton Fire Department: The Commission reviewed the status report from Chiefs Vander Wyst and Cameron. The recommendations from both chiefs were reviewed. Chief Vander Wyst noted that both City Councils will be reviewing this next week.

**MSC Liebhauser/Brotski to adjourn at 12:40 p.m., all voting aye.**

Respectfully Submitted,

Len Vander Wyst  
Chief

LV/tt

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday August 26, 2008

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

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

**Also Present:** Chad Olsen (McMahon); Mike Sambs (Waverly); Rob Franck, Paul Much, Jim Peichl (MCO); Taryn Nall (Kaempfer & Associates).

Motion made by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to approve the minutes of the Regular Meeting of July 22, 2008. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

- A. August 13, 2008 notice of business merger.  
RE: McMahon Associates, Inc and Miller Wagner Coenen McMahon will be consolidating as one firm, named McMAHON.

## Budget, Finance, Personnel

Accountant Voigt presented to the Commission the unaudited financial statements for July 2008. It was reported the August and September operating incomes will be higher than budget. After discussion, moved by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to accept the unaudited financial statements for the month of July 2008 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #12839 in the amount of \$121,903.16 for the month of September 2008. After discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner J. Jurgenson to approve MCO invoice #12839 in the amount of \$121,903.16 for the month of September 2008 and to pay the invoice after September 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of July 2008. The interest rates on the money-market accounts and with the State Pool have remained somewhat steady. A CD matured on the 23<sup>rd</sup> and has not yet been reinvested. There is a 10-day grace period after which the CD will be re-invested. MCO generated \$2,462 in additional income for the Commission; restricted cash balances totaled \$2,717,000 at the end of July. Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to accept the Accountants Report for the month of July 2008. Motion carried unanimously.

Manager Much presented the proposed 2009 NMSC budget. Major increases in the budget are seen in Contract Management due to an additional employee and in the anticipated Electricity expense in 2009. The 2008 income reported for the Town of Neenah S.D. 2 is incorrect, this will

be corrected. Commissioner D. Youngquist discussed the need for increasing the Replacement Fund and Depreciation Fund accounts. After discussion, a motion was made by Commissioner R. Zielinski, seconded by Commissioner K. Bauer to hold a Public Hearing on the proposed 2009 NMSC Budget on September 23, 2008 at 8:00 am just prior to the Regular Meeting scheduled for September 23, 2008. Motion carried unanimously.

Accountant Voigt presented Certificate for Payment #2 from Elmstar Electric in the amount of \$9,702.00 for work associated with the Primary Electric Underground Distribution Replacement. Commissioner D. Youngquist questioned how the retainage percentage was derived. After discussion, motion made by Commissioner R. Zielinski, seconded by Commissioner D. Youngquist to approve for payment Certificate for Payment #2 from Elmstar Electric in the amount of \$9,702.00. Motion carried unanimously.

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

#42066	Sludge to Sludge Heat Exchanger - Design	\$ 48.50.
#42067	Electrical Distribution - Construction	\$3,000.00.

Motion made by Commissioner D. Youngquist, seconded by Commissioner J. Jurgenson to approve for payment invoices #42066 and #42067 to McMahon Associates. Motion carried unanimously.

### Operations, Engineering, Planning

Taryn Nall addressed the Commission and reported on the status of the City of Menasha I/I program. Lining of sewers should be completed in September; 80% of the total project is complete; \$1.6 million has been paid out to date on the I/I program.

Manager Much presented and discussed the operating report for the month of July 2008. The plant is working well; Lee's Contracting has finished the first clarifier with start-up scheduled for today. After discussion, motion made by Commissioner R. Zielinski, seconded by Commissioner G. Falck to approve the operating report for the month of July 2008 and to place the report on file. Motion carried unanimously.

Chad Olsen reported there is no new information on the sludge to sludge heat exchanger. Different chemicals are currently being looked into to help clean grease in the piping; air bleed valves are installed, one valve seems to be continuously releasing gas.

Rob Franck discussed the written construction progress update report received from McMahon Associates on the Primary Electric Distribution System Upgrade. Testing of the cables will be performed today; 2 switches are set; after completion of the testing, the project is about 70% complete.

Chad Olsen addressed the Commission on information obtained on micro-turbines. Ingersol-Rand installed units in the 70's in Duluth; Ingersol-Rand is not marketing units at this time; their 250's are not being sold anymore. Capstone has a 65kW unit available in a skid system. The system includes 4 turbines, Siloxane filter, gas compression, drying, moisture removal. The cost

for the skid system is \$653,000; this does not include installation, electrical, and building modifications. The history of past issues were discussed that have brought us to the issue of why micro-turbines are being looked at. The repair cost for the current engine used to run on methane gas is \$63,000; it costs \$71,000 for a new engine. There would be several weeks of lead time for either the repair or replacement of the current engine. Commissioner D. Youngquist questioned the cost of the micro-turbines versus the cost of the current engine used. The consensus of the Commission is to continue looking further at micro-turbines, the costs, and technologies available.

Manager Much updated the Commission on the progress on the biosolids management. Discussions with Oshkosh have been occurring for the storage building; Gizmo Farms presented an option for burning the sludge generated by the Treatment Plant.

Manager Much presented a sewer extension request received from Davel Engineering for Castle Oak III located in the City of Neenah. After discussion, motion made by Commissioner R. Zielinski, seconded by Commissioner K. Bauer to approve the sewer extension request for Castle Oak III located in the City of Neenah. Motion carried unanimously.

### Old Business

Sewer ownership update. No new information to report.

Amend NMSC Pretreatment Program update. Talks have been occurring with the DNR about changes; the Federal Government has made changes, but the state of Wisconsin has not made these changes. We will need to check with the DNR to see how far out they see these changes being approved. Attorney Gunz is reviewing to see if we need to make modifications to the pretreatment ordinance for the oil and grease program. A general permit is planned for issuance for grease and oil. Manager Much and Attorney Gunz will review to see if an amendment to the pretreatment ordinance is needed.

Motion made by Commissioner D. Youngquist 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 and the State of Wisconsin on compromise settlement of potential CERCLA liability, indemnification, contribution protection and municipal entities infrastructure concerns with respect to the Lower Fox River/Green Bay; seconded by Commissioner J. Jurgenson. Motion carried unanimously. Closed Session meeting began at 9:05 am.

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to adjourn the Closed Session and re-open into Regular Open Session. Motion carried unanimously. Closed Session adjourned and re-opened into Regular Session at 9:28 am.

Vouchers

Motion made by Commissioner R. Zielinski, seconded by Commissioner D. Youngquist, to approve Operating and Payroll Fund Vouchers #130469 thru #130512 in the amount of \$265,940.42 for the month of July 2008. Motion carried unanimously.

Motion made by Commissioner R. Zielinski, seconded by Commissioner K. Bauer to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 9:30 a.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**THE NEXT REGULAR MEETING IS ON TUESDAY September 23<sup>rd</sup>, 2008**

DRAFT

**CITY OF MENASHA  
Plan Commission  
Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha  
September 30, 2008**

**DRAFT MINUTES**

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**1. CALL TO ORDER**

The meeting was called to order at 3:38 p.m. by Mayor Merkes.

**2. ROLL CALL/EXCUSED ABSENCES**

**A.**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, DPW Radtke, Ald. Benner and Commissioners Schmidt, Sanders, and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Comm. Cruickshank

OTHERS PRESENT: CDD Keil, AP Beckendorf, Dave Karch, John McCarthy, Jim Wiegert, and Mike King of *The Post-Crescent*.

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

**Minutes to approve:**

**A. Minutes of the September 9, 2008 Plan Commission Meeting**

Moved by Comm. Sanders, seconded by Comm. Sturm to approve the September 9, 2008 Plan Commission meeting minutes.

Motion Carried on voice vote

Results:

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

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

**A.**

No one spoke.

**5. DISCUSSION**

**A. Provision of Resource Material to Commissioners**

Mayor Merkes described the offer of *The Commissioner*, a resource and guide for plan commissioners from the American Planning Association. Consensus was to reserve money in the budget for a 10-bundle subscription.

**6. ACTION ITEMS**

**A. Proposed Amendment to the Menasha Zoning Ordinance Granting the Plan Commission Discretionary Authority Over Building Materials in Campus-Type Settings**

Commissioners discussed the following:

- ❖ Changing the definition to read "one or more parcels on adjacent or opposing lots upon which

- ❖ two or more structures exhibit a common design theme and architectural character".
- ❖ Creating a new application process.
- ❖ The purpose of the ordinance – to give the Plan Commission authority to review such projects.
- ❖ Clarity of ordinance.

Moved by Mayor Merkes, seconded by Comm. Schmidt to recommend approval of the proposed O-18-08 Ordinance Relating to Architectural Design in Existing Campus Developments with the definition change as follows: Campus – one or more parcels on adjacent or opposing lots upon which two or more structures exhibit a common design theme and architectural character. The Plan Commission made the following findings in support of the proposed ordinance:

- ❖ The ordinance allows the Plan Commission latitude in approving materials of high quality.
- ❖ The ordinance allows a common design theme for existing campus developments.
- ❖ The ordinance allows for architectural compatibility.
- ❖ The ordinance gives the Plan Commission the ability to deny proposed changes that do not meet the established criteria.

Motion Carried on voice vote

Results:

#### **B. Site Plan Modifications – Lot 15 Province Terrace**

Commissioners discussed the following:

- ❖ Landscaping plant materials.
- ❖ Lowering the storm sewer from the parking lot to the street for frost protection.

Moved by Comm. Sanders, seconded by DPW Radtke to approve the site plan modifications for Circle of Friends Child Learning Center, Lot 15 Province Terrace based on the findings that the project's consistency with the comprehensive plan, that it meets site plan requirements, and that the use is consistent with the zoning district.

Motion Carried on voice vote

Results:

#### **C. Site Plan Review – Prairie Home Elder Care**

Commissioners discussed the following:

- ❖ The performance of fluorescent light fixtures in temperatures below 0 degrees.
- ❖ Materials warranty – the building materials are under warranty for 50 years following the date of installation.
- ❖ Landscaping at the north property line. Most of it is currently prairie plants.

Moved by Comm. Sanders, seconded by Comm. Schmidt to approve the site plan for Prairie Home Elder Services CBRF based on the finding that the proposed building is in a campus setting and the proposed building's architecture is compatible with existing buildings on the site. Approval is subject to the approval of proposed ordinance O-18-08 Relating to Architectural Design in Existing Campus Developments.

Moved by DPW Radtke, seconded by Comm. Sanders to approve 5 evergreen trees (species as proposed in the plan) to be spaced along the north property line in lieu of the proposed landscaping based on the finding that the north perimeter is already landscaped with prairie plants.

Motion Both motions carried on voice vote

Results:

### **7. ADJOURNMENT**

A.

Moved by Comm. Schmidt, seconded by DPW Radtke to adjourn at 4:35 p.m.

**DRAFT**  
**MINUTES OF REGULAR MEETING**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
**September 18, 2008**

**Call to order** at 4:30 p.m. by vice president Enos

Present: Derouin, Eisen, Enos, Nebel, Stanke, Werley, Wicihowski

Absent: Fuchs

Also present: Director Saecker, M. Loch-Wouters, (Head of Children's Services), K. Seefeldt (Administrative Assistant)

**Public Comment**

A representative from the Community Foundation for the Fox Valley will attend our October meeting to address questions from the Board on the terms of our investment contracts with their agency. Eisen requested that Director Saecker clarify what authority our Board has over our investments held by the Community Foundation. The Investment Committee, made up of Fuchs, Enos and Director Saecker, will meet prior to the October Board meeting to review our investment plan.

**Authorization of Bills**

1. Motion to authorize payment of the September list of bills from the 2008 budget by Werley, seconded by Derouin and carried unanimously.

**Consent Business**

2. Approve minutes from the Library Board meeting of August 21, 2008.

**Motion**

Motion to approve the minutes from the Library Board meeting of August 21, 2008 by Stanke, seconded by Werley, and carried unanimously.

**Director's Report/Information Items**

3. Statistics. Statistics for August showed a more moderate increase compared to what we had experienced in recent months. Lending was up 3.2% overall from last year. Children's circulation rose 9.9%.
4. New Board Member. Mayor Don Merkes recently appointed Kathy Wicihowski to replace Susan Eckstein on our Board. Kathy will serve one year to complete Susan's current term.
5. Investments. Kelly Randerson from the Community Foundation for the Fox Valley will join us at our October meeting. Board members were asked to submit their questions for Ms. Randerson to Director Saecker prior to next month's meeting.
6. 2008 Children's Summer Reading Program. Marge Loch-Wouters, Head of Adult Services, reported on the success of the summer reading program. After last year's circulation and program participation decreases, staff created a personalized format for this year's program that allowed families to participate at their own pace. The new format proved to be very successful. 967 preschool through grade 5 children participated, representing a 29% increase over last year.
7. 1000 Books Before Kindergarten. Loch-Wouters reported on the progress of this program over the past 6 months. The project clearly has been a success. The initial goal was to serve 400 families over a two-year period. To date, 365 families have signed up and 199 families are

actively participating. Remarkably, 10 families finished the program within the first six months. Eisen recommended that information on this project be made available state-wide and nationally to the library community.

8. WLA Banquet. The Library of the Year awards banquet is scheduled to be held on Thursday, November 6 at 7:00 p.m. Board members were encouraged to attend.
9. Presentations. Director Saecker will be presenting a workshop on Library 2.0 theory to the Milwaukee Federated Library System early in October. She is scheduled to do a Project Play Date in mid-December covering Twitter and FriendFeed. She is also working on an online continuing education workshop through the WI Interlibrary Loan System which will address creating an online persona beyond blogging. This will be held early in 2009.

#### **Discussion/Action Items**

10. 2009 Budget. The Finance Committee met recently with the director to review the proposed 2009 budget. Director Saecker presented the budget to the Board for their review. Eisen requested that an additional column for *prior year actual* be added to the budget spreadsheet.

#### **Motion**

Motion to approve the 2009 budget as presented by Nebel, seconded by Werley and carried unanimously.

11. Closing November 6th. Director Saecker proposed that the library close on Thursday, November 6 to give staff the opportunity to attend the WLA conference and Library of the Year awards banquet in Middleton. This closing would be in place of a staff in-service closing routinely scheduled in the fall. Werley stated that the library should close on this date as a means of recognizing employee achievements this past year. She also commended staff for managing increased workloads due to the recent double-digit increases in lending.

#### **Motion**

Motion to approve closing the library on November 6<sup>th</sup> in recognition of staff and Menasha's Library of the Year award by Werley, seconded by Derouin and carried unanimously.

12. Self-Check Machines. Director Saecker requested that we table this item for the October meeting because we have not yet received a price quote that we have been waiting for.
13. Trustee Essentials #3. This item was tabled until the October 16<sup>th</sup> meeting. Werley will review *By-Laws – Organizing the Board for Effective Action*. It was requested that the library's by-laws be copied onto colored paper for the library's policy manual.

#### **Adjournment**

Motion to adjourn the meeting at 5:28 p.m. by Stanke, seconded by Derouin, and carried unanimously.

#### **Future meeting dates**

The next regular board meeting will be held in the Gegan Room on Thursday, October 16, 2008 at 4:30 p.m.

Respectfully submitted,  
Paul Eisen, Secretary  
Kris Seefeldt, Recording Secretary



City Hall Safety Minutes  
July 9, 2008

Meeting called to order at 1:20 PM.

Present: Adam Alix, Tom Stoffel, Sylvia Bull, Todd Drew, Tasha Saecker, Sue Nett

Absent: Kristi Heim, Jeff Brandt, Brian Tungate, Peggy Murphy

- A. Motion to approve minutes from June 4, 2008 meeting made by T. Drew and seconded by T. Stoffel.
- B. Old Business
  - 1. Update on Emergency Operations and Evacuation Plan – the issue of signage was discussed as it pertained to number of signs needed in a building; what type of sign; should fire extinguisher locations be on signage; are signs in languages other than English needed (especially at the library)? S. Nett and A. Alix to work together on this issue.
- C. New Business
  - 1. The monthly safety topic was distributed and discussed. This month's topic covers safe entry into confined spaces.
  - 2. There were no injuries to review.
  - 3. The library building walk-through re-inspection was completed. All of the suggested corrections had been completed. The committee did find an area in the boiler room that had elevated areas that needed to be painted yellow to avoid a tripping hazard. A. Alix will make the corrections.
- D. Training – Nothing scheduled at this time.
- E. Meeting adjourned at 2:25 PM.

Police Safety Committee Meeting  
Minutes  
July 17, 2008

Present: Mike Brunn, Chuck Sahr, Mark Mauthe, Bev Sawyer, Peggy Murphy

Absent: Jeff Brandt, Sue Nett, Dave Jagla, Aaron Zemlock

Meeting called to order at 2:35 PM.

A. Motion to approve minutes from May 15, 2008 meeting made by M. Brunn and seconded by C. Sahr. Motion carried.

B. Old Business

1. Chief Stanke in talks with Neenah City and Town of Menasha Police Departments to develop back up plan if Menasha City Police Department is evacuated.
2. EOEP in process of being updated, adding police department's current policies.

B. New Business

1. The monthly safety topic on Confined Spaces: "The right way ...Is the Safe way!" will be given to employees electronically by C. Sahr
2. Two employee injuries reported. One employee was injured by a fall but filled out the paperwork 4 months later. Another employee cut a finger on broken glass after the car window broke as the employee was attempting to open a locked car door for a citizen. Waiver signed by citizen before attempting to unlock the vehicle. Incident reports at personnel office and not present to review at meeting.
3. 2008 Worker's Compensation Claims Report as of 03/31/2008 distributed. Total expense incurred was \$504.43 for 3 claims. Worker's Compensation Claims Report 2001 through 03/31/2008 also distributed and discussed. 2008 claims lower so far (first quarter only) than previous years.
4. Need for reflective material on police uniform raincoats discussed. New raincoats maybe needed to be compliant with current high-visibility safety apparel ANSI standards. Contact will be made with Bruce Stenz from CVMIC on this topic and information obtained will be presented at the next safety meeting. Police raincoats are currently bright orange and suggestion made to wear reflective vest over coat when in a traffic situation as a temporary safety measure. Uniform committee will decide design and style if new raincoats ordered.
5. Discussed with present committee members about having Police Safety Meetings every other month. Agreement made to have next meeting in September 2008.

C. Training

1. Bev Sawyer attended Fire safety training done in May 2008 with N/M Fire Department and found it beneficial.
2. Police staff unable to watch fire safety video due to the short time frame that video was available.

D. Meeting adjourned at 3:10 PM. Next meeting scheduled for Thursday, September 18<sup>th</sup>, 2008 at 2:30 PM.



Public Works and Parks Safety Committee  
Minutes  
August 26, 2008

Meeting called to order at 8:40 AM.

Present: Bob Huss, Tim Jacobson, Jeff Nieland, Adam Alix, Corey Gordon, Ken Popelka, Sue Nett

Absent: Jim Julius, Mark Radtke, Matt Schultz, Brian Tungate, Jeff Brandt

A. Motion to approve minutes from July 22, 2008 meeting made by B. Huss and seconded by J. Nieland.

B. Old Business

1. EOEP policy and procedures completed except for signage. A. Alix and S. Nett to meet 8-28-08 to work on this.
2. The sub-committee reviewing the safety shoe policy for the engineering department has not met yet. Meeting scheduled for 9-22-08.

C. New Business

1. This month's safety topic is specific to public works and parks replacing high visibility safety apparel. Handouts given to post and distribute to employees.
2. There was one injury to review. A summer employee got his hand wedged between a truck tailgate and the chain when he was lowering the tailgate and injured 3 fingers on left hand. Employee was seen by MD. Soft tissue injury only. Correct safe procedure was reviewed with employee.
3. CVMIC Summer Safety Report was shared with employees (copy of report was put in break/lunch room), no specific feedback from employees.
4. The question was raised as to whether or not there should be a formal work plan to address recommendations from the walk through inspection that haven't been completed. S. Nett to meet with J. Nieland to review recommendations for completion and determine if a work plan is needed.

D. Training

1. A body mechanics review was scheduled for September 24, with two sessions planned – one in the early AM and one in the afternoon. Stations addressing lifting, pulling and pushing will be set up outside, weather permitting.
2. Planning ahead for the harassment training in November. Wednesday is a good day. Best if we can do both sessions in one day. The second part of the training will be an introduction to the EOEP.

E. Meeting adjourned at 9:05 AM.  
Minutes submitted by S. Nett.

MEMORANDUM

TO: Mayor Merkes, Council President Hendricks and the members of the City of Menasha Common Council

FROM: City Comptroller/Treasurer Stoffel

DATE: 09/24/2008

SUBJECT: Computation of surcharge to recover fuel delivery system fixed costs

As some of you may be aware, N-M Fire Rescue has been reviewing the fifteen cent per gallon surcharge imposed on fuel purchased in Neenah and the two cent surcharge imposed in Menasha to recover the costs of the fuel delivery system. They were concerned about the significant difference in surcharges.

At last night's N-M Fire Rescue Joint Finance and Personnel Committee meeting, I presented the following calculation as to what the charge really should be for the City of Menasha:

Fleet/Fuel Maintenance software	\$39,000
Fuel Storage Tanks (2) and pumping equipment	100,000
Fleet/Fuel Maintenance software-estimated life	12 years
Fuel Storage Tanks (2) and pumping equipment-estimated life	25 years
Average number of gallons of fuel pumped annually	77,000
Fleet/Fuel Maintenance software-cost/gal of fuel annually	\$0.042
Fuel Storage Tanks (2) and pumping equipment-cost/gal of fuel annually	<u>0.052</u>
Total cost/gallon	\$0.094

The City currently adds on two cents to the fuel costs sold to N-M Fire Rescue and Menasha Public Schools to recover this expense.

The City does not charge any other City departments for this expense.

The City of Neenah calculation came in at eight cents/gallon. Neenah also only charged those users that were not City Departments. Starting on January 1<sup>st</sup> the City of Neenah will be adding eight cents to the cost of fuel pumped to recover the cost of the fuel delivery system to all users.

To be consistent, within the City, I will be adding nine cents to all fuel purchases for users both inside and outside of city government starting January 1<sup>st</sup>. This will have minimal impact on the budgets of departments due to the wildly fluctuating cost of fuel this past year.



## Smith Park Swing

Friday, September 19, 2008 2:46 PM

**From:** "Dan & Bridget Balogh" <thebaloghs@sbcglobal.net>  
**To:** "Brian Tungate" <btungate@ci.menasha.wi.us>, "Bob Huss" <rhuss@ci.menasha.wi.us>, "Don Merkes" <dmerkes@sbcglobal.net>  
**Cc:** "Kay Gil" <kayanngil@aol.com>, dan\_Balogh@mercmarine.com  
IMG\_4076.jpg (73KB)

I just wanted to send along a picture of Jack enjoying the new swing at Smith Park. We've been making daily trips to swing and will continue to as long as the weather is still nice. I have also seen the CMD class from Nicolet over there twice already, not to mention many other families. Thanks so much for this nice new addition to the park. It is great that Jack can finally enjoy the playground as much as his brother and sister do!  
Bridget Balogh

P.S. - Please pass this along to the crew members who worked on the project, our friends at the Arc, and anyone else I may have missed.

THANKS TO:  
- THE BINDING EDGE  
- REDDONNELLY  
- DOTY ISLAND DEVELOPMENT COUNCIL  
- PEOPLE FIRST FOX CITIES CHAPTER (ARC)  
AND THE PARK DEPARTMENT  
FOR THEIR PARTNERSHIP ON  
THIS PROJECT!  
MAYOR MERKES



## SITUATION REPORT

Emerald Ash Borer Infestation and Quarantine in  
Southeastern Wisconsin  
(Ozaukee, Washington, Fond du Lac and Sheboygan Counties)

**Report Number: 3**

**Date: 9-26-08**

### **Incident Background:**

Emerald ash borer has been discovered in two southeast Wisconsin counties: Ozaukee and Washington. A quarantine is currently in effect that covers those two counties and Fond du Lac and Sheboygan counties. The quarantine prohibits the movement of any ash product that could transport a life stage of the emerald ash borer. This also includes all hardwood firewood. Exceptions to the quarantine may be granted with approval by either WI DATCP or USDA APHIS PPQ.

An ICS (Incident Command System) team has been designated to oversee and guide multi-agency activities in the quarantine area.

### **Current Situation:**

Visual assessments were completed this week in West Bend, Cedarburg and Random Lake. Grafton, Port Washington, Jackson, Belgium, Fredonia, Waubeka and all roads within a 2-mile radius of Newburg were completed previously.

A number of trees/locations have been noted for additional follow-up. Plotting those points, creating maps and developing the next step will take place beginning the week of September 29.

The meeting with forest landowners is taking shape and is targeted for October 28 or 29.

A meeting to address wood waste issues is being developed. The target date for that meeting is Oct. 16 and will likely take place in West Bend or at the Washington County Fair Park.

### **Other EAB Information:**

DATCP's destructive tree survey for 2008 is underway. To date, the following counties have been completed: Dane, Winnebago, Fond du Lac and Ozaukee. Crews next week will continue to work in Washington, Sheboygan and Juneau counties. No EAB larvae have been found.

**Information Resources: [www.emeraldashborer.wi.gov](http://www.emeraldashborer.wi.gov) / 1-800-462-2803**



MENASHA CITY SQUARE 1888

MENASHA HISTORICAL SOCIETY  
NEWSLETTER  
OCTOBER, 2008

REUNION - THE NEW YEAR

Our September send-off pot luck brought together long time friends and the newly interested. Good food, friendly greetings and an informative program gave us a classy start for the 2008-09 year. Wasn't our police speaker, Jeff Jorgenson, informed and interesting? Every citizen and dog lover could relate to the K-9 Plan. Thanks to all!

OCTOBER MEETING

October always reminds us of the ghosts and spooks around us. Nancy Barker has researched the stories in our area over the years. On Thursday, October 9 at 7:00 p.m. at the Resource Center (Memorial Building) you will be challenged to join the spirit world around us.

NOVEMBER MEETING

You have probably been seeing changes on Ahnaip Street at the former Gilbert Paper Company. On Thursday, November 13, Edward "E. J." Jelinski will bring us up-to-date on the changes being made.

THANKS

Thanks to our members who prepared the September "Back to School" display case at E. D. Smith Library. Were you able to enjoy seeing all the "old" school memorabilia on display? Our gals really prepare excellent displays of historic artifacts.

FUTURE

Already we are busy making plans for our annual Christmas party. We're turning German this year as a repeat of our original party over 50 years ago and many Christmases since then.

Over

## DUES

Don't forget - your \$10.00 membership becomes due as of September. If you wish to continue receiving our newsletter, pay your dues NOW. Send or give to Nancy Spindler, 1845 Eagle Drive, Neenah 54956. Checks should be made out to Menasha Historical Society. You will be dropped for non-payment after December.

## NANCY'S THOUGHTS

Nancy Barker has written a brief history of the Memorial Building as she remembers it.

The Memorial Building was built in 1928 to honor the soldiers of WWI. It has always been a municipal building. In the early years swimming was taught in the lagoon behind the building. Lockers were installed inside. Pinball machines and pool tables were put on the first floor. Popular "Blue Inn" dances for teen agers were held Thursday and Sunday nights on the second floor. At this point and up until the 1970's the Mem was mainly for youth and the Park and Recreation offices.

For several years the Menasha Health Department had its offices in the east side of the building. They later moved to larger quarters and space was allotted to the Menasha Historical Society.

The contractor for the Memorial Building and also the new Menasha High School in 1937 was Edward Dornbroek. At one time Mr. Dornbroek owned most of the Menasha side of the Island, buying it from the Pleasant family who were closely related to George Banta, Sr. If you own a home or business on the Menasha side of the Island, there is a good chance Mr. Dornbroek's name will appear on your abstract.

Do you have a story to share about your "young" days in Menasha or your home town.? Why not help us gather first-hand memories by writing a brief account and mailing them to Caryl Herziger, 940 Babcock Street #96, Neenah 54956? We would like to publish member's memories in our monthly newsletter.

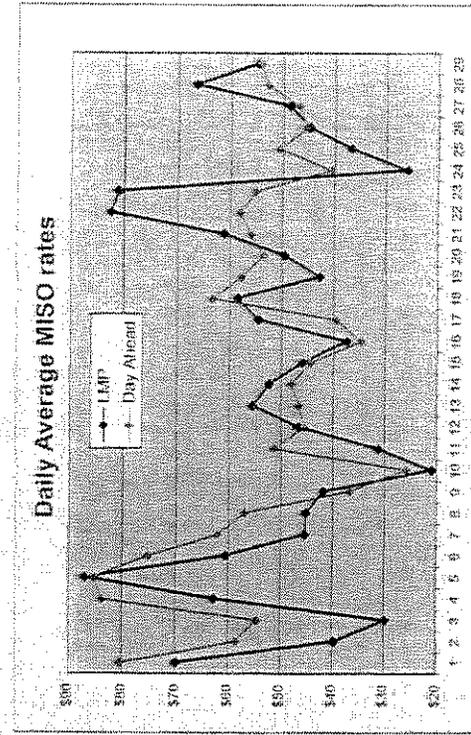
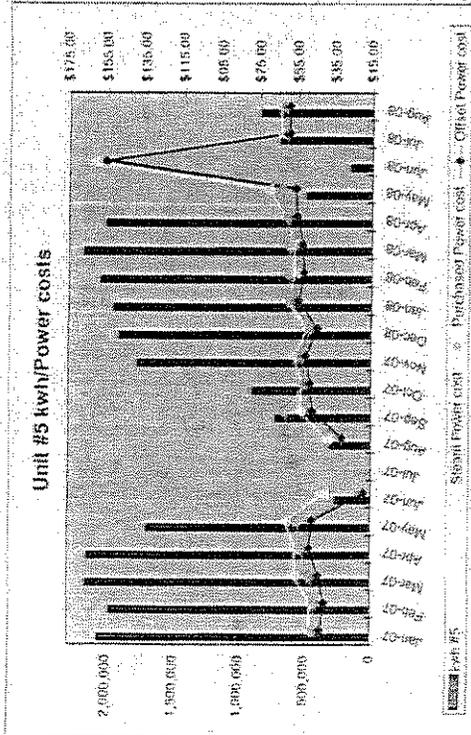
Menasha Utilities  
Steam Detail  
For the Eight Months Ending August 31, 2008

	Current Month		Actual	Year-to-Date		Annual Budget
	Actual	Budget		Variance	Budget	
<b>Operating Revenues</b>						
Steam Sales - Soroco	\$542,856.81	\$687,903.65	\$5,183,895.09	\$6,163,371.32	(\$979,476.23)	\$9,247,958.92
Steam Sales - Aican	21,330.90	25,372.55	248,338.62	299,872.15	(63,533.53)	457,784.79
Steam Sales - Whiting	26,018.20	38,315.59	269,677.70	324,962.13	(65,194.43)	485,503.77
Electric Sales	55,121.22	36,802.49	19,318.73	642,348.77	235,856.47	742,944.54
MISO Sales	391,713.27	320,623.01	2,139,604.46	1,796,480.70	343,123.76	2,250,064.38
Capacity Payment	14,578.62	14,154.00	112,005.94	199,132.00	2,873.94	453,288.00
Forfeited Discounts-Late Charges	238.63	238.63	1,363.49	1,363.49	1,363.49	1,363.49
<b>Total Operating Revenues</b>	<b>1,051,857.65</b>	<b>1,123,171.29</b>	<b>8,595,334.07</b>	<b>9,100,210.60</b>	<b>(504,876.53)</b>	<b>13,347,544.40</b>
<b>Operation and Maintenance Expenses</b>						
<b>Steam Power Generation</b>						
Labor	105,174.40	107,339.69	948,431.69	858,717.52	89,714.17	1,288,076.00
Coal	461,276.34	513,557.33	3,423,060.80	4,228,943.18	(805,882.38)	6,154,125.89
Ash Disposal	13,590.31	10,513.92	96,395.20	86,578.03	8,817.17	125,991.80
Other Fuel Expenses	3,422.58	3,667.00	38,133.66	29,336.00	8,797.66	44,064.00
Steam Expenses	757.86	8,633.33	53,809.14	69,066.04	(15,257.50)	103,600.00
City Water and Sewer	15,214.15	13,267.89	1,946.26	118,453.82	41,827.67	179,434.14
Electric Expenses	607.44	2,158.33	3,850.61	17,266.54	(13,415.93)	25,900.00
Miscellaneous Steam Power Expenses	8,933.78	4,532.17	47,682.73	36,257.36	11,425.37	54,386.00
Auxiliary Power	90,630.53	81,852.38	653,348.89	621,319.66	32,029.23	942,020.37
Maintenance of Structures	236.28	1,295.00	632.63	10,360.00	9,727.37	15,540.00
Maintenance of Boiler Plant	2,014.58	10,125.00	98,440.15	171,000.00	(62,559.85)	301,500.00
Maintenance of Electric Plant	665.90	8,333.33	19,020.46	66,866.64	(47,846.16)	100,000.00
Maintenance of Miscellaneous Steam Plant	980.79	833.33	17,519.54	6,695.54	10,824.00	10,000.00
<b>Total Steam Power Generation</b>	<b>703,404.94</b>	<b>766,108.70</b>	<b>5,552,606.99</b>	<b>6,320,632.13</b>	<b>(768,025.14)</b>	<b>9,344,576.20</b>
<b>Distribution Expenses</b>						
Chemical Expense	12,187.28	11,568.67	87,005.82	92,549.36	(5,543.54)	138,824.00
Steam Line Expense	258.47	157.92	8,438.67	1,263.36	7,175.31	1,895.00
Customer Installation	674.15	479.42	5,728.21	3,835.36	1,892.85	5,753.00
Maintenance of Mains		1,181.17	17,745.86	9,449.36	8,296.50	14,174.00
Maintenance of Meters		172.33	1,782.09	1,378.64	403.45	2,068.00
<b>Total Distribution Expenses</b>	<b>13,119.90</b>	<b>13,559.51</b>	<b>1,038.51</b>	<b>1,038.51</b>	<b>1,038.51</b>	<b>162,714.00</b>
<b>Administrative and General Expenses</b>						
Administrative and General Salaries	3,363.70	7,765.96	27,879.04	62,127.68	(34,248.64)	93,191.52
Office Supplies and Expenses	908.29	416.67	2,465.44	3,333.95	(867.92)	5,000.00
Outside Services and Expenses	49,784.21	5,864.00	218,980.20	53,877.00	165,103.20	60,105.00
Property Insurance	4,652.04	3,750.00	36,416.32	30,000.00	6,416.32	45,000.00
Injuries and Damages	2,898.37	3,467.50	19,841.45	27,740.00	(7,898.55)	41,610.00
Employee Pensions and Benefits	27,865.06	33,881.42	236,276.04	268,336.36	(32,060.32)	403,700.01
Miscellaneous General Expenses	325.66	835.00	3,126.43	13,456.00	(10,329.57)	15,783.00
Vehicle Cleaning	183.01	0.01	84.58	0.00	84.58	84.58
Power Operated Clearing	1,038.62	50.00	4,666.03	400.00	4,666.03	600.00
Rents	50.00	50.00	460.00	400.00	400.00	600.00
<b>Total Administrative and General Expenses</b>	<b>90,829.86</b>	<b>56,130.56</b>	<b>550,135.53</b>	<b>459,269.40</b>	<b>90,866.05</b>	<b>689,069.53</b>
<b>Total Operation and Maintenance Expenses</b>	<b>807,354.70</b>	<b>835,798.77</b>	<b>6,224,481.68</b>	<b>6,888,377.69</b>	<b>(663,896.01)</b>	<b>10,196,361.73</b>
<b>Other Operating Expenses</b>						
GE Water Treatment Lease Expense	29,166.03	29,166.03	233,328.24	233,328.24		349,992.36



STEAM DISTRIBUTION FOR AUGUST 2008

	Monthly Total	Budget	YTD	YTD Budget
<b>Total Steam purchased</b>				
Seneca	53,013	55,791	506,250	495,868
Alcan	2,133	2,058	24,930	24,321
Whiting	2,602	3,095	26,989	29,641
<b>Steam Total</b>	<b>57,748</b>	<b>61,944</b>	<b>558,140</b>	<b>553,830</b>
<b>Total Generation kwh</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MISO Market</b>				
Unit #3	341,900	138,891	481,791	5,833,000
Unit #4	3,476,009	2,741,499	6,217,588	26,724,000
<b>Real-Time - MISO</b>				
Average MISO Price	1,841,960	833,671	11,544,707	53,46
<b>Day-Ahead - MISO</b>				
Average MISO Price	1,976,039	2,047,709	4,023,748	32,557,000
<b>Total MISO Market</b>	<b>6,817,909</b>	<b>4,881,370</b>	<b>10,470,334</b>	<b>55,18</b>
<b>Behind the Meter</b>				
Unit #5	342,846	610,074	682,921	7,010,000
Average Price**	64.63	67.96	61.64	57.69
<b>MW Total</b>	<b>4,160,845</b>	<b>3,391,454</b>	<b>7,552,299</b>	<b>45,865,901</b>
<b>MW Total</b>			<b>45,865,901</b>	<b>39,567,000</b>



Submitted by Police Chief Stanke

## **Capitol Connection**

By State Senator Joe Leibham

September 24, 2008

### **~ Some Good News for the State Budget ~**

Over the past couple of months, I have informed you about numerous problems with the 2007-09 state budget. As you may recall, I voted against the budget because of my concerns that the plan went overboard in the assessment of new taxes and fees, increased state spending at an excessive rate and contained a number of overly-optimistic projections and revenue sources that seriously jeopardized the stability of our state finances. The original budget was "revised" last spring but my fiscal concerns continue.

Fortunately, our budget has received some welcome good news over the past two weeks.

First, the Legislative Fiscal Bureau (LFB) is reporting that general fund tax collections for the 2007-08 fiscal year came in \$173.1 million (1.3 percent) higher than what the legislature and the Governor had budgeted for in their revised budget plan. State tax collections for the first year of the budget totaled \$13.04 billion. Revenues from nearly all tax sources exceeded the revised budget estimates, with particular strength in the individual income tax (\$46.0 million higher than estimated), general sales and use tax (\$59.1 million higher), corporate income and franchise tax (\$31.4 million higher), and estate tax (\$18.8 million higher). In addition, the state Department of Revenue (DOR), is due to "improvements in tax processing procedures," resulting in an estimated \$84.9 million in one-time revenues in 2007-08.

This positive tax revenue news demonstrates the strength of Wisconsin's economy over the past year and helps improve the balance sheet for the entire state budget. To view a LFB memo further describing the higher revenue collections, please visit the following Internet link:

[http://www.legis.state.wi.us/lfb/Misc/2008\\_09\\_17taxcollections.pdf](http://www.legis.state.wi.us/lfb/Misc/2008_09_17taxcollections.pdf)

The second area of good news for the state budget comes in the announcement that the Doyle Administration has finally come to an agreement with the Ho-Chunk tribe on what the tribe will pay the state to be able to conduct gambling activities in Wisconsin. As you may recall, the compact has been in a stalemate since 2004, when the state Supreme Court invalidated an initial agreement between the Governor Doyle and the Forest County Potawatomi. As a result, the state was forced to renegotiate its agreement with the Ho-Chunk, a contentious process that ended up in state and federal courts. After court proceedings, the parties ended up in arbitration, from which the amended compact emerged.

A few of the major points of interest on the new Ho-Chunk agreement are:

- 25 years in length (the 2003 compact was never-ending);

- The Ho-Chunk will pay \$60 million up front to settle old claims and "catch up" on payments that are past due (that's \$12 million less than what the state thought they owed);
- \$1.5 million of the first \$60 million will be used to pay state legal fees incurred during the process of negotiating the deal;
- Annual payments by the Ho-Chunk will be 5% if gross tribal gambling revenues are less than \$350 million and 5.5% if gross revenue exceeds \$350 million (The Ho-Chunk had been required to pay 6% under the 2003 compact but, according to the state Department of Administration, that number was reduced because the Ho-Chunk receive fewer benefits under the new agreement).

To view the full text of the amended agreement, please visit the following Internet site: [http://www.doa.state.wi.us/docs\\_view2.asp?docid=7349](http://www.doa.state.wi.us/docs_view2.asp?docid=7349)

While I have numerous concerns with the specifics of compact, it is good news that an agreement has been reached. Had the compact remained unsettled, the budget could have been shorted by \$60 - \$100 million.

With nine months remaining in this budget cycle, there are still potential fiscal problems that could jeopardize the final balance sheet. However, with today's economic uncertainty, we will take any good news we can get.

*Is there a state program, law or issue you would like me to address? "Just ask Joe" by calling me at 888-295-8750, writing to P.O. Box 7882, Madison, WI 53707-7882, or by e-mailing me at [Sen.Luibham@legis.wi.gov](mailto:Sen.Luibham@legis.wi.gov). You can also log on to the 9<sup>th</sup> Senate District on-line office at [www.leibhamsenate.com](http://www.leibhamsenate.com).*

As always, it has been a pleasure communicating with you. It is an honor representing the residents of the 9<sup>th</sup> District in the State Senate!

Your kind expression  
of sympathy  
is deeply appreciated  
and  
gratefully acknowledged  
by the family of

Edward Taylor

Thanks so  
much for  
the beautiful  
plant.

Betty Taylor

William Ottow, Dunning Street, suggested the Town have a contingent site available; annual collection in conjunction with disposing of such items. Director Dearborn stated several sites are located in the area. On the motion, motion carried unanimously.

- d) **080811-4: Approve Change Order #1 and Final - 2008 Crack Sealing Program**  
MOTION: Gerhart/Youngquist to approve. Motion carried.
- e) **080811-5: Expenditures**  
MOTION: Youngquist/Ziegler to approve the expenditures with the exception of none. Motion carried.
- f) **080811-6: Approve Three Special Event Licenses at Tri County Arena - 2000 Arena Drive**  
MOTION: Hanson/Youngquist to approve. Motion carried.
- g) **080811-7: Approve Special Event License at Sabre Lanes - Envious C. C. Car Show**  
MOTION: Youngquist/Gerhart to approve contingent upon satisfactory inspections. Motion carried.
- h) **080811-8: Operator License Applicants**  
MOTION: Gerhart/Youngquist to approve. Motion carried.

7. **ORDINANCES/POLICIES/AGREEMENTS**

8. **PERSONNEL**

9. **APPROVAL OF MINUTES**

- a) **Regular Town Board Meeting - July 14, 2008**  
MOTION: Youngquist/Hanson to dispense with the reading of the above minutes and approve as submitted. Motion carried.

10. **CORRESPONDENCE**

11. **REPORTS**

- a) **Chairman Tews - American Drive Trail:** Noted cleanup by contractors on the east end of the trail.
- b) **Community Development Director Dearborn - Sustainability Committee Meeting Update:** Stated there will be a committee meeting at the Community Center, 1000 Valley Rd., this Thursday, Aug. 14 at 5:30 pm; reported on the July meeting and gave future methods of sustainability such as using porous pavement, use of native plantings instead of mowing; a sub-committee was created to recruit a co-op of local products, look at goals and electric vehicles, landfill bans.

Reports were given out of sequence with Fire Chief Kiesow reporting at this time, followed by a report on National Night Out given by Finance Director Piergrossi in Chief McCants' absence.

- d) **Fire Chief Kiesow - Announce Special Town Board Meeting on August 21, 2008 - 5:30 p.m. at Fire Station 40:** A Fire Dept. Ad-Hoc Committee Meeting will be held on Thurs., Aug. 21 to finalize documents by this Friday for the Board. Announced this would be only an informational meeting for the Town Board with no decisions made. Supervisor Gerhart inquired about having hard copies of backup for the board members and citizens prior to the meeting. Chairman Tews asked Chief Kiesow what the highlights of the meeting would be. He responded that they would discuss the Fire Department's improving their response time and committee members would provide information on the process they used to come to their determination.  
Resident Martha Andrew asked that if the Board had information in hand by Friday for the Special Meeting, could the townspeople also have that information on Friday or as soon thereafter as possible; requested this information be placed on the Town's website.
- c) **Police Chief McCants - National Night Out:** Finance Director Piergrossi reported on National Night Out due to the absence of Chief McCants at the meeting. She stated there were approximately 350 ID kits given, 250 helmets given away; reported lower attendance this year probably due to the weather; pictures of the event were then shown. Chairman Tews thanked the staff and volunteers who helped out.

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Chairman Tews announced a Walk-to-Win event being held through Tri-County Health Dept. at Fritse Park on August 21 at 10:00 a.m. He also announced he attended the O'Hauser Park ribbon cutting ceremony last week.

12. MOTIONS BY SUPERVISORS

13. ADJOURNMENT

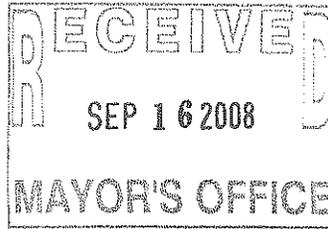
At 6:54 p.m., MOTION: Hanson/Gerhart to adjourn. Motion carried.

Respectfully submitted,

Karen Backman, Town Clerk



Mayor Don Merkes  
140 Main St  
Menasha, WI 54952



September 12, 2008

Dear Mayor Merkes,

I would like to inform you about our negotiations with Time Warner Cable, Inc. ("Time Warner") for carriage of *WLUK-TV 11*, NE Wisconsin's local FOX affiliate television station, in anticipation that you may receive phone calls from viewers in our local community.

Time Warner has a short-term agreement to carry the analog signal of *WLUK-TV 11* on its cable system. The agreement expires on **October 2, 2008**. For the past two months, our parent company, LIN TV, has attempted to reach a new long-term agreement or a contract extension with Time Warner for both our analog and high-definition signals, however, Time Warner has not responded to our proposals. If an agreement cannot be reached, Time Warner will pull the signal of *WLUK-TV 11* off its cable system on **October 2, 2008**.

Local broadcasters all around the country are asking cable operators, such as Time Warner, to recognize the fair market value of local television. *WLUK-TV 11* has been an integral member of our local community since 1954. Retransmission consent ensures the very survival of broadcast TV by leveling the playing field so we can bid on competitive programming, provide the premiere news, sports, entertainment, and other local programming that is most important to our local community such as *Good Day Wisconsin*, *FOX 11 News at 9*, and the *Green Bay Packers*, and host important community service events like the "Golden Apples", "Best of Class", "Coats for Kids", "Packers Family Night" and the "MDA Telethon".

LIN TV has successfully reached agreements with every subscription-based television company, except Time Warner. Our agreements include providers in Green Bay such as Comcast, DISH, DirecTV, AT&T, and Charter Communications, all of whom have acknowledged the fair market value of LIN TV's stations. The fair compensation we are asking for as part of our contract negotiations with Time Warner amounts to less than a penny a day per subscriber. We hope Time Warner will negotiate a new contract before our current contract expires.

Thank you in advance for supporting local television. If we are not able to reach an agreement, we apologize for any inconvenience to you and our viewers. We hope our viewers will continue to watch our award-winning news and top-rated programming through alternative means, such as an antenna or by switching to a satellite or telecommunications service.

Please contact me at 920-490-1445 if you have any questions or would like more information. We pledge to keep you informed throughout the process.

Regards,

Jay T. Zollar  
Vice President and General Managers  
WLUK-TV FOX 11

▶ 787 Lombardi Avenue    ▶ P.O. Box 19011    ▶ Green Bay, WI. 54307-9011  
▶ Telephone 920.494.8711    ▶ Fax 920.494.8782    ▶ Web <http://www.wluk.com>

**- PROPOSED MINUTES -**

**WAVERLY SANITARY DISTRICT**

**August 13, 2008**

**District Office - N8722 County Rd. LP**

The meeting was called to order at 8:30 a.m. by President Helcin.

Present: President Helcin (WCH)	System Operator Krueger (RWK)
Commissioner Fulcer (LJF)	System Operator Van Zeeland (TGV)
Commissioner Sambs (MLS)	Office Mgr. Girdley (CMG)
Engineer Martenson (SCM)	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 7/8/08 Meeting Minutes was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the July 2008 Financial/Budget Comparison Reports was accomplished through MLS' motion and LJF's second. Motion carried 3-0.

Invoices were approved for payment and checks were signed prior to the meeting.

**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

**Appleton's Rate Review – CMG to report status**

CMG stated WSD has not received contact/information from the COA since WSD's 7/8/08 meeting but anticipates COA contact soon. WSD has a 90-day time frame from COA's rate effective date to apply to the PSC for a PWAC (Purchase Water Adjustment Clause) based on the COA's rate increase to WSD.

**OLD BUSINESS**

**- Water Sample Tests' Results**

RWK reported all five tests taken on 7/21/08 were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

**- Force Main Connection – Meter station's current monitoring data discussion**

**- Lift station #1 sampling station replacement-Cost discussion/approval**

SCM stated the updated flow data between LS #1 and COM's flow meter continue to indicate a 4.2% variance. The COM continues to have ongoing concerns with the BODs and suspended solids (SS) from NMSC's test results, especially from weekend sampling. SCM reviewed the last 3-4 months' sampling results and discovered one month's weekend BOD/SS sampling results compared with treated effluent coming from the sewerage plant. SCM suspects the refrigeration unit is not cooling properly. SCM/RWK/WCH recently met with Radtke/Nall who tentatively agreed COM will discontinue metering/sampling at the Melissa St. manhole if new sampling equipment is installed at LS #1. SCM requested the COM issue a letter to WSD stating the COM will discontinue metering/sampling at the Melissa St. manhole if new LS#1 sampling equipment is installed.

# WAVERLY SANITARY DISTRICT

August 13, 2008

Page 2

## OLD BUSINESS - CONTINUED

- **Force Main Connection – Meter station's monitoring data discussion - Continued**
    - **Lift station #1 sampling station replacement-Cost discussion/approval**
- When COM's letter is received, WSD will submit written correspondence to NMSC requesting NMSC authorize WSD to purchase all new metering equipment (approved by NMSC) for LS#1 and have it installed under NMSC's supervision. SCM estimates the sampler/refrigeration equipment update will cost approximately \$5000-\$6000. WSD has already spent \$4118 on sampling as of 7/31/08. Currently NMSC does not sample on weekends but tests on a three-day composite. After the equipment update, if the test results continue to be low, the request may be made that NMSC utilize a five-day week rather than a three-day week for determining test results. WSD will continue to monitor flows between LS #1 and COM flow meter.
- **Future Water Supply Connection (2<sup>nd</sup>) to Appleton – Future station's site acquisition status**
    - **Offer to Purchase – Kaster/Mahn**
- SCM provided a concept drawing indicating the location of the future metering station on Kaster/Mahn's concept plan as well as a list of proposed terms to be utilized by CMG in providing written correspondence regarding WSD's proposed land purchase to Kaster/Mahn. WSD's proposed lot (12,500 sq. ft.) will not require a variance. The proposed lot will have 114' of frontage on Midway Rd. Access issues will be addressed when the COA installs the road, scheduled for summer 2009. The 12" water main (260 ft.) indicated in SCM's attachment will cost approximately \$5000.
- MLS motioned/LJF seconded CMG issue a letter outlining the proposed terms for WSD's property purchase to Kaster/Mahn utilizing the information provided by SCM. Motion carried 3-0.  
(Attachment #2, pp. 1-3)

## GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)

- **Birling Court Extension (Andrysczyk) – Project status report**

SCM/WSD have not received contact/information regarding this project since WSD's 7/8/08 Meeting.
- **Lake Park Condominiums – Project status report**

SCM anticipates when the housing market improves, the project will move forward. The project concept plan will be modified if the corner lot (Peter Rennis property) acquisition by Kaster/Mahn occurs.
- **Outagamie LLC Future Development – Project status report (18 acres)**
  - Location: North of Woodland Terrace and south of Manitowoc Rd.**

SCM/WSD have not received contact/information regarding this project since WSD's 7/8/08 Meeting.

CMG stated Fire Chief Kloehn reported Ament's house will be utilized for a "controlled burn" during late Sept/early Oct. 2008 after the asbestos abatement is complete.

WAVERLY SANITARY DISTRICT

August 13, 2008

Page 3

**GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS) – CONTINUED**

- **Crestwood Subdivision – Location:** Southside of Midway Road – Off Cottonwood Drive – Between Eternal Love Lutheran Church and Barker Farm Estates

SCM/WSD have not received contact/information regarding this project since WSD's 7/8/08 Meeting.

- **1<sup>st</sup> Addition – Lake Park Heights – Project status report**

SCM/WSD have not received contact/information regarding this project since WSD's 7/8/08 Meeting.

**NEW BUSINESS**

- **Establish the September Meeting Date – Tuesday, September 9, 2008 (8:30 a.m.) District Office**  
Tuesday, September 9, 2008 at 8:30 a.m. was established as the September meeting date/time. The meeting will be held at the District's office.

**OFFICE REPORT** (Attachment #3, pp. 1-9)

CMG briefly reviewed the Office Report for those in attendance. All items reviewed are included in the attached Office Report.

CMG reported WSD's emergency phone number has been changed from 585-6864 to 585-0667. All pertinent parties have been notified in written form.

CMG reported Mancoske was issued a reminder letter 6/9/08 stating his mandatory one-year connection timeframe deadline is 9/9/08. CMG will either send a second letter or will contact Mancoske by phone since contact of any type has not been received.

**FIELD REPORT** (Attachment #4A, pp. 1-5 & Attachment #4B)

A Field Report was not submitted for meeting minutes' attachment.

RWK reported while Field Personnel were exercising valves, the bolts broke on a water valve located on FL 6. Hietpas repaired the valve, and Badger Highways provided a \$346 quote to restore the blacktop. RWK will use 2008 valve exercising information to determine 2009 repairs and will coordinate with Hietpas to schedule the 2009 repairs in a 1-2 week period.

RWK stated he has requested new 11" x 17" As-Built maps for field/office use from SCM. SCM reviewed the estimated time breakdowns for new As-Builts based on the procedures necessary to convert them from 24" x 36" to 11" x 17" maps. The maps will be provided to WSD in three binders – two for field use and one for shop/office use. SCM estimates 40-50 hour time frame to convert all of WSD's record drawings (As-Builts) as stated above at a cost of \$2500-\$2800 not to exceed \$2800. This will include one set of originals and three sets for WSD.

MLS motioned/LFJ seconded the As-Builts conversion as discussed above. Motion carried 3-0. LFJ expressed Commission appreciation for the very reasonable cost estimate to convert the Record Drawings.

**WAVERLY SANITARY DISTRICT**

August 13, 2008

Page 4

**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**

**Re-Keying Facility's Exterior Doors (4) – General discussion**

CMG stated because it is common practice for an employer to change the locks when an employee leaves, in addition to the number of keys issued to various parties since 1/03, CMG solicited an estimate from Tri City Glass to re-key WSD's facility's outside doors. CMG reviewed the cost estimates received from Tri City Glass for re-keying the four outside facility doors. The estimates were provided for Commission review prior to the 8/13/08 meeting. MLS suggested option #3: \$495 that includes 15 keys provided at the time the doors are re-keyed. Any additional keys will require a card for new key creation.

LJF motioned/MLS seconded WSD accept estimate Option #3 from Tri City Glass. Motion carried 3-0.

CMG stated one garage door opener remains outstanding. The Commission instructed CMG to contact DAV to request the outstanding garage door opener be returned to WSD.

**District's Clear Water Inspection Procedure – Additional discussion on possible amendments to current procedure**

CMG provided the Ashwaubenon Clear Water Inspection Procedure information received from resident Jerry Lopas for Commission review on 7/11/08. MLS reviewed the information and agrees that conducting clear water inspections when a home sale occurs is a good idea. WSD currently performs a clear water inspection when the 10-year water meter change occurs. The Commission/RWK will review the information provided by Lopas for further discussion at WSD's 9/9/08 meeting. Item Tabled

SCM stated WSD is experiencing some clear water issues in the lake shore area based on flow readings at LS #1 that more than tripled during June 2008. RWK stated there were flooding issues on FL #6 & FL #7 during the early summer and suggested perhaps the flooding contributed to the June high flow readings.

Since there wasn't any other business to legally come before the Commission, LJF motioned/MLS seconded meeting adjournment. Motion carried 3-0.

Meeting adjourned at 9:30 a.m.

Submitted by Susan A. Hallock

**AUGUST & SEPTEMBER 2008 Disposal Violations**

<b>Date</b>	<b>Address</b>	<b>QTY</b>	<b>Comment</b>
08/13/08	Unknown		in scrap metal - interior door, xmas decorations, gas can, microwave \$15.00 permit #5696
08/15/08	Unknown		illegal drop off in appliance area-2 microwaves \$30.00 permits #5700 & 5701
08/25/08	Unknown		mattress, box spring, bed frame in scrap metal area \$20.00
09/08/08	Unknown		TV in scrap metal area
09/12/08	Unknown		microwave in scrap metal Permit #5722, \$15.00
09/12/08	Unknown		landscape fabric and door in scrap metal area
09/12/08	Unknown		2 dehumidifiers in scrap metal area \$30.00, permit #5726 & #5727
09/15/08	Unknown		scrap lumber in yardwaste, misc garbage in recycling center
09/16/08	Unknown		misc garbage in recycling center
09/17/08	Unknown		plastic pool in scrap metal
09/18/08	Unknown		2 dehumidifiers at Broad St. alley \$30.00 permits #5734 & #5735
09/19/08	Unknown		misc garbage in recycling center
09/26/08	Unknown		microwave in appliance pile without permit - Permit #5747 \$15.00
09/29/08	Unknown		fridge from Broad St. alley without permit - permit #5749 \$15.00
09/29/08	Unknown		1 microwave, 6 light fixtures with ballasts attached (hazardous material), 3 gas cans (hazardous material), and 2 cubic yard dumpster of garbage pulled from scrap metal area. Permit #5750 \$15.00
09/30/08	Unknown		microwave illegally dumped permit #5753 \$15.00
			***FREON APPLIANCES & MICROWAVES IN SCRAP METAL THAT ARE NOT CAUGHT GO TO PROCESSING AT SADOFF. IF DISCHARGED AT THEIR FACILITY WE RISK NOT HAVING SCRAP METAL COLLECTED IN THE FUTURE BY SADOFF OR ANY OTHER METAL VENDOR
		1	***ELECTRONICS MUST BE RECYCLED BY US WHEN DROPPED OFF AT OUR FACILITY (CURRENTLY APPROXIMATELY \$0.35 PER POUND) - average weight of each electronic 10#
			Clear fill (concrete, sod, etc) dumping violations - we must transport to Badger Hwys for disposal
		10	Hazardous material disposal violations - cost to remove unknown - removed twice each year approx cost \$750/year
		8	Bulky item disposal (\$10.00 each)
		12	Freon or Microwave Disposal Permits (\$15.00 each)
			LP Tank disposal (\$4.50 each)
			Tire disposal \$2.00 each
		2	Refuse disposal violations (\$30/2 yard dumpster rental)
			Yardwaste disposal violations (\$20/min pickup charge)
		16	Total disposal violations-cleanup (15 minutes/cleanup X \$32.36/hr wage + benefits)
			<b>\$449.44</b>
			<b>AUGUST &amp; SEPTEMBER 2008 TOTALS</b>

Not included in dollar figure: gas cans ( 4 ), ballasts ( 6 ), & compressed gas cylinders ( ) will be disposed of with other hazardous waste left here illegally.

**Incident like those listed above are reasons other communities have closed their drop off sites.**

**CITY OF MENASHA  
Common Council  
City Hall-140 Main St.-Council Chambers-3rd Floor  
September 15, 2008**

**MINUTES**

 Back  Print

**1. CALL TO ORDER**

Meeting called to order by Mayor Merkes at 7:31p.m.

**2. PLEDGE OF ALLEGIANCE**

A. Pledge of Allegiance

**3. ROLL CALL/EXCUSED ABSENCES**

A. Roll Call

PRESENT: Ald. Zelinski, Michalkiewicz, Benner, Pamenter, Taylor, Wisneski, Pack, Hendricks.  
ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD  
Tungate, CES Joe Polzine, Clerk Galeazzi and the Press.  
DEPT. HEAD EXCUSED: PHD Nett

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

**Minutes to approve:**

A. Common Council, 9/2/08

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to approve minutes

Motion Carried on voice vote

Results:

**Minutes to receive:**

B. Administration Committee, 9/2/08

C. Board of Public Works, 9/2/08

D. Joint Review Board, 8/26/08

E. Library Board, 8/21/08

F. Plan Commission, 9/9/08

G. Protocol Committee, 9/4/08

**Communications:**

A. CA/HRD Brandt, 9/3/08; Temporary Class "B"/"Class B" Retailer's License Applications, Market on Main-Community Forward, Inc.

B. Comp Stoffel, 9/11/08; TIF #8 value increment

C. PC Stanke, 9/10/98; Dept. of Justice hosting seminars concerning open meetings and public records law

D. Community Development and Public Works, 9/11/08; Draft version of the ordinance relating to the creation of a storm water utility

Moved by Alderman Wisneski, seconded by Alderman Pack to accept Minutes to Receive B-G and Communications A-D

Discussion: Ald. Michalkiewicz-Comm. D, (Storm Water Utility Ordinance), how will be billed. CDD Keil explained staff is exploring a few different billing options.

Ald. Wisneski-Comm. D, (Storm Water Utility Ordinance), will fee be adjusted for property owners that are environmentally friendly. CDD Keil explained staff is still working out those details.

Motion Carried on voice vote

Results:

## 5. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

### A. Public comments on any matter of concern to the City

No one spoke

## 6. APPOINTMENTS

### A. Accept resignation of Susan Eckstein from the Library Board

Moved by Alderman Wisneski, seconded by Alderman Pack to accept resignation

Motion Carried on voice vote

Results:

### B. Mayor's Appointment to the Library Board: 1. Kathy Wicichowski, 341 Willow Ln., for the term of September 2, 2008 - July 1, 2009

Moved by Alderman Pack, seconded by Alderman Michalkiewicz to approve appointment

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamerter , Taylor , Wisneski , Zelinski (8)

## 7. CLAIMS AGAINST THE CITY

### A. A motion is in order for the Common Council to issue a formal notice of disallowance for the claim of Noel Gonzales and that he be advised of his statutory rights pursuant to Wis. Stats. 893.80

Moved by Alderman Michalkiewicz, seconded by Alderman Pack to - disallow claim

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamerter , Taylor , Wisneski , Zelinski (8)

### B. A motion is in order for the Common Council to issue a formal notice of disallowance for the claim of Charles Meyers and that he be advised of his statutory rights pursuant to Wis. Stats. 893.80

Moved by Alderman Michalkiewicz, seconded by Alderman Pack to - disallow claim

Discussion. Ald. Taylor will abstain as he was a witness in this claim.

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentner , Wisneski , Zelinski (7)

ABSTAIN: Taylor (1)

**C. A motion is in order for the Common Council to issue a formal notice of disallowance for the claim of Theresa Weber and that he be advised of his statutory rights pursuant to Wis. Stats. 893.80**

Moved by Alderman Michalkiewicz, seconded by Alderman Pack to - disallow claim

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentner , Taylor , Wisneski , (8)

Zelinski

## **8. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

### **A. Joe Polzien- Code Enforcement Unit report**

Joe Polzien, Code Enforcement Specialist, explained his job duties. Code violation complaints can be reported to him by submitting the Code Complaint form available at any City office or on the website; or by e-mail, phone call, or in person. He reported that he is at 87% compliant on code violations complaints. He works close with the Police Dept. He also performs some Community Service Officer duties. He will be taking classes to be licensed as a building inspector to help with inspecting the older buildings that may have code violations. The City of Menasha's Code Enforcement Unit program has been a model for other municipalities.

Mr. Polzien answered questions from Council members.

## **9. REPORT OF COMMITTEES/BOARDS/COMMISSIONS**

### **A. Plan Commission:**

**1. 8/26/08; Recommends approval of the Plan Commission Resolution 02-08, recommending adoption of Project Plan Amendment #3 for TID #4**

Acted on in Item 10B.

**2. 8/26/08; Recommends approval of the Plan Commission Resolution 03-08, recommending adoption of Prjoect Plan Amendment #3 for TID #5.**

Acted on in Item 10C.

**3. 9/9/08; Recommends approval of the CSM on Lake Park Road for George Hansel with the condition that a 10-foot wide easement adjacent to the CTH LP right-of-way be granted to the City of Menasha for a bike/pedestrian path. This decision is based on the findings that 1) The CSM was prepared in conformance with city codes; and 2) Safety issues concerning access are being monitored and controlled by Calumet County; and 3) The property is surrounded by residential use, making the intended use of Single Family Residential appropriate.**

Moved by Alderman Benner, seconded by Alderman Michalkiewicz to approve CSM with conditions listed

Motion Carried on voice vote

Results:

**B. Administration Committee:**

**1. Accept 2007 City of Menasha Audit (Dave Maccoux, Schenck)**

Moved by Alderman Wisneski, seconded by Alderman Pack to accept 2007 City of Menasha Audit

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamerter , Taylor , Wisneski , (8)  
Zelinski

**2. Joint Powers Agreement, Winnebago County 911 Emergency System, Dec. 1, 2008 - Nov. 30, 2009, and authorize signatures.**

Moved by Alderman Wisneski, seconded by Alderman Pack to approve Joint Powers Agreement

Motion Carried on voice vote

Results:

**3. Accounts payable and payroll for 8/29/08 - 9/11/08 in the amount of \$536,171.98**

Moved by Alderman Wisneski, seconded by Alderman Pack to approve Accounts Payable and Payroll

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamerter , Taylor , Wisneski , (8)  
Zelinski

**C. Board of Public Works:**

**1. Payment - Badger Highways Co., Inc.; New Street Construction/Street Reconstruction; Contract Unit No. 2008-01; \$227,069.04 (Payment No. 3)**

Moved by Alderman Pack, seconded by Alderman Wisneski to approve Payment - Badger Highways Co.

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamerter , Taylor , Wisneski , (8)  
Zelinski

**2. Payment - Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements Project - Phase 3; Contract No. E145-07-01A; Sanitary Manhole Lining; \$23,493.85 (Payment No. 6)**

Moved by Alderman Pack, seconded by Alderman Wisneski to approve Payment - Infrastructure Technologies

Motion Passed

Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamerter , Taylor , Wisneski , (8)  
Zelinski

**3. Recommendation to Award - Coenen Mechanical, Inc. of Seymour, WI; Contract M0002-940266-P; Menasha Utilities Water Treatment Plant Modifications - In-Plant Plumbing Modifications; \$138,500.00**

Moved by Alderman Pack, seconded by Alderman Wisneski to approve Recommendation to Award - Coenen Mechanical, Inc.

Motion Passed  
Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentor , Taylor , Wisneski , (8)  
Zelinski

## 10. ORDINANCES AND RESOLUTIONS

### A. O-20-08 - An Ordinance Relating to Common Council Procedure (Ald. Hendricks, Wisneski, and Mayor Merkes)

Moved by Ald. Hendricks, seconded by Ald. Wisneski to suspend the rules and take up O-20-08.  
Motion carried on roll call 8-0.

Moved by Ald. Hendricks, seconded by Ald. Wisneski to adopt O-20-08

Moved by Ald. Zelinski, seconded by Ald. Taylor to amend ordinance to removed the word "strictly" from Section 1(d).

Discussion

Motion to amend carried on roll cal 5-3.

Ald. Taylor, Wisneski, Hendricks, Zelinski, Benner - yes.

Ald. Pamentor, Pack, Michalkiewicz - no.

A friendly amendment by Ald. Wisneski to change the word "insure" to "ensure" in Section 1(f).

Motion to adopt carried on roll call 7-1. Ald. Pack-no

### B. R-17-08 - Resolution Creating Amendment #3 to the Project Plan for Tax Increment District No. 4 to Provide for the Allocation of Positive Tax Increments from Tax Increment District No. 4 to Tax Increment District No. 7 (Mayor Merkes)

Moved by Alderman Wisneski, seconded by Alderman Pamentor to adopt R-17-08

Motion Passed  
Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentor , Taylor , Wisneski (7)  
NAYS: Zelinski (1)

### C. R-18-08 - Resolution Creating Amendment #3 to the Project Plan for Tax Increment District No. 5 to Provide for the Allocation of Positive Tax Increments from Tax Increment District No. 5 to Tax Increment District No. 7 and No. 8. (Mayor Merkes)

Moved by Alderman Pack, seconded by Alderman Pamentor to adopt R-18-08

Motion Passed  
Results:

Roll Call:

AYES: Benner , Hendricks , Michalkiewicz , Pack , Pamentor , Taylor , Wisneski (7)  
NAYS: Zelinski (1)

### D. R-19-08 Resolution pertaining to the Advisory Referendum on affordable health care

Moved by Alderman Pamentor, seconded by Alderman Wisneski to adopt R-19-08

Motion Carried on voice vote  
Results:

## 11. HELD OVER BUSINESS

A. None

## 12. COUNCIL DIRECTIVES

### A. CDD Keil - Update on the 501 2nd St. fence- ordinance compliance (Ald. Taylor)

CDD Keil reported a permit was issued to construct a fence at 501 2nd Street. Staff did contact the property owner after it was discovered the fence was not constructed as per the plans submitted. Changes made by the property owner are not compatible with the code requirements. Staff will be contacting the property owner to make the correct changes.

Discussion ensued on what to do to expedite the remove of the fence.

Moved by Ald. Taylor, seconded by Ald. Hendricks to revoke the permit for a fence at 501 2nd Street as it violates vision clearance, is not compatible to adjacent property, and is not community aesthetic.

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

### B. CDD Keil-Update on 81 & 87 Racine Street and 504 Broad Street (Ald. Hendricks)

CDD Keil reported the Public Works crew is working on grading and seeding the parcels. They expect to be completed by the end of the week.

### C. CDD Keil- Report on 205 Milwaukee St. property (Ald. Wisneski)

CDD Keil reported the property is the former Doering SuperValu. The City issued a Special Use Permit for the purpose of modifying the building for an ACE Garage facility. The owners have not moved forward with their plan. Staff have not had contact with the owner to find out the reason. The property is currently being market for sale by Bomier Properties.

### D. MU GM Young - Update on Winz Park deterioration problems (Ald. Taylor)

MU GM Young reported the Utilities is aware of the problem and have budgeted for repairs in 2009. It is not coming from the inside the reservoir. They are looking at different options on how to repair it.

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

### A. Public comments on matters pertaining to the agenda

No one spoke

## 14. ADJOURNMENT

### A. Adjournment

Moved by Alderman Michalkiewicz, seconded by Alderman Wisneski to adjourn at 9:15p.m.

Motion Carried on voice vote

Results:

*Deborah A. Galeazzi*

Respectfully submitted by Deborah A. Galeazzi, City Clerk

ASBESTOS COMPLIANCE INSPECTION CONTRACT AGREEMENT

THIS CONTRACT is entered into by and between the State of Wisconsin, Department of Natural Resources (the Department) and the City of Menasha Department of Public Health (the Contractor) for the purpose of assuring compliance with ch. NR 447, Wis. Adm. Code, pertaining to asbestos compliance inspections fulfilling U.S.EPA's inspection requirements. A general description of the work includes: performing landfill, complaint, renovation, and demolition asbestos inspections. Inspections shall include the collection and submittal of samples, determinations of compliance with ch. NR 447 Wis. Adm. Code, and documentation of findings including written reports and photographs when necessary. For every one of five inspections, the Contractor shall accompany, if feasible, the waste hauler to the waste disposal site to assure compliance with transportation and waste disposal regulations. The Contractor may be called upon to provide testimony in hearings and legal proceedings when violations are discovered.

FOR AND IN CONSIDERATION of the terms and conditions contained in this contract, the above-named parties agree:

1. **PERIOD OF AGREEMENT.** This contract shall commence upon its signing by both parties and be in effect through June 30, 2009, during which period all performance as described in this contract shall be fully completed to the satisfaction of the Department. The contract may be renewed upon mutual agreement by both parties. If renewed, the contract period shall be from July 1, 2009 to June 30, 2010.
2. **CANCELLATION.** The Department reserves the right to cancel this contract in whole or in part, without penalty, due to nonappropriation of funds or for failure of the Contractor to comply with terms, conditions, or specifications of this contract. The Contractor reserves the right to cancel this contract in the event the work as described under paragraph 5 cannot be completed. Both parties agree to give a minimum of a 30 day notice for cancellation of this contract.
3. **ENTIRE CONTRACT; AMENDMENTS.** This contract shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this contract are hereby superseded. Any contractual revisions including cost adjustments and time extensions may be made only by a written amendment to this contract, signed by both parties prior to the ending date of this contract.
4. **ASSIGNMENT.** Neither this contract nor any right or duty in whole or in part under this contract can be assigned, delegated or subcontracted by the Contractor without the prior written consent of the Department. If upon the written consent of the Department this contract or any right or duty in whole or in part is assigned, the Assignee(s) shall expressly agree to assume and perform all relevant obligations expressed under the terms of this contract and be bound by the terms and conditions of this contract, to include the terms and conditions of paragraph 7. Assignment in whole or in part of this contract does not waive the contractual rights of neither party, nor the contractual relationship between the Department and the Contractor and the Department may still seek a remedy under the contract, if applicable, pursuant to law.
5. **DESCRIPTION OF WORK OR PRODUCTS.** The Contractor and the Department agree to provide the following to the satisfaction of both parties:
  - A. The Contractor shall conduct Department-directed compliance inspections throughout the contract period. The Department will specifically request the contractor's assistance to perform inspections on an as-needed basis. The numbers of inspections are expected to be 10 per contract period.
  - B. The Contractor shall have thorough knowledge of and be expected to make determinations regarding compliance issues with specifications for asbestos abatement projects listed in ch. NR 447 Wis. Adm. Code.
  - C. The Contractor shall be required to document findings in written reports using Department format and to submit such to the Department. Expert witness testimony may also be required.
  - D. All contract positions shall adhere to Federal, State, and Local requirements regarding certification, health monitoring, safety precautions, and the Air Management "Asbestos

Abatement/Demolition Inspection Guidelines", as provided by the Department (Attachment A).

- E. All individual(s) performing inspections and determining compliance with ch. NR 447 Wis. Adm. Code shall be certified at the Supervisor Level through the State of Wisconsin's Department of Health and Family Services. Any training necessary in this regard shall be the responsibility of the Contractor.
- F. All individual(s) performing inspections shall meet the requirements outlined in 29 CFR part 1926.1101 and 29 CFR part 1910.1001 to perform asbestos abatement inspections.
- G. The Contractor shall use as guidance the Air Management "Asbestos Abatement/Demolition Inspection Guidelines" (Attachment A).
- H. The Contractor shall supply all equipment necessary to perform asbestos compliance inspections.
- I. The Contractor shall possess a FAX machine to obtain relevant information from the Department for emergency situations.
- J. The Contractor shall perform all asbestos compliance inspections within the term of contract period.
- K. The Contractor shall allow Department personnel to accompany the representative performing inspections upon request.
- L. The Contractor shall possess a camera to document findings during asbestos compliance inspections. Film and processing are the Contractor's responsibility.
- M. Asbestos samples shall be submitted to the Wisconsin State Lab of Hygiene for analysis by polarized light microscopy. For samples less than 10% by area, additional analysis by point counting shall be performed. Sample results shall be submitted as an attachment to the asbestos compliance inspection report. Chain of custody documentation shall accompany all submitted asbestos samples.
- N. Inspection reports shall include determinations of compliance for ch. NR 447 Wis. Adm Code.
- O. Inspection reports shall be written and submitted to the Central Office within 30 days, using Department Inspection Forms. Violations shall be verbally reported to the Department Asbestos Coordinator as soon as practical after discovery. The contractor and the Department Asbestos Coordinator shall then discuss the potential violations to determine the appropriate enforcement response. If enforcement action is taken, a secondary enforcement action request form and the needed attachments including the inspection report, sampling analysis report and photographic evidence shall be written and submitted to the department within 30 days of determining the appropriate enforcement response. If multiple inspections are warranted for a single project, only one report needs to be submitted. The initial inspection will be payable as an inspection. All follow-up inspections will be considered part of the initial inspection. If an excessive number of follow-up inspections are required, some of those inspections may be payable as separate inspections; this determination will be made by the Department Asbestos Coordinator.
- P. Inspections shall be performed during actual abatement, prior to demolition for the presence of asbestos or during demolition, to be counted as a completed inspection. Times and dates of projects shall be supplied by the Department. All inspections shall be performed unannounced unless otherwise instructed by the contract administrator. For emergency situations, the Contractor may be requested to perform inspections within hours of notification.
- Q. When alleged violations are discovered, at least two samples of suspected asbestos containing material shall be collected and chain of custody procedures shall be followed. Split samples should be offered upon request. Containers and chain of custody forms shall be supplied by the Department.

- R. Photographs of the abatement site shall be taken, including areas where samples are obtained, when alleged violations are discovered.
  - S. For pre-demolition asbestos inspections where friable asbestos containing material is discovered, the Department shall be notified immediately of findings.
  - T. The Contractor reserves the right to determine the potential health risk to employees for each asbestos project and determine the risk management necessary, including the level of involvement.
6. **PAYMENT.** The Contractor, for contract activities satisfactory to the Department, shall receive compensation based on the actual number of inspections performed and reports submitted.
- A. The amount of reimbursement shall be \$5,000 per contract period, payable quarterly for the inspections performed. This amount is based on payment of \$500.00 per inspection at 10 inspections per year. In the event that the contractor does not meet the required number of inspections, the final quarterly payment will be reduced by the number of outstanding inspections. If additional funding becomes available during this contract period, the number of inspection may be increased to include additional inspections.
  - B. A reasonable amount of follow-up is included in the payment. This may include attending Department enforcement conferences, or providing expert testimony. Payment beyond this amount shall be negotiated between the Department and the Contractor.
  - C. If the Contractor cannot, at the end of the contract year, meet the inspection commitment specified in par. 6A, an alternative action in lieu of conducting an inspection may be used to meet this commitment. Such an alternative action shall involve educating the public/private sector in the areas of asbestos abatement, health risks of asbestos and/or federal and state asbestos regulations. Such action shall be approved in writing by the Department prior to its implementation. Such an alternative shall be paid at the same rate as an inspection, i.e., \$500 per alternative action.
7. **ENFORCEMENT PROCEEDINGS PARTICIPATION.** Each party recognizes that its employees, representatives or assigns may be needed to testify in enforcement proceedings initiated by the other party and related to the work described under this contract. The parties agree to such participation. Said participation would be without reimbursement for salary or expenses for the testifying party by the other party. However, if the situation is such that non-reimbursement would place an unreasonable burden on the testifying party, then the parties may enter into a separate contract or negotiated agreement for reimbursing the testifying party by the other party.
8. **RECORDS, ACCESS.** The Contractor shall, for a period of five (5) years after completion and acceptance by the Department, maintain books, records, documents and other evidence directly pertinent to performance on work under this contract in accordance with generally accepted accounting principles and practices. The Contractor shall also maintain the financial information and data used in the preparation or support of the cost submission in effect on the date of execution of this contract and a copy of the cost summary submitted to the Department. The Department and its agents, including the U.S.EPA and duly-authorized representatives shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit and copying. The Contractor shall provide proper facilities for such access and inspection. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such dispute, performance, or costs or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such dispute, appeal, litigation, claim or exception.
9. **CONFIDENTIALITY.** Subject to Wisconsin's Open Records Law, either party, at the request of the other party, shall take steps necessary to ensure confidentiality of records and complaints in the event that such confidentiality is necessary to guarantee un-compromised enforcement actions.
10. **INDEPENDENT CONTRACTOR.** The Department agrees that the Contractor shall have sole control of the method, hours worked, and time and manner of any performance under this contract other than as specifically provided herein. The Department reserves the right only to inspect the project site or premises for the purpose of insuring that the inspection has been completed in compliance with the

contract or for routine follow-up. The Department takes no responsibility for supervision or direction of the performance of the contract to be performed by the Contractor or the Contractor's employees or agents. The Department further agrees that it shall exercise no control over the selection and dismissal of the Contractor's employees or agents.

11. **LIABILITY.** The work to be performed under this contract is to be performed entirely at Contractor's risk. Contractor hereby assumes all liability with all work and all services to be provided by the Contractor under this contract.
12. **INSURANCE RESPONSIBILITY:** The contractor performing services for the State of Wisconsin shall:
  - A. Maintain worker's compensation insurance for all employees engaged in the work.
  - B. Maintain commercial liability and property damage insurance against any claim(s), which might occur in carrying out this agreement/contract. Minimum coverage shall be one million (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned, and hired vehicles that are used in carrying out the contract. Minimum coverage shall be one million (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
  - C. Provide an insurance certificate indicating this coverage, counter-signed by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to issuance of the purchase order or before commencement of the contract.
  - D. The state reserves the right to require higher or lower limits where warranted.
13. **NONDISCRIMINATION.** In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation or national origin. This provision 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. Except with respect to sexual orientation, the Contractor further agrees to take affirmative action to ensure equal employment opportunities. The Contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Department setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the Contractor being declared an "ineligible" contractor, termination of the contract, or withholding of payment.
14. **AFFIRMATIVE ACTION.** If this contract is for an amount of twenty-five thousand dollars (\$25,000) or more the Contractor agrees to submit a written affirmative action plan to the Department within 15 business days after the contract commences if an acceptable plan is not already on file with the State of Wisconsin. (Contractors with an annual work force of fewer than twentyfive employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the Contractor being declared an "ineligible" contractor, termination of the contract, or withholding of payment.
15. **APPLICABLE LAW.** This contract shall be governed by the laws of the State of Wisconsin. The Contractor shall at all times comply with all federal, state and local laws, ordinances and regulations in effect during the period of this contract.
16. **ANTITRUST ASSIGNMENT.** The Contractor and the Department recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the Department. Therefore, the Contractor hereby assigns to the Department any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.
17. **PAYMENT TERMS AND INVOICING.** Payment shall be considered timely if the payment is mailed, delivered, or transferred by the later of the following:

- A. The date specified on a properly completed invoice for the amount specified in the order or contract, or
  - B. Within thirty (30) days after receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract or within thirty (30) days after receipt of an improperly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later if the Department does not notify the sender of receipt of an improperly completed invoice within ten (10) working days after it receives the invoice of the reason it is improperly completed.
18. **TAXES.** The Department is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials. The State of Wisconsin has issued tax exempt number ES 40690 to the Department.
19. **TAX DELINQUENCY.** Contractors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.
20. **ADDRESSES.** All correspondence, such as payments, shall be directed to the appropriate contact person listed below. Changes in the information listed below shall be forwarded to the other party when effective and will become part of this agreement without a formal amendment.

State of Wisconsin:  
 Department of Natural Resources  
 101 South Webster St., Box 7921  
 Madison, WI 53707-7921  
 ATTN: Amy Walden, AM/7  
 Phone: 608/266-3658  
 FAX: 608/267-0560

City of Menasha:  
 Health Department  
 140 Main St  
 Menasha, WI 54952  
 ATTN: Todd Drew, Public Health Inspector  
 Phone: 920/751-5119  
 FAX: 920/967-5273

21. **TITLES.** Paragraph headings are for ease of reference and not intended to have any meaning in themselves.

IN WITNESS WHEREOF, the parties by their signatures shall cause this contract to be executed.

Signed for and on behalf of:

STATE OF WISCONSIN  
 DEPARTMENT OF NATURAL RESOURCES

Date 09-08-08

By: Matthew J. Frankel  
 Title: Secretary

Signed for and on behalf of:

CITY OF MENASHA  
 HEALTH DEPARTMENT

Approved as to form

Date \_\_\_\_\_

By: [Signature]  
 Title: Jeffrey S. Brandt, City Attorney



**To: Mayor Merkes  
Members of the Common Council**  
**From: Chief Stanke**  
**Date: September 25, 2008**  
**Re: Implementation of a K-9 (Canine) Unit at the Police Department**

Approximately one year ago discussions began in Menasha regarding the feasibility of a K-9 program for the Police Department. Community support appeared to be high, with an energetic group of citizens spearheading efforts to study the merits of such a program.

Two separate individual studies were conducted by Officers Paul Scheppf and Zach Albrecht. The studies both demonstrated that such a program would be a definite asset to both the Police Department and the City of Menasha. It identified associated start up cost in the \$35,000.00 to \$39,000.00 range. It also concluded that the Departments would best be served with the selection of a non bite, tracking/drug canine. In review, this study and the recommendation of a no bite canine was supported administratively by both the administration of the city and of the police department.

In subsequent discussions with the previous mayor and in consideration of the financial restraints the City was facing, it was suggested that implementation would only be possible if we could find private funding for the initial start up costs. This message was relayed to interested officers and citizens.

Internally we measured interest in officers wishing to serve as a K-9 officer. Applications were received and evaluated with Officer Paul Scheppf selected to serve in that capacity if and at such time the program was approved by the Common Council.

It is with this background that the K-9 Corp was formed. The K-9 Corp was a group of local citizens who enthusiastically organized, with the goal of securing funds to allow the City of Menasha Police to implement a K-9 program. They solicited the assistance of TRICOM to serve as their financial agent in the fundraising effort.

I am extremely happy to inform you that the K-9 Corp has met their goal and is prepared to turn over the acquired funds as well as ownership of a selected canine, purchased through the donation of Bergstrom Automotive.

In anticipation of receipt of these funds we have now arrived at the point of completing associated purchases and putting the program in motion. We are now asking that you endorse the formulation of the Menasha Police K-9 unit so we may proceed with its implementation upon receipt of the appropriate funds.

# CERTIFICATE OF PAYMENT

DATE: 9/12/08

PAYMENT REQUEST: ONE (1)

CONTRACTOR: Valley Sealcoat, Inc.

ADDRESS: W6265 Contractor Drive, Appleton, WI 54914

CONTRACT UNIT NUMBER: PRD 2008-2

PROJECT DESCRIPTION: Pleasants Park Tennis Courts

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ORIGINAL CONTRACT AMOUNT	\$ 49,937.20
CHANGE ORDER NO. <u>ONE(1)</u> AMOUNT: \$ <u>(2,287.80)</u>	
PREVIOUS CHANGE ORDER(S): \$ <u>0</u>	
TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS)	\$ <u>46,937.20</u>
TOTAL EARNED TO DATE (SUMMARY ATTACHED)	\$ <u>46,937.20</u>
LESS RETAINAGE	\$ <u>00.00</u>
AMOUNT DUE	\$ <u>46,937.20</u>
PREVIOUS PAYMENTS	\$ <u>00.00</u>
AMOUNT DUE THIS PAYMENT	\$ <u>46,937.20</u>

ESTIMATE PERIOD: FROM 9/1/08 TO: 9/11/08

I certify that all bills for labor, equipment, materials, and services are paid for which previous certificates for payment were issued.

DATE: N/A BY: Wm Kamm

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

RECOMMENDED FOR PAYMENT:

DIRECTOR OF PUBLIC WORKS: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED FOR PAYMENT: COUNCIL APPROVAL DATE: \_\_\_\_\_

## FINANCE DEPARTMENT

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>CHARGE TO ACCOUNT</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____



Division of Transportation  
 System Development  
 Northeast Regional Office  
 944 Vanderperren Way  
 PO Box 28080  
 Green Bay, WI 54324-0080

RECEIVED SEP 16 2008

Jim Doyle, Governor  
 Frank J. Busalacchi, Secretary  
 Internet web site: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (920)492-5643  
 Facsimile (FAX): (920)492-7707  
 E-mail: [greenbay.dtd@dot.state.wi.us](mailto:greenbay.dtd@dot.state.wi.us)

September 17, 2008

MARK RADTKE  
 DIRECTOR OF PUBLIC WORKS  
 140 MAIN STREET  
 MENASHA WI 54952-3190

✓ Project ID 4065-12-21/71  
 3<sup>rd</sup> Street, City of Menasha  
 Tayco St. – Racine St.  
 STH 114  
 Winnebago County

Project ID 4065-13-21/71  
 3<sup>rd</sup> Street, City of Menasha  
 Racine St. – Manitowoc St.  
 STH 114  
 Winnebago County

Attached are three copies of the updated State/Municipal Agreements for real estate and construction costs on the above projects. Both projects involve complete urban reconstructions with storm sewer replacement and are scheduled for 2009 construction.

City of Menasha costs on the Tayco Street – Racine Street segment are as follows:

- 25% of the property costs for real estate due to the amount of local traffic on this street
- cost to maintain parking along the north side of 3<sup>rd</sup> Street from Tayco Street – Milwaukee Street
- difference in life cycle cost of concrete pavement and asphalt pavement based on the City preference
- 100% of the cost of the Stamped Colored Concrete Pavement, 8.5-inch item in crosswalk areas that exceeds the capped funding limit in the Community Sensitive Design program (explained within agreement)
- 100% of the cost for non-participating items such as adjusting sanitary manholes and sealing joints

City of Menasha costs on the Racine Street – Manitowoc Street segment are as follows:

- 25% of the property costs for real estate due to the amount of local traffic on this street
- difference in life cycle cost of concrete pavement and asphalt pavement based on the City preference
- 100% of the cost of the Stamped Colored Concrete Pavement, 8.5-inch item in crosswalk areas since all available funds for this project available through the Community Sensitive Design program are utilized for the Stamped Colored Concrete Sidewalk, 4-inch item (explained within agreement)
- 100% of the cost for non-participating items such as adjusting sanitary manholes, sealing joints, and hazardous material remediation

**We ask you to approve the updated agreements by signing and returning two copies of each agreement to our office by October 17, 2008. You may keep the third copy of each agreement for your files. If you have any questions, please contact me at 920-492-5708.**

Sincerely,

*William R. Bertrand*  
 William R. Bertrand, P.E.  
 Project Manager

Attach.

**REVISED  
STATE / MUNICIPAL AGREEMENT**

FOR A  
HIGHWAY IMPROVEMENT PROJECT

Revision #1

Replaces Original Agreement dated April 10, 2006

DATE: September 17, 2008

I.D.: 4065-12-21/71

HIGHWAY: STH 114 LENGTH: 0.35

LIMITS: 3<sup>rd</sup> Street, City of Menasha  
Tayco Street – Racine Street

COUNTY: Winnebago County

**FILE: 06-14**

The signatory City of Menasha, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility (describe and give reason for request):** The existing pavement has deteriorated and needs replacement. Municipality is committed to replacing utilities (water and possibly sanitary) in 2008 in conjunction with our project.

**Proposed Improvement (nature of work):** Project involves a complete urban reconstruction with storm sewer replacement.

**Describe non-participating work included in the project contract:** Adjustment of sanitary manholes, sealing concrete joints.

**Describe other work necessary to finish the project completely which will be undertaken independently by the Municipality:** Municipality will replace their underground utilities (water and possibly sanitary) in early 2008 immediately prior to our project. Municipality is responsible for acquiring the real estate for the project and can then apply for reimbursement of the property costs as per the table below.

PHASE	Total Estimated Cost	ESTIMATED COST			
		Federal / State Funds	%	Municipal Funds	%
<b>Real Estate Acquisition:</b>					
Acquisition	\$ 20,000	\$ 15,000	75	\$ 5,000	25
State Review and Proratable	\$ 5,000	\$ 3,750	75	\$ 1,250	25
<b>Construction (Participating):</b>					
Category 010 - Roadway	\$ 953,646	\$ 953,646	100	\$ 0	0
Category 010 – Parking Lanes	\$ 28,000	\$ 0		\$ 28,000	LS
Category 010 – Concrete Pavement City Preference	\$ 4,974	\$ 0		\$ 4,974	LS
Category 010 – Stamped Colored Concrete Sidewalk, 4-inch	\$ 14,380	\$ 14,380 *	100 *	\$ 0 *	0 *
Category 010 Subtotal	\$ 1,001,000	\$ 968,026		\$ 32,974	
Category 020 – Streetscaping	\$ 13,900	\$ 12,245 *	*	\$ 1,655 *	*
<b>SUBTOTAL:</b>	\$ 1,039,900	\$ 999,021		\$ 40,879	
<b>Construction (Non-Participating):</b>					
Category 030 – Non-Participating	\$ 10,000	\$ 0	0	\$ 10,000	100
<b>TOTAL COST DISTRIBUTION:</b>	\$ 1,049,900	\$ 999,021		\$ 50,879	

\* Federal/State funds for streetscaping are available through the Community Sensitive Design program. Total Federal/State funds for streetscaping are capped at \$26,625. Any streetscaping funds that exceed this amount are 100% the responsibility of the City of Menasha. Streetscaping funds on this project are shown both in categories 010 and 020 and are explained in more detail under item #9 of the agreement.

This request is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such a request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

Signed for and in behalf of \_\_\_\_\_  
Municipality

\_\_\_\_\_  
Name Title Date

**TERMS AND CONDITIONS:**

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality will pay to the State all costs incurred by the State in connection with the improvement which exceed Federal/State financing commitments or are ineligible for Federal/State financing.
3. Funding of each project phase (preliminary engineering, real estate, construction, and other) is subject to inclusion in an approved program. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the estimate summary:
  - a) The grading, base, pavement, and curb and gutter.
  - b) Catch basins and inlets for surface water drainage of the improvement with connections to the storm sewer main.
  - c) Construction engineering incidental to inspection and supervision of actual construction work.
  - d) Signing and pavement marking including detour routes.
  - e) Railroad and compensable utility adjustment.
  - f) Storm Sewer mains necessary for the surface water drainage.
  - g) Construction or replacement of sidewalks and surfacing of private driveways.
  - h) New installations of or alteration of street lighting and traffic signals or devices.
  - i) Real estate for the improvement, except for removal of hazardous waste contamination.
  - j) Preliminary engineering and State review services.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:

- a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - b) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
  - c) Conditioning, if required, and maintenance of detour routes.
  - d) Repair damages to roads or streets cause by reason of their use in hauling materials incidental to the improvement.
  - e) Clearing of any necessary real estate from hazardous material contamination.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal / State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
  6. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State in behalf of the project.
  7. The work will be administered by the State and may include items not eligible for Federal / State participation.
  8. The Municipality will at its own cost and expense:
    - a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements in a manner satisfactory to the State and will make ample provision for such maintenance each year.
    - b) Prohibit angle parking.
    - c) Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parking vehicles will be needed to carry active traffic in the street.
    - d) Regulate and prohibit, by ordinance, parking at all times on both sides of 3<sup>rd</sup> Street between Milwaukee Street and Racine Street. Regulate and prohibit, by ordinance, parking at all times along the south side of 3<sup>rd</sup> Street between Tayco Street and Milwaukee Street.
    - e) In cooperation with WisDOT – Northeast Region office, assist with public information and public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
    - f) Use the WisDOT Utility Accommodation Policy unless it adopts a policy which has equal or more restrictive controls.
    - g) Coordinate, cleanup, and fund any hazardous materials encountered during Municipality utility and storm sewer installation and during roadway construction that is deemed necessary to be cleaned and removed within the existing and new right-of-way. All hazardous material cleanup work shall be performed in accordance with state and federal regulations. This shall include, but not be limited to, any costs for the removal, stockpile, treatment, and backfilling of any contaminated materials encountered

including assuming future responsibility and liabilities for filling over any previously identified hazardous material source and for securing an environmental consultant if required, for management of the contaminated soil.

#### 9. Basis for Local Participation:

Real Estate – Real estate costs are eligible for Federal/State participation. Due to the amount of local traffic on 3<sup>rd</sup> Street, the City of Menasha is responsible for 25% of the real estate costs. City of Menasha is responsible for acquiring the real estate and can then apply for reimbursement of 75% of the property costs.

Construction – Category 010 – City of Menasha is responsible for the cost associated with maintaining parking along the north side of 3<sup>rd</sup> Street from Tayco Street to Milwaukee Street. This cost is a lump sum cost and is determined based on the estimated cost of the parking lane. The estimated cost of the parking lane is computed to be \$28,000.

Construction – Category 010 – City of Menasha is responsible for the difference in life cycle costs of choosing concrete pavement versus asphalt pavement. Concrete pavement is \$4,974 more expensive based on total life cycle costs. This cost is included in the agreement as a lump sum amount.

Construction – Category 010 - Stamped Colored Concrete Sidewalk, 4-inch is an item eligible for funding through the Community Sensitive Design (CSD) program. Federal/State funds through the CSD program are capped at \$26,625 for the overall project. The amount of the Stamped Colored Concrete Sidewalk, 4-inch item eligible for CSD funds is the difference in cost between normal concrete sidewalk and the special aesthetic concrete sidewalk. For this agreement, the normal sidewalk price is estimated at \$2.75 per square foot and the special aesthetic sidewalk price is estimate at \$6.00 per square foot, a difference of \$3.25 per square foot. Given the Stamped Colored Concrete Sidewalk, 4-inch quantity of 3950 square foot and including 12% engineering costs, the amount of this item applied to CSD funding is \$14,380. This amount is then subtracted from the overall available CSD funding and the remaining CSD funds are applied to Category 020 as explained below.

Construction – Category 020 - Streetscaping items are eligible for funding as part of the Community Sensitive Design (CSD) program. Two items eligible for CSD funding are included within this project: Stamped Colored Concrete Sidewalk, 4-inch and Stamped Colored Concrete Pavement, 8.5-inch. The special sidewalk item is included under category 010 as explained above. The Stamped Colored Concrete Pavement, 8.5-inch item has been separated from other project items and included within this category 020. This Stamped Colored Concrete Pavement, 8.5-inch item is funded 100% by Federal/State funds, but the Federal/State funds are capped at \$12,245. This capped amount is determined by subtracting the amount of CSD funds applied to the Stamped Colored Concrete Sidewalk, 4-inch item under Category 010 (\$14,380) from the overall CSD funds available on this project (\$26,625). Funding for the Stamped Colored Concrete Pavement, 8.5-inch within this category that exceed this capped amount are 100% the responsibility of the City of Menasha.

Construction – Category 030 – City of Menasha is responsible for 100% of the cost on non-participating items such as sealing joints and adjusting sanitary manholes.



Division of Transportation  
System Development  
Northeast Regional Office  
944 Vanderperren Way  
PO Box 28080  
Green Bay, WI 54324-0080

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September 17, 2008

MARK RADTKE  
DIRECTOR OF PUBLIC WORKS  
140 MAIN STREET  
MENASHA WI 54952-3190

Project ID 4065-12-21/71  
3<sup>rd</sup> Street, City of Menasha  
Tayco St. – Racine St.  
STH 114  
Winnebago County

Project ID 4065-13-21/71  
3<sup>rd</sup> Street, City of Menasha  
Racine St. – Manitowoc St. ✓  
STH 114  
Winnebago County

Attached are three copies of the updated State/Municipal Agreements for real estate and construction costs on the above projects. Both projects involve complete urban reconstructions with storm sewer replacement and are scheduled for 2009 construction.

City of Menasha costs on the Tayco Street – Racine Street segment are as follows:

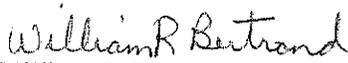
- 25% of the property costs for real estate due to the amount of local traffic on this street
- cost to maintain parking along the north side of 3<sup>rd</sup> Street from Tayco Street – Milwaukee Street
- difference in life cycle cost of concrete pavement and asphalt pavement based on the City preference
- 100% of the cost of the Stamped Colored Concrete Pavement, 8.5-inch item in crosswalk areas that exceeds the capped funding limit in the Community Sensitive Design program (explained within agreement)
- 100% of the cost for non-participating items such as adjusting sanitary manholes and sealing joints

City of Menasha costs on the Racine Street – Manitowoc Street segment are as follows:

- 25% of the property costs for real estate due to the amount of local traffic on this street
- difference in life cycle cost of concrete pavement and asphalt pavement based on the City preference
- 100% of the cost of the Stamped Colored Concrete Pavement, 8.5-inch item in crosswalk areas since all available funds for this project available through the Community Sensitive Design program are utilized for the Stamped Colored Concrete Sidewalk, 4-inch item (explained within agreement)
- 100% of the cost for non-participating items such as adjusting sanitary manholes, sealing joints, and hazardous material remediation

**We ask you to approve the updated agreements by signing and returning two copies of each agreement to our office by October 17, 2008. You may keep the third copy of each agreement for your files. If you have any questions, please contact me at 920-492-5708.**

Sincerely,

  
William R. Bertrand, P.E.  
Project Manager

Attach.

**REVISED  
STATE / MUNICIPAL AGREEMENT**

FOR A  
HIGHWAY IMPROVEMENT PROJECT

Revision #1

Replaces Original Agreement dated April 10, 2006

DATE: September 17, 2008  
 I.D.: 4065-13-21/71  
 HIGHWAY: STH 114      LENGTH: 0.45  
 LIMITS: 3<sup>rd</sup> Street, City of Menasha  
Racine Street – Manitowoc Street  
 COUNTY: Winnebago

**FILE: 06-14**

The signatory City of Menasha, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility (describe and give reason for request):** The existing concrete pavement, curb and gutter, and storm sewer are in need of replacement.

**Proposed Improvement (nature of work):** Project involves a complete urban reconstruction with storm sewer replacement.

**Describe non-participating work included in the project contract:** Adjustment of sanitary manholes, sealing concrete joints, hazardous material remediation, stamped colored concrete pavement, 9-inch.

**Describe other work necessary to finish the project completely which will be undertaken independently by the Municipality:** Municipality is committed to replacing utilities (water and possibly sanitary) in early 2008 immediately prior to our project. Municipality is responsible for acquiring the real estate for the project and can then apply for reimbursement of the property costs as per the table below.

PHASE	Total Estimated Cost	ESTIMATED COST			
		Federal / State Funds	%	Municipal Funds	%
<b>Real Estate Acquisition:</b>					
Acquisition	\$ 25,000	\$ 18,750	75	\$ 6,250	25
State Review and Proratable	\$ 5,000	\$ 3,750	75	\$ 1,250	25
<b>Construction (Participating):</b>					
Category 010 - Roadway	\$ 1,710,900	\$ 1,710,900	100	\$ 0	0
Category 010 – Concrete Pavement City Preference	\$ 17,675	\$ 0		\$ 17,675	LS
Category 010 – Stamped Colored Concrete Sidewalk, 4-inch	\$ 42,880 *	\$ 42,500 *	100 *	\$ 380 *	LS
<b>SUBTOTAL:</b>	\$ 1,801,455	\$ 1,775,900		\$ 25,555	
<b>Construction (Non-Participating):</b>					
Category 020 – Non-Participating	\$ 98,200	\$ 0	0	\$ 98,200	100
<b>TOTAL COST DISTRIBUTION:</b>	\$ 1,899,655	\$ 1,775,900		\$ 123,755	

\* Federal/State funds for streetscaping are available through the Community Sensitive Design program. Total Federal/State funds within this category are capped at \$42,500. Any streetscaping funds that exceed this amount are 100% the responsibility of the City of Menasha. This is explained in more detail under item #9 of the agreement.

This request is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such a request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

Signed for and in behalf of \_\_\_\_\_  
Municipality

\_\_\_\_\_  
Name Title Date

**TERMS AND CONDITIONS:**

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality will pay to the State all costs incurred by the State in connection with the improvement which exceed Federal/State financing commitments or are ineligible for Federal/State financing.
3. Funding of each project phase (preliminary engineering, real estate, construction, and other) is subject to inclusion in an approved program. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the estimate summary:
  - a) The grading, base, pavement, and curb and gutter.
  - b) Catch basins and inlets for surface water drainage of the improvement with connections to the storm sewer main.
  - c) Construction engineering incidental to inspection and supervision of actual construction work.
  - d) Signing and pavement marking including detour routes.
  - e) Railroad and compensable utility adjustment.
  - f) Storm Sewer mains necessary for the surface water drainage.
  - g) Construction or replacement of sidewalks and surfacing of private driveways.
  - h) New installations of or alteration of street lighting and traffic signals or devices.
  - i) Real estate for the improvement.
  - j) Preliminary engineering and State review services.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
  - a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - b) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.

- c) Conditioning, if required, and maintenance of detour routes.
  - d) Repair damages to roads or streets cause by reason of their use in hauling materials incidental to the improvement.
  - e) Clearing of any necessary real estate from hazardous material contamination.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal / State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
  6. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State in behalf of the project.
  7. The work will be administered by the State and may include items not eligible for Federal / State participation.
  8. The Municipality will at its own cost and expense:
    - a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements in a manner satisfactory to the State and will make ample provision for such maintenance each year.
    - b) Regulate and prohibit, by ordinance, parking at all times on 3<sup>rd</sup> Street within the limits of this project.
    - c) In cooperation with WisDOT – Northeast Region office, assist with public information and public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
    - d) Use the WisDOT Utility Accommodation Policy unless it adopts a policy which has equal or more restrictive controls.
    - e) Coordinate, cleanup, and fund any hazardous materials encountered during Municipality utility and storm sewer installation and during roadway construction that is deemed necessary to be cleaned and removed within the existing and new right-of-way. All hazardous material cleanup work shall be performed in accordance with state and federal regulations. This shall include, but not be limited to, any costs for the removal, stockpile, treatment, and backfilling of any contaminated materials encountered including assuming future responsibility and liabilities for filling over any previously identified hazardous material source and for securing an environmental consultant if required, for management of the contaminated soil.
  9. Basis for Local Participation:

Real Estate – Real estate costs are eligible for Federal/State participation. Due to the amount of local traffic on 3<sup>rd</sup> Street, the City of Menasha is responsible for 25% of the real estate costs. City of Menasha is responsible for acquiring the real estate and can then apply for reimbursement of 75% of the property costs.

Construction – Category 010 – City of Menasha is responsible for the difference in life cycle costs of choosing concrete pavement versus asphalt pavement. Concrete pavement is \$17,675 more expensive based on total life cycle costs.

Construction – Category 010 - Stamped Colored Concrete Sidewalk, 4-inch is an item eligible for funding through the Community Sensitive Design (CSD) program. Federal/State funds through the CSD program are capped at \$42,500 for the overall project. The amount of the Stamped Colored Concrete Sidewalk, 4-inch item eligible for CSD funds is the difference in cost between normal concrete sidewalk and the special aesthetic concrete sidewalk. For this agreement, the normal sidewalk price is estimated at \$2.75 per square foot and the special aesthetic sidewalk price is estimate at \$6.00 per square foot, a difference of \$3.25 per square foot. Given the Stamped Colored Concrete Sidewalk, 4-inch quantity of 11,780 square foot and including 12% engineering costs, the amount of this item applied to CSD funding is \$42,880. Since the Federal/State CSD funds are capped at \$42,500, the City of Menasha is responsible for the remaining \$380 under this item.

Construction – Category 020 – City of Menasha is responsible for 100% of the cost on non-participating items such as sealing joints, adjusting sanitary manholes, and hazardous material remediation. Also, the Stamped Colored Concrete Pavement, 9-inch would normally be eligible for Federal/State funds through the Community Sensitive Design (CSD) program. However, since all available CSD funds for this project were applied to the Stamped Colored Concrete Sidewalk, 4-inch item (described above), the City of Menasha is responsible for 100% of the cost of the Stamped Colored Concrete Pavement, 9-inch on this project.

AN ORDINANCE RELATING TO ARCHITECTURAL DESIGN IN EXISTING CAMPUS DEVELOPMENTS

Introduced by Mayor Donald Merkes

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

SECTION 1: Sec. 13-1-12(f)(8)(c) is created as follows:

- c. For new buildings in an existing campus setting the following shall apply:
  - 1. The primary façade materials for new buildings shall be brick or natural stone. The Plan Commission may allow other materials that are durable and of high quality. The consideration of such alternative materials shall be limited to the following standards and criteria:
    - a. Compatibility with the common design theme of the campus.
    - b. Compatibility with the architecture and building materials exhibited by other buildings in the campus.
    - c. Materials shall have a minimum of a 30 year durability rating as determined by the manufacturer's guarantee.

SECTION 2: Sec. 13-1-160(a)(24).

**Campus** – one or more parcels on adjacent or opposing lots upon which two or more structures exhibit a common design theme and architectural character.

SECTION 3: Existing Sec. 13-1-160(a)24-128 are renumbered 13-1-60(a)25-129.

SECTION 4: This Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Donald J. Merkes, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

# DRAFT

O - 19 - 08

## AN ORDINANCE RELATING TO THE CREATION OF A STORM WATER UTILITY

Introduced by

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

# DRAFT

- (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.

# DRAFT

- (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

# DRAFT

- (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.

# DRAFT

- (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 June 30 2009 ending June 30 2009

TO THE GOVERNING BODY of the:  Town of }  
 Village of }  
 City of }

County of \_\_\_\_\_ Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

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

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ▶

The Bar @ Lake Park 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	<u>John Reedy</u>	<u>W 7502 Windy Way</u>	<u>Neenah 54956</u>
Vice President/Member	<u>Fredrick Jaeger</u>	<u>N 3744 Hillview</u>	<u>Appleton 54913</u>
Secretary/Member	<u>Kim Pischke</u>	<u>4004 E. Appleseed Dr.</u>	<u>Appleton 54913</u>
Treasurer/Member	<u>Trevor Reedy</u>	<u>N 132 Coop Rd</u>	<u>Appleton 54914</u>
Agent ▶	<u>Trevor Reedy</u>	<u>N 132 Coop Rd</u>	<u>Appleton 54914</u>
Directors/Managers			

3. Trade Name ▶ Slider's Sliders Business Phone Number \_\_\_\_\_  
 4. Address of Premises ▶ 890 Lake Park Road Post Office & Zip Code ▶ Menasha 54952

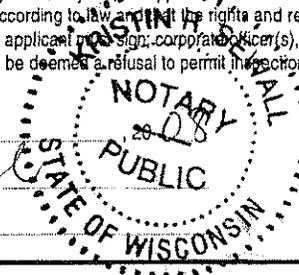
5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No
7. Does 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 WI and date 5/2008 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.) basement, main bar area

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. 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 14<sup>th</sup> day of August  
Kristin R. Sewall  
 (Clerk/Notary Public)  
 My commission expires 4-5-09



Kim Pischke  
 (Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)  
Kim Pischke  
 (Officer of Corporation/Member/Manager of Limited Liability Company /Partner)  
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>8/14/08</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

John & Trevor Reader are officers of  
Good Company Ltd which holds 2 liquor  
license in the city of Appleton

OR  
*[Handwritten Signature]*  
 08/28/08

**AUXILIARY QUESTIONNAIRE  
 ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name) <u>Reader</u> (First Name) <u>John</u> (Middle Name) <u>M</u>		SOCIAL SECURITY NUMBER	
HOME ADDRESS (Street/Route) <u>W 7502 Windy Way</u>		POST OFFICE <u>Neenah</u>	STATE <u>WI</u> ZIP CODE <u>54956</u>
HOME PHONE NUMBER <u>920-257-5480</u>	AGE	DATE OF BIRTH	PLACE OF BIRTH <u>Rhinelande WI</u>

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

- Applying for an alcohol beverage license as an Individual.
- A member of a partnership which is making application for an alcohol beverage license.
- President of The Bar @ Lake Park 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? 54 yrs
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 PERMITTEE) (ADDRESS BY CITY AND COUNTY)

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

<u>John Company</u>	<u>110 N. Richman</u>	<u>1981</u>	<u>Present</u>
<small>Employer's Name</small>	<small>Employer's Address</small>	<small>From</small>	<small>To</small>

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 19th day of August, 20 08  
Deborah A. Galeazzi  
(CLERK/NOTARY PUBLIC)



John M. Reader  
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 8/5/12

**AUXILIARY QUESTIONNAIRE  
ALCOHOL BEVERAGE LICENSE APPLICATION**

OK  
D. J. Juenger  
08/25/08

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
JAEGER		Frederick	H	-	
HOME ADDRESS (Street/Route)			POST OFFICE	STATE	ZIP CODE
N 3744 Hillview			Appleton	WI	54913
HOME PHONE NUMBER		AGE	DATE OF BIRTH	PLACE OF BIRTH	
920-450-7396				Marinette, WI	

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.
- Frederick Juenger U.P. of Bar at Lake Park 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:

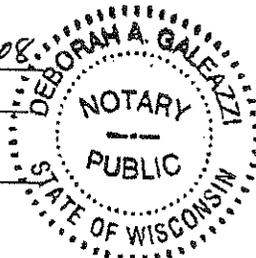
1. How long have you continuously resided in Wisconsin prior to this date? 20 yrs
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . 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 PERMITTEE) (ADDRESS BY CITY AND COUNTY)
6. Named individual must list in chronological order last two employers.  

Employer's Name	Employer's Address	From	Employed To
<u>Bayland Buildings</u>	<u>Green Bay</u>	<u>1999</u>	<u>2003</u>
<u>Consolidated Construction</u>	<u>Appleton</u>	<u>2003</u>	<u>2007</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 19<sup>th</sup> day of August, 2008  
Deborah A. Galeazzi  
(CLERK/NOTARY PUBLIC)



Frederick Juenger  
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 8/5/12

OR  
*Kim Pischke*  
 08/28/08

**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	
Pischke		Kim	Marie		
HOME ADDRESS (Street/Route)			POST OFFICE	STATE	ZIP CODE
4004 E. Applesced Drive			Appleton	WI	54913
HOME PHONE NUMBER	AGE	DATE OF BIRTH		PLACE OF BIRTH	
920-735-1219				Huntington, NY	

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.
- Kim Pischke, Secretary of The Bar at Lake Park 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:

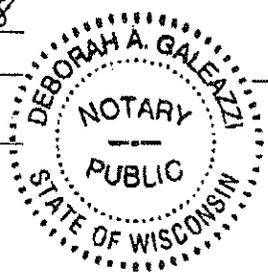
1. How long have you continuously resided in Wisconsin prior to this date? 8 YEARS
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . 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 PERMITTEE) (ADDRESS BY CITY AND COUNTY)

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

Employer's Name	Employer's Address	Employed From	To
Grobbs & Ellis/Pfefferke	200 E. Washington	Appleton	1-07 - Current
Esler Commercial LTD.	5560 Grand Market	Appleton	1-01 - 1-07

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 19<sup>th</sup> day of August, 2008  
Deborah A. Malleggi  
(CLERK/NOTARY PUBLIC)



Kim Marie Pischke  
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 8/5/12

AT-103 (R. 01-01)

Printed on Recycled Paper  
 Wisconsin Department of Revenue

**AUXILIARY QUESTIONNAIRE  
ALCOHOL BEVERAGE LICENSE APPLICATION**

*012*  
*Rout*  
*08/28/08*

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
Reader		Trevor	J	3	
HOME ADDRESS (Street/Route)		POST OFFICE		STATE	ZIP CODE
N132 Cool Road		Appleton		WI	54914
HOME PHONE NUMBER		AGE	DATE OF BIRTH	PLACE OF BIRTH	
920-852-9910				Appleton	

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.
- Treasurer of The Bar @ Lake Park  
(Official/Director/Member/Manager/Agent) of (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)  
which is making application for an alcohol beverage license.

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

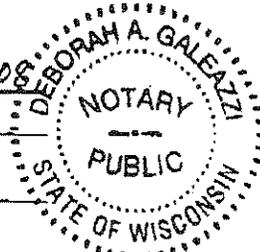
1. How long have you continuously resided in Wisconsin prior to this date? 32 yrs
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . 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: Good Company Ltd .....)  
(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 PERMITTEE) ..... (ADDRESS BY CITY AND COUNTY)
6. Named individual must list in chronological order last two employers.  

<small>Employer's Name</small>	<small>Employer's Address</small>	<small>Employed From</small>	<small>To</small>

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 19<sup>th</sup> day of August, 2008  
Deborah A. Galeazzi  
(CLERK/NOTARY PUBLIC)



*[Signature]*  
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 8/5/12

AT-103 (R. 01-01)

Printed on Recycled Paper  
Wisconsin Department of Revenue

004/023

08/19/2008 TUE 16:49 FAX 920 967 5273 CITY OF MENASHA

OK  
Pat [Signature]  
08/28/08

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of The Bar @ Lake Park 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 Slider's

located at 890 Lake Park Road  
(trade name)

appoints Trevor Reader  
(name of appointed agent)

1132 Coop Road Appleton  
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).  
Good Company Ltd Appleton WI

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? 32 yrs

Place of residence last year 1132 Coop Road Appleton

For: The Bar @ Lake Park LLC  
(name of corporation/organization/limited liability company)

By: \_\_\_\_\_  
(signature of Officer/Member/Manager)

And: \_\_\_\_\_  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, Trevor Reader  
(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] 8/24/08  
(signature of agent) (date) Agent's age \_\_\_\_\_

1132 Coop Rd Appleton, WI 54915  
(home address of agent) Date of birth \_\_\_\_\_

**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 \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(date) (signature of proper local official) (town chief, village president, police chief)

0007/023

08/19/2008 TUE 16:50 FAX 920 967 5273 CITY OF MENASHA



## Memorandum

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TO: Debbie Galeazzi, City of Menasha Clerk

FROM: Assistant Chief/Fire Marshall Al Auxier

DATE: September 29, 2008

RE: Liquor License for Slider's Sports Bar, 890 Lake Park Rd.

Neenah-Menasha Fire Rescue, NMFR, did a Liquor License inspection of Slider's Sports Bar at 890 Lake Park Rd., Menasha, on 9/29/08 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



City of Menasha • Health Services

**Date:** September 29, 2008

**To:** City of Menasha Common Council

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

**Re: Liquor License Application – Sliders, 890 Lake Park Road, Menasha**

An inspection was conducted at **Sliders, 840 Lake Park Road, Menasha** on Monday September 29, 2008, in response to license application received for this location for the July 1, 2008 - June 30, 2009 license year.

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

This inspection found did not find any violations/concerns which would necessitate a request to hold this license application. An additional final inspection will also be required to issue restaurant license to this establishment.

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: 9/30/08

RE: Liquor License Inspection

*SLIPERS BAN*

Address: 890 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

Dennis Jansen

City of Menasha Building Inspector

Dan Coffey

  
City of Menasha Building Inspector



Memorandum

To: Common Council  
From: Greg Keil, CDD *GK*  
Date: September 29, 2008  
RE: Request for Outdoor Food and Alcoholic Beverage Service- Sliders Bar and Grill

In June of 2008 the Common Council adopted Ordinance O-8-08 relating to outdoor food and alcoholic beverage service. Among the requirements of this ordinance is that the seating area must be enclosed by a fence or wall not less than 42 inches in height.

There is now a permit application for outdoor service pending from Sliders Bar and Grill for the site formerly operated as Sabini's restaurant. There is an existing outdoor seating area was constructed in 2005 as part of the overall site development plan. The outdoor seating area was constructed in conformance with all applicable zoning and building permit requirements in effect at that time. However, the existing fence does not meet the 42 inch height requirement.

Although this is not a zoning or building code issue, a parallel can be drawn. It is my opinion that the non-conforming fence should be dealt with in the same manner that commercial building code deals with building elements that were constructed prior to new codes taking effect. In general, if there is no change in use or occupancy, the existing non-conforming building elements may remain in service. If this line of reasoning is followed, I would recommend that the Common Council make a finding that the height of the fence is a legal non-conformity because it was established prior to O-8-08 taking effect. This finding should be incorporated with the approval of the Outdoor Food and Alcoholic Beverage Permit.

If there is an addition to the outdoor seating area, the fencing around the existing outdoor seating area as well as the newly added area will need to conform to the 42 inch height requirement.

September 26, 2008

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

RE: Outdoor Patio at 890 Lake Park Road, City of Menasha

Dear Mayor Merkes:

Please let this serve as our written request to the City of Menasha to allow Sliders Bar & Grill to serve alcoholic beverages on the outdoor patio located at 890 Lake Park Road.

We will not be making any changes to the current patio and we understand that if changes are made in the future, the entire patio will need to be modified to meet the requirements of the ordinance.

We appreciate the support of the City of Menasha. We are excited to open Sliders and we hope that our opening along with the opening of the fitness center that there will be a renewed interest and additional commercial growth at Lake Park Square.

We appreciate your time and assistance. Please don't hesitate to contact us with any questions.

Best Regards,

Kim Pischke, Owner  
Trevor Reader, Owner  
John Reader, Owner  
Fritz Jaeger, Owner  
The Bar on Lake Park, LLC.  
D/B/A Sliders Bar & Grill  
890 Lake Park Road  
Menasha, WI 54952

August 19, 2008

I, Yvonne Keberlein, own and keep six dogs on my premises at:  
214 Madison Street  
Menasha, WI 54952

Their names, breeds, ages and licenses are as follows:

Hershey	Black Cocker	12 years	6981
Kisses	Cockapoo	8 years	6982
Olivia	Red Cocker	8 years	6983
Oreo	Black/White Cocker	7 years	
Emma	Tan/White Cocker	4 years	6980
Bella	Tri-Color Beagle	3 years	

Your signature of consent would be greatly appreciated.

Sincerely,  
Yvonne Keberlein

Danielle Johnson  
Danielle Johnson  
Stewart Jones

Belbia J. Herman

Ken Kef

Jerry Sireckowski

Pina Adams

Cyrene Shaper

Adam Keck

Josef Aldoff

David Kludt

**RECEIVED**

SEP 30 2008

**CITY OF MENASHA**

BY dg

223 Bayfield

204 Madison

210 Madison

217 Madison

219 Madison St

201 Railroad St

213 Madison St

224 Madison St

201 Railroad St.

201 1/2 Railroad St

RECEIVED

OCT 2 2008

CITY OF MENASHA  
BY KL

August 19, 2008  
I, Yvonne Keberlein, own and keep six dogs on my premises at:  
214 Madison Street  
Menasha, WI 54952

Their names, breeds, ages and licenses are as follows:

Hershey	Black Cocker	12 years	6981
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Olivia	Red Cocker	8 years	6983
Oreo	Black/White Cocker	7 years	
Emma	Tan/White Cocker	4 years	6980
Bella	Tri-Color Beagle	3 years	

Your signature of consent would be greatly appreciated.

Sincerely,  
Yvonne Keberlein

[Signature]

[Signature]

Lucik Davidson

Doeg Horn

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

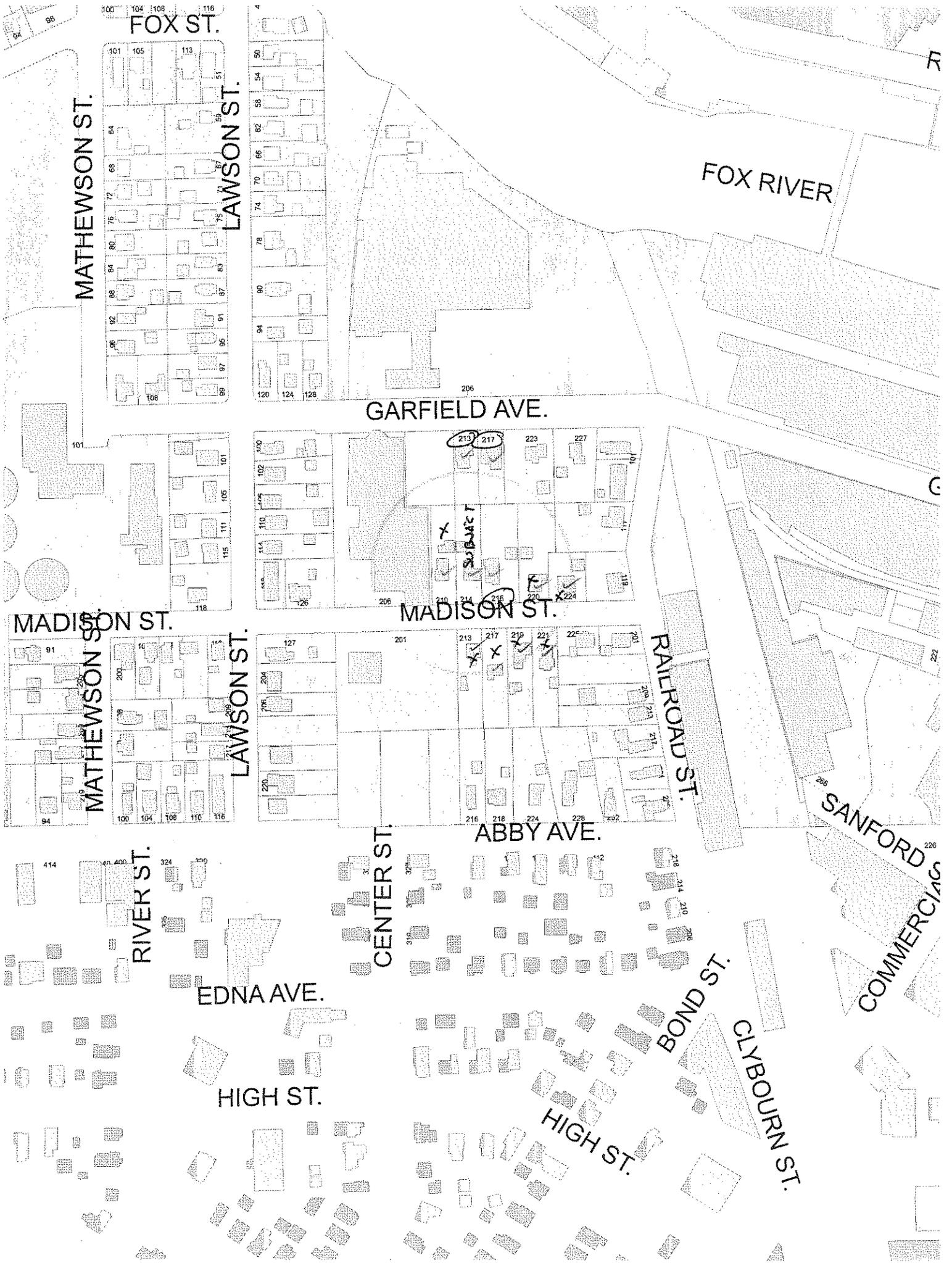
221 Madison St

220 MADISON ST.

217 Garfield

213 Garfield ave

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



FOX ST.

MATHEWSON ST.

LAWSON ST.

FOX RIVER

GARFIELD AVE.

MADISON ST.

MADISON ST.

MATHEWSON ST.

LAWSON ST.

RAILROAD ST.

ABBY AVE.

RIVER ST.

CENTER ST.

EDNA AVE.

HIGH ST.

HIGH ST.

BOND ST.

CLYBOURN ST.

SANFORD ST.  
COMMERCIAL ST.

213 217 223 227  
SUBJECT  
219 221 224

## CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 9/18/08-10/2/08 Checks # 18471-18727	\$1,061,106.79
Payroll Checks for 9/18/08-10/2/08 Checks # 41026- 41349	<u>172,935.11</u>
Total	\$1,234,041.90

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

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	GpnyID	Acct	Subaccount	Amount	Invoice Description
01050 ACC PLANNED SERVICE INC	14229	31731	54	10-149-240	30.96	CLEAN CONDENSERS/FILTERS RTU
	14230	31100	52	05-201-240	383.34	CONDENSER FAN MOTOR/FIRE 2
	Check Total:				414.30	
01720 APPANASHA PET CLINIC	46492	31100	12	04-389-000	20.00	EUTHANASIA/SMALL ANIMAL
	Check Total:				20.00	
01786 ARCHITECTURAL RENOVATORS LLC	091708	31203	56	03-207-701	5,000.00	165/167 MAIN FACADE
	Check Total:				5,000.00	
01825 ASD HEALTHCARE	11010875449	31100	53	09-102-300	1,472.90	FLU/VAIVAL VACCINE
	Check Total:				1,472.90	
19120 AT&T	920R09453009	31100	51	10-115-221	83.10	MONTHLY SERVICE
	920R09453009	31201	54	10-301-221	221.70	MONTHLY SERVICE
Check Total:				304.80		
01859 AT&T ADVERTISING & PUBLISHING	090508	31100	51	10-115-293	384.00	NEW DIRECTORY ADVERTISING
	Check Total:				384.00	
02040 BADGER HIGHWAYS CO INC	142128	31100	54	10-121-300	20,539.68	HOTMIX ASPHALT BASE COURSE
	1421874	31100	54	10-121-300	29,149.92	HOTMIX ASPHALT BASE COURSE
	142230	31100	54	10-121-212	4,008.48	GREEN BAY STREET EXCAVATION
	2008-01(3)	31490	21	04-205-000	-25,229.89	NEW STREET CONSTRUCTION
	2008-01(3)	31100	54	10-121-822	79,348.17	NEW STREET CONSTRUCTION
	2008-01(3)	31490	54	10-121-822	154,405.76	NEW STREET CONSTRUCTION
	2008-01(3)	31100	54	10-134-822	11,378.75	NEW STREET CONSTRUCTION
	2008-01(3)	31490	54	10-134-822	7,166.25	NEW STREET CONSTRUCTION
Check Total:				280,767.12		

Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGRIESBACH

CITY OF MENASHA  
 Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
02335 BECK ELECTRIC INC	E229	31100	55	07-202-240	434.52	BULBS/BALLASTS
	Check Date	9/18/2008	Check Nbr	018479	Check Total:	434.52
02410 BERGSTROM	CVCST70953	31100	52	08-101-295	50.00	CLEAN INTERIOR SQUAD
	225965-1	31731	54	10-149-383	68.45	ELEMENT/STOCK
	103343	31731	54	10-149-383	26.55	HOSE ASSEMBLY
	225994-1	31731	54	10-149-383	119.65	LOCK ASSEMBLY
Check Date	9/18/2008	Check Nbr	018480	Check Total:	264.65	
02796 BUBRICKS	156475	31100	52	08-101-310	274.26	OFFICE SUPPLIES
	Check Date	9/18/2008	Check Nbr	018481	Check Total:	274.26
03070 CALUMET COUNTY TREASURER	091508	31100	21	04-229-000	700.00	DELINQUENT PROP TAX 7-900-76
	Check Date	9/18/2008	Check Nbr	018482	Check Total:	700.00
03585 COMMUNITY HOUSING COORDINATOR	109	31100	56	03-202-216	1,600.00	COMP HOUSING PLAN SEPT 2008
	Check Date	9/18/2008	Check Nbr	018483	Check Total:	1,600.00
03700 AMY COOK	090308	31100	52	08-101-338	23.42	TRAININGMILEAGE
	Check Date	9/18/2008	Check Nbr	018484	Check Total:	23.42
02135 BALDWIN COOKE	1622536	31100	51	02-104-310	10.32	MONTHLY PLANNING GUIDES
	1622536	31100	51	02-105-310	10.32	MONTHLY PLANNING GUIDES
	1622536	31100	51	10-115-310	10.32	MONTHLY PLANNING GUIDES
	1622536	31100	54	10-111-310	28.56	MONTHLY PLANNING GUIDES
	1622536	31731	54	10-149-310	28.61	MONTHLY PLANNING GUIDES
	1622536	31100	55	07-202-310	5.76	MONTHLY PLANNING GUIDES
	1622536	31100	56	03-202-310	14.88	MONTHLY PLANNING GUIDES
	Check Date	9/18/2008	Check Nbr	018478	Check Total:	108.77

Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGRIEBACH

CITY OF MENASHA  
 Check Register - w/Alternate Description

Page: 3 of 15  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CnyrID	Acct	Subaccount	Amount	Invoice Description	
03860 CWAG	091108	31100	53	09-212-320	10.00	DIST 3 MEETING REGISTRATION	
	9/18/2008	Check Nbr	018485		10.00		
					Check Total:	10.00	
04096 DATCP-DFS	091208	31100	44	04-113-000	238.40	REIMBURSEMENT OF AGENT FEES	
	9/18/2008	Check Nbr	018488		238.40		
					Check Total:	238.40	
04139 VALERIE DAVIS	082808	31100	53	09-102-331	23.87	MILEAGE	
	082808	31100	53	09-104-331	6.20	MILEAGE	
	070708	31100	53	09-102-331	20.01	MILEAGE	
	070708	31100	53	09-104-331	5.27	MILEAGE	
	060308	31100	53	09-102-331	8.03	MILEAGE	
	060308	31100	53	09-104-331	2.12	MILEAGE	
	051208	31100	53	09-102-331	17.12	MILEAGE	
	051208	31100	53	09-104-331	2.83	MILEAGE	
	9/18/2008	Check Nbr	018487		85.45		
					Check Total:	85.45	
04275 DIGICORPORATION	54285	31100	13	04-113-000	-29.90	ADJ	
	54285	31100	13	04-113-000	-29.90	ADJ	
	54285	31100	55	07-201-291	81.90	COM DEV ENVELOPES	
	54285	31100	56	03-202-291	81.90	P/R ENVELOPES	
	54318	31100	55	07-201-291	1,375.07	FALL ACTIVITY GUIDE/PRINTING	
	54318	31100	55	07-201-311	1,636.24	FALL ACTIVITY GUIDE/POSTAGE	
	9/18/2008	Check Nbr	018488		3,115.31		
					Check Total:	3,115.31	
	04305 DIVERSIFIED RISK INSURANCE	091508	31733	21	04-229-000	2,220.81	INSURANCE
		9/18/2008	Check Nbr	018489		2,220.81	
				Check Total:	2,220.81		
05240 EVANS TITLE COMPANIES INC	925-650108561	31263	56	03-207-218	75.00	932 BERGAMONT CT	
	9/18/2008	Check Nbr	018491		75.00		
					Check Total:	75.00	

Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGRLESBACH

**CITY OF MENASHA**  
 Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
06065 FAMILY THERAPY & ANXIETY CTR	083108	31100	52	08-101-215	475.00	SERVICES PROVIDED/POLICE
	Check Date: 9/18/2008	Check Nbr: 018492	Check Total: 475.00			
	<hr/>					
06222 FIRST NATIONAL BANK FOX VALLEY	091508	31100	51	04-106-213	42.00	SAFE DEPOSIT BOX RENTAL/ANNUAL
	Check Date: 9/18/2008	Check Nbr: 018493	Check Total: 42.00			
	<hr/>					
07057 GALLS INCORPORATED	5963873200021	31100	52	08-101-295	196.47	CENTER OPTION ROTATOR FAST
	Check Date: 9/18/2008	Check Nbr: 018494	Check Total: 196.47			
	<hr/>					
07086 GARROW OIL CORP	29868	31100	13	04-103-000	28,927.06	GASOLINE/DIESEL FUEL
	Check Date: 9/18/2008	Check Nbr: 018495	Check Total: 28,927.06			
	<hr/>					
07345 GRAINGER INC	9717894134	31100	55	07-202-243	161.60	MOTOR FOR WATERFALL
	Check Date: 9/18/2008	Check Nbr: 018496	Check Total: 161.60			
	<hr/>					
07585 GUNTA & REAK SC	4763	31733	51	02-116-216	301.25	LEGALS FEES
	4804	31733	51	02-116-216	1,592.75	LEGALS FEES
	Check Date: 9/18/2008	Check Nbr: 018497	Check Total: 1,834.00			
<hr/>						
09105 INDEPENDENT INSPECTIONS LTD	301681	31100	52	03-301-216	20,063.85	PERMITS FOR AUGUST 2008
	Check Date: 9/18/2008	Check Nbr: 018498	Check Total: 20,063.85			
	<hr/>					
09128 INFRASTRUCTURE TECHNOLOGIES	091708	31201	19	04-540-000	24,268.20	WW COLLECTION SYS REHAB
	091708	31201	21	04-205-000	-774.35	WW COLLECTION SYS REHAB
	Check Date: 9/18/2008	Check Nbr: 018499	Check Total: 23,493.85			
<hr/>						
08290 INTERSTATE BATTERY OF GREEN BA	90048222	31731	54	10-149-383	322.80	STOCK
	Check Date: 9/18/2008	Check Nbr: 018500	Check Total: 322.80			
	<hr/>					

Date: Thursday, September 18, 2008  
 Time: 08:55 AM  
 User: MGRESBACH

**CITY OF MENASHA**

Check Register - w/Alternate Description

Page: 5 of 15  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	Cpy/ID	Act	Subaccount	Amount	Invoice Description
11030 KAEMPFER & ASSOCIATES INC	14130	31201	54	10-301-212	1,716.28	IND DISC REG PROG/ALCAN PACKAG
	14131	31201	54	10-301-212	196.89	IND DISC REG PROG/WTP METER
	14132	31201	54	10-301-212	1,149.57	IND DISC REG PROGRAM
	14133	31201	19	04-540-000	2,857.66	WW COLL SYS REHAB IMPROV-3
	9/18/2008	Check Nbr	018501	Check Total:	5,920.40	

Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGR:ESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 6 of 15  
 Report: 03630Altrpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CmpyID	Acct	Subaccount	Amount	Invoice Description
11155 KITZ & PFEIL INC						
	072114-0094	31100	55	07-203-310	33.74	POOL OFFICE SUPPLIES
	072114-0132	31100	55	07-202-315	21.59	BLADE HEDGE SHEAR
	072114-0199	31100	55	07-202-240	10.99	TUBE
	072114-0199	31207	55	07-205-240	8.49	HARDWARE MISC/PAINT/PRIMER
	072314-0183	31100	55	07-202-240	12.72	CAULK/LIGHT BULBS/FAUCET LUBE
	072403-0002	31100	55	07-203-240	21.53	CONCESSION WINDOW SCREEN
	072409-0004	31100	54	10-121-315	22.49	28" BY LOPPER
	072503-0029	31731	54	10-149-383	6.77	WHEEL GOODS PARTS
	072514-0038	31100	53	09-212-300	9.15	ACCOUSTICAL BACKGROUND
	072514-0074	31100	55	07-202-315	17.22	TOOLS FOR OFFICE
	072814-0119	31100	54	10-121-300	29.14	YELLOW TWINE
	072909-0007	31731	54	10-149-383	2.07	HARDWARE MISC
	072914-0009	31100	55	07-203-240	2.51	REPAIR CHLORINE FEEDER @ POOL
	072914-0016	31100	52	08-101-240	22.32	WEED BARRIER
	073014-0033	31731	54	10-149-300	3.14	ENAMEL
	073014-0057	31100	55	07-202-240	2.91	HARDWARE/REPAIRS
	073014-0119	31207	55	07-205-240	3.99	FURNACE FILTER
	073103-0024	31100	51	10-115-313	5.84	PLASTIC WHEEL
	073114-0032	31100	55	07-202-300	5.39	STAIN/VARNISH/BRUSH
	073114-0053	31100	55	07-201-300	22.74	PROGRAM SUPPLIES
	073114-0127	31100	55	07-202-240	9.42	ENAMEL FOR KOSK BOARDS
	080114-0047	31100	55	07-202-240	22.57	KOSK BOARDS
	080414-0003	31731	54	10-149-300	5.94	HARDWARE MISC
	080414-0039	31100	55	07-202-240	12.59	VANDALISM REPAIR/MANITOWOC LNC
	080414-0219	31100	51	10-115-300	3.51	HARDWARE MISC
	080514-0096	31100	55	07-202-300	3.22	QUICK LINK CHAIN CONNECTIONS
	080514-0138	31100	55	07-202-300	2.66	HARDWARE MISC
	080614-0083	31100	55	07-202-300	2.31	HARDWARE MISC
	080714-0250	31100	55	10-215-300	23.37	VAC BRUSHBAGS
	080814-0036	31207	55	07-205-240	2.05	HARDWARE MISC
	080814-0037	31100	55	07-202-315	6.19	FLASHLIGHTS
	080814-0056	31100	52	08-101-240	6.20	HARDWARE MISC
	080814-0066	31731	54	10-149-300	43.67	THINNER/ ENAMEL/BATTERY

Date: Thursday, September 18, 2008  
 Time: 08:56AM  
 User: MGRIEBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 7 of 15  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CmpyID	Acct	Subaccount	Amount	Invoice Description
	080814-0078	31100	52	08-101-240	6.98	DOOR PIVOT REPLACEMENT
	080814-0175	31100	55	07-202-315	0.09	RETURN/PURCHASE BULB
	081109-0002	31100	55	07-202-315	9.99	BASIC SPRAYER
	081109-0004	31100	52	08-101-295	5.00	KEYS
	081114-0072	31100	55	07-202-240	1.44	CLOVIS PLAYGROUND REPAIR
	081209-0023	31100	55	07-202-300	9.88	MARKING PAINT
	081214-0011	31100	55	07-202-240	39.59	SHERARD PARK REPAIRS
	081214-0013	31100	55	07-202-240	7.34	SHERARD PARK REPAIRS
	081214-0081	31731	54	10-149-383	40.07	PAINT/STOCK
	081314-0084	31731	54	10-149-300	18.23	SHOP SUPPLIES
081514-0079	31207	55	07-205-240	37.77	MARINA REPAIRS	
081514-0117	31207	55	07-205-240	-13.05	RETURN	
081809-0010	31100	51	10-115-240	1.33	UREA PLATE	
081809-0010	31100	53	09-212-240	6.86	TOOL HOLDER	
081809-0012	31100	51	10-115-300	5.75	WASHERS/SCREWS	
081914-0003	31731	54	10-149-383	8.70	GALV CAP/PLUGS	
081914-0015	31100	55	07-202-240	10.89	HARDWARE MISC	
081914-0078	31207	55	07-205-240	39.59	CLEAT REPAIR/MARINA	
081914-0140	31207	55	07-205-240	17.79	CLEAT/ANCHORING REPAIR	
082014-0074	31207	55	07-205-240	9.72	CLEAT REPAIRS/MARINA	
<b>Check Total:</b>					<b>672.30</b>	
<b>11175 LORETTA KJEMHUS</b>						
9/18/2008	091508	31100	53	09-108-300	39.70	BAGS FOR TOOTHBRUSHES
<b>Check Total:</b>					<b>39.70</b>	
<b>11365 KUNDINGER FLUID POWER INC</b>						
9/18/2008	50027659	31731	54	10-149-383	54.57	HOSE ADAPTERS
9/18/2008	50027288	31731	54	10-149-383	15.00	MISC CHARGE
<b>Check Total:</b>					<b>69.57</b>	
<b>11380 KUSTOM SIGNALS INC</b>						
9/18/2008	366417	31100	52	08-101-242	65.60	DVD-RAM MEDIA
<b>Check Total:</b>					<b>65.60</b>	

Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	CmpyID	Acct	Subaccount	Amount	Invoice Description
12092 LAKE PARK VILLAS HOMEOWNERS	083108	31100	54	10-143-223	32.45	UTILITIES
	083108	31100	55	07-202-216	2,830.71	LAWN CARE
	083108	31100	55	07-202-223	1,193.42	UTILITIES
	083108	31100	55	07-202-315	513.67	POND
	Check Date: 9/18/2008	Check Nbr: 018510			4,570.25	Check Total:
12110 LAMERS BUS LINES INC	338035	31100	55	07-201-205	196.30	PROGRAM BUS TRIP
	338034	31100	55	07-201-205	294.45	PROGRAM BUS TRIP
	9/18/2008	Check Nbr: 018511			490.75	Check Total:
12250 LAWSON PRODUCTS INC	7188933	31731	54	10-149-300	120.34	PERMA PLATED TUF-TORQ
	9/18/2008	Check Nbr: 018512			120.34	Check Total:
12375 LEVENHAGEN CORPORATION	8231A	31207	55	07-205-242	39.89	INSTALL BREAKAWAY
	65634	31207	55	07-205-381	3,761.09	LEAD FREE GAS
	65636	31207	55	07-205-381	3,403.18	LEAD FREE GAS
	65635	31207	55	07-205-381	5,815.34	LEAD FREE GAS
	65637	31207	55	07-205-381	5,170.09	LEAD FREE GAS
9/18/2008	Check Nbr: 018513			2,714.06	LEAD FREE GAS	
	Check Date: 9/18/2008	Check Nbr: 018513			20,903.65	Check Total:
13045 MANDERFIELD BAKERY	295533	31827	53	09-212-300	40.60	SEPT PARTY
	9/18/2008	Check Nbr: 018514			40.60	Check Total:
13120 MARTENSON & EISELE INC	43820	31100	54	10-134-212	3,583.75	GIS CALC COMMERCIAL PARCELS
	9/18/2008	Check Nbr: 018515			3,583.75	Check Total:
13149 MATTHEWS COMMERCIAL TIRE CTR	026819	31731	54	10-149-382	420.34	VEHICLE TIRE SERVICE/REPAIR
	026820	31731	54	10-149-382	454.59	VEHICLE TIRE SERVICE/REPAIR
	9/18/2008	Check Nbr: 018516			874.93	Check Total:

Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGRIESEBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 9 of 15  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CmpyID	Acct	Subaccount	Amount	Invoice Description
<b>13335 MEMORIAL FLORISTS INC</b>						
	2417105	31100	55	07-202-300	250.26	ANNUAL PLANTS
Check Date	9/18/2008	Check Nbr	018517		Check Total:	250.26
<b>13360 MENASHA ELECTRIC &amp; WATER UTIL</b>						
	090308	31100	12	04-399-000	1,274.11	FIRE DEPT
	090308	31100	12	04-399-000	178.88	FIRE DEPT
	090308	31100	12	04-399-000	6.04	TRAFFIC LIGHTS
	090308	31100	52	08-101-223	1,759.49	POLICE DEPT
	090308	31100	52	08-101-225	247.02	POLICE DEPT
	090308	31100	54	10-131-223	221.05	TRAFFIC LIGHTS
	090308	31100	54	10-131-225	37.86	TRAFFIC LIGHTS
	090308	31731	54	10-149-223	1,116.92	PWF
	090308	31731	54	10-149-225	509.29	PWF
	090308	31201	54	10-301-223	22.72	LIFT STATIONS
	090308	31266	54	10-308-223	8.48	RECYCLING
	090308	31100	55	06-101-223	3,907.20	LIBRARY
	090308	31100	55	06-101-225	668.31	LIBRARY
	090308	31100	55	07-202-223	1,868.53	PARKS
	090308	31100	55	07-202-225	42.22	PARKS
	090308	31100	55	07-203-223	2,499.00	SWIM POOL
	090308	31100	55	07-203-225	2,648.45	SWIM POOL
	090308	31207	55	07-205-225	37.22	LIBRARY
	090308	31100	55	10-215-223	146.83	LIFT BRIDGES
	090808	31100	54	10-143-223	14,517.91	PUBLIC STREET LIGHTING
Check Date	9/18/2008	Check Nbr	018518		Check Total:	31,777.53
<b>13370 MENASHA EMPLOYEES CREDIT UNION</b>						
	9/18/2008	31100	21	04-299-020	1,857.00	
Check Date	9/18/2008	Check Nbr	018519		Check Total:	1,857.00
<b>13375 MENASHA EMPLOYEES LOCAL 1035</b>						
	9/18/2008	31100	21	04-299-031	300.00	
Check Date	9/18/2008	Check Nbr	018520		Check Total:	300.00

Date: Thursday, September 18, 2008  
 Time: 08:56AM  
 User: MGRIEBACH

**CITY OF MENASHA**  
 Check Register - w/Alternate Description

Page: 10 of 15  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
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13400 MENASHA JOINT SCHOOL DISTRICT	091608	31100	41	04-103-000	5,923.96	SEPT MOBILE HOME TAX
Check Date	9/18/2008	Check Nbr	018521		5,923.96	
						Check Total:

13430 TOWN OF MENASHA POLICE DEPT	091108	31100	21	04-229-000	139.00	BOND
Check Date	9/18/2008	Check Nbr	018522		139.00	
						Check Total:

13435 MENASHA POSTMASTER	090908	31100	53	09-212-311	60.00	OCTOBER NEWSLETTER POSTAGE
Check Date	9/18/2008	Check Nbr	018523		60.00	
						Check Total:

13460 MENASHA TREASURER	091508	31100	51	04-106-311	0.20	PETTY CASH/POSTAGE
	091508	31100	53	09-102-311	0.95	PETTY CASH/POSTAGE
	091508	31100	53	09-102-331	20.00	PETTY CASH/MILEAGE
	091508	31100	53	09-102-332	14.00	PETTY CASH/REGISTRATION
	091508	31100	53	09-118-300	16.55	PETTY CASH/SUPPLIES
	091508	31100	53	09-118-333	3.71	PETTY CASH/MEALS
	091508	31100	54	10-111-311	34.30	PETTY CASH/POSTAGE
Check Date	9/18/2008	Check Nbr	018524		89.71	Check Total:

13470 TOWN OF MENASHA UTILITY DIST	083108	31100	55	07-202-225	57.26	GENEVA RD FNIN
	083108	31100	55	07-202-225	669.22	1000 GENEVA RD KOSLO
Check Date	9/18/2008	Check Nbr	018525		726.48	Check Total:



Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGRIESBACH

CITY OF MENASHA  
 Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpnYID	Acct	Subaccount	Amount	Invoice Description
18420 ROCK COUNTY CLERK OF COURTS	091608	31100	21	04-229-000	284.00	BOND
	Check Date 9/18/2008	Check Nbr 018533			284.00	
					Check Total:	284.00
04350 ROUTE 41 PIZZA LLC	0009627-JN	31100	55	07-201-300	61.29	PROGRAM PIZZA
	Check Date 9/18/2008	Check Nbr 018490			61.29	
					Check Total:	61.29
01925 SANDOZ PASTEUR INC	95861456	31100	53	09-102-300	72.28	TUBERSOL TEST ANTIGEN
	Check Date 9/18/2008	Check Nbr 018476			72.28	
					Check Total:	72.28
19130 DIANE SCHABACH	091108	31207	55	07-205-291	185.35	MARINA PRINTING
	091108	31207	55	07-205-291	41.00	MARINA PRINTING
	091108	31207	55	07-205-300	266.90	MARINA SUPPLIES
	091108	31207	55	07-205-311	13.86	MARINA POSTAGE
	091108	31207	55	07-205-311	55.70	MARINA POSTAGE
	Check Date 9/18/2008	Check Nbr 018535			562.81	Check Total:
19380 SHOPKO STORES INC	3519	31100	55	07-201-300	22.66	PROGRAM SUPPLIES
	3090	31100	55	07-201-300	12.98	REC SUPPLIES
	3514	31100	55	07-201-300	162.93	REC PROGRAM SUPPLIES
	Check Date 9/18/2008	Check Nbr 018536			198.57	Check Total:
19457 SOUTHWEST PUBLIC SAFETY	139588	31100	52	08-101-300	212.00	PELLICAN CASE WITH FOAM
	Check Date 9/18/2008	Check Nbr 018537			212.00	Check Total:
					212.00	
19585 SPORTS GRAPHICS	12778	31100	55	07-201-300	37.05	SKATE PARK SHIRTS
	Check Date 9/18/2008	Check Nbr 018538			37.05	Check Total:
					37.05	
19635 ROBERT STANKE	091008	31100	52	08-101-337	275.00	IACP REGISTRATION
	Check Date 9/18/2008	Check Nbr 018539			275.00	Check Total:
					275.00	

Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGRRESBACH

**CITY OF MENASHA**  
 Check Register - w/Alternate Description

Page: 13 of 15  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CmpyID	Acct	Subaccount	Amount	Invoice Description
19725 STREICHERS PROF POLICE EQUIPME	1550071	31100	52	08-101-193	39.99	GEAR
	1550071	31100	52	08-101-315	99.97	CLOTHING
	Check Date 9/18/2008 Check Nbr 018540				139.96	Check Total:
318.00 ICE-FLOE NON TOXIC MELTER					318.00	Check Total:
19775 SUPERIOR CHEMICAL CORP	68950	31100	13	04-105-000		
	Check Date 9/18/2008 Check Nbr 018541				318.00	Check Total:
19788 SWINKLES INC	0016297-IN	31100	55	07-202-300	85.50	BASEBALL MIXKOSLO
	Check Date 9/18/2008 Check Nbr 018542				85.50	Check Total:
21045 UNIFIRST CORPORATION	0970037007	31731	54	10-149-201	80.58	MAT/MOP/CLOTHING SERVICE
	Check Date 9/18/2008 Check Nbr 018543				80.58	Check Total:
22120 VALLEY POPCORN CO INC	82184	31100	55	07-203-243	27.55	BULB
	Check Date 9/18/2008 Check Nbr 018544				27.55	Check Total:
15190 VEOLIA ENVIRONMENTAL SERVICES	B4204367	31100	12	04-399-000	77.28	BROAD ST PARKING LOT
	Check Date 9/18/2008 Check Nbr 018528				77.28	Check Total:
23130 WAVERLY SANITARY DISTRICT	082008	31100	55	07-202-225	51.30	BARKER FARM PAVILION
	Check Date 9/18/2008 Check Nbr 018545				51.30	Check Total:
23152 WE ENERGIES	090408	31100	55	07-202-224	8.40	2170 PLANK RD
	090308	31100	55	07-202-223	35.45	CONSERVANCY 10 & 114
	Check Date 9/18/2008 Check Nbr 018546				43.85	Check Total:
23175 WEYERS EQUIPMENT INC	18661	31731	54	10-149-383	32.39	SEMI AUTO BUMP HEAD
	Check Date 9/18/2008 Check Nbr 018547				32.39	Check Total:

Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGRNESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 14 of 15  
 Report: 03630All.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CopyID	Act	Subaccount	Amount	Invoice Description
23215 WIL-KIL PEST CONTROL	1348448	31100	55	10-215-216	25.00	RAT/MOUSE/SPIDERS
	1291776	31731	54	10-149-207	63.00	COMMERCIAL CONTRACT
	Check Total:				88.00	
23250 WINNEBAGO COUNTY CLERK OF COUR	091108	31100	21	04-229-000	285.00	BOND
	091108	31100	21	04-229-000	500.00	BOND
	091808	31100	21	04-229-000	150.00	BOND
	091808	31100	21	04-229-000	500.00	BOND
	091808	31100	21	04-229-000	500.00	BOND
Check Total:				1,935.00		
23270 WINNEBAGO COUNTY REGISTER OF	091208	31263	56	03-207-216	11.00	RECORDING COSTS/F KNIPFEL
	Check Total:				11.00	
23275 WINNEBAGO COUNTY TREASURER	091808	31100	12	04-101-000	83.32	LOTTERY CREDIT 5-576
	Check Total:				83.32	
23322 WISCONSIN BUREAU OF	091208	31100	44	04-104-000	1,007.90	REIMBURSE FEES
	091208	31100	44	04-145-000	15.00	REIMBURSE FEES
	Check Total:				1,022.90	
23348 WISCONSIN DEPARTMENT OF ADMIN	091508	31100	52	08-101-322	80.00	ADMINISTRATIVE CODE BOOKS
	Check Total:				80.00	

Date: Thursday, September 18, 2008  
 Time: 08:55AM  
 User: MGRIEBACH

**CITY OF MENASHA**  
Check Register - w/Alternate Description

Page: 15 of 15  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CmpyID	Acct	Subaccount	Amount	Invoice Description
<b>2345 WISCONSIN SUPPORT COLLECTIONS</b>						
		31100	21	04-299-015	536.31	
		31100	21	04-299-015	0.00	
		31100	21	04-299-015	0.00	
		31100	21	04-299-016	138.40	
<b>Check Date</b>	<b>9/18/2008</b>	<b>Check Nbr</b>	<b>018554</b>	<b>Check Total:</b>	<b>674.71</b>	
<b>Grand Total:</b>					<b>475,781.50</b>	

Date: Thursday, September 25, 2008  
 Time: 11:24 AM  
 User: MGRIESBACH

CITY OF MENASHA  
 Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	ChyID	Acct	Subaccount	Amount	Invoice Description
01842 ASSOCIATED APPRAISAL	6567	31100	51	04-107-219	4,708.37	PROFESSIONAL SERVICES
	Check Date	9/25/2008	Check Nbr	018597	Check Total:	4,708.37
	142285	31100	55	07-202-300	128.02	COLDMIX/JEFFERSON PK BOAT LAUH
	142288	31100	54	10-121-822	100.00	TACK COAT B
142264	31100	54	10-121-822	538.08	HOTMIX ASPHALT BASE COURSE	
Check Date	9/25/2008	Check Nbr	018598	Check Total:	765.10	
02040 BADGER HIGHWAYS CO INC	142265	31100	55	07-202-300	128.02	COLDMIX/JEFFERSON PK BOAT LAUH
	142288	31100	54	10-121-822	100.00	TACK COAT B
	142264	31100	54	10-121-822	538.08	HOTMIX ASPHALT BASE COURSE
	Check Date	9/25/2008	Check Nbr	018598	Check Total:	765.10
02345 JESSICA BECKENDORF	091508	31100	56	03-202-331	190.84	MILEAGE/MARCH-JUNE 2008
	091508	31100	56	03-202-333	7.00	MEAL/MARCH-JUNE 2008
	091508	31100	56	03-202-331	106.90	MILEAGE/JULY-SEPT 2008
	091508	31100	56	03-202-333	7.00	MEAL/JULY-SEPT 2008
Check Date	9/25/2008	Check Nbr	018599	Check Total:	311.74	
02400 BERBEE INFORMATION NETWORKS	AP0800801	31100	51	04-109-214	375.00	IT SUPPORT/DATA EXPORT ASSMNTS
	Check Date	9/25/2008	Check Nbr	018600	Check Total:	375.00
02500 BARB BIGALKE	091908	31262	52	08-101-310	182.72	MEETING/POSTAGE/CONF FEE
	Check Date	9/25/2008	Check Nbr	018601	Check Total:	182.72
02675 BOUWER PRINTING INC	78653	31100	52	08-101-291	69.25	VIOLATION NOTICE WARNING
	Check Date	9/25/2008	Check Nbr	018602	Check Total:	69.25
03560 COMMON SENSE SOLUTIONS LLC	091808	31100	51	04-109-214	1,832.32	PROFESSIONAL SERVICES/IT ISSUE
	Check Date	9/25/2008	Check Nbr	018604	Check Total:	1,832.32
03579 COMMUNITY FORWARD	091908	31100	44	04-101-000	10.00	PICNIC LICENSE REFUND
	Check Date	9/25/2008	Check Nbr	018605	Check Total:	10.00

Date: Thursday, September 25, 2008  
 Time: 11:24AM  
 User: MGRIEBACH

CITY OF MENASHA  
 Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CHNYID	Acct	Subaccount	Amount	Invoice Description
01045 RODNEY ABBA	092408	31100	21	04-249-000	100.00	EXCAVATION PERMIT DEPOSIT
	Check Date	9/25/2008	Check Nbr	018588	Check Total:	100.00
01053 ACCENT BUSINESS SOLUTIONS INC	215833	31100	51	10-115-241	506.71	MAINTENANCE CONTRACT
	Check Date	9/25/2008	Check Nbr	018589	Check Total:	506.71
01060 ACCURATE ALIGNMENT INC	8014502	31731	54	10-149-294	2,534.11	VEHICLE REPAIR
	Check Date	9/25/2008	Check Nbr	018590	Check Total:	2,534.11
01075 ACCURATE SUSPENSION WAREHOUSE	8014979	31731	54	10-149-300	28.64	SHOP SUPPLIES
	Check Date	9/25/2008	Check Nbr	018591	Check Total:	28.64
01210 AFFINITY OCCUPATIONAL HEALTH	228206	31100	51	02-105-215	216.00	DRUG SCREENINGS
	227745	31100	51	02-105-215	217.00	PRE PLACEMENT EXAM TESTING
	228205	31100	51	02-105-215	76.00	DRUG SCREENING
	Check Date	9/25/2008	Check Nbr	018592	Check Total:	509.00
01315 AIRGAS NORTH CENTRAL	105389087	31100	55	07-202-204	29.78	ACETYLENE/ARGON/OXYGEN CYL
	105389088	31731	54	10-149-242	70.37	ACETYLENE/ARGON/OXY CYL
	Check Date	9/25/2008	Check Nbr	018593	Check Total:	100.13
01615 AMERICAN PLANNING ASSOCIATION	091808	31100	56	03-202-320	280.00	MEMBERSHIP/BECKENDORF
	Check Date	9/25/2008	Check Nbr	018594	Check Total:	280.00
01675 AMT		31100	21	04-299-022	150.00	
	Check Date	9/25/2008	Check Nbr	018595	Check Total:	150.00
01720 APPANASHA PET CLINIC	47145	31100	12	04-399-000	20.00	STRAY BAT
	Check Date	9/25/2008	Check Nbr	018596	Check Total:	20.00

Date: Thursday, September 25, 2008  
 Time: 11:24AM  
 User: MGRIBSBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	CPYID	Acct	Subaccount	Amount	Invoice Description
<b>06075 FASTENAL COMPANY</b>						
	WINEE37634	31100	55	07-202-240	30.22	SKATE PARK REPAIRS
	WINEE38098	31100	55	07-202-240	-21.31	RETURN MATERIALS
	Check Date: 9/25/2008	Check Nbr: 018608			Check Total: 8.91	
<b>06115 FERRELLGAS</b>						
	1023463660	31266	54	10-307-216	97.13	LIQUEFIED PETROLEUM GAS
	Check Date: 9/25/2008	Check Nbr: 018609			Check Total: 97.13	
<b>06520 FOX STAMP SIGN &amp; SPECIALTY</b>						
	159963	31100	54	10-111-310	83.18	STAMPERS
	Check Date: 9/25/2008	Check Nbr: 018610			Check Total: 83.18	
<b>06615 FOX VALLEY TECHNICAL COLLEGE</b>						
	120277640	31100	52	08-101-337	255.00	REGISTRATION/JORGENSON
	Check Date: 9/25/2008	Check Nbr: 018611			Check Total: 255.00	
<b>07081 GANNETT WISCONSIN MEDIA</b>						
	0003564581	31207	55	07-205-293	128.00	MARINA AD
	Check Date: 9/25/2008	Check Nbr: 018612			Check Total: 128.00	
<b>07130 GE CHEMICAL</b>						
	3756	31731	54	10-149-300	329.25	55 GALLON DRUM/FILTER 3 PACK
	Check Date: 9/25/2008	Check Nbr: 018613			Check Total: 329.25	
<b>08010 H&amp;K WOODS INC</b>						
	725	31100	54	10-124-300	176.00	LUMBER FOR SNOWBOARDS
	Check Date: 9/25/2008	Check Nbr: 018614			Check Total: 176.00	
<b>08488 MICHAEL HOPWOOD</b>						
	092408	31100	21	04-249-000	100.00	EXCAVATION PERMIT REFUND
	Check Date: 9/25/2008	Check Nbr: 018615			Check Total: 100.00	
<b>09260 INTERNATIONAL INSTITUTE OF</b>						
	092208	31100	51	02-104-320	115.00	MEMBERSHIP IMC/GALEAZZI
	Check Date: 9/25/2008	Check Nbr: 018616			Check Total: 115.00	

Date: Thursday, September 25, 2008  
 Time: 11:24:41  
 User: MGRIESBACH

CITY OF MENASHA  
 Check Register - w/Alternate Description

Page: 3 of 11  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CmpnyID	Acct	Subaccount	Amount	Invoice Description			
05100 ELAN CARDMEMBER SERVICE	091208	31100	51	01-102-333	58.37	STONE HARBOR RESORT/MAYOR			
	091208	31100	51	02-105-315	56.50	CAMERA/PERSONNEL			
	091208	31100	51	04-106-310	-9.10	CHARGE DISPUTE CREDIT			
	091208	31100	51	04-106-315	56.50	CAMERA/FINANCE			
	091208	31100	51	04-109-315	4.19	POLICE CAMERA CONTROL CABLE			
	091208	31100	51	04-109-315	24.99	VIDEO CAMERA FOR POLICE			
	091208	31100	51	04-109-315	404.65	FRAME CAPTURE CARD/TRAK CAMERA			
	091208	31100	51	10-115-310	163.60	DISPLAY RACK/FINANCE			
	091208	31100	51	10-115-310	44.95	TONER/CITY HALL			
	091208	31100	51	10-115-313	49.13	DRINKING WATER			
	091208	31100	52	08-101-310	221.98	TONER/POLICE			
	091208	31100	52	08-101-313	18.00	DRINKING WATER			
	091208	31100	52	08-101-338	11.72	BARBOO/MEALS/PD			
	091208	31100	52	08-101-338	27.99	BARBOO/MEALS/PD			
	091208	31100	52	08-101-338	137.02	BARBOO/HOTEL/PD			
	091208	31100	52	08-101-338	6.60	CULVERS/OSHKOSH/PD			
	091208	31100	52	08-101-338	140.00	CHULA VISTA/MEALS/PD			
	091208	31100	52	08-101-338	31.53	CHULA VISTA/MEALS/PD			
	091208	31100	53	09-114-338	21.11	UNOS GRILL/LAKE DELTON/PD			
	091208	31100	53	09-114-338	124.00	HO-CHUNK CONVENTION/HEALTH			
091208	31731	54	10-149-313	56.50	CAMERA/HEALTH				
091208	31731	54	10-149-315	36.00	DRINKING WATER				
091208	31100	55	06-101-310	282.50	CAMERAS/PWF				
091208	31100	55	06-101-316	15.74	SHOP/KOLIBRARY				
091208	31100	55	06-101-316	131.56	CLIFLUNASHOP/LIBRARY				
091208	31100	55	07-201-300	54.00	GREAT HARVEST BREAD/GRUNSKI				
Check Date 9/25/2008					Check Total:	2,170.03			
092208					31203	56	03-207-701	5,000.00	CDBG PROGRAM/968 BERGAMONT CT
Check Date 9/25/2008					Check Nbr	018607	Check Total:	5,000.00	

Date: Thursday, September 25, 2008  
 Time: 11:24AM  
 User: MGRRESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	CnyID	Acct	Subaccount	Amount	Invoice Description
<b>13360 MENASHA ELECTRIC &amp; WATER UTIL</b>						
	091108	31100	12	04-399-000	13.88	TRAFFIC LIGHTS
	091108	31100	51	04-109-214	763.00	DARK FIBER CONNECTION
	091108	31100	51	10-115-223	1,513.55	CITY BUILDINGS
	091108	31100	51	10-115-225	281.74	CITY BUILDINGS
	091108	31100	53	09-212-223	307.75	SENIOR CENTER
	091108	31100	53	09-212-225	69.97	SENIOR CENTER
	091108	31100	54	10-131-223	313.01	TRAFFIC LIGHTS
	091108	31201	54	10-301-223	29.12	LIFT STATION
	091108	31100	55	07-202-223	8.48	CURTIS REED SQUARE
	091108	31100	55	07-202-225	1,610.16	PARKS
	091108	31207	55	07-205-223	1,049.36	PARKS
	091108	31207	55	07-205-225	1,686.05	MARINA
	091108	31100	55	10-215-223	26.54	MARINA
	091108	31100	55	10-215-225	173.59	LIFT BRIDGES
	091108	31100	55	10-215-225	49.78	LIFT BRIDGES
	003112	31201	54	10-302-250	16,064.72	AUG 08 SEWER CHG
	9/25/2008	018622			<b>Check Total:</b>	<b>23,980.50</b>
<b>13370 MENASHA EMPLOYEES CREDIT UNION</b>						
	9/25/2008	31100	21	04-299-020	1,857.00	
	9/25/2008	31100	21	04-299-020	16,769.00	
	9/25/2008	018623			<b>Check Total:</b>	<b>18,626.00</b>
<b>13375 MENASHA EMPLOYEES LOCAL 1035</b>						
	9/25/2008	31100	21	04-299-031	300.00	
	9/25/2008	018624			<b>Check Total:</b>	<b>300.00</b>
<b>13377 MENASHA EMPLOYEES LOCAL 1035B</b>						
	9/25/2008	31100	21	04-299-032	248.16	
	9/25/2008	018625			<b>Check Total:</b>	<b>248.16</b>
<b>13605 MIDWEST SIGN &amp; SCREEN PRINTING</b>						
	9/25/2008	2525544-00	31100	54	10-131-300	435.90
	9/25/2008	018626			<b>Check Total:</b>	<b>435.90</b>

Date: Thursday, September 25, 2008  
 Time: 11:24AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	CmpyID	Acct	Subaccount	Amount	Invoice Description
11075 GREG KEIL	091608	31100	56	03-202-311	47.20	POSTAGE/5-7-08/9-12-08
	091608	31100	56	03-202-331	83.12	MILEAGE/5-7-08/9-12-08
	091608	31100	56	03-202-332	45.00	REGISTRATION
	091608	31100	56	03-202-333	21.00	MEALS/5-7-08/9/12/08
	Check Date	9/25/2008	Check Nbr	018617	Check Total:	196.32
11145 TONY KIRK	092408	31100	21	04-249-000	100.00	EXCAVATION PERMIT REFUND
	9/25/2008	Check Nbr	018618	Check Total:	100.00	
	11365 KUNDINGER FLUID POWER INC	50029041	31731	54	10-149-383	50.71
	Check Date	9/25/2008	Check Nbr	018619	Check Total:	50.71
12035 CHERYL LAABS	092308	31100	53	09-102-300	1.42	BLEACH
	092308	31100	53	09-102-331	17.20	MILEAGE
	092308	31100	53	09-105-331	4.68	MILEAGE
	9/25/2008	Check Nbr	018620	Check Total:	23.30	
12523 DAVE LORGE	092408	31100	21	04-249-000	100.00	EXCAVATION PERMIT REFUND
	9/25/2008	Check Nbr	018621	Check Total:	100.00	

Date: Thursday, September 25, 2008  
 Time: 11:24AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 8 of 11  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	Cpy/ID	Acct	Subaccount	Amount	Invoice Description
<b>16300 PIGGLY WIGGLYNOW FRESH BRANDS</b>						
	4527060	31100	55	07-201-300	79.46	PROGRAM SUPPLIES
	4548606	31100	55	07-201-300	87.94	PROGRAM SUPPLIES
	4613319	31100	55	07-201-300	84.69	PROGRAM SUPPLIES
	4625113	31100	55	07-201-300	68.13	PROGRAM SUPPLIES
	Check Date: 9/25/2008	Check Nbr:	018635		320.22	Check Total:
<b>16329 PITNEY BOWES</b>						
	4842044-SP08	31100	51	10-115-243	375.00	TERM RENTAL
	Check Date: 9/25/2008	Check Nbr:	018636		375.00	Check Total:
<b>16775 DAVID POWELL</b>						
	091908	31731	54	10-149-331	26.11	MILEAGE
	091908	31100	55	06-101-331	26.10	MILEAGE
	Check Date: 9/25/2008	Check Nbr:	018637		52.21	Check Total:
<b>16789 PREMIER ELECTION SOLUTIONS INC</b>						
	EM/A62635	31100	51	02-117-243	605.52	HARDWARE/SOFTWARE MAINTENANCE
	Check Date: 9/25/2008	Check Nbr:	018638		605.52	Check Total:
<b>18160 REDLWELDING CO</b>						
	13766	31731	54	10-149-300	350.00	STEEL BARS/DUMP TRUCK BDS
	Check Date: 9/25/2008	Check Nbr:	018639		350.00	Check Total:
<b>18200 REINDERS INC</b>						
	850994-00	31100	55	07-202-300	67.83	SMITH/FERTILIZER
	851038-00	31100	54	10-121-300	227.00	LAWN SEED MIX
	851131-00	31100	54	10-121-300	-8.00	LAWN SEED MIX
	Check Date: 9/25/2008	Check Nbr:	018640		286.83	Check Total:
<b>18430 ROLAND MACHINERY EXCHANGE</b>						
	21044497	31731	54	10-149-383	316.25	BREAKERS/SNAP SWITCH
	Check Date: 9/25/2008	Check Nbr:	018641		316.25	Check Total:

Date: Thursday, September 25, 2008  
 Time: 11:24AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 7 of 11  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CopyID	Acct	Subaccount	Amount	Invoice Description
13625 MILLER & ASSOCIATES	19311	31100	55	07-203-315	1,731.00	CHAISE LOUNGE CHAIRS
	Check Date: 9/25/2008	Check Nbr: 018627			Check Total: 1,731.00	
14270 NETWORK HEALTH PLAN	00378597	31100	21	04-619-003	112,100.66	EMPLOYEES
	00378597	31100	21	04-650-000	10,014.74	RETIRES/COBRA
	Check Date: 9/25/2008	Check Nbr: 018628			Check Total: 122,115.40	
14441 NORTH RIDGE CONSTRUCTION LLC	092508	31485	56	03-202-822	507.00	39 TONS STONE/PLACEMENT
	Check Date: 9/25/2008	Check Nbr: 018629			Check Total: 507.00	
15048 OFFICE DEPOT	4020404516	31100	51	04-106-310	65.49	OFFICE SUPPLIES
	4020404516	31100	51	10-115-310	599.80	COPY PAPER
	Check Date: 9/25/2008	Check Nbr: 018630			Check Total: 665.29	
15165 CITY OF OMRO	092308	31100	51	02-104-337	15.00	DISTRICT MEETING REG/GALEAZZI
	Check Date: 9/25/2008	Check Nbr: 018631			Check Total: 15.00	
16025 PACKER CITY INTERNATIONAL	3282410015	31731	54	10-149-383	90.79	AIR FILTERS
	Check Date: 9/25/2008	Check Nbr: 018632			Check Total: 90.79	
16190 PEPSI AMERICAS	8220223826	31100	55	07-203-317	400.25	CREDIT
	8220223826	31100	55	07-203-317	400.25	TO TAKE CARE OF CREDIT ON ACCT
	Check Date: 9/25/2008	Check Nbr: 018633			Check Total: 0.00	
16235 PERSONNEL EVALUATION INC	86999	31100	52	08-101-216	140.00	PERSONNEL EVALUATIONS/PPD
	Check Date: 9/25/2008	Check Nbr: 018634			Check Total: 140.00	

Date: Thursday, September 25, 2008  
 Time: 11:24AM  
 User: MGRRESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	Cpy/ID	Acct	Subaccount	Amount	Invoice Description
<b>21095 UNITED WAY FOX CITIES</b>						
Check Date	9/25/2008	31100	21	04-299-021	85.75	
		Check Nbr	018651		85.75	
		Check Total:				
<b>22045 VALLEY CAMERA</b>						
Check Date	9/25/2008	2243	31100	52	10.00	VIDEO TRANSFERS
		2219	31100	52	20.00	VIDEO TRANSFERS
		Check Nbr	018652		30.00	
		Check Total:				
<b>22430 VISION INSURANCE PLAN OF AMERI</b>						
Check Date	9/25/2008	64175	31100	21	1,094.70	EMPLOYEES
		Check Nbr	018653		1,094.70	
		Check Total:				
<b>22995 VOICE DATA &amp; ELEC SERVICES LLC</b>						
Check Date	9/25/2008	091208	31100	52	315.00	INSTALL CABLE/PD
		Check Nbr	018654		315.00	
		Check Total:				
<b>23045 WALMART COMMUNITY</b>						
Check Date	9/25/2008	092908	31100	55	237.22	PROGRAM SUPPLIES
		Check Nbr	018655		237.22	
		Check Total:				
<b>23117 WAUSAU SIGNATURE AGENCY</b>						
Check Date	9/25/2008	43353	31733	51	571.00	POLICY RENEWAL
		Check Nbr	018656		571.00	
		Check Total:				
<b>03225 WC INDUSTRIAL SUPPLY COMPANY</b>						
Check Date	9/25/2008	000211-IN	31731	54	11.50	BELT
		Check Nbr	018603		11.50	
		Check Total:				

Date: Thursday, September 25, 2008  
 Time: 11:24AM  
 User: MGRIEBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 9 of 11  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CmpyID	Acct	Subaccount	Amount	Invoice Description
18497 RSC EQUIPMENT RENTAL	38607725-002	31100	55	07-202-295	174.00	RENT MORTAR MIXER/PLAY AREA
	38610538-001	31100	55	07-202-295	31.00	GENERATOR RENTAL/SMITH PARK
	38607725-001	31100	55	07-202-295	36.00	MIXER RENTAL/SMITH PARK
	Check Total:				241.00	
19080 SAMS CLUB	007846	31100	55	07-203-317	806.14	POOL CONCESSIONS
	Check Total:				806.14	
19179 JENNIFER SCHMIDT	092408	31100	21	04-249-000	100.00	EXCAVATION PERMIT REFUND
	Check Total:				100.00	
19585 SPORTS GRAPHICS	1305B	31100	52	08-106-300	292.00	CSO POLOS
	Check Total:				292.00	
19725 STREICHERS PROF POLICE EQUIPME	1551156	31100	52	08-101-315	149.98	HOLSTERS
	Check Total:				149.98	
19787 SWIDERSKI EQUIPMENT INC	016067	31731	54	10-149-383	10.02	ENGINE OIL FILTER STOCK
	016108	31731	54	10-149-383	205.53	FUEL FILTER/ELEMENT
	Check Total:				215.55	
	Check Total:				215.55	
19788 SWINKLES INC	16342	31100	55	07-202-300	85.60	BASEBALL MIX/KOSLO DIAMOND
	Check Total:				85.60	
20315 TRADER PLUMBING	32589	31731	54	10-149-240	15.44	WATER LINE HOOK UP
	Check Total:				15.44	
21045 UNIFIRST CORPORATION	0970037329	31731	54	10-149-201	80.58	MATMOP/CLOTHING SERVICE
	Check Total:				80.58	

Date: Thursday, September 25, 2008  
 Time: 08:57AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - W/Alternate Description**

Page: 2 of 6  
 Report: 03630ALrpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02115 BAKER & TAYLOR INC						
	2021673376	31100	55	06-101-314	224.43	LIBRARY MATERIALS
	2021708320	31100	55	06-101-314	519.49	LIBRARY MATERIALS
	2021736033	31100	55	06-101-314	567.42	LIBRARY MATERIALS
	0001805793	31100	55	06-101-314	-4.45	CREDIT
	2021771431	31100	55	06-101-314	255.85	LIBRARY MATERIALS
	2021779382	31100	55	06-101-314	24.02	LIBRARY MATERIALS
	2021800307	31100	55	06-101-314	253.93	LIBRARY MATERIALS
	2021816404	31100	55	06-101-314	472.99	LIBRARY MATERIALS
	2021827635	31100	55	06-101-314	173.31	LIBRARY MATERIALS
	2021838455	31100	55	06-101-314	421.47	LIBRARY MATERIALS
	2021862352	31100	55	06-101-314	265.69	LIBRARY MATERIALS
	2021868251	31100	55	06-101-314	306.46	LIBRARY MATERIALS
	2021896381	31100	55	06-101-314	441.67	LIBRARY MATERIALS
	2021906812	31100	55	06-101-314	340.48	LIBRARY MATERIALS
	5009323345	31100	55	06-101-314	76.86	LIBRARY MATERIALS
	H42015950	31100	55	06-101-314	43.18	LIBRARY MATERIALS
	H42060470	31100	55	06-101-314	68.34	LIBRARY MATERIALS
	S36279680	31100	55	06-101-314	19.43	LIBRARY MATERIALS
	H42569820	31100	55	06-101-314	10.76	LIBRARY MATERIALS
	H42783380	31100	55	06-101-314	228.10	LIBRARY MATERIALS
	H42783381	31100	55	06-101-314	61.17	LIBRARY MATERIALS
	H43048780	31100	55	06-101-314	21.59	LIBRARY MATERIALS
	H43508720	31100	55	06-101-314	189.21	LIBRARY MATERIALS
	H43508721	31100	55	06-101-314	20.87	LIBRARY MATERIALS
	S37682860	31100	55	06-101-314	14.39	LIBRARY MATERIALS
	H43824580	31100	55	06-101-314	17.99	LIBRARY MATERIALS
	H44334440	31100	55	06-101-314	43.14	LIBRARY MATERIALS
	H44334441	31100	55	06-101-314	151.84	LIBRARY MATERIALS
	H44334442	31100	55	06-101-314	20.85	LIBRARY MATERIALS
	H44334443	31100	55	06-101-314	43.19	LIBRARY MATERIALS
	H44334450	31100	55	06-101-314	109.31	LIBRARY MATERIALS
Check Date	9/25/2008	Check Nbr	018562	Check Total:	5,402.98	

Date: Thursday, September 25, 2008  
 Time: 11:24AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
 Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
<b>23152 WE ENERGIES</b>						
	092208	31100	12	04-399-000	52.76	N-M FIRE RESCUE
	092208	31100	51	10-115-224	56.74	CITY HALL
	092208	31100	52	08-101-224	72.86	POLICE
	092208	31100	53	09-212-224	8.96	SENIOR CENTER
	092208	31731	54	10-149-224	43.70	GARAGE
	092208	31100	55	06-101-224	43.70	LIBRARY
	092208	31100	55	07-202-224	72.77	PARKS
	092208	31100	55	07-203-224	5,896.62	POOL
	092208	31207	55	07-205-224	56.48	MARINA
					<b>6,304.59</b>	
<b>23165 WEST PAYMENT CENTER</b>						
	816675875	31100	51	02-103-322	100.27	INFORMATION CHARGES
					<b>100.27</b>	
<b>23275 WINNEBAGO COUNTY TREASURER</b>						
	1004533	31100	52	08-602-250	660.00	JAIL DIVISION
	092208	31484	56	03-501-802	357.72	2005 PROP TAX 81 RACINE
					<b>1,017.72</b>	
<b>23370 WISCONSIN DEPARTMENT OF JUSTIC</b>						
	2008TC-51	31100	52	08-101-337	450.00	CIB TECH CONFERENCE REG-3
					<b>450.00</b>	
<b>23455 WISCONSIN SUPPORT COLLECTIONS</b>						
		31100	21	04-299-015	536.31	
		31100	21	04-299-016	138.40	
		31100	21	04-299-015	711.92	
					<b>1,386.63</b>	
<b>26950 ZEP MANUFACTURING CO</b>						
	30358256	31731	54	10-149-300	231.45	CHERRY BOMB/LUBEZE DRILL CHILL
					<b>231.45</b>	

Grand Total: 206,380.11

Date: Thursday, September 25, 2008  
 Time: 08:57:41  
 User: MGRIESBACH

**CITY OF MENASHA**  
 Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description	
07150 GENERAL BOOK COVERS	80627	31100	55	06-101-300	598.38	DEPARTMENT SUPPLIES	
	Check Date	9/25/2008	Check Nbr	018570	Check Total:	598.38	
08087 KATHY HANNAH	09182008	31100	55	06-101-337	219.40	CLASS REGISTRATION	
	09162008	31100	55	06-101-339	206.70	CLASS TEXTBOOK	
	Check Date	9/25/2008	Check Nbr	018571	Check Total:	426.10	
08109 ANN HARDGINSKI	09172008	31100	55	06-101-336	8.19	MILEAGE REIMBURSEMENT	
	09162008	31100	55	06-101-338	6.50	MEAL REIMBURSEMENT	
	Check Date	9/25/2008	Check Nbr	018572	Check Total:	14.69	
08395 HIGHSMITH COMPANY INC	1588136-001	31100	55	06-101-300	583.41	DEPARTMENT SUPPLIES	
	Check Date	9/25/2008	Check Nbr	018573	Check Total:	583.41	
09135 INGRAM LIBRARY SERVICES	37622764	31100	55	06-101-314	155.22	LIBRARY MATERIALS	
	37622765	31100	55	06-101-314	66.21	LIBRARY MATERIALS	
	37863085	31100	55	06-101-314	48.22	LIBRARY MATERIALS	
	37863086	31100	55	06-101-314	102.23	LIBRARY MATERIALS	
	37863087	31100	55	06-101-314	16.39	LIBRARY MATERIALS	
	38139537	31100	55	06-101-314	15.53	LIBRARY MATERIALS	
	38139538	31100	55	06-101-314	49.61	LIBRARY MATERIALS	
	38139539	31100	55	06-101-314	48.44	LIBRARY MATERIALS	
	381139540	31100	55	06-101-314	34.59	LIBRARY MATERIALS	
	Check Date	9/25/2008	Check Nbr	018574	Check Total:	536.44	
	11155 KITZ & PFELL INC	0721140252	31100	55	06-101-300	78.42	DEPARTMENT SUPPLIES
		0820140129	31100	55	06-101-313	4.94	HOUSEKEEPING SUPPLIES
Check Date		9/25/2008	Check Nbr	018575	Check Total:	83.36	

Date: Thursday, September 25, 2008  
 Time: 08:57AM  
 User: MGRIEBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
<b>01050 ACC PLANNED SERVICE INC</b>	14231	31100	55	06-101-240	527.88	REPAIRS & MAINTENANCE
Check Date	9/25/2008	Check Nbr	018555		527.88	
					<u>527.88</u>	
<b>01132 ADT SECURITY SERVICES INC</b>	78959947	31100	55	06-101-240	164.00	MAINTENANCE CALL
Check Date	9/25/2008	Check Nbr	018556		164.00	
					<u>164.00</u>	
<b>01160 ALLIANCE ENTERTAINMENT CORP</b>	PJB32387242	31100	55	06-101-314	95.42	LIBRARY MATERIALS
	PJB32556079	31100	55	06-101-314	151.27	LIBRARY MATERIALS
Check Date	9/25/2008	Check Nbr	018557		246.69	
					<u>246.69</u>	
<b>01529 AMAZON</b>	913384600152	31100	55	06-101-314	7.99	LIBRARY MATERIALS
	795178255016	31100	55	06-101-314	90.12	LIBRARY MATERIALS
Check Date	9/25/2008	Check Nbr	018558		98.11	
					<u>98.11</u>	
<b>01591 AMERICAN LIBRARY ASSOCIATION</b>	150012862	31100	55	06-101-316	91.00	PROMOTIONAL SUPPLIES
Check Date	9/25/2008	Check Nbr	018559		91.00	
					<u>91.00</u>	

Date: Thursday, September 25, 2008  
 Time: 08:57AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

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

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
18894 RANDOM HOUSE INC	10851322065	31100	55	06-101-314	24.00	LIBRARY MATERIALS
	10851322066	31100	55	06-101-314	218.40	LIBRARY MATERIALS
	1085133690	31100	55	06-101-314	72.00	LIBRARY MATERIALS
	1085168287	31100	55	06-101-314	88.00	LIBRARY MATERIALS
	1085202850	31100	55	06-101-314	206.40	LIBRARY MATERIALS
Check Total:					844.80	
19071 SAIRAM INDIAN CUISINE	09182008	31100	55	06-101-316	150.00	LIBRARY MATERIALS
	Check Total:					150.00
21054 UNIQUE MANAGEMENT SERVICES INC	176696	31100	46	04-171-000	259.55	COLLECTION AGENCY FEE
	Check Total:					259.55
21060 UNITED PAPER CORPORATION	63468	31100	55	06-101-313	73.20	HOUSEKEEPING SUPPLIES
	63967	31100	55	06-101-313	97.25	HOUSEKEEPING SUPPLIES
	Check Total:					170.45
23293 WINNEFOX LIBRARY SYSTEM	3152	31100	55	06-101-314	37.25	LIBRARY MATERIALS
	Check Total:					37.25
23430 WISCONSIN LIBRARY ASSOCIATION	09182008	31100	55	06-101-332	95.00	CONFERENCE REGISTRATION
	09192008	31100	55	06-101-332	185.00	CONFERENCE REGISTRATION
	09172008	31100	55	06-101-333	32.00	CONFERENCE MEAL
	09162008	31100	55	06-101-333	52.00	CONFERENCE MEALS
Check Total:					384.00	

Grand Total: 19,614.45

Date: Thursday, September 25, 2008  
 Time: 08:57AM  
 User: MGRIEBACH

**CITY OF MENASHA**  
 Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
02635 BOOK WHOLESALERS INC	M288782A	31100	55	06-101-314	390.37	LIBRARY MATERIALS
	M289864A	31100	55	06-101-314	13.73	LIBRARY MATERIALS
	M292861A	31100	55	06-101-314	60.06	LIBRARY MATERIALS
	M293578A	31100	55	06-101-314	197.33	LIBRARY MATERIALS
	M293107A	31100	55	06-101-314	26.80	LIBRARY MATERIALS
	Check Date: 9/25/2008	Check Nbr: 018563			688.29	Check Total:
02673 THOMAS BOURGEGY & CO INC	54028A	31100	55	06-101-314	139.50	LIBRARY MATERIALS
	Check Date: 9/25/2008	Check Nbr: 018564			139.50	Check Total:
03247 CDW GOVERNMENT INC	LLK0208	31100	55	06-101-310	267.08	OFFICE SUPPLIES
	Check Date: 9/25/2008	Check Nbr: 018565			267.08	Check Total:
03266 CENTER POINT LARGE PRINT	722690	31100	55	06-101-314	39.54	LIBRARY MATERIALS
	728293	31100	55	06-101-314	38.94	LIBRARY MATERIALS
	Check Date: 9/25/2008	Check Nbr: 018566			78.48	Check Total:
06501 FOX RIVER NEWS DISTRIBUTORS	09182008	31100	55	06-101-314	271.75	LIBRARY MATERIALS
	Check Date: 9/25/2008	Check Nbr: 018567			271.75	Check Total:
06671 FRESH BRANDS DISTRIBUTING INC	4650490	31100	55	06-101-316	65.31	PROMOTIONAL SUPPLIES
	Check Date: 9/25/2008	Check Nbr: 018568			65.31	Check Total:
07044 GALE	15900500	31100	55	06-101-314	23.96	LIBRARY MATERIALS
	15908974	31100	55	06-101-314	38.93	LIBRARY MATERIALS
	15918387	31100	55	06-101-314	25.56	LIBRARY MATERIALS
	15928885	31100	55	06-101-314	226.08	LIBRARY MATERIALS
	Check Date: 9/25/2008	Check Nbr: 018569			314.53	Check Total:

Date: Thursday, October 02, 2008  
 Time: 09:02AM  
 User: MGRRESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	CmpnyID	Acct	Subaccount	Amount	Invoice Description
<b>02335 BECK ELECTRIC INC</b>						
	E240	31731	54	10-149-240	202.97	NEW BALLAST AND BULBS
	E232	31100	55	07-202-240	435.76	LIGHTBULBS FOR PARKS
	C133	31100	55	07-202-240	104.17	NEW MOTOR/CAGE/JEFF PK RESTRM
	E180	31100	54	10-131-216	665.88	REIMBURSABLE ACCIDENT REPAIR
	E180	31100	54	10-131-216	1.74	REIMBURSABLE ACCIDENT REPAIR
	E180	31100	54	10-131-300	232.70	ONEIDAMANTOWOC REPAIRS
	E214	31100	54	10-131-216	473.06	REIMBURSABLE ACCIDENT REPAIRS
	E215	31100	54	10-131-216	9.17	REIMBURSABLE ACCIDENT REPAIRS
	E215	31100	54	10-131-300	54.00	REIMBURSABLE ACCIDENT REPAIRS
	E226	31100	54	10-131-216	72.54	LOCATE BREAK AND REPAIR
	E241	31100	54	10-131-216		
					<b>2,251.99</b>	
<b>02410 BERGSTROM</b>						
	226529	31731	54	10-149-383	15.41	SEAL
					<b>15.41</b>	
<b>02605 BOELTER COMPANIES</b>						
	92544943	31100	53	09-212-300	63.50	FOAM CUPS & PLATES
					<b>63.50</b>	
<b>02622 BOMSKI CONSTRUCTION &amp;</b>						
	093008	31263	56	03-207-701	10,000.00	CDBG REHAB/929 MARQUETTE
					<b>10,000.00</b>	
	093008	31263	56	03-207-701	2,500.00	CDBG REHAB/328 SECOND
					<b>2,500.00</b>	
<b>02717 JEFFREY BRANDT</b>						
	093008	31100	51	02-103-331	84.24	MILEAGE/SEPTEMBER 2008
					<b>84.24</b>	
<b>02796 BUBRICKS</b>						
	159024	31731	54	10-149-310	80.12	OFFICE SUPPLIES
	160762	31731	54	10-149-310	35.87	OFFICE SUPPLIES
	94476	31100	52	08-101-315	-289.60	EZSTORE ORGANIZER RETURN
					<b>-173.61</b>	

Date: Thursday, September 25, 2008  
 Time: 08:57AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Page: 5 of 6  
 Report: 03630ALrpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
12090 LAKELAND CHEMICAL SPECIALTIES	27588	31100	55	06-101-313	360.00	HOUSEKEEPING SUPPLIES
	9/25/2008	Check Nbr	018576		360.00	
	Check Date	9/25/2008	Check Nbr	018576	Check Total:	360.00
13045 MANDERFIELD BAKERY	299725	31100	55	06-101-316	6.00	PROMOTIONAL SUPPLIES
	297643	31100	55	06-101-316	26.40	PROMOTIONAL SUPPLIES
	304061	31100	55	06-101-338	15.90	MEAL
	9/25/2008	Check Nbr	018577		48.30	
Check Date	9/25/2008	Check Nbr	018577	Check Total:	48.30	
13100 MARSHALL CAVENDISH CORP	R796333	31100	55	06-101-314	146.90	LIBRARY MATERIALS
	9/25/2008	Check Nbr	018578		146.90	
	Check Date	9/25/2008	Check Nbr	018578	Check Total:	146.90
13610 MIDWEST TAPE	1682496	31100	55	06-101-314	80.97	LIBRARY MATERIALS
	1691356	31100	55	06-101-314	103.96	LIBRARY MATERIALS
	1691357	31100	55	06-101-314	528.66	LIBRARY MATERIALS
	1696073	31100	55	06-101-314	329.82	LIBRARY MATERIALS
9/25/2008	Check Nbr	018579		1,043.41		
Check Date	9/25/2008	Check Nbr	018579	Check Total:	1,043.41	
16890 PROQUEST LLC	40151453	31100	55	06-101-314	2,426.55	LIBRARY MATERIALS
	9/25/2008	Check Nbr	018580		2,426.55	
	Check Date	9/25/2008	Check Nbr	018580	Check Total:	2,426.55
17050 QUALITY BOOKS INC	122800	31100	55	06-101-314	1,366.17	LIBRARY MATERIALS
	122801	31100	55	06-101-314	685.20	LIBRARY MATERIALS
	122827	31100	55	06-101-314	516.97	LIBRARY MATERIALS
	122828	31100	55	06-101-314	609.92	LIBRARY MATERIALS
9/25/2008	Check Nbr	018581		3,178.26		
Check Date	9/25/2008	Check Nbr	018581	Check Total:	3,178.26	

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
01120 AD QUEST PROMOTIONS INC	4024	31100	55	04-221-316	140.09	PENS
	Check Date	10/2/2008	Check Nbr	018663	Check Total:	140.09
	10/2/2008	31100	55	04-221-316		
	10/2/2008	31100	55	04-221-316		
01315 AIRGAS NORTH CENTRAL	105409508	31731	54	10-149-300	41.43	NOZZLE
	105422368	31731	54	10-149-300	88.94	ACETYLENE CYL
	Check Date	10/2/2008	Check Nbr	018664	Check Total:	130.37
	10/2/2008	31731	54	10-149-300		
01625 AMERICAN RECYCLING CENTER INC	2008-4109	31100	55	07-202-300	3,043.79	ADA ACCESSABILITY SURFACE
	Check Date	10/2/2008	Check Nbr	018665	Check Total:	3,043.79
	10/2/2008	31100	55	07-202-300		
	10/2/2008	31100	55	07-202-300		
01680 ANCHOR BANK	093008	31100	55	04-221-316	150.00	SAVINGS BONDS 25 YEAR CLUB(3)
	Check Date	10/2/2008	Check Nbr	018666	Check Total:	150.00
	10/2/2008	31100	55	04-221-316		
	10/2/2008	31100	55	04-221-316		
02040 BADGER HIGHWAYS CO INC	142344	31100	55	07-202-300	43.07	BASE FOR NEW PLAYGROUND EQPT
	142343	31100	54	10-121-822	36,113.98	HOTMIX ASPHALT COURSE
	142355	31100	54	10-121-822	400.00	TACK COAT B
	142364	31100	54	10-121-822	745.29	HOTMIX ASPHALT SURFACE COURSE
	142401	31100	54	10-121-822	23,324.49	HOTMIX ASPHALT SURFACE COURSE
	142416	31100	54	10-121-822	400.00	TACK COAT B
	142402	31100	55	07-202-300	58.66	SANDBOX @ CLOVIS
	Check Date	10/2/2008	Check Nbr	018667	Check Total:	61,085.49
	10/2/2008	31201	54	10-301-212		
	10/2/2008	31201	54	10-301-212		
	10/2/2008	31201	54	10-301-212		
	02050 BADGER LAB & ENGINEERING INC	INV/000034818	31201	54	10-301-212	766.00
INV/000034817		31201	54	10-301-212	766.00	ALCAN PACKAGING WW
INV/000034820		31201	54	10-301-212	280.00	MENASHA UTILITIES WW
INV/000034819		31201	54	10-301-212	835.00	WHITING PAPER WW SAMPLING
Check Date	10/2/2008	Check Nbr	018668	Check Total:	2,647.00	
10/2/2008	31263	56	03-207-701			
02213 TINA BARTH	093008	31263	56	03-207-701	337.09	CDBG REHAB PROGRAM/420 RACINE
	Check Date	10/2/2008	Check Nbr	018669	Check Total:	337.09
	10/2/2008	31263	56	03-207-701		

**CITY OF MENASHA**  
 Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
02335 BECK ELECTRIC INC	E240	31731	54	10-149-240	202.97	NEW BALLAST AND BULBS
	E232	31100	55	07-202-240	435.76	LIGHTBULBS FOR PARKS
	C133	31100	55	07-202-240	104.17	NEW MOTOR/CAGE/JEFF PK RESTRM
	E180	31100	54	10-131-216	665.88	REIMBURSABLE ACCIDENT REPAIR
	E180	31100	54	10-131-300	1.74	REIMBURSABLE ACCIDENT REPAIR
	E214	31100	54	10-131-216	232.70	ONEIDAMANTOWOC REPAIRS
	E215	31100	54	10-131-216	473.06	REIMBURSABLE ACCIDENT REPAIRS
E215	31100	54	10-131-300	9.17	REIMBURSABLE ACCIDENT REPAIRS	
E226	31100	54	10-131-216	54.00	REIMBURSABLE ACCIDENT REPAIRS	
E241	31100	54	10-131-216	72.54	LOCATE BREAK AND REPAIR	
	10/2/2008		018670		2,251.99	
	Check Date	Check Nbr	Check Total:			
02410 BERGSTROM	226529	31731	54	10-149-383	15.41	SEAL
	10/2/2008	Check Nbr	018671		15.41	
	Check Date	Check Nbr	Check Total:			
02605 BOELTER COMPANIES	92544943	31100	53	09-212-300	63.50	FOAM CUPS & PLATES
	10/2/2008	Check Nbr	018672		63.50	
	Check Date	Check Nbr	Check Total:			
02622 BOMSKI CONSTRUCTION &	093008	31263	56	03-207-701	10,000.00	CDBG REHAB/929 MARQUETTE
	10/2/2008	Check Nbr	018673		10,000.00	
	Check Date	Check Nbr	Check Total:			
02717 JEFFREY BRANDT	093008	31263	56	03-207-701	2,500.00	CDBG REHAB/328 SECOND
	10/2/2008	Check Nbr	018674		2,500.00	
	Check Date	Check Nbr	Check Total:			
02796 BUBRICK'S	093008	31100	51	02-103-331	84.24	MILEAGE/SEPTEMBER 2008
	10/2/2008	Check Nbr	018675		84.24	
	Check Date	Check Nbr	Check Total:			
02796 BUBRICK'S	159024	31731	54	10-149-310	80.12	OFFICE SUPPLIES
	160762	31731	54	10-149-310	35.87	OFFICE SUPPLIES
	94476	31100	52	08-101-315	-289.50	EZSTORE ORGANIZER RETURN
	10/2/2008	Check Nbr	018676		-173.51	
	Check Date	Check Nbr	Check Total:			

Date: Thursday, October 02, 2008  
 Time: 09:02AM  
 User: MGRIESBACH

CITY OF MENASHA  
 Check Register - w/Alternate Description

Page: 3 of 8  
 Report: 03630AL.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	Cpy/ID	Acct	Subaccount	Amount	Invoice Description	
02815 SYLVIA BULL	092408	31100	53	09-212-333	140.00	WASC CONFERENCE/S BULL	
	092908	31100	21	04-269-000	100.00	BUS DRIVER TIP/DOOR CO TRIP	
	Check Date 10/2/2008 Check Nbr 018677				Check Total:	240.00	
03060 CALUMET COUNTY REGISTER OF DEE	093008	31263	56	03-207-216	169.00	DRIVEWAY MORTGAGES/NATURES WAY	
	Check Date 10/2/2008 Check Nbr 018678				Check Total:	169.00	
03842 CULLIGAN WATERCARE SERVICES	083008	31100	51	10-115-201	17.85	COOLER RENTAL	
	083008	31731	54	10-149-313	5.95	COOLER RENTAL	
	Check Date 10/2/2008 Check Nbr 018679				Check Total:	23.80	
04418 DUMKE & ASSOC AND	092508	31100	53	09-102-296	2,977.75	316 RACINE ST	
	Check Date 10/2/2008 Check Nbr 018680				Check Total:	2,977.75	
06065 FAMILY THERAPY & ANXIETY CTR	091808	31100	52	08-101-215	150.00	SERVICES PROVIDED/PD	
	Check Date 10/2/2008 Check Nbr 018681				Check Total:	150.00	
06075 EASTENAL COMPANY	WNNEE37833	31100	55	07-202-300	54.30	SUPPLIES TO SECURE FENCING	
	Check Date 10/2/2008 Check Nbr 018682				Check Total:	54.30	
06115 FERRELLGAS	1023631396	31266	54	10-307-216	52.58	LIQUEFIED PETROLEUM GAS	
	Check Date 10/2/2008 Check Nbr 018683				Check Total:	52.58	
06520 FOX STAMP SIGN & SPECIALTY	180231	31100	51	02-104-300	11.00	ECKSTEIN NAMEPLATE	
	Check Date 10/2/2008 Check Nbr 018684				Check Total:	11.00	
07345 GRAINGER INC	9725412937	31100	55	07-202-240	33.52	FAN MOTOR/SMITH PARK	
	Check Date 10/2/2008 Check Nbr 018685				Check Total:	33.52	

Date: Thursday, October 02, 2008  
 Time: 09:02AM  
 User: MGRRESBACH

**CITY OF MENASHA**  
 Check Register - w/Alternate Description

Page: 4 of 8  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
07580 GUNDERSON UNIFORM & LINEN RENT	1273035	31100	52	08-101-313	31.70	TOWELMAT SERVICE
	Check Date 10/21/2008	Check Nbr 018686			31.70	
					Check Total:	31.70
08495 HORN PRECAST	2484	31201	54	10-301-300	366.00	ADJ RINGS
	Check Date 10/21/2008	Check Nbr 018687			366.00	
					Check Total:	366.00
09053 ID NETWORKS	162126	31100	52	08-101-805	17,390.00	WI LIVSCAN SYSTEM
	Check Date 10/21/2008	Check Nbr 018688			17,390.00	
					Check Total:	17,390.00
10145 JAMAR TECHNOLOGIES INC	90863	31100	54	10-131-315	3,110.00	HIGH SPEED COUNTER/USB CABLE
	Check Date 10/21/2008	Check Nbr 018689			3,110.00	
					Check Total:	3,110.00
10230 JOHN'S SAW SERVICE	7557	31731	54	10-149-383	109.95	MODULE TS-40
	Check Date 10/21/2008	Check Nbr 018690			109.95	
					Check Total:	109.95
10320 JEFF JORGENSEN	092208	31100	52	08-101-338	343.18	WCPPA TRAINING & MEALS
	Check Date 10/21/2008	Check Nbr 018691			343.18	
					Check Total:	343.18
12060 LACROSSE AMERICA INC	6/117CC	31100	55	07-201-205	56.00	PROGRAM PAYMENT
	Check Date 10/21/2008	Check Nbr 018692			56.00	
					Check Total:	56.00
12250 LAWSON PRODUCTS INC	7234756	31731	54	10-149-300	220.69	STOCK
	Check Date 10/21/2008	Check Nbr 018693			220.69	
					Check Total:	220.69
12450 LINCOLN CONTRACTORS SUPPLY INC	10460570	31100	54	10-121-315	38.50	PROF ALUM LEVEL
	Check Date 10/21/2008	Check Nbr 018694			38.50	
					Check Total:	38.50

Date: Thursday, October 02, 2008  
 Time: 09:02AM  
 User: MGRRESBACH

**CITY OF MENASHA**  
**Check Register - w/Alternate Description**

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13149 MATTHEWS COMMERCIAL TIRE CTR	026991	31731	54	10-149-382	29.25	SHOP SUPPLIES
	026776	31731	54	10-149-382	19.50	TIRE SERVICE
	Check Date 10/2/2008 Check Nbr 018695				48.75	Check Total:
13150 MATTHEWS TIRE & AUTO SERVICE	335504	31731	54	10-149-382	407.32	TIRES
	Check Date 10/2/2008 Check Nbr 018696				407.32	Check Total:
	13270 MCNEILUS TRUCK & MFG COMPANY	845595	31731	54	10-149-383	26.58
Check Date 10/2/2008 Check Nbr 018697				26.58	Check Total:	
13370 MENASHA EMPLOYEES CREDIT UNION		31100	31100	21	04-299-020	1,857.00
	Check Date 10/2/2008 Check Nbr 018698				1,857.00	Check Total:
	13375 MENASHA EMPLOYEES LOCAL 1035	31100	31100	21	04-299-031	300.00
Check Date 10/2/2008 Check Nbr 018699				300.00	Check Total:	
13435 MENASHA POSTMASTER		092508	31100	53	09-212-311	60.00
	Check Date 10/2/2008 Check Nbr 018700				60.00	Check Total:
	13460 MENASHA TREASURER	093008	31100	55	04-221-316	200.00
Check Date 10/2/2008 Check Nbr 018702				200.00	Check Total:	
13623 MILLER		CD226355	31731	54	10-149-383	33.71
	Check Date 10/2/2008 Check Nbr 018703				33.71	Check Total:

Date: Thursday, October 02, 2008  
 Time: 09:02AM  
 User: MGRIESBACH

**CITY OF MENASHA**  
 Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	Cny/ID	Acct	Subaccount	Amount	Invoice Description
13755 MORTON SAFETY	303788	31731	54	10-149-215	71.17	SUPPLIES
	303789	31100	55	07-202-215	51.59	SUPPLIES
	Check Total:				122.76	
14203 NEENAH POLICE DEPARTMENT	092908	31262	52	08-101-300	19.60	REFRESHMENTS/VCR INTERVIEWS
	Check Total:				19.60	
	14205 CITY OF NEENAH TREASURER	092508	31100	52	05-201-250	234.310.00
Check Total:				234,310.00		
14235 NEENAH-MENASHA YMCA		2839	31100	52	08-101-216	90.00
	Check Total:				90.00	
	15080 OFFICEMAX INC	329742	31100	51	02-105-310	13.59
657651		31100	21	04-289-000	24.99	OFFICE SUPPLIES
657651		31100	53	09-212-310	58.94	OFFICE SUPPLIES
Check Total:				70.34		
15090 OGDEN PLUMBING & HEATING INC	56135	31100	53	09-212-240	262.76	CLEAN SEWERS/SR CENTER
	Check Total:				262.76	
	16025 PACKER CITY INTERNATIONAL	3282480064	31731	54	10-149-383	89.70
3282530055		31731	54	10-149-383	7.04	RED ARMO
3282530006		31731	54	10-149-383	114.34	VALVE
3282620096		31731	54	10-149-383	107.40	VALVE
Check Total:				103.68		
16095 PARTS ASSOCIATES INC	PA10786506	31731	54	10-149-300	304.57	STOCKWASHERS/CAPSCREWS
	Check Total:				304.57	

Date: Thursday, October 02, 2008  
 Time: 09:02AM  
 User: MGRIBSBACH

CITY OF MENASHA  
 Check Register - w/Alternate Description

Page: 7 of 8  
 Report: 03630Alt.rpt  
 Company: 31100

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
16275 PICK N SAVE/NOV COMDATA	009979	31827	53	09-212-300	32.33	FOOD FOR OCT PARTY
	Check Date	10/2/2008	Check Nbr	018712	Check Total:	32.33
16805 PRO-X SYSTEMS LAWNCARE	92115	31100	55	07-202-206	58.61	FERTILIZERWEED KILLER
	Check Date	10/2/2008	Check Nbr	018713	Check Total:	58.61
18147 RED-D-MIX CONCRETE INC	285420	31100	55	07-202-300	142.65	PAD FOR PORTA POTTIEJEFF
	Check Date	10/2/2008	Check Nbr	018714	Check Total:	142.65
18160 RED-I-WELDING CO	13770	31731	54	10-149-300	225.00	AUGER BOTTOM
	Check Date	10/2/2008	Check Nbr	018715	Check Total:	225.00
18220 RELIABLE OFFICE SUPPLIES	X0977400	31262	52	08-101-300	66.69	OFFICE SUPPLIES
	Check Date	10/2/2008	Check Nbr	018716	Check Total:	66.69
18280 RESERVE ACCOUNT	092508	31100	13	04-109-000	6,000.00	REFLEENISH POSTAGE ACCOUNT
	Check Date	10/2/2008	Check Nbr	018717	Check Total:	6,000.00
19370 DR TERESA SHOBERG	092608	31100	53	09-102-215	150.00	CITY PHYSICIAN/OCT 2008
	Check Date	10/2/2008	Check Nbr	018718	Check Total:	150.00
19618 ST TIMOTHY LUTHERAN CHURCH	100108	31100	21	04-239-000	500.00	SITE PLAN DEPOSIT REFUND
	Check Date	10/2/2008	Check Nbr	018719	Check Total:	500.00
19775 SUPERIOR CHEMICAL CORP	70432	31100	54	10-124-300	177.80	SNOW WAX
	70431	31731	54	10-149-300	223.25	BREAK AWAY LUBE MINI-PACK
	70425	31100	13	04-106-000	111.62	SNOW WAX-AEROSOL
	70425	31100	55	07-202-300	111.63	SNOW WAX-AEROSOL
	Check Date	10/2/2008	Check Nbr	018720	Check Total:	624.30

Date: Thursday, October 02, 2008  
 Time: 09:02AM  
 User: MGRRESBACH

**CITY OF MENASHA**  
Check Register - w/Alternate Description

Vendor ID / Name	Invoice Nbr	CpyID	Acct	Subaccount	Amount	Invoice Description
20325 TRAFFIC & PARKING CONTROL CO	302933	31100	54	10-131-300	66.00	STOCK
	299341	31100	54	10-131-300	322.00	ALUM POLE
	Check Date: 10/2/2008    Check Nbr: 018721				Check Total:	388.00
21045 UNIFIRST CORPORATION	0970037638	31731	54	10-149-201	80.58	MAT/MOP/CLOTHING PROTECTION
	Check Date: 10/2/2008    Check Nbr: 018722				Check Total:	80.58
22040 VALLEY DIESEL INJECTION INC	36707	31731	54	10-149-383	155.86	ELBOW/PIPE/EXHAUST CONN
	Check Date: 10/2/2008    Check Nbr: 018723				Check Total:	155.86
23152 WE ENERGIES	091908	31100	54	10-143-223	2,028.30	STREET LIGHTS
	Check Date: 10/2/2008    Check Nbr: 018724				Check Total:	2,028.30
23160 WERNER ELECTRIC SUPPLY CO	S2654140.001	31100	13	04-106-000	164.80	BALLAST
	Check Date: 10/2/2008    Check Nbr: 018725				Check Total:	164.80
23275 WINNEBAGO COUNTY TREASURER	SEPTEMBER	31310	57	04-101-610	1,564.24	IND DEV PROJ/PRINCIPAL
	SEPTEMBER	31310	57	04-201-620	585.76	IND DEV PROJ/INTEREST
	Check Date: 10/2/2008    Check Nbr: 018726				Check Total:	2,150.00
23455 WISCONSIN SUPPORT COLLECTIONS	31100	31100	21	04-299-015	536.31	
	31100	31100	21	04-299-016	138.40	
	Check Date: 10/2/2008    Check Nbr: 018727				Check Total:	674.71

Grand Total: 359,330.73



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**Resignation**

Wednesday, September 3, 2008 2:09 AM

**From:** "Gary Schmude" <schmude57@yahoo.com>  
**To:** "Don Merkes" <dmerkes@sbcglobal.net>

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Mr. Mayor,  
I regret to inform you that I must resign from the fire commission due to my leaving the community.  
Thank you for allowing me to serve your community  
Gary Schmude

**Fire Commission**

Tuesday, September 16, 2008 6:39 AM

**From:** "Dionne, Jason" <Jason.Dionne@uniform.aramark.com>**To:** dmerkes@sbcglobal.net

Don,

Please accept this as my formal expressed interest in the open position with the Fire Commission in the cities of Neenah/Menasha. Because I have been a resident in the City of Menasha since 1980, and because I am now a first-time homeowner in the City of Menasha, I have grown into relationships with many of the business owners and residents in the city.

Our children both attend schools in the City of Menasha and I am a volunteer football coach (ninth season) with a middle school in Menasha. I was even an employee for the City of Menasha from 1989-1994 as a seasonal (summer) employee with the Parks Department. My father was a long-time volunteer fire fighter with departments in Flint Michigan and then the Town of Menasha. Over his tenure, he advanced himself through additional schooling to become a fire investigator with the Town of Menasha. Although my direct experience with municipal Fire Departments is limited, I have had the honor of growing up with it directly in my family including my wife's family.

With regards to schooling, I attended high school at St. Mary Central, Menasha and I have two college diplomas since. I earned a B.A. in 1994 from the University of Wisconsin Platteville and then an MBA in 2006 from the University of Phoenix.

This is an exciting opportunity and I hope you can consider me for the position. I am willing to forward a resume and references upon your request.

Thank you again,

Jason Dionne - 394 Walnut St.

ARAMARK Uniform Services

District Manager, 950 MC616

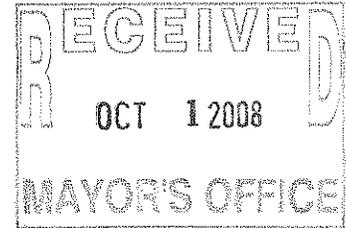
New Business Installation Coordinator

Fleet Manager



LAW OFFICES OF  
THOMAS P. CHALCHOFF

September 30, 2008



Mayor Donald Merkes  
City of Menasha  
140 Main Street  
Menasha, WI 54952

Dear Mayor Merkes:

Thank you for considering me to sit on the Human Resource/Attorney Ad Hoc Study Committee. I am excited for the opportunity to serve the City of Menasha in this capacity and to play a part in insuring that Attorney Brandt's commitment to service be continued.

I have been an attorney for 7 1/2 years with my first position out of law school being an Assistant District Attorney for the State of Wisconsin, Winnebago County. In that capacity, I handled a high number of civil and traffic forfeitures, which is a part of what our future city attorney will handle. As a private attorney and a member of this committee, I feel I am uniquely qualified to make a recommendation to the Council because I have experienced, first hand, what it takes to represent the City in these cases. Attorney Brandt has set the bar extremely high for his successor in that he has shown exactly what it takes: being firm, being fair standing by his officers, most importantly, being an advocate for the City and its residents.

As an individual who not only lives in the City of Menasha but also one who has two companies established here, it will be important to find an individual who understands the issues of future growth and development and can advise the Council accordingly. As Attorney Brandt has shown and what must be continued, is that to serve the city means to not only apply lessons learned but to be able to evaluate and utilize new ideas. This is key to Menasha's success. The path has been set and must be continued.

Along those lines, I am reminded of my dealings/experiences with Attorney Brandt and realize that the future attorney needs to be able to work well with others from all walks of life. This, along with competency, is the mark of an effective attorney and an excellent human being. In short, we have big shoes to fill, but we can and will find a candidate that will continue to help move the City of Menasha forward.

Again, thank you for the opportunity.

Sincerely

Thomas P. Chalchoff  
Attorney at Law

TPC/mhc

## Don Merkes

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**From:** Guidote, Joseph P. [GuidotJP@co.outagamie.wi.us]  
**Sent:** Monday, September 29, 2008 1:01 PM  
**To:** Don Merkes  
**Subject:** RE: HR/Attorney Ad Hoc Study Committee

Good Afternoon Mayor Merkes,

Sorry for not responding sooner. I was out of town last week and am just now getting caught-up with my e-mail. Please accept this e-mail as my expression of interest to serve on a committee to review the HR/City Attorney position. Having been a public sector attorney for the past 18 years, I believe I can share some insight into the unique demands placed upon public sector civil attorneys. I have been the Outagamie County Corporation Counsel for the past 14 years and was Corporation Counsel for Polk County, WI prior to that. My family and I have resided in Menasha for the past 14 years and I see this as an opportunity to help serve my community. Enclosed for your review is a copy of my resume.

Sincerely,  
Joe Guidote

**JOSEPH P. GUIDOTE, JR.**

*1029 Ninth Street  
Menasha, WI 54952  
(920) 832-1520*

**EXPERIENCE:**

***OUTAGAMIE COUNTY CORPORATION COUNSEL, Appleton, WI August 1, 1994 - Present***

*Provide legal counsel to the County Executive, County Board of Supervisors and County Department Heads. Supervise an office of four attorneys, one paralegal and one legal assistant. Areas of representation include: civil litigation, contract negotiation, drafting and review, land use and zoning enforcement, construction and procurement law, real estate and employment law, elder and human services law. Also serve as a member of County Executive's Cabinet and Executive Management Team. Successfully tried and argued cases at the administrative, trial, appellate and supreme court levels.*

***POLK COUNTY CORPORATION COUNSEL, Balsam Lake, WI April 1, 1990 – July, 1994***

*Provided legal representation and counsel to the Polk County Board of Supervisors and Department Heads. Also served as County labor negotiator, Child Support Administrator and County Board Chairman's Administrative Advisor. Served key role in establishing a Human Resources Department for Polk County.*

***DOAR, DRILL AND SKOW, S.C., TRIAL FIRM, New Richmond, WI June 1986 – March 1990***

*Practiced in areas of general civil litigation, bankruptcy, probate and estate planning*

**EDUCATION:**

***RUTGERS UNIVERSITY SCHOOL OF LAW September 1983 – May 1986***

*Juris Doctor Degree, May 1986*

***AUGSBURG COLLEGE***

*Bachelor of Arts Degree with majors in Business Administration/Economics, History  
December, 1980*

**JOSEPH P. GUIDOTE, JR.**

Page 2

**RELEVANT EXPERIENCE:**

**CO-AUTHOR OF LEGAL PUBLICATION**

*Wisconsin Governmental Claims and Immunities, Published by the Wisconsin Bar Association, 2003.*

**PRESENTATIONS:**

*"Public Records Law" presented to Outagamie County and City of Appleton employees, August 2008 and Wisconsin County Clerks Association, June 2007*

*"Living Wills and Power of Attorney for Health Care" presented to Outagamie County and City of Appleton Employees May 12 & 16, 2005.*

*"Notice of Claim Procedures" presented to Wisconsin Academy of Trial Lawyers, February 25, 2005*

*"Land Use Ordinances: Conception to Adoption" presented to Wisconsin Association of Airport Directors, October 26, 2004*

*"Performing Work for Local Municipalities" presented at 2004 Wisconsin Winter Highway Conference, January 28, 2004, and presented to Wisconsin County Highway Superintendent and Foreman Conference, September 20, 2004*

*"Government Claims and Immunities," co-presenter for Wisconsin Bar Association CLE, October, 2001*

**COMMUNITY SERVICE:**

*State Bar of Wisconsin, Government Lawyers Division – Continuing Legal Education Committee - 2003 – 2005*

*Our Savior's Lutheran Church – Personnel Committee Member*

*Menasha Area Soccer Club – Past Board Member and Chairman of Competition Committee*

*Wisconsin Association of County Corporation Counsel – Past Officer*

*Commissioner, Menasha Utilities Commission*

October 2, 2008

TO: Donald Merkes  
City of Menasha  
Office of the Mayor

FROM: Karon Kraft, Director of Human Resources  
Winnebago County

RE: Ad hoc committee for recruitment of HR/Attorney position - City of Menasha

Dear Mr. Merkes:

Thank you for allowing me the opportunity to express my interest in being a member of the committee formed to recruit and hire a qualified individual for the City's HR/Attorney position.

I have worked in Human Resources in both public and private sector industry for more than twenty years. I am currently the Director of Human Resources for Winnebago County and look forward to assisting you in your search for a new Human Resource professional to serve the City of Menasha and its employees. An effective HR department in any organization focuses on being a driving force in critical thinking, problem solving, leadership, professionalism, work ethic, teamwork and collaboration.

Sincerely,

A handwritten signature in cursive script that reads "Karon Kraft".

Karon Kraft  
Director of Human Resources  
Winnebago County  
448 Algoma Blvd - PO Box 2808  
Oshkosh, WI 54903-2808

## Don Merkes

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**From:** Paul Meier [pmeier@new.rr.com]  
**Sent:** Monday, September 22, 2008 3:11 PM  
**To:** Don Merkes  
**Subject:** RE: HR/Attorney Ad Hoc Study Committee

Mayor Merkes...You have enquired as to my interest in assisting the city with its search for qualified candidates for the upcoming vacancy for a joint HR/ Attorney position. As a lifelong resident of Menasha and a former human resource executive with a major paper company, I would be happy to be part of an Ad Hoc Study Committee to be assembled for recommending a design for the appropriate position(s) and potentially selecting qualified candidates for consideration. I will be available for this assignment during most weeks for the remainder of this year.

Please, keep me posted regarding further developments in this matter.

Paul G. Meier  
568 Riverway Drive  
Menasha  
920-725-6604 Home  
920-915-6604 Cell  
715-799-5924 Lake

Note: You may use this e-mail in substitution for a formal letter and have my permission to retype it verbatim in the appropriate format.



May 13, 2008

Rick Tease  
501 Second Street  
Menasha, WI 54952

Dear Mr. Tease:

Based on an inspection of the fence installed in the front yard of your residence it has been determined that the fence does not comply with permit requirements. The non-compliance is as follows:

- The fence along Racine Street at the driveway on the south side of the lot is set back approximately 6 feet as opposed to the 10 feet stipulated in the permit. The fence is encroaching on the vision clearance area from the driveway north to the end point of the taper to the 5 foot setback at approximately the mid-point of the lot.
- The fence along Racine Street at Second Street is setback approximately 7.6 feet as opposed to the 8 feet stipulated in the permit. . The fence is encroaching on the vision clearance area from Second Street south to the end point of the taper to the 5 foot setback at approximately the mid-point of the lot.

The noncompliance of the fence poses a safety hazard. This letter constitutes a notice of violation. You are hereby directed to correct the above noted violations by May 27, 2008. Failure to comply with this requirement will result in further action to enforce compliance.

In light of your misunderstanding of the permit requirements, the Engineering Department has offered to assist you with re-drilling the post holes in the proper locations. Please contact my office by Friday, May 16, 2008 to establish a schedule for completing the work.

Sincerely,

Gregory M. Keil  
Community Development Director

C: DPW Mark Radtke



September 22, 2008

Richard Tease  
501 Second Street  
Menasha, WI 54952:

Dear Mr. Tease:

On Monday, September 15, 2008 the Menasha Common Council, by majority vote, directed me to revoke the fence permit that was issued on April 28, 2008. The revocation is based on the following considerations:

- The fence is within the vision clearance areas of the adjoining driveway at 109 Racine Street
- The fence is not compatible with adjacent properties
- The fence is poorly constructed and offends community aesthetics

You are hereby directed to remove the fence by Wednesday, October 22, 2008. If you do not remove the fence by this date, the City of Menasha will cause the fence to be removed and place the cost for such removal as a special charge against your property to be collected together with your property taxes.

Thank you for your attention to this matter.

Sincerely,

Gregory M. Keil  
Community Development Director

C: Atty. Brandt  
Code Enforcement Officer Polzein

# City of Menasha Fence Permit Application\*

Owner Name: Rick Tease Phone # 700-0692

Street Address: 501 Second St.

Description of Fence or Hedge:

Height: 6 ft.

Materials: Wood privacy fence

Species & Spacing of Plant Materials: \_\_\_\_\_

Plot Plan: The plot plan shall show the location of the proposed fence with respect to the street right-of-way and sidewalk (if present), driveway openings, and existing structures on the subject and adjacent property.

I hereby certify that the fence and/or hedge will be constructed in accordance with the plot plan and description submitted with this application.

Rick Tease Owner Signature 4-21-08 Date

Conditions: \_\_\_\_\_

APPROVAL\*\*

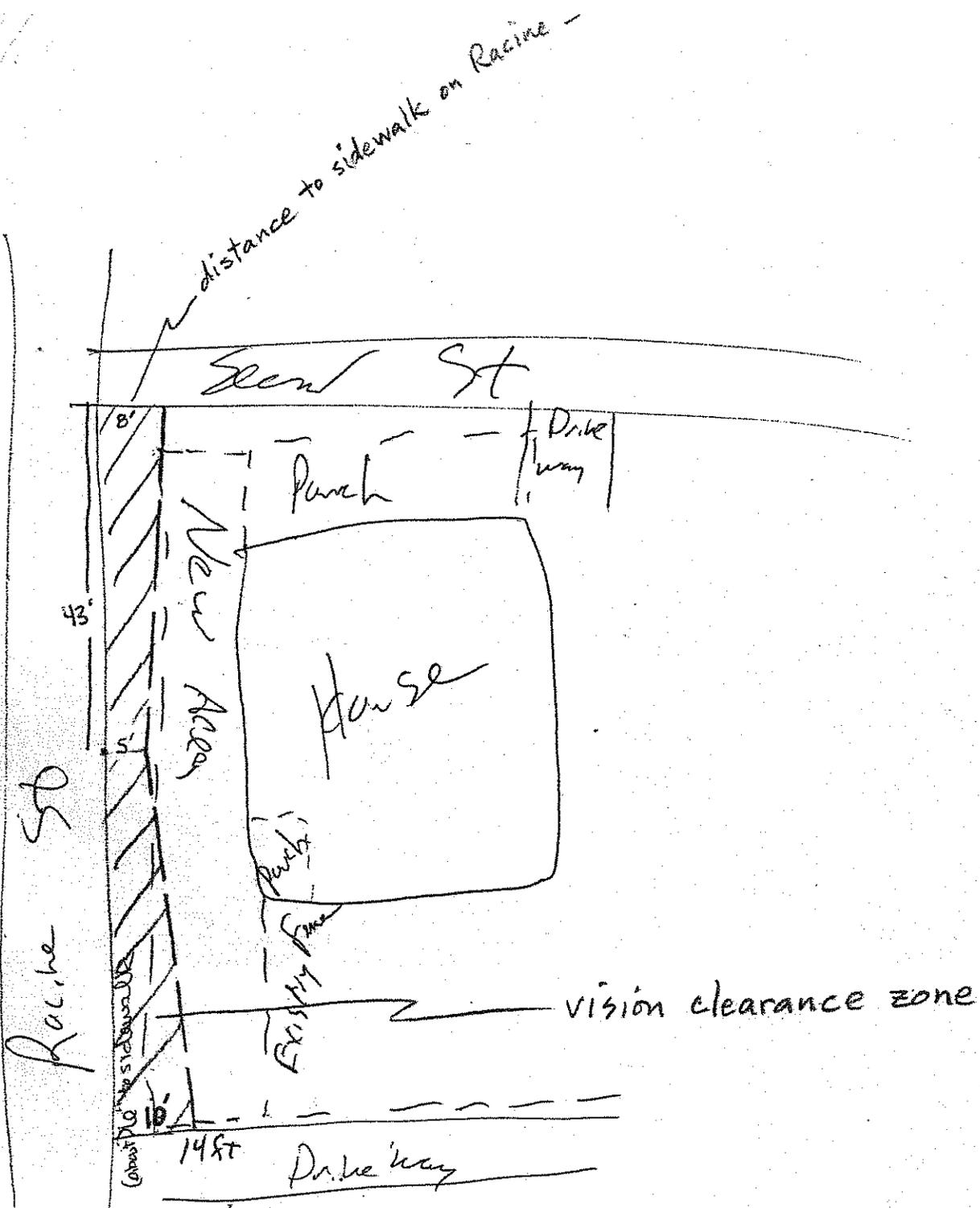
[Signature] Community Development Director 4/28/08 Date

Mark Rattler Director of Public Works \_\_\_\_\_ Date

① conditionally approved - fence shall not encroach within vision clearance zone (see attached drawing)

\*This permit application applies to corner lots or through lots where the owner desires to place a fence or hedge within 20 feet of the street right-of-way as provided by Menasha Ordinance 12-1-88(c).

\*\*This permit may be revoked by the Community Development Director if the relevant factors change such that the continued use of the fence is inappropriate.



Rick Tasse  
 501 Second St.  
 Meraske WI  
 920-720-0692