

It is expected that a quorum of the Personnel Committee, Board of Public Works, Plan Commission and Administration Committee, will be attending this meeting; although it is not expected that any official action of any of those bodies will be taken.

\*\*\*\*\*AMENDED\*\*\*\*\*

**CITY OF MENASHA**  
**Common Council**  
**City Hall-140 Main St.-Council Chambers-3rd Floor**  
March 3, 2008  
7:00 PM  
AGENDA

---

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

---

1. **CALL TO ORDER**
  - A. **Call to Order**
2. **PLEDGE OF ALLEGIANCE**
  - A. **Pledge of Allegiance**
3. **ROLL CALL/EXCUSED ABSENCES**
  - A. **Roll Call**
4. **MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

- A. **Common Council, 2/18/08**  [Attachments](#)

**Minutes to receive:**

- B. **Administration Committee, 2/18/08**  [Attachments](#)
- C. **Board of Public Works, 2/19/08**  [Attachments](#)
- D. **Board of Health, 1/9/08**  [Attachments](#)
- E. **Landmarks Commission; 1/16/08, 2/20/08**  [Attachments](#)
- F. **Library Board, 2/21/08**  [Attachments](#)
- G. **NM Fire Rescue, Finance and Personnel Committee, 2/26/08**  [Attachments](#)
- H. **NM Sewerage Commission, 2/26/08**  [Attachments](#)
- I. **Plan Commission, 2/19/08**  [Attachments](#)

- J. Public Library Long Range Planning Committee, 2/20/08  [Attachments](#)
- K. Safety Committee, City Hall; 1/9/08  [Attachments](#)
- L. Safety Committee, Police Department; 1/17/08  [Attachments](#)
- M. Safety Committee, Public Works and Parks; 1/22/08  [Attachments](#)

**Communications:**

- A. AT&T to Clerk Galeazzi, 2/20/08; AT&T WI's Video Franchise Application-2007 Wisconsin Act 42  [Attachments](#)
- B. Clerk Galeazzi to AT&T, 2/28/08; City of Menasha video franchise notice pursuant to Wis. Stat. 66.0420(3)(e)2.b.  [Attachments](#)
- C. Board of Canvassers Minutes , 2/20/08; Results of Feb. 19,. 2008 Spring Primary Election  [Attachments](#)
- D. Chief Stanke, 2/28/08; Training seminar  [Attachments](#)
- E. Davis & Kuelthau, S.C, 2/18/08; 2008 Public Officials Seminar information  [Attachments](#)
- F. WI Department of Administration, 2/4/08; City of Menasha Clean Water Fund Program  [Attachments](#)
- G. Winnebago County, 2/14/08; Notice of foreclosure action- Parcel #706-0822 (1220 Grove St.)  [Attachments](#)
- H. Mayor Laux, 2/28/08; Sustainability Board Agenda and supporting documentation (FYI)  [Attachments](#)
- I. UW Extension, 2/2008; Open Government and Parliamentary Procedure - WisLine Teleconference Series 2008  [Attachments](#)

**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

**6. APPOINTMENTS**

- A. Accept letter of resignation from Jim Lueneburg for the Redevelopment Authority  [Attachments](#)
- B. Mayor's Appointment to the Redevelopment Authority:
  - 1. David Erdmann, 854 River Lea Court, for the term of March 3, 2008 to August 31, 2010  [Attachments](#)

**7. CLAIMS AGAINST THE CITY**

- A. None

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

- A. None

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

**A. Plan Commission:**

1. Plan Commission, 2/19/08; No Recommendations

**B. Administration Committee:**

1. Increase General Fund-Revenue Account-Sale of City Property (31100-48-04-319-000) by \$10, 000 and General Fund-Expenditure Account-Transfer to Housing Rehabilitation Revolving Loan Fund (31100-59-04-203-251) by \$10,000 (3/4 vote required) (Ald. Wisneski) (held 2/18/08)  [Attachments](#)
2. Health Department Agreement with Fox Valley Public Health Preparedness Consortium, Jan. 1, 2008 to Dec. 31, 2008, and authorize signature  [Attachments](#)
3. Renewal of Cell Phone Contract with U.S. Cellular  [Attachments](#)
4. Updated Electronic Communications & Information Technology Policy (recommendation of IT Steering Committee)  [Attachments](#)
5. Weights and Measures Proposed Fee for Licensing Period 3-1-08 to 6-30- 09 (Recommendation of Board of Health)  [Attachments](#)
6. Accounts payable and payroll for 2/21/08-2/28/08 in the amount of \$756,213.80  [Attachments](#)

**C. Board of Public Works:**

1. Change Order - Dorner, Inc.; Nature's Way; Contract Unit No. 2006-08; Deduct: \$43,551.76 (Change Order No. 2)  [Attachments](#)
2. Payment - Dorner, Inc.; Nature's Way; Contract Unit No. 2006-08; \$8,344.40 (Payment No. 8 and Final)  [Attachments](#)
3. Approval of City of Menasha Minimum Wage Rates  [Attachments](#)

**D. NEENAH-MENASHA FIRE RESCUE:**

1. Finance & Personnel Committee, 2/26/08; Recommends approval of the purchase of a 2008 Kawasaki Mule, with accessories, from Verne's for the low quote of \$11,694.95  [Attachments](#)
2. Finance & Personnel Committee, 2/26/08; Recommends approval to accept the low quote from Motorola to purchase the AVL/ATMM software licenses with only four years of maintenance for a cost not to exceed \$11,010.00  [Attachments](#)

**10. ORDINANCES AND RESOLUTIONS**

- A. O-2-08 An Ordinance Relating to Weights and Measures  [Attachments](#)
- B. R-3-08 - Resolution Authorizing the Study of the Potential for Cooperation in the Delivery of Fire Services between Appleton, Menasha and Neenah  [Attachments](#)

**11. COUNCIL DIRECTIVES**

- A. None

**12. CITIZEN REPRISAL (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

**13. ADJOURNMENT**

- A. Adjournment

**CITY OF MENASHA**  
**Common Council**  
**City Hall-140 Main St.-Council Chambers-3rd Floor**  
February 18, 2008

**MINUTES**

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

**1. CALL TO ORDER**

Meeting called to order by Mayor Laux at 7:35 p.m .

**2. PLEDGE OF ALLEGIANCE**

**A. Pledge of Allegiance**

**3. ROLL CALL/EXCUSED ABSENCES**

**A. Roll Call**

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

ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, Clerk Galeazzi, and the Press.  
DEPT HEAD EXCUSED: PHD Nett.

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

**Minutes to approve:**

**A. Common Council, 2/4/08**

Moved by Alderman Michalkiewicz, seconded by Alderman Eckstein to Approve Common Council Minutes

**Motion** Carried on voice vote

**Results:**

**Minutes to receive:**

**B. Administration Committee, 2/4/08**

**C. Board of Public Works, 2/4/08**

**D. Board of Health, 12/12/07**

**E. N-M Sewerage Commission, 1/22/08**

**F. Plan Commission, 2/5/08**

**G. Police Commission, 1/17/08**

**H. Redevelopment Authority, 2/6/08**

**I. Safety Committee, 12/18/07; Public Works and Parks**

**J. Safety Committee, 12/5/07; City Hall/Library/Senior Center**

**K. Safety Committee, 12/20/07; Police**

**L. Water & Light Commission, 1/30/08**

**Communications:**

- A. East Central Wisconsin Regional Planning Commission to CDD Keil, 1/25/08; City to receive free technical assistance
- B. PHD Nett, 2/14/08; Menasha Health Department-2006 Annual Report
- C. AP Beckendorf, 2/14/08; Wisconsin Historical Society Grant Award
- D. Comp Stoffel, 2/13/08; Payment of Property Taxes by Credit Card
- E. PWD Radtke, 2/11/08; Green Bay Press-Gazette article: *Road crews ration as salt supplies dwindle*
- F. Waverly Sanitary District Minutes, 1/8/08
- G. Town of Menasha Utility District Commission Minutes; 1/7/08, 1/21/08
- H. Customers First!, 2/2008; *The Wire* newsletter

Moved by Alderman Michalkiewicz, seconded by Alderman Eckstein to Approve Minutes to Receive B-L and Communications A-H

Discussion: Ald. Merkes - Thanked AP Beckendorf for securing WI Historical Society Grant Award and Clerk Galeazzi for obtaining minutes from Waverly Sanitary District and Town of Menasha Utility District.

Ald. Wisneski - Comm. D, any activity on paying property taxes by credit card. C/T Stoffel replied so far no one has used that method of paying taxes.

Ald. Hendricks - Minutes L, important to read minutes from the Jan. 30 meeting. Would like representative from Utilities to report.

Ald. Taylor - Minutes L, requested representative at meeting, no one was available.

**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

A. Joanne Roush, 409 Cleveland St. Issues discussed at Utilities Commission meetings should be explained to Council.

B. Brian Tungate, 1264 Deerfield Ave. Whitewater Park, will be more private funding, will give a presentation.

## 6. APPOINTMENTS

### A. Mayor's reappointment to the Landmarks Commission 1. Charlie Cross, 204 Main St., for the term of March 1, 2008 to March 1, 2011 2. Gary Schmude, 7176 Manitowoc Rd., for the term of March 1, 2008 to March 1, 2011

Moved by Alderman Pack, seconded by Alderman Eckstein to Approve appointments

Discussion: Ald. Merkes requested to separate the appointments. Mayor Laux accepted request.

Voice vote on appointment of Charlie Cross

**Motion** Carried on voice vote

**Results:**

Moved by Alderman Merkes, seconded by Alderman Hendricks to Move to hold appointment of Gary Schmude

**Motion** Held

**Results:**

## 7. CLAIMS AGAINST THE CITY

### A. None

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

### A. None

## 9. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

### A. Plan Commission:

**1. Plan Commission, 2/5/08; Recommends approval of the Badger Highways land swap as proposed**

Acted on under item 9B5.

**B. Administration Committee:**

**1. Recommendation of Redevelopment Authority for 81/87 Racine Street and 504 Broad Street for site marketing and landscaping**

Moved by Alderman Wisneski, seconded by Alderman Eckstein to Approve recommendation of Redevelopment Authority

Discussion

**Motion** Passed  
**Results:**

**Roll Call:**

**AYES:** Chase , Eckstein , Hendricks , Merkes , Michalkiewicz , Taylor , Wisneski (7)  
**NAYS:** Pack (1)

**2. Recommendation of Redevelopment Authority to pursue Dept. of Commerce Planning Grant for the Gilbert Mill Site**

Moved by Ald. Wisneski, seconded by Ald. Eckstein to approve recommendation of Redevelopment Authority.

Discussion.

Moved by Ald. Taylor, seconded by Ald. Merkes to amend to apply for Brownfield Grant without the recreational purpose.

Discussion.

Motion on amendment fails on roll call 1-7. Ald. Taylor - yes.

Motion to approve recommendation of Redevelopment Authority passed on roll call 7-1. Ald. Taylor - no.

**Motion** Passed  
**Results:**

**Roll Call:**

**AYES:** Chase , Eckstein , Hendricks , Merkes , Michalkiewicz , Pack , Wisneski (7)  
**NAYS:** Taylor (1)

**3. Increase General Fund-Revenue Account-Sale of City Property (31100-48-04-319-000) by \$25,105 and General Fund-Expenditure Account-Health Department-Other Services-Building Rental (31100-53-09-102-296) by \$25,105. (3/4 vote required) (Ald. Wisneski)**

Moved by Alderman Wisneski, seconded by Alderman Chase to Approve increase

**Motion** Passed  
**Results:**

**Roll Call:**

**AYES:** Chase , Eckstein , Hendricks , Merkes , Michalkiewicz , Pack , Taylor , Wisneski (8)

**4. Increase General Fund-Revenue Account-Sale of City Property (31100-48-04-319-000) by \$10,000 and General Fund-Expenditure Account-Transfer to Housing Rehabilitation Revolving Loan Fund (31100-59-04-203-251) by \$10,000. (3/4 vote required) (Ald. Wisneski)**

Held in Administration Committee.

**5. Authorization to prepare Offer to Purchase for Badger Highways land swap**

Moved by Alderman Wisneski, seconded by Alderman Michalkiewicz to Approve authorization to prepare Offer to Purchase

**Motion** Passed  
**Results:**

**Roll Call:**

**AYES:** Chase , Eckstein , Hendricks , Merkes , Michalkiewicz , Pack , Wisneski (7)  
**NAYS:** Taylor (1)

**6. Accounts payable and payroll for 2/7/08 - 2/14/08 in the amount of \$ 3,457,140.49**

Moved by Alderman Wisneski, seconded by Alderman Taylor to Approve accounts payable and payroll

**Motion** Passed

**Results:**

**Roll Call:**

**AYES:** Chase , Eckstein , Hendricks , Merkes , Michalkiewicz , Pack , Taylor , Wisneski (8)

**C. Board of Public Works:**

1. None

**10. ORDINANCES AND RESOLUTIONS**

**A. R-2-08 - Resolution authorizing the issuance and sale of up to \$2,733,387 Sewerage System Revenue Bonds, Series 2008 and providing for other details and covenants with respect thereto (Clean Water Fund Project).**

Moved by Alderman Wisneski, seconded by Alderman Michalkiewicz to Adopt R-2-08

**Motion** Passed

**Results:**

**Roll Call:**

**AYES:** Chase , Eckstein , Hendricks , Merkes , Michalkiewicz , Pack , Taylor , Wisneski (8)

**11. HELD OVER BUSINESS**

A. None

**12. COUNCIL DIRECTIVES**

A. None

**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**

None

**14. ADJOURNMENT**

**A. Adjournment**

Moved by Alderman Michalkiewicz, seconded by Alderman Wisneski to Move to adjourn at 8:07 p.m.

**Motion** Carried on voice vote

**Results:**

*Deborah A. Galeazzi*

Respectfully submitted by Deborah A. Galeazzi, City Clerk

**CITY OF MENASHA**  
**Administration Committee**  
**140 Main Street, 3rd Floor Council Chambers**  
February 18, 2008

**MINUTES**

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

**1. CALL TO ORDER**

Meeting called to order by Chairman Wisneski at 6:30 p.m .

**2. ROLL CALL/EXCUSED ABSENCES**

**A. Roll Call**

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

ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, Clerk Galeazzi, and the Press.

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

**Minutes to approve:**

**A. Administration Committee Minutes, 2/4/08**

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

**Motion** Carried on voice vote

**Results:**

**4. DISCUSSION**

**A. Recommendation of Redevelopment Authority for 81/87 Racine Street and 504 Broad Street for site marketing and landscaping.**

CDD Keil explained the discussion and action by the Redevelopment Authority. Concerns of the RDA were what should be done with the parcel and what should go on that lot. The RDA recommended the City do some modest landscaping and market the property. The RDA discussed the conditions that limit the use of this parcel, size and traffic access.

Discussion ensued on using the parcel for parking lot; City has ample parking in downtown area; looking at long term for this area.

**B. Recommendation of Redevelopment Authority to pursue Dept. of Commerce Planning Grant for the Gilbert Mill Site.**

CDD Keil explained the process of submitting the application to the Dept. of Commerce for the planning grant. The purpose of the planning grant is to develop engineering and design details for the redevelopment of the former Gilbert Paper Mill site. The plan will outline the economic, social and recreational benefits of redeveloping the site. Staff had submitted a Brownfields Grant application in 2007 that was not approved. Progress has been made on the project on the Gilbert Mill site that this is a good time to re-submit the Grant application. The Dept. of Commerce has requested more information on the recreational, economic development impact and environmental portions of the application.

Discussion ensued on the relationship of the whitewater park to the overall site development. A public hearing will need to be scheduled on the Planning Grant application at a future Common Council meeting.

**C. Increase General Fund-Revenue Account-Sale of City Property (31100-48-04-319-000) by \$25,105 and General Fund-Expenditure Account-Health Department-Other Services-Building Rental (31100-53-09-102-296) by \$25,105. (3/4 vote required) (Ald. Wisneski)**

C/T Stoffel submitted a memo detailing the appropriation of funds for the lease that was approved by the Council for the Health Dept.

**D. Increase General Fund-Revenue Account-Sale of City Property (31100-48-04-319-000) by \$10,000 and General Fund-Expenditure Account-Transfer to Housing Rehabilitation Revolving Loan Fund (31100-59-04-203-251) by \$10,000. (3/4 vote required) (Ald. Wisneski)**

Ald. Wisneski asked for this item to be held as they had not received all the information needed to make a decision.

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

**E. Authorization to prepare Offer to Purchase for Badger Highways land swap.**

CA/HRD Brandt explained Badger Highways approached the City on the offer to swap 17 acres of land. Staff is looking for direction from Council if there is interest in the land swap. An Offer to Purchase would need to be prepared and a Certified Survey Map would need to be created. The cost of creating the CSM would be split between Badger Highways and the City.

**F. R-2-08 Resolution Authorizing the Issuance and Sale of up to \$2,733,387 Sewerage System Revenue Bonds, Series 2008, and Providing for Other Details and Covenants with Respect Thereto. (Clean Water Fund Program)**

No Questions or Discussion.

**G. Accounts payable and payroll for 2/7/08-2/14/08 in the amount of \$3,457,140.49**

Ck. #15697-Accent Business Solutions-\$1,200 - attachment to second floor copier.

Ck. #15809-Manderfield Bakery-\$30 - cake for Senior Center Valentine Party, paid by SC Fundraiser Account.

Ck. #15827-Piggly Wiggly-\$139.29 - supplies for Senior Center Valentine Party, paid by SC Fundraiser Account.

**5. ADJOURNMENT**

**A. Adjournment**

Moved by Ald. Taylor, seconded by Ald. Michalkiewicz to adjourn at 7:22 p.m.

Motion carried on voice vote.

*Deborah A. Galeazzi*

Respectfully submitted by Deborah A. Galeazzi, City Clerk

**CITY OF MENASHA**  
**Board of Public Works**  
**Third Floor Council Chambers, 140 Main Street, Menasha**  
February 18, 2008

**MINUTES**

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

**1. CALL TO ORDER**

Meeting called to order by Chairman Pack at 7:23 p.m .

**2. ROLL CALL/EXCUSED ABSENCES**

**A. -**

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

ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, Clerk Galeazzi and the Press.

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

**A. February 4, 2008**

Moved by Alderman Michalkiewicz, seconded by Alderman Wisneski to Approve minutes

**Motion** Carried on voice vote

**Results:**

**4. ADJOURNMENT**

**A. -**

Moved by Alderman Taylor, seconded by Alderman Michalkiewicz to Move to adjourn at 7:24 p.m.

**Motion** Carried on voice vote

**Results:**

*Deborah A. Galeazzi*

Respectfully submitted by Deborah A. Galeazzi, City Clerk

**CITY OF MENASHA**  
**Board of Health**  
**Menasha Health Department**  
January 9, 2008  
**MINUTES DRAFT**

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

## 1. CALL TO ORDER

Meeting called to order at 8:20 AM by Chairman C. Rusin. Members present: Lori Asmus, Dorothy Jankowski, Candyce Rusin, Dr. Teresa Shoberg, Susan Nett.

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

### Minutes to approve:

#### A. December 12, 2007 BOH Meeting Minutes

Moved by Dorothy Jankowski, seconded by Lori Asmus to Approve Minutes

**Motion**      Passed

**Results:**

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

### A. Food Security in the Wisconsin WIC Population

S. Nett distributed a report on food security in the Wisconsin WIC population which discusses the difficulty this population has with providing their children enough food to eat. S. Nett explained the role of the public health nurses in assuring low income families apply for WIC as this is a supplemental food program providing nutritious foods for pregnant women and children birth to 5.

### B. Public Health Preparedness Indicators

The latest Public Health Preparedness Indicators report was distributed. Wisconsin's score was a 6 out of a possible 10.

### C. November 2007 Communicable Disease Report

The November 2007 Communicable Disease report was reviewed by board members. S. Nett discussed the response of one of the clinics in Menasha as to this report being available in their office for the nurses and physicians. The response for this particular clinic was that this report has not been distributed widely in their office and even if the physician receives it via email, the chances of them doing more than a cursory glance was slim due to the volume of emails they now currently receive on a daily basis. Dr. Shoberg indicated that the only time she has to view this report is at the monthly BOH meeting. S. Nett discussed the report being distributed quarterly in 2008 rather than monthly. S. Nett plans on providing board members with the city of Menasha communicable disease numbers monthly.

### D. Emergency Preparedness Funding

Any remaining preparedness funds at the end of 2008 will not be allowed to be carried over so staff are looking at updating necessary equipment to be used during an emergency response such as a fax machine that has the capability of rapid programming of essential contact numbers, a portable copier to be able to be moved to a mass clinic site, emergency portable radios, etc.

## 4. ACTION ITEMS

### A. Review of Parochial School Fees for 2008-2009 School Year

Moved by Lori Asmus, seconded by Dorothy Jankowski to Approve Parochial School Fees 2008-09

S. Nett discussed the proposed parochial school fees for the 2008-09 school year. The vision/hearing screenings (initial screening) would stay the same at \$9.25 per hour. The public health nurse (education, screening follow-up, health consultation) would stay the same at \$37 per hour. The public health aide would stay the same at \$26 per hour. The reason these two rates could stay the

same was the savings in the health insurance. The dental hygienist would increase from \$31 to \$32 per hour. The hygienist moves to 50% benefits so the health insurance cost increases. New for the next school year is the addition of the registered sanitarian who is now required by the Dept. of Ag to inspect the school lunch facilities. The proposed hourly rate would be \$37. The sanitarian estimates the inspection and time for doing the report would be 1-2 hours per school. C. Rusin questioned what the annual cost has been to the parochial schools. S. Nett indicated that Trinity has had an approximate annual cost of \$100. St. Mary's typical annual cost has been approx. \$325. Seton has requested services on a very limited basis and it is expected that the food service inspection would probably be the only service provided. With no further discussion, board members recommended to the common council for approval the proposed parochial school fees for 2008-09 school year.

**Motion** Passed

**Results:**

## 5. ADJOURNMENT

**A.**

Moved by Dorothy Jankowski, seconded by Lori Asmus to Move to adjourn

at 9:04 AM

**Motion** Passed

**Results:**

CITY OF MENASHA  
LANDMARKS COMMISSION  
COUNCIL CHAMBERS

DATE: 1-16-08

MINUTE NOTES  
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:10 P.M.
- b. CHAIR: Gary

2. ROLL

- a. LANDMARKS MEMBERS (Mark Present or Absent)
  - i. Chair: Gary Schmude present
  - ii. Vice Chair: Patti Rudolph present
  - iii. Ald. Don Merkes present
  - iv. Kristi Lynch absent
  - v. Mary Nebel present
  - vi. Chris Evenson present
  - vii. Charlie Cross absent
  - viii. \_\_\_\_\_
- b. OTHERS PRESENT
  - i. Jessica Beckendorf
  - ii. Otter Creek representative
  - iii. \_\_\_\_\_
  - iv. \_\_\_\_\_
  - v. \_\_\_\_\_

3. MINUTES

- a. Date(s) of meeting minutes: 12-12-07
- b. Motions:
  - i. Amendments: None
  - ii. Motion to approve:
    - 1. By: Mary
    - 2. 2<sup>nd</sup>: Patti
    - 3. Result: Approved

4. SUBSTANTIVE AGENDA ITEMS

A. Sign Design Guidelines

- i. Discussion
- ii. Attachments: Draft of Menasha Sign Design Guidelines and Chart with ordinance comparison
- iii. Presenter: Jessica
- iii. Discussion: Comparison chart discussed; per tenant signage discussed; Adjustments suggested for square footage; Discussion of business hours vis a vis sandwich signs; Upstairs tenants to be allowed 10 square feet signage; Final guidelines, with ordinance and map to be prepared for next meeting.

5. NEXT MEETING

- a. DATE: 2-13-08
- b. TIME: 4:00 pm
- c. LOCATION: Chambers

7. ADJOURNMENT

- a. TIME: 5:35 p.m
- b. MOTION
  - i. BY: Gary
  - ii. 2<sup>ND</sup>: Don
  - iii. Result: Approved

CITY OF MENASHA  
LANDMARKS COMMISSION  
COUNCIL CHAMBERS

DATE: 2-20-08

MINUTE NOTES  
CHE—SECRETARY

0. REGULAR MEETING

1. CALL TO ORDER

- a. TIME: 4:04 p.m.
- b. CHAIR: Gary

2. ROLL

a. LANDMARKS MEMBERS (Mark Present or Absent)

- i. Chair: Gary Schmude present
- ii. Vice Chair: Patti Rudolph absent
- iii. Ald. Don Merkes present
- iv. Kristi Lynch present
- v. Mary Nebel present
- vi. Chris Evenson present
- vii. Charlie Cross absent
- viii. \_\_\_\_\_

b. OTHERS PRESENT

- i. Jessica Beckendorf
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

3. MINUTES

- a. Date(s) of meeting minutes: 1-16-08
- b. Motions:
  - i. Amendments: No amendments, but brief discussion of minutes format ensued.
  - ii. Motion to approve:
    - 1. By: Gary
    - 2. 2<sup>nd</sup>: Don
    - 3. Result: Approved

#### 4. SUBSTANTIVE AGENDA ITEMS

##### A. Update on Grant Award

- i. Discussion Item
  - ii. Attachments: 2-6-08 Grant approval correspondence and accompanying materials, including Wisconsin Historical Society Application Guidelines
- 

- iii. Presenter: Jessica
- iii. Discussion: Advertisements for bid will be posted, 2 likely bidders at least; Need to pursue CLG status by counsel resolution, along with timeline for actions needed.

##### B. Grant/Loan Policy

- i. Discussion Item
- ii. Attachments: Policy and Application
- iii. Presenter: Jessica
- iii. Discussion: Withholding a portion of the grant, or seeking additional loan security in event of default if work not done as agreed; Question regarding special terms for TIF 7; Possible additional funds from sale of health department

##### C. CPC Chapter 5-Cultural Resources Section

- i. Action Item
- ii. Attachments: Draft presented
- iii. Presenter: Jessica
- iii. Discussion: Add National Landmarks on map; Add Districts and sites; Add CLG Status as recommended goal, along with resurvey; Add designation of demolished as appropriate; Determine and add year of bridge museum dedication; Rearrange policies based on subject matter; Add heritage tourism.
- iv. Motion: Accept Chapter 5 as presented, with changes listed in Discussion section above.
  1. By Chris
  2. 2<sup>nd</sup> Don
  3. Result: Approved

5. NEXT MEETING

- a. DATE: 3-12-08
- b. TIME: 4:00 p.m.
- c. LOCATION: Chambers

7. ADJOURNMENT

- a. TIME: 5:02 p.m.
- b. MOTION
  - i. BY: Don
  - ii. 2<sup>ND</sup>: Gary
  - iii. Result: Approved

## DRAFT

### MINUTES OF REGULAR MEETING

#### ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

February 21, 2008

**Call to order** at 4:31 p.m. by President Fuchs

Present: Eisen, Englebert, Enos, Foth, Fuchs, Stanke

Absent: Eckstein, Werley

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

#### **Authorization of Bills**

1. Motion to authorize payment of the December list of bills from the 2007 budget and payment of the February list of bills from the 2008 budget by Foth, seconded by Stanke and carried unanimously.

#### **Consent Business**

2. Approve minutes from the Library Board meeting of January 17, 2008. Englebert noted that her name was misspelled in the minutes.

#### **Motion**

Motion to approve the amended minutes from the Library Board meeting of January 17, 2008 by Enos, seconded by Englebert, and carried unanimously.

#### **Director's Report/Information Items**

3. Statistics. January lending was up 3.5% overall from last year, averaging 134 items per hour. Our door count rose slightly over last year and our Internet usage increased by over 7%.
4. 2007 Statistics. Dir. Saecker reviewed 2007 statistics taken from our State Annual Report. Copies of this report will be provided to the Board at the March meeting. According to the report, our circulation in 2007 was record-setting. It was the first time we exceeded 450,000 circulations. Reference transactions were up by 4,000, visits to the library increased by 3,000, and there were significant increases in library programming. Overall, the library is continuing to grow and flourish.
5. Donations. We received a bequest of \$1,000 in the will of Robert Loescher that was designated for his mother's memorial fund. Ben and Debra Adams gave a gift of stock valued at \$843.18. George Mueller, who has remaining payments due on his building fund pledge, recently passed away. Director Saecker will follow up on this to see if it was Mr. Mueller's intent to honor this pledge in the event of his death.
6. Sunday Hours. Circulation statistics show that the library is being well used by our patrons on Sunday.
7. 2007 Unique Management. Our collection agency, Unique Management Services, specializes in services to libraries. In 2007, they recovered \$39,226 in lost materials, \$10,249 in cash and \$2,405 in waived amounts.
8. Staff Meeting Schedule. Staff meetings will be held four times during the year – on March 5, April 29 and June 5. A meeting date for September or October has yet to be established. It will depend on what arrangements can be made with a speaker.

9. COLAND Summit. Director Saecker has been invited to participate in the 2008 WI Council on Library and Network Development Strategic Visioning Summit in May. Board members may provide comments on interests or concerns they may have by accessing the Summit's website at <http://dpi.state.wi.us/coland/vision.html>.
10. WAPL Presentations. Director Saecker will participate in two presentations at this year's Wisconsin Association of Public Libraries conference.

### **Discussion/Action Items**

11. Library Mission and Vision Statements. Director Saecker presented the new mission and vision statements that had recently been approved by the Long Range Planning Committee. Discussion ensued. Foth recommended changing the mission statement to read, "The Elisha D. Smith Public Library strives to be a dynamic and responsive community center for our diverse population. We offer equal access to materials, programming, services, and entertainment to inspire and enrich while seeking to support learning for all ages."

There was a consensus to accept the following vision statement: "The Elisha D. Smith Public Library enhances the quality of life in our diverse community as we lead with exceptional customer service, a vibrant collection, innovative technology, and responsiveness to the people we serve."

Board members stressed that the mission and vision statements should be posted in strategic locations within the building that are accessible to the public, in the library board room, and on our website.

### **Motion**

Motion to approve the vision statement and mission statement as revised by Enos, seconded by Foth, and carried unanimously.

12. Logo Apparel for Staff. Director Saecker recommended approving three \$4.00 subsidies for staff intending to purchase library logo apparel. \$4.00 would be taken off the at-cost price of the items.

### **Motion**

Motion to approve three subsidies of \$4.00 each for staff logo wear purchases by Enos, seconded by Englebert, and carried unanimously.

13. Staff Meeting Breakfast. Last year, the Board catered a breakfast for one of the library's all-staff meetings. It was well received by employees. The cost of the catering averaged \$10-\$11 per person. This was paid for from the Endowment. Englebert offered to coordinate the event again this year. Director Saecker extended an invitation to Board members to attend the breakfast and meet with staff prior to the morning meeting.

### **Motion**

Motion to approve catering a breakfast for the staff meeting to be held on April 29 and to extend an invitation to Library Board members to attend by Englebert, seconded by Foth, and carried unanimously.

### **Adjournment**

Motion to adjourn the meeting at 5:12 p.m. by Foth, seconded by Enos, and carried unanimously.

### **Future meeting dates**

The next regular board meeting will be held in the Gegan Room on Thursday, March 20, 2008 at 4:30 p.m.

Respectfully submitted,

Charlotte Foth, Secretary  
Kris Seefeldt, recording secretary

## Draft

Neenah-Menasha Fire Rescue  
Finance & Personnel Committee Meeting  
Tuesday, February 26, 2008  
3<sup>rd</sup> Floor Council Chambers – City of Menasha

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

Present: Ald., John Ahles, Steve Pack, Tom Michalkiewicz, and Todd Stevenson.

Excused: Ald. Wisneski and Lange.

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

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

Month End Budget Report: The Committee reviewed the January 2008 month end budget report. Ald. Stevenson questioned the amount of the clothing allowance that was used. Chief Vander Wyst explained that union personnel receive their yearly clothing allowance in January. **MSC Ahles/Michalkiewicz to approve the January 2008 month end budget report, all voting aye.**

Month End Activity Report: The Committee reviewed the January 2008 activity report. **MSC Pack/Michalkiewicz to place the January 2008 activity report on file, all voting aye.**

Fox Valley Technical College Lease: Chief Vander Wyst stated that the City of Neenah Common Council agreed to put Fox Valley Technical College on their six-month notice for the additional bay they lease at Station 31. A copy of Chief Vander Wyst's letter to Jeremy Hansen was reviewed.

Air Conditioning Unit at Station 32: The Committee reviewed the two quotes to replace the air conditioning units at Station 32 (E. Columbian Avenue). Due to the electrical work now included in the quote, this puts the quote over budget. Chief Vander Wyst reminded everyone that this is a City of Neenah capital expense and recommended that the additional amount be taken from the City of Neenah Operating Building Maintenance Budget. Ald. Ahles asked if there are any rebates available. Chief Vander Wyst said he would check into this. **MSC Ahles/Michalkiewicz to recommend the City of Neenah Common Council accept the low quote from Energy Control and Design for \$24,950.00 and the budgeted \$22,000 be taken from NMFR's capital improvement budget and the remaining \$2,950 be taken from the City of Neenah Operating Building Maintenance budget, all voting aye.**

Sale of Old MDC's: The Committee reviewed the memo from DC DeLeeuw regarding the lack of bids for our old MDC's. **MSC Pack/Michalkiewicz to try to re-sell the MDC's on E-bay for a lower price and/or best offer, all voting aye.**

Request to Purchase an ATV: The Committee reviewed the memo from the NMFR Truck Committee regarding the purchase of an ATV. Chief Vander Wyst reminded the Committee that \$18,000 is budgeted for this purchase and this budgeted amount includes related equipment for the ATV. At this time, we are only going to purchase the ATV and trailer. We will wait until this fall when the next round of grants occur to see if we can obtain a grant to purchase the remainder of the equipment. If we are able to receive a grant for this equipment this will save us money. **MSC Pack/Michalkiewicz recommends the Common Councils of the City of Neenah and**

**City of Menasha purchase a 2008 Kawasaki Mule, with accessories, from Verne's for the low quote of \$11,694.95, all voting aye.**

Request to Purchase Six AVL/ATMM Software Licenses: The Committee reviewed the memo from Captain Voss regarding the purchase of the AVL/ATMM software. Chief Vander Wyst noted that this quote is over budget due to the maintenance of five years for the software. He said that if the Committee didn't want to go over the budgeted amount that this could be purchased with only four years of maintenance and the remaining year could be budgeted in the future. **MSC Pack/Michalkiewicz recommends the Common Councils of the City of Neenah and the City of Menasha accept the low quote from Motorola to purchase the AVL/ATMM software licenses with only four years of maintenance for a cost not to exceed \$11,010.00, all voting aye.**

City of Neenah Resolution #7268 Authorizing the Study of the Potential for Cooperation in the delivery of Fire Services between Appleton, Menasha and Neenah: Chief Vander Wyst discussed his recent meeting with the Mayors of Appleton, Neenah and Menasha regarding the discussion of automatic aid between the two departments and possible consolidation. The Committee was pleased regarding the future discussions of cooperation. **MSC Michalkiewicz/Ahles recommends the City of Neenah Common Council pass Resolution #7268 Authorizing the Study of the Potential for Cooperation in the delivery of Fire Services between Appleton, Menasha and Neenah, all voting aye.**

City of Menasha Resolution R-3-08 Authorizing the Study of the Potential for Cooperation in the delivery of Fire Services between Appleton, Menasha and Neenah: **MSC Ahles/Pack recommends the City of Menasha Common Council pass Resolution R-3-08 Authorizing the Study of the Potential for Cooperation in the delivery of Fire Services between Appleton, Menasha and Neenah, all voting aye.**

**MSC Pack/Michalkiewicz to adjourn at 6:20 p.m., all voting aye.**

Respectfully Submitted,

Len Vander Wyst  
Chief

LV/tt

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday February 26, 2008

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

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

**Excused:** Commissioner K. Bauer.

**Also Present:** Rob Franck, Paul Much (MCO), Mike Sams (Waverly S.D.).

Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the minutes of the Regular Meeting of January 22, 2008. Voting aye: Commissioners G. Cowling, W. Helein, J. Jurgenson, R. Zielinski. Abstaining: Commissioner D. Youngquist. Motion carried.

## Correspondence

The following correspondence was discussed:

- A. Memo & letter received 1/29/2008 from the Town of Menasha Utility District.  
RE: New businesses in Utility District requested to provide grease trap cleaning records.

Manager Much discussed there is a problem with oil and grease being received at the treatment plant. The grease trap program the Town of Menasha Utility District has implemented and maintains is a very good program. Manager Much reminded the Commissioners that we have requested all the communities to establish and maintain their own grease trap program. He is not aware how well the other communities are running their programs. Commissioner R. Zielinski inquired if it would be possible to issue fines to the communities for their failure for not notifying us in their efforts to enforce their grease trap ordinances. Manager Much will talk to Attorney Gunz for his input on this matter.

## Budget, Finance, Personnel

Accountant Voigt presented to the Commission the unaudited financial statements for January 2008. Accountant Voigt pointed out the income generated in January and February was less than the budget, the March income will be close to the amount budgeted. Commissioner D. Youngquist questioned the difference between the Replacement Fund Expense and the Depreciation Fund Expense. He also questioned if there have been any adjustments in the replacement and depreciation rates over the years. It was reported the rates have not been changed over the years. Commissioner D. Youngquist suggested it may be something to consider implementing having these rates increased in small increments as we go along instead of waiting and then having one large increase later. After discussion, moved by Commissioner

D. Youngquist, seconded by Commissioner R. Zielinski to accept the unaudited financial statements for the month of January 2008 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #12396 in the amount of \$107,235.99 for the month of March 2008. Discussion followed; after discussion, motion made by Commissioner D. Youngquist, seconded by Commissioner J. Jurgenson to approve MCO invoice #12396 in the amount of \$107,235.99 for the month of March 2008 and to pay the invoice after March 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of January 2008. The interest rates on the money-market accounts and with the State Pool have substantially dropped from the previous month. The major cause of this is from the Federal government lowering interest rates twice. Associated Bank had quoted to renew a maturing CD for 90-days, but when the final safekeeping receipt was received it was for only 30-days. The vice-president handling our account said there was a mistake in reading his handwriting. Associated Bank would not stand behind their quoted rate. When the CD matured in early February the funds were removed from Associated Bank and deposited with First National Bank. Two \$100,000 CD's were purchased at First National Bank with maturities of six months and nine months to coincide with the anticipated payments that will be made towards upcoming projects. As requested by Commissioner K. Bauer, a rate history sheet was provided to show the history of rates with the Local Government Investment Pool. MCO generated \$2,500 in additional income for the Commission; restricted cash balances totaled \$2,260,000 at the end of January. Motion made by Commissioner D. Youngquist, seconded by Commissioner R. Zielinski to accept the Accountants Report for the month of January 2008. Motion carried unanimously.

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

#39526	WWTF Electrical Distribution - Bidding	\$1,250.00.
#39483	Sludge to Sludge Heat Exchanger - Design	\$ 145.50.

Motion made by Commissioner R. Zielinski, seconded by Commissioner D. Youngquist to approve for payment invoices #39526 and #39483 to McMahon Associates. Motion carried unanimously.

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

Manager Much presented and discussed the operating report for the month of January 2008. There are no operational issues. Manager Much brought to the attention of the Commission three issues that will be forthcoming: 1) Litigation of PCB's, 2) Ammonia Limits, and 3) Total Daily Maximum Load limits. With the possible litigation of PCB's, if any of the Commissioners have a personal computer and you use it for Commission business, it may be subject to subpoena to review your computer and records stored on your computer as it relates to the Fox River matter. The issue of ammonia limits will deal with our ability to meet the limits that we may receive. To be able to remove ammonia from waste, you need adequate oxygen, retention time, temperature, and biological bugs. In the first meeting with DNR staff they were indicating the ammonia limits would possibly be variable with a minimum limit of 4.5 mg/l. At a second meeting with DNR staff they now reported a limit of 3.5 mg/l with a mass (pound) limit.

The addition of a mass limit is what will create a problem for the NMSC and the other municipalities along the Fox River. With a mass limit, this could lead to an expensive building project to be able to meet the new proposed ammonia limit. One item of issue is the proposed ammonia limits are not based on code requirements to determine what the ammonia limits should be. The issue with the Total Maximum Daily Load (TMDL) will also create additional operating costs as well as the possibility of a building project to be able to meet the limits created under this program. Manager Much reported he will be meeting with an attorney to discuss the impact the TMDL will have on the communities along the Fox River. Manager Much also pointed out the Commission may want to consider retaining an attorney with environmental background to help in dealing with the ammonia limits and TMDL issues. Commissioner R. Zielinski questioned if the DNR will have the last say in these issues. Manager Much responded that if we dispute the limits, we can have a judge settle the dispute. Manager Much further informed the Commission that ammonia is a toxic that will kill water fleas in the immediate area of the effluent discharge until the ammonia is sufficiently diluted by the surrounding river water downstream. A motion was made by Commissioner D. Youngquist, seconded by Commissioner J. Jurgenson to retain an attorney to assist and represent the NMSC in the issues of Ammonia Limits and Total Maximum Daily Load. Motion carried unanimously. Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the operating report for the month of January 2008 and to place the report on file. Motion carried unanimously.

Manager Much updated the Commission on the Sludge-to-sludge heat exchanger pilot unit. The unit had some grease buildup but was maintaining decent heat transfer. The unit was cleaned; some piping changes were made to redirect some of the sludge that could be the cause of the grease. The pilot unit will be run longer to see if the piping changes helped to reduce the amount of grease buildup in the unit.

Rob Franck updated the Commission on the Primary Electric Underground Distribution Replacement. A pre-construction meeting was held with the contractor. They presented a preliminary timetable, they will be ordering equipment, and reviewing the plans again. With the weather permitting, they are planning to begin early to mid June and to be completed by the end of September or in October.

Manager Much updated the Commission on activity with the Biosolids Management Plan. He reminded the Commission that at the last meeting he met with individuals from Oshkosh to see if they would want to look at a regional building. Permission was granted for the Oshkosh WWTP to proceed with looking at a regional facility. We will now meet with Winnebago County to discuss constructing an on-site storage building at the County Landfill.

### **Old Business**

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

Sewer ownership update. The Neenah Council voted for approval of ownership of the interceptor. No written confirmation has been received.

**Vouchers**

Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski, to approve Operating and Payroll Fund Vouchers #130155 thru #130209 in the amount of \$273,280.85 for the month of January 2008. Motion carried unanimously.

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:55 a.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**THE NEXT REGULAR MEETING IS ON TUESDAY March 25<sup>th</sup>, 2008.**

**DRAFT**

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, 3rd Floor City Hall – 140 Main Street**  
February 19, 2008  
**DRAFT MINUTES**

---

**I. CALL TO ORDER**

**A. Call to Order**

Mayor Laux called the meeting to order at 3:30 p.m.

**II. ROLL CALL/EXCUSED ABSENCES**

**A. PLAN COMMISSION MEMBERS PRESENT:** Mayor Laux, DPW Radtke, Ald. Merkes, and Commissioners Sturm, Cruickshank and Schmidt.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Sanders

OTHERS PRESENT: AP Beckendorf, CDD Keil, Corey Godina and Christine Symchych

**III. MINTUES TO APPROVE-MINUTES & COMMUNICATES TO RECEIVE**

**A. Minutes to approve:**

**Minutes of the February 5, 2008 Plan Commission Meeting**

Comm. Schmidt made and DPW Radtke seconded a motion to approve the minutes of the February 5, 2008 Plan Commission meeting. The motion carried.

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

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

**A.** No one spoke.

**V. DISCUSSION**

**A. None.**

**VI. ACTION ITEMS**

**A. Easement Request – AT&T-Ninth Street**

Commissioners discussed the following:

- Reconfiguration of easement area from the previous proposal
- Proposed compensation to the city for landscaping to screen the enclosure
- Location of the enclosure relative to the storm sewer inlet and water main

This item was held pending receipt of more detailed mapping of the location of the enclosure relative to utilities, etc.

**B. Acceptance of Comprehensive Plan Chapter 5 – Agricultural, Natural, and Cultural Resources**

Commissioners discussed the following:

- Review of the Cultural Resources component of this plan element by the Landmarks Commission
- Elimination of duplicate wetlands definition in Sec. 5.6 and correction of typographical error on the succeeding page
- Identification of the threat posed by invasive plant species in Sec. 5-12
- Including a quantification of the number of visitors to the Heckrodt Wetland Reserve on an annual basis
- In Sec. 5.16, change the frequency of household hazardous waste collections from once every five years to annual collection
- The addition of a policy which would emphasize the eradication of invasive species

- Include Fox Cities Greenways and the City of Menasha Sustainability Board in Section 5.17

Comm. Cruickshank made and Comm. Schmidt seconded a motion to accept Chapter 5 with the changes noted above. The motion carried.

C. **Acceptance of Comprehensive Plan Chapter 6 – Economic Development**

Commissioners discussed the following:

- The format of the summary of strengths and weaknesses from the Community Economic Preparedness Index and the need to clarify the rating system
- The composition of the Economic Development focus group and whether or not the comments offered should be tied to specific members of the group. It was concluded that the comments should be left in aggregate form and that the focus group members be acknowledged in a “thank you” page
- The Economic Development map should be modified to eliminate the boundary agreement border lines and designate available commercial and industrial sites, including redevelopment areas and correcting the boundary of TID #5.

DPW Radtke made and Comm. Cruickshank seconded a motion to accept Chapter 6 with the changes noted above. The motion carried.

**VII. ADJOURNMENT**

- A. DPW Radtke made a motion to adjourn at 4:15 p.m. Comm. Cruickshank seconded the motion. The motion carried.

**DRAFT**  
**Elisha D. Smith Public Library**  
**Long Range Planning Committee Meeting**  
**Minutes**  
**February 20, 2008**

Present: Bongers, Brandt, Eisen, Loch-Wouters, O'Brien, Schaefer Kemps

Absent: Englebert

Also present: Director Saecker, K. Seefeldt (Recording Secretary)

The meeting was called to order at 5:00 p.m. by Committee Chair Colleen O'Brien.

**Minutes**

Motion to approve the minutes of the Long Range Planning Committee meeting of December 19, 2007 by Eisen, seconded by Brandt, and carried unanimously.

**Goals and Objectives**

Director Saecker presented a final draft of the objectives that had been prepared in conjunction with library staff for the Committee's review. She summarized changes that had been made to the document since the last meeting. Eisen asked if there would be additional costs incurred to implement the goals and objectives. Director Saecker noted that we would be able to carry out the majority of them by working within our existing program budget. We also plan to continue to make use of a variety of community partnerships we have established as a way to manage any additional costs. Discussion relative to the process of monitoring progress on the goals and objectives ensued.

**Motion**

Motion to approve the Long Range Plan objectives as presented by Eisen, seconded by Loch-Wouters, and carried unanimously.

Director Saecker noted that this would be the last meeting of this Committee. She thanked everyone for their contributions to the process. A formal Long Range Planning document will be compiled and distributed to the Library Board and Long Range Planning Committee members. Copies will also be made available to the public. Additional publicity to promote our new plan will be done. This will include a press release to be drafted by Director Saecker.

**Adjournment**

The meeting adjourned at 5:21 p.m. on a motion by O'Brien, seconded by Eisen, and carried unanimously.

Respectfully submitted,  
Kris Seefeldt, Recording Secretary





City Hall Safety Committee  
Minutes  
January 9, 2008

Present: Adam Alix, Tom Stoffel, Kristi Heim, Jeff Brandt, Tasha Saecker, Sue Nett, Peggy Murphy

Absent: Sylvia Bull, Todd Drew, Brian Tungate

Meeting called to order at 1:15 PM.

A. Motion to approve minutes from December 5, 2007 meeting made by J. Brandt and seconded by T. Saecker. Motion carried.

B. Old Business

1. Employee ID cards have been distributed. The summer seasonal employees will need to be done as it gets closer to that time. Still working on volunteer badges for our volunteer pool.
2. Nothing new to report on the emergency operations and evacuation plan update.

C. New Business

1. Monthly safety topic on carbon monoxide and using care especially in the home.
2. No injuries to review.
3. The incident report for non-employees was developed with the assistance of K. Heim. A copy will be emailed prior to next month's meeting for review.
4. S. Nett brought up snow removal concerns by the health department and senior center. After the last large snow fall, a path was never shoveled from the main part of the Broad Street lot and staff was having to climb through a snow bank to get into the department. S. Nett did notify A. Alix and situation has been addressed. There was also a concern that snow and ice was not being completely removed by the senior center creating a fall hazard for those using the center. A. Alix is working with the city crews to address this as well.
5. A. Alix discussed a situation that recently occurred with Cell Com when one of their employees came and needed to get to the roof. A. Alix gave the Cell Com employee a visitor badge and the employee then went up to the third floor and to the roof. Two employees tried to have this person stop and identify himself but he continued on his way. Discussion ensued about these type of situations and should a city employee accompany them, should another locking door be in place on third floor so vendors going on the roof need to stop and request access? For now it was decided that A. Alix would notify Cell Com of our badge system and the need to identify oneself if not accompanied by a city employee.
6. A safety walk-through of city hall was conducted on 1-8-08 by P. Murphy, S. Nett, A. Alix, J. Brandt and Bruce Stenz from CVMIC. Bruce will be sending a report which will be shared with committee members.

D. Training

1. Hearing screenings will be scheduled and those in need of them will be notified.

E. Meeting adjourned at 2:08 PM



Police Safety Committee Meeting  
Minutes  
January 17, 2008

Present: Mike Brunn, Chuck Sahr, Mark Mauthe, Dave Jagla, Bev Sawyer, Peggy Murphy, Sue Nett

Absent: Aaron Zemlock

Meeting called to order at 2:34 PM.

- A. M. Brunn requested minutes be amended to show bloodborne pathogen review done on the internet using the CVMIC program.  
Motion to approve amended minutes from Dec. 20, 2007 meeting made by M. Brunn and seconded by M. Mauthe. Motion carried.
- B. Old Business
1. ID Badges – B. Sawyer needs employee ID badge as she is often over at City Hall.
  2. Sub committee formed to revise emergency operations and evacuation plan.  
Members include Dave Jagla, Mike Brunn, Peggy Murphy, and Sue Nett.
  3. Facility walk-through inspection scheduled for Jan. 23 around 11:30 AM.
- C. New Business
1. Monthly safety topic sent via email to C. Sahr and has been distributed electronically.
  2. No injuries to report.
  3. Review completed of a recent bloodborne pathogen exposure incident that involved three officers. M. Brunn to review bloodborne pathogen protocol with supervisory staff.
  4. Hearing screenings will be scheduled in the next few months at Affinity Occupational Health. Discussion on availability of staff working nite shift and times screenings could be completed. P. Murphy to check with Affinity Occupational Health for screening hours i.e. when they start and end.
  5. Question raised as to when tiling of floors would be completed. M. Brunn related they have been in contact with DPW. Due to snow removal operations, city crews have been unavailable but will return to finish when snow removal eases.
  6. B. Sawyer requested there be an additional snow shovel available for the front entrance to the building. The shovel needs to be kept in the back. M. Brunn will take care of this.
- D. Training
1. Harassment training will be offered as soon as DVD on harassment from CVMIC arrives. M. Brunn will coordinate this with the staff.
- E. Meeting adjourned at 3:25 PM.



Public Works and Parks Safety Committee  
January 22, 2008  
Minutes

Present: Jim Julius, Bob Huss, Tim Jacobson, Adam Alix, Corey Gordon, Ken Popelka, Jeff Brandt, Peggy Murphy, Sue Nett

Absent: Jeff Nieland, Mark Radtke, Matt Schultz, Brian Tungate

Meeting Called to order at 9:05 AM.

A. Motion to approve minutes from December 18, 2007 meeting made by C. Gordon and seconded by J. Julius. Motion carried.

B. Old Business

1. Employee IDs, Visitor/Vendor Badges have all been distributed. P. Murphy doesn't have all the employee "acknowledgement of receipt" forms back yet. Names of those missing were given to supervisors.
2. No update to report on the emergency operations and evacuation plan.
3. S. Nett had an email report from M. Radtke on the Badger Highway Quarry subcommittee progress to date.
4. Facility Walk-through inspections scheduled for 1-23-08 at 8:30 AM with public works and parks being first.
5. Asst. Deputy Fire Chief Mike Sipin discussed the role of the N-M Fire Dept. in confined space rescue operations. J. Brandt felt there should be a written protocol for confined space entry. Committee members felt M. Sipin and M. Radtke would be the most knowledgeable to do so. B. Huss would like M. Sipin to meet with him and his pool staff regarding the confined space at the pool. B. Huss will coordinate this.

C. New Business

1. January safety topic on the dangers of carbon monoxide distributed. This information can also be utilized outside the work place as a reminder for employees to use common sense and have well ventilated areas when needed.
2. No injuries to review
3. Respiratory fit testing to be done by T. Drew in the next few weeks.
4. Hearing screenings to be scheduled in early April. Employees will go to Affinity Occupational Health on Appleton Rd. P. Murphy is coordinating the scheduling of the appointments.

D. Training

1. Loretta Kjemhus will be scheduling the CPR/First Aid recertifications with D. Dworshok.

E. Meeting adjourned at 10 AM.



AT&T  
Wisconsin  
2008

February 20, 2008

City of Menasha  
Attn: City Clerk  
140 Main St  
Menasha, WI 54952

**RE: AT&T Wisconsin's Video Franchise Application – 2007 Wisconsin Act 42**

As you may know, to help foster additional and fair competition for video services, the Wisconsin Legislature passed 2007 Act 42, the Cable Competition Bill, which became effective on January 9, 2008. As provided in Wis. Stat. § 66.0420(3)(d) of that new law, on February 20, 2008, Wisconsin Bell, Inc. d/b/a AT&T Wisconsin ("AT&T Wisconsin") submitted to the Wisconsin Department of Financial Institutions its application for a video service franchise. Pursuant to Wis. Stat. § 66.0420 (3)(e), AT&T Wisconsin hereby provides your municipality with the enclosed copy of that application.

AT&T Wisconsin is not currently providing video services in your community. Nevertheless, your community is located in an area of the state in which AT&T Wisconsin intends to provide video service. We have therefore included your community in the video franchise area described in the application. Because AT&T Wisconsin is using its existing telephone network to provide Internet Protocol (IP) video services, we will not be providing our video services in any portion of your community to which AT&T Wisconsin *does not* provide telephone services.

Before video services are provided in your community, AT&T Wisconsin will send you a notification pursuant to Wis. Stat. §66.0420 (3)(h), which requires AT&T Wisconsin to provide notice no later than 10 business days before providing video service in the community.

If you have any questions please contact Estella Caputo at 920-996-6632.

Sincerely,

Scott Jansen

Regional Vice President - External Affairs  
AT&T Wisconsin

Attachments

RECEIVED

FEB 21, 2008

HA

dq



**February 28, 2008**

AT&T Wisconsin - External Affairs Department  
722 N. Broadway  
Floor 13  
Milwaukee, WI 53202

**RE: CITY OF MENASHA VIDEO FRANCHISE  
NOTICE PURSUANT TO WIS. STAT. § 66.0420(3)(e)2.b.**

Dear Mr. Klasen:

On February 21, 2008, the City of Menasha, Wisconsin (the "City") was served by Wisconsin Bell, Inc. d/b/a AT&T Wisconsin ("AT&T") with AT&T's application for a state franchise pursuant to Wis. Stat. § 66.0420. Areas of the City appear to be included within AT&T's Service Area Footprint or franchise area. The City provides this notice in accordance with Wis. Stat. § 66.0420(3)(e)2.b.

**Number of Public, Educational, and Governmental ("PEG") Channels:**

The incumbent cable operator, Time Warner Cable, is required to provide one (1) PEG channel pursuant to Section 6.03 of the Menasha Municipal Code. Currently, cable channel 2 is used by the City as a governmental access channel. Time Warner Cable also has a studio available for use by Menasha residents for public access purposes.

The City requests at least 90 days advance notice of any change in the location of a PEG channel. Such notice shall be served on the City Clerk, at the address given below. In accordance with federal law, all PEG channels must be located on the basic service tier and be afforded the same treatment as broadcast channels. *See* 47 U.S.C. §543(b)(7).

**Percentage of Revenues Required for Franchise Fee:**

The incumbent cable operator is required to pay a 5% franchise fee in accordance with Section 9.01 A. of the Menasha Municipal Code.

The City requests that each video service provider fee payment made to the City pursuant to Wis. Stat. § 66.0420(7) be submitted with supporting detail, reflecting the total amount of the company's quarterly gross receipts for the payment period and a breakdown by the following gross receipts categories:

- a. Recurring charges for video service.
- b. Event-based charges for video service, including pay-per-view and video-on-demand charges.
- c. Rental of set top boxes and other video service equipment.
- d. Service charges related to the provision of video service, including activation, installation, repair, and maintenance charges.
- e. Administrative charges related to the provision of video service, including service order and service termination charges.
- f. Revenues received from the provision of home shopping or similar programming.
- g. All revenue, except for refunds, rebates, and discounts, derived by the video service provider for advertising over its video service network to subscribers within the City.

In the information provided with each payment, the company should indicate whether any gross receipts have been excluded from the payment and, if so, the amount and basis for any such exclusions. The company should also indicate the current number of its subscribers within the City's corporate limits.

The video service provider fee payment, along with the requested supporting detail and information, should be sent to:

City Clerk  
Menasha City Hall  
140 Main Street  
Menasha, WI 54952

If you have any questions about the matters set out in this notice, please contact the City Attorney, Jeff Brandt, at the following number: Phone: 920-967-3600.

Sincerely,

Deborah A. Galeazzi  
City Clerk

**MINUTES OF THE BOARD OF CANVASSERS**

**Wednesday, February 20, 2008 at 10:00 A.M.**

Present: Members Thomas R. Stoffel, Jeffrey S. Brandt and City Clerk Deborah A. Galeazzi

The Board compared the ACCU-VOTE Optic-Scan and Touch Screen voting machine print-out with the return sheets filed and determines and certifies the Mayor election vote of the February 19, 2008 Spring Primary Election as follows:

The total number of votes cast for Mayor was 4538 of which

Joseph F. Laux	received	1790
Stan Sevenich	received	359
Joe Lingnofski	received	588
James Taylor	received	804
Donald Merkes	received	982
Write-ins	received	15

The top two vote getters advance to the April 1, 2008 election

Joseph F. Laux  
Donald Merkes

Dated at the office of the City Clerk at City Hall, City of Menasha, Winnebago and Calumet Counties, Wisconsin, this 20<sup>th</sup> day of February, 2008

  
Thomas R. Stoffel

  
Jeffrey S. Brandt

  
Deborah A. Galeazzi

**Certification of the Board of Canvassers  
February 20, 2008**

We, the undersigned, certify that we are the members of the Board of Canvassers for the City of Menasha.

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the City Clerk

We further determine and certify that the following persons received the two greatest number of votes for the office of Mayor for which each was a candidate on February 19, 2008 and will advance to the April 1, 2008 election.

Joseph F. Laux  
Donald Merkes

Deborah A. Galeazzi  
Deborah A. Galeazzi, City Clerk

Jeffrey S. Brandt  
Jeffrey S. Brandt, City Attorney

Thomas R. Stoffel  
Thomas R. Stoffel, Comptroller

2/20/08

(Date)

**Tabular Statement of Votes Cast  
City of Menasha  
Spring Primary Election – February 19, 2008**

<b>Mayor</b>	<u>D 1&amp;2</u>	<u>D 3&amp;4</u>	<u>D 5&amp; 6</u>	Winn. <u>D 7 &amp; 8</u>	Calumet <u>D 8</u>	
Joseph F. Laux	347	447	373	389	234	= 1,790
Stan Sevenich	50	129	59	64	57	= 359
Joe Lingnofski	92	145	182	114	55	= 588
James Taylor	196	188	171	133	116	= 804
Donald Merkes	305	160	243	166	108	= 982
Write-in:	7	1	2	2	3	= 15
Joe Maas	2					
Philip Strelow	1					
Dan Kunde	1					
Thomas Gordon	1					
Sharon Geurts		1				
Bob Trader			1			
Brendon Ribble				1		
Chris Weiland					1	
No Name	2		1	1	2	

Total Number Voters: 4673  
Total Votes Cast for Mayor: 4538

## Summary Statement of the Board of Canvassers

### Primary Election – February 19, 2008

The total number of votes cast for Mayor was 4538 of which

Joseph F. Laux	received	1790
Stan Sevenich	received	359
Joe Lingnofski	received	588
James Taylor	received	804
Donald Merkes	received	982
Write-in	received	15

The top two vote getters advance to the April 1, 2008 election

Joseph F. Laux  
Donald Merkes

February 19, 2008 Spring Primary	District 1 & 2	District 3 & 4	District 5 & 6	Districts 7 & 8 Winnebago County	District 8 Calumet Cnty	Totals
<b>Number of Voters</b>	1025	1100	1061	893	594	4673
<b>Mayor</b>						
Joseph F. Laux	347	447	373	389	234	1790
Stan Sevenich	50	129	59	64	57	359
Joe Lingnofski	92	145	182	114	55	588
James Taylor	196	188	171	133	116	804
Donald Merkes	305	160	243	166	108	982
Write-In	7	1	2	2	3	15
<b>Democratic Party</b>						
Dennis Kucinich	3	0	1	1	3	8
Hillary Clinton	311	396	359	286	149	1501
Joe Biden	0	1	3	1	0	5
Mike Gravel	0	1	1	1	0	3
Chris Dodd	0	0	0	0	0	0
Barack Obama	412	392	414	330	246	1794
John Edwards	4	12	8	6	1	31
Bill Richardson	1	0	0	0	0	1
Uninstructed Delegation	2	1	1	1	0	5
Write-In	0	1	1	0	0	2
<b>Republican Party</b>						
Duncan Hunter	0	0	0	0	0	0
Fred Thompson	2	0	2	1	1	6
Tom Tancredo	0	0	0	0	0	0
Mitt Romney	2	6	1	4	1	14
Ron Paul	28	21	15	20	6	90
Mike Huckabee	103	92	93	82	72	442
John McCain	149	164	151	152	108	724
Rudy Giuliani	3	1	0	1	0	5
Uninstructed Delegation	1	1	2	0	3	7
Write-In	0	0	0	0	0	0

Percentage voted: 42%



To: Members of the Administration Committee  
From: Chief Stanke  
Date: February 28, 2008  
Re: Training Seminar

I would like to inform you that I will be attending the IACP training conference in San Diego as budgeted. I will be making arrangements within the next couple of weeks to ensure that I secure the best rates available.

Milwaukee  
♦  
Madison  
♦  
Oshkosh  
♦  
Green Bay  
♦  
Sheboygan  
♦  
Brookfield

# *Davis & Kuelthau, s.c.*

ATTORNEYS AT LAW  
318 South Washington St., Suite 300  
Green Bay, WI 54301  
(920) 435-9378

219 Washington Avenue  
Oshkosh, WI 54903-1278  
(920) 233-6050

605 North 8<sup>th</sup> St., Suite 610  
Sheboygan, WI 53081  
(920) 451-1461

February 18, 2008

Ladies and Gentlemen:

For over 30 years, we have provided a spring seminar for our Green Bay, Oshkosh and Sheboygan area public sector clients. This year, the seminar will be held on Tuesday, April 29, 2008 at Liberty Hall Banquet and Conference Center in Kimberly.

This seminar is designed for the veterans as well as the newly-elected public sector board members, council members, mayors, county executives, administrators and human resource professionals. We will cover the following topics:

- **Arrest/Conviction and Background Check Issues**
- **Negotiations Update**
- **Effective Boardmanship During Difficult Times**
- **Notice of Open Meetings and Public Access to Employee Records**

The evening will begin at 5:30 p.m. with a cash bar followed by dinner at 6:00 p.m. The presentation will run from 7:00 p.m. until 8:30 p.m. including a question and answer session. Additional topic descriptions and seminar details can be found on the enclosed flyer. Should you require additional flyers or information, please contact Jeanne Venturini at (920) 232-4848 or [jventurini@dkattorneys.com](mailto:jventurini@dkattorneys.com). We look forward to seeing you on April 29<sup>th</sup>!

## Green Bay

<i>Robert W. Burns</i>	<i>Bruce A. Olson</i>
<i>Timothy A. Cisler</i>	<i>Thomas V. Rohan</i>
<i>Mary S. Gerbig</i>	<i>Thomas L. Schober</i>
<i>James M. Kalny</i>	<i>Adrian T. Ulatowski</i>
<i>Geoffrey A. Lacy</i>	<i>Thomas M. Mulloy,</i>
<i>Bridget M.</i>	<i>CEBS, QKA</i>
<i>Amraen, Paralegal</i>	

## Oshkosh

<i>James R. Macy</i>
<i>Tony J. Renning</i>
<i>Edward J. Williams</i>
<i>Mark F. Yokom</i>
<i>William G. Bracken,</i>
<i>Labor Relations Coordinator</i>

## Sheboygan

<i>Paul C. Hemmer</i>
<i>Jeanne K. LaCourt,</i>
<i>Paralegal</i>

# *An Official Update*

## *2008 Public Officials Seminar*

Davis & Kuelthau, s.c. is pleased to invite you to its annual program for veteran and newly-elected public officials. This seminar will provide valuable information on topics impacting school districts and municipalities today. We hope you will join us to learn more about these topics that are on every public official's agenda!

---

---

***When and  
Where***

Tuesday, April 29, 2008  
5:30 p.m. – 8:30 p.m.  
Liberty Hall Banquet and Conference Center  
(Located just minutes off Hwy 41 at Hwy 441 and CE)  
800 Eisenhower Drive  
Kimberly, WI

***Agenda***

5:00 p.m.	Registration
5:30 p.m.	Reception
6:00 p.m.	Dinner
7:00 p.m.	Seminar

(See reverse side for topic descriptions)

***Who Should  
Attend***

School board members, city council members, town and village board members, county board members, school administrators, mayors and county executives, municipal administrators, human resource professionals and others who have an interest in public sector issues will benefit from attending this seminar. The seminar will be particularly helpful for newly-elected public officials.

***How to  
Register***

There is a \$27 per person registration fee for the seminar and dinner. Please fill out the registration form on the reverse side of this sheet and mail it no later than Monday, April 14, 2008, with a check payable to Davis & Kuelthau, s.c. For additional information, please call Jeanne Venturini at (920) 232-4848.

***About the Firm***

Davis & Kuelthau, s.c. is the eighth largest law firm in Wisconsin with offices in Milwaukee, Madison, Oshkosh, Green Bay, Sheboygan and Brookfield. We are proud to represent many municipalities and school districts throughout the state of Wisconsin. Our firm emphasizes personalized, high-quality client service in all of our practice areas: business and corporate law, labor and employment law, commercial and civil litigation, environmental law, municipal special counsel, employee benefits, school law, intellectual property, real estate, commercial finance, insurance coverage, construction, and trusts, estate planning and probate.

**Program Topics**

**Arrest/Conviction and Background Check Issues.**

Public employers must be aware of the restrictions imposed by Wisconsin law on dealing with applicants as well as current employees who have arrest records, convictions or pending charges. Different options exist in each situation and the circumstances of the job make a difference. Internet access to criminal records and other background checking issues will also be discussed

**Negotiations Update.**

What are the settlement trends in wages and health insurance? How will the current economic troubles affect negotiations? More importantly, what are arbitrators saying? This informative discussion will provide you with an understanding of bargaining settlements and trends and prepare you for the next round of negotiations.

**Effective Boardmanship During Difficult Times.**

We will discuss the issues of board members working together during difficult times. How can we differ in opinions in efforts to cure difficult problems, and still proceed with a sense of dignity and statesmanship? Who's on our team and what are the ultimate goals?

**Notice of Open Meetings and Public Access to Employee Records.**

In June, 2007, the Wisconsin Supreme Court announced a new standard for assessing the adequacy of public meetings notices, published by governmental bodies. The Court announced that simply stating the general topic to be discussed is no longer sufficient. Rather, the Court identified a series of criteria to be applied in determining the adequacy of notice. Concurrently, the Wisconsin Court of Appeals issued a decision regarding public access to employee records when litigation against the governmental body is threatened. The Court also reviewed the protocol to be followed when reaching a decision to deny access to a public record. The presentation will review the court decisions, and discuss practical steps to be taken in the course of conforming to the new requirements.



**REGISTRATION FORM**

**ORGANIZATION NAME AND ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**ATTENDEE NAMES, TITLES, AND E-MAIL ADDRESSES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please return completed registration form by April 14<sup>th</sup> along with a check payable to Davis & Kuelthau in the amount of \$27 per person to: Davis & Kuelthau, s.c., Attn: Jeanne Venturini, P.O. Box 1278, Oshkosh, WI 54903-1278.**



WISCONSIN DEPARTMENT OF ADMINISTRATION

To: Council  
From: Mayor

JIM DOYLE  
GOVERNOR

MICHAEL L. MORGAN  
SECRETARY

MAYOR

DOA - Capital Finance Office 10<sup>th</sup> Flr  
Environmental Improvement Fund  
P. O. Box 7864  
Madison, WI 53707-7864  
Fax 608.266.7645 TTY 608.267.9629  
www.doa.state.wi.us/capitalfinance/

FAX COVER SHEET

Date Sent: 2-4-08 Mark Radtke, Dir PubWk  
 For Immediate Delivery To: Kathy Winter, Eng  
Carol Wirth, Fin AdJ  
 At FAX Number: Rebecca Speckhard, Bond  
Counsel  
 This FAX contains 2 pages, including this Cover Sheet.

Environmental Improvement Fund  
 Clean Water Fund Program  
 Safe Drinking Water Loan Program  
 Land Recycling Loan Program

ORIGINATOR

FAX Number: 608-266-7645

<u>    </u>	Michael Wolff	608-267-2734
<u>    </u>	Jeffrey Geisler	608-266-1805
<u>  X  </u>	Edward Brinson	608-267-1836
<u>    </u>	Aaron Heintz	608-266-0739

Comments: City of Menasha Proj. 5101-03

We sold new Clean Water Rev Bonds at  
the end of last week. This sale  
reset the EIF Loan Interest rates  
to a somewhat lower level. Accordingly,  
we will write the Menasha loan with a  
2.365% interest rate rather than 2.475%.  
Revised Exhibit B follows.

ED

**City of Menasha, Wisconsin**

Project: 5101-01 Clean Water Fund Program

Loan Closing Date:

March 12, 2008

**Exhibit B**

<u>Payment Date</u>	<u>Principal Payment</u>	<u>Interest Rate</u>	<u>Interest Payment</u>	<u>Principal &amp; Interest</u>	<u>Bond Year Debt Service</u>	<u>Calendar Year Debt Service</u>
1-Nov-08		2.365%	41,121.15	41,121.15		41,121.15
1-May-09	115,619.38	2.365%	32,322.30	147,941.68	189,062.83	
1-Nov-09		2.365%	30,955.10	30,955.10		178,896.78
1-May-10	118,353.78	2.365%	30,955.10	149,308.88	180,263.98	
1-Nov-10		2.365%	29,555.57	29,555.57		178,864.45
1-May-11	121,152.85	2.365%	29,555.57	150,708.42	180,263.99	
1-Nov-11		2.365%	28,122.94	28,122.94		178,831.36
1-May-12	124,018.11	2.365%	28,122.94	152,141.05	180,263.99	
1-Nov-12		2.365%	26,656.42	26,656.42		178,797.47
1-May-13	126,951.14	2.365%	26,656.42	153,607.56	180,263.98	
1-Nov-13		2.365%	25,155.22	25,155.22		178,762.78
1-May-14	129,953.53	2.365%	25,155.22	155,108.75	180,263.97	
1-Nov-14		2.365%	23,618.52	23,618.52		178,727.27
1-May-15	133,026.93	2.365%	23,618.52	156,645.45	180,263.97	
1-Nov-15		2.365%	22,045.48	22,045.48		178,690.93
1-May-16	136,173.02	2.365%	22,045.48	158,218.50	180,263.98	
1-Nov-16		2.365%	20,435.23	20,435.23		178,653.73
1-May-17	139,393.51	2.365%	20,435.23	159,828.74	180,263.97	
1-Nov-17		2.365%	18,786.91	18,786.91		178,616.65
1-May-18	142,690.17	2.365%	18,786.91	161,477.06	180,263.99	
1-Nov-18		2.365%	17,099.60	17,099.60		178,576.68
1-May-19	146,064.79	2.365%	17,099.60	163,164.39	180,263.99	
1-Nov-19		2.365%	15,372.38	15,372.38		178,536.77
1-May-20	149,519.23	2.365%	15,372.38	164,891.61	180,263.99	
1-Nov-20		2.365%	13,804.31	13,804.31		178,496.92
1-May-21	153,055.36	2.365%	13,804.31	166,659.67	180,263.98	
1-Nov-21		2.365%	11,794.43	11,794.43		178,454.10
1-May-22	156,675.11	2.365%	11,794.43	168,469.54	180,263.97	
1-Nov-22		2.365%	9,941.75	9,941.75		178,411.29
1-May-23	160,380.48	2.365%	9,941.75	170,322.23	180,263.98	
1-Nov-23		2.365%	8,045.25	8,045.25		178,367.48
1-May-24	164,173.48	2.365%	8,045.25	172,218.73	180,263.98	
1-Nov-24		2.365%	6,103.90	6,103.90		178,322.83
1-May-25	168,056.18	2.365%	6,103.90	174,160.08	180,263.98	
1-Nov-25		2.365%	4,116.64	4,116.64		178,276.72
1-May-26	172,030.71	2.365%	4,116.64	176,147.35	180,263.99	
1-Nov-26		2.365%	2,082.37	2,082.37		178,229.72
1-May-27	176,099.24	2.365%	2,082.37	178,181.61	180,263.98	178,181.61
<b>Totals</b>	<b>2,733,387.00</b>		<b>700,427.49</b>	<b>3,433,814.49</b>	<b>3,433,814.49</b>	<b>3,433,814.49</b>

Net Interest Rate 2.3650%  
 Bond Years 29,616.3858  
 Average Life 10.8351

The above schedule assumes full disbursement of the loan on the loan closing date.

04-Feb-08 Wisconsin Department of Administration

JOHN A BODNAR  
Corporation Counsel  
CHERYL FRY  
Paralegal



DAVID G. BEEN  
Assistant Corporation Counsel  
LINDA STAFFARONI  
Paralegal

OSHKOSH (920) 236-4752  
FOX CITIES (920) 727-2880  
FAX (920) 424-7798

OSHKOSH (920) 236-4753  
FOX CITIES (920) 727-2880  
FAX (920) 424-7798

*The Wave of the Future*  
**Winnebago County**  
Office of Corporation Counsel

448 ALGOMA BOULEVARD \* PO BOX 2808 \* OSHKOSH WI 54903-2808  
jbodnar@co.winnebago.wi.us \* cfry@co.winnebago.wi.us

February 13, 2008

DEBBIE GALEAZZI  
CITY OF MENASHA CLERK  
140 MAINN ST  
MENASHA WI 54952

RE: Parcel #706-0822 (William & Carol Sommerfield)  
*1220 Grove Street*

You have been notified that property you have a recorded interest in has been included in a foreclosure action commenced by Winnebago County in Winnebago County Circuit Court Branch 4. This action was started because of failure to pay real estate taxes on property owned by you or in which you have an interest.

The notice to you indicated that the last day for payment of the delinquent property taxes on the property described was **January 29, 2008**. This date has subsequently passed with no payment being made by you or no answer being filed by you.

Please be advised that Winnebago County will soon be seeking entry of judgment in this matter as to the above-described real estate. This judgment will result in the County's ownership of the described property free and clear of all mortgages, liens or other encumbrances. The County will then sell the property and apply the proceeds of sale to the delinquent tax account. Foreclosure upon the property by the County will eliminate your interest in the property.

Please be advised that entry of judgment in favor of Winnebago County shall result in your eviction from the premises, if you occupy the premises.

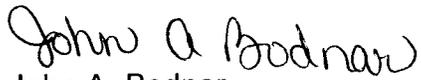
*FEB 14, 2008*

*dg*

Judgment shall be sought by Winnebago County on **March 27, 2008**. Please be advised that a default judgment will be sought against you with regard to this matter. Should you have any desire to retain the property, please be advised that you should contact the County Treasurer immediately.

If you have any questions concerning this letter, please call **Mary Krueger, Winnebago County Treasurer** at **(920) 236-4775** or **(920) 727-2880**.

Yours very truly,

A handwritten signature in black ink that reads "John A. Bodnar". The signature is written in a cursive, slightly slanted style.

John A. Bodnar  
Corporation Counsel for  
Winnebago County

CC: Mary Krueger, County Treasurer

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)

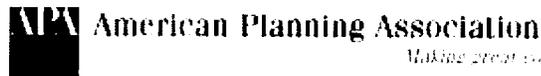
CITY OF MENASHA SUSTAINABILITY BOARD  
City Hall - Common Council Chambers-3<sup>RD</sup> Floor  
140 Main Street, Menasha, WI

March 13, 2008

6:30 PM

A G E N D A

- I. Call to Order
- II. Roll Call
  - a. Select Chairperson
- III. People from the Gallery to be heard on matters pertaining to the agenda
- IV. Discussion Items
  - a. Sustainability discussion for Menasha - Led by Catherine Neiswender:
    1. Reference Definitions
    2. APPA Policy Guide
    3. Sustainability focus and mission for Menasha
  - b. Set next meeting date
- V. ADJOURNMENT



Making great communities happen

Research    Legislation & Policy    Your Community    Publications    Knowledge Exchange  
 Consultant Services

About APA    News    Education    Jobs & Careers    Conferences & Workshops  
**Legislation & Policy / Policy Guides**    Printer-Friendly Format  
 Member Services    Login

## Policy Guide on Planning for Sustainability

Adopted by Chapter Delegate Assembly, April 16, 2000  
 Ratified by Board of Directors, April 17, 2000, New York, NY

### I. FINDINGS

There is growing concern for the issue of sustainability – whether the Earth’s resources will be able to meet the demands of a growing human population that has rising aspirations for consumption and quality of life, while maintaining the rich diversity of the natural environment or biosphere.

Patterns of human development - physical, social, and economic - affect sustainability at the local and the global level. City and regional planning is integrally related to defining how, where, and when human development occurs, which affects resource use. Planners can therefore play a crucial role in improving the sustainability of communities and the resources that support them.

There are several dimensions to the "sustainability" issue:

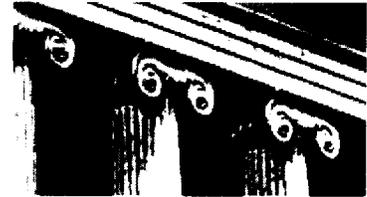
- 1 - We want to sustain communities as good places to live, and that offer economic and other opportunities to their inhabitants.
- 2 – We want to sustain the values of our society – things like individual liberty and democracy.
- 3 – We want to sustain the biodiversity of the natural environment, both for the contribution that it makes to the quality of human life and for its own inherent value.
- 4 – We want to sustain the ability of natural systems to provide the life-supporting "services" that are rarely counted by economists, but which have recently been estimated to be worth nearly as much as total gross human economic product.

A sustainable community is one that is consistent with all of these dimensions of sustainability.

A range of indicators suggest that there is a growing gap between human consumption of resources and Earth’s capacity to supply those resources and reabsorb resulting wastes. Several of these are described below:

#### Global Indications of Unsustainability

Global Warming. Human activity, particularly the combustion of fossil fuels, adds gases like carbon dioxide and methane to the atmosphere. The world’s scientific community continues to document that this buildup of gases is altering global climatic patterns. Over the past century, the land surface temperature worldwide has risen an average of 0.8 -1.0 Fahrenheit degrees. Over the same period, average precipitation has increased about 1% while the worldwide sea level has risen about 6-8 inches.



Search Planning.org

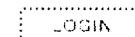


#### My APA

**ID or E-mail:**

**Password:**

[...password help](#)



#### Create a Login

#### Join APA

APA is an outspoken advocate for planning. Become a member and join thousands of people who share your dedication to building strong, vibrant communities.



#### Make a Donation

- Hurricane Katrina Relief
- Other Donations...

#### APA Advocate

A biweekly e-newsletter on federal legislative and public policy issues of interest to planners and communities.

[View current issue](#)

[Read previous editions](#)



#### Legislative Action Center

Track legislation, read alerts, e-mail Congress, find local media. And, much more!

[Visit APA's Updated Action Center](#)

[Join APA's advocacy network and receive action alerts.](#)

**Soil Degradation.** For the past 50 years, agricultural mismanagement has resulted in severe degradation of the Earth's soils, erosion being the most common type of degradation. Soil lost to wind and water erosion ranges from 5-10 tons per hectare annually in Africa, Europe, and Australia, 10-20 tons per hectare in North, Central, and South America, and 30 tons per hectare in Asia. Given that soil is created at roughly one ton per hectare per year, current rates of erosion are depleting the nutrient base of agriculture.

**Deforestation.** The world has lost 1.5 billion acres of forest in the last 200 years. Tropical rainforests, which support more than 60% of all known plant species are currently disappearing at a rate of 2.4 acres (two football fields) per second, 214,000 acres (larger than New York City) per day, and 78,000,000 acres (the size of New Mexico) per year.

**Species Extinction.** Human activity is creating a "biodiversity deficit" by destroying ecosystems faster than nature can create new ones. Rates of species extinction are currently estimated at one hundred to one thousand times higher than pre-human levels. In North America, an estimated 36% of fish, 35% of amphibians, 17% of mammals, and 11% of birds are either in jeopardy or are already extinct.

**Declining Fisheries.** After many years of continually increasing worldwide seafood catches, the tonnage of seafood harvested peaked in 1989 and has plateaued since. Harvests for many species have declined. For example, the annual salmon catch in British Columbia fell by nearly 50% from 1985 to 1995.

**Economic Inequity.** The fifth of the world's people living in the highest-income countries controls 86 per cent of world gross domestic product (GDP), 82 per cent of world export markets, 68 per cent of foreign direct investments, and 74 per cent of world telephone lines.

In addition to these global indicators, a variety of local and regional indicators also show unsustainable trends. The reasons that our lifestyles are unsustainable are varied and complex. Here are a few of the key factors contributing to unsustainability.

What is Contributing to Unsustainability?

**Overconsumption.** Over the last 40 years, the increase in per capita energy and material consumption has increased even faster than the world's human population. Scientists estimate that our present consumption level is exceeding the Earth's carrying capacity by 30%. We are making up that difference by depleting "natural capital". The United States leads the world in material consumption and waste generation. The 'ecological footprint' (estimated amount of land to support consumption and waste generation patterns) of the typical U.S. resident per year is 25.5 acres, compared to 6.9 acres for the average world resident and 2 acres for the average resident in India.

#### Coalitions

APA works with other organizations on planning issues ranging from sprawl to transportation.

Browse a list of APA's coalition partners, and visit their websites.

**Population Growth.** The world's human population is growing at a rate of 385,000 per day. Almost all of this growth (98%) is occurring in developing nations. Many developing nations remain impoverished because economic development cannot keep pace. Even in the United States, where the growth rate is a relatively modest 1.1%, the nation's population will double in roughly 60 years.

**Dependence upon Non-Renewable Resources.** Modern economies rely on a host of substances that are not part of nature's cycle of growth and decay. Because these substances are not renewable, their supplies are constantly diminishing. This causes competition for limited resources, with societal repercussions and resulting damage to the environment.

**Pollution.** The use of substances that accumulate in the ecosphere and are not part of nature's cycle causes environmental pollution in various forms. Carbon dioxide has increased 30% over its natural occurrence in our atmosphere. Poisonous elements mined from below the Earth's crust, such as cadmium and lead, are found at five and eight times, respectively, their natural rates in the ecosphere. Over 70,000 chemical compounds are now present and accumulating in the ecosphere. Many of these may be toxic to humans or other species.

**Environmentally and Socially Destructive Development Patterns.** Historically, human development has not considered the natural processes upon which we depend, thereby damaging or destroying the systems that support us. The typical suburb paves over land that was once the habitat of other species. It also reduces opportunities for social interaction, once as easy as walking down the street to go to the corner store. Today, fewer than 10% of daily commute trips in the U.S. are by walking or bicycling.

**Inequities in Resource Distribution.** Between 1960 and 1994, the disparity in per capita income between the richest and poorest fifth of the world's nations rose from 30:1 to 78:1. The historic solution to poverty -- economic growth -- has generally served to exacerbate inequities, while degrading the resources upon which all life depends.

**Limited Public Participation.** Problems arise when sectors of society are disenfranchised from political and economic decision-making, contributing to social and economic inequalities. Limited public participation and lack of equity undermine the ability to sustain the natural and community systems upon which all people depend.

One of the root causes of the problems described above is the failure to recognize the fundamental limits to Earth's ability to withstand alterations to its natural systems. As a result, most Americans consume wastefully, using our limited resources inefficiently and inequitably. People need to acknowledge that we are an interconnected part of nature. Policies and actions must reflect the important linkages among a healthy environment, a strong economy, and social well being. Indeed, it may be necessary to change some of the operational definitions of "strong economy" and "social well being."

These global problems are reflected in -- and are affected by -- localized unsustainable activity in communities and regions throughout the United States and in other regions of the Earth. Many of these environmentally, economically and socially unsustainable practices are directly connected to local - including remotely influenced local - decision-making. Some examples are summarized as follows:

#### U.S. Indications of Community Unsustainability

**Suburban Sprawl.** Current growth in urban and suburban land use far exceeds the population growth in many major metropolitan centers in the U.S. Between 1970 and 1990, for example, metropolitan Chicago's population grew by 4% while the amount of land dedicated to housing grew by 46%. During that same period, metropolitan Cleveland's population fell by 11% but developed land still increased by 33%. This trend has resulted in increased costs for public services, the decline of central cities, increased vehicle miles traveled and emissions of carbon dioxide, the destruction of farmland and open space, and arguably a loss of community.

**Segregation/Unequal Opportunity.** Communities all over the United States continue to be largely divided along economic and racial lines, both physically and socially. Poverty is increasing among whites as well as minorities. Minority groups continue to have less access to economic opportunities, adequate food and shelter, and needed services. Nationwide, nearly 28% of people of color live below the poverty level, as compared to about 11% of whites.

**Loss of Agricultural Land and Open Space.** From 1970 to 1990, more than 19 million acres (30,000 square miles) of rural lands were developed. Every year, construction transforms 400,000 acres of high quality farmland. This amounts to 45.6 acres every hour of every day. Such development weakens the agricultural basis upon which people depend, as well as the natural resources upon which all life depends.

**Depletion and Degradation of Water Resources.** Groundwater over-pumping is occurring in many of the nation's regions. In California, groundwater overdraft averages 1.6 billion cubic meters per year, which amounts to 15% of the state's annual groundwater use. Depletion of the High Plains Aquifer System, which underlies nearly 20% of all irrigated land in the U.S., totals 325 billion cubic meters while current annual depletion is estimated at 12 billion cubic meters. Despite progress made under the Clean Water Act, carcinogens have been found in wells in fourteen different states throughout the Corn Belt and many of the nation's waterways remain badly polluted. In addition, the continuing increase in impermeable surfaces such as parking lots and buildings acts to prevent groundwater recharge, create destructive runoff patterns, and destroy the treatment capacity of natural systems.

**Loss of Wetlands.** Among the most productive ecosystems in the world, wetlands on non-federal lands in the U.S. are disappearing at a rate of 70,000 to 90,000 acres annually. In the 1600s, over 220 million acres of wetlands are thought to have existed in the lower 48 states. By the 1980s, only an

estimated 103 million acres remained.

**Traffic Congestion and Air Pollution.** Vehicle-clogged roadways and deteriorating air quality diminish quality of life and health for millions of Americans in cities, suburbs, and outlying areas. Since 1970, vehicle miles traveled have increased by 121%, more than four times the population growth over that same period. Traffic congestion is estimated to cost the nation \$168 billion in lost productivity. Although air quality has improved in several metropolitan areas due to more stringent emission standards, 46 million Americans continue to live in counties that do not meet federal air quality standards.

**Disproportionate Exposure to Environmental Hazards.** Low-income people and people of color continue to be disproportionately exposed to environmental hazards in urban and rural areas. In Los Angeles County, California, minorities are three times as likely as whites to live within half a mile of a large, hazardous waste treatment, storage, or disposal facility. Nationwide, Black children from poor families are five times as likely to have dangerous blood lead levels than wealthier White children. White children from households with annual incomes of under \$6,000 are three times as likely as White children from families with incomes over \$15,000 to have dangerous blood levels of lead.

## **II. FRAMING THE ISSUE**

Sustainability is the capability to equitably meet the vital human needs of the present without compromising the ability of future generations to meet their own needs by preserving and protecting the area's ecosystems and natural resources. The concept of sustainability describes a condition in which human use of natural resources, required for the continuation of life, is in balance with Nature's ability to replenish them. However, humans are depleting and degrading many resources faster than Earth's natural systems can replenish them, and human consumption continues to grow every year. This is a far-reaching issue that extends well beyond the realm of today's urban and regional planner. Nevertheless, planners are in a position to protect the natural environment and its ability to support human life by working with communities to implement concepts of sustainability in their current and long range planning daily practices.

Planning for sustainability promotes responsible development - not anti-development. It requires a democratic process of planning to achieve the greatest common good for all segments of our population, protect the health of the environment and assure future generations of the resources they will need to survive and progress. Specifically, planning for sustainability includes the following *processes, practices* and *outcomes*.

Planning processes include:

- Making planning decisions in a holistic and fully-informed manner that involves all segments of the community and the public and private sectors.

- Educating all age groups to raise public understanding of and regard for the future consequences of current planning decisions and ultimately change human behavior.

Planning practices include:

- Developing a future-oriented vision, which look beyond current needs and recognizes environmental limits to human development.
- Fostering projects/activities that promote economic development by: efficiently and equitably distributing resources and goods; minimizing, reusing and recycling waste; and protecting natural ecosystems.
- Upholding a widely held ethic of stewardship that strongly encourages individuals and organizations to take full responsibility for the economic, environmental, and social consequences of their actions, balancing individual needs and wants with nature and the public good.
- Taking leadership in the drafting and implementation of local, regional and state policies that support sustainability, such as APA's Growing Smart statutes.

Planning outcomes include:

- Local and regional development patterns that expand choice and opportunity for all persons, recognizing a special responsibility to address the needs of those that are disadvantaged..
- Resilient, diverse, and self-sufficient local economies that meet the needs of residents and build on the unique characteristics of the community to the greatest extent possible.
- Communities with a healthy economy, environment and social climate that function in harmony with natural ecosystems and other species and allow people to lead healthy, productive and enjoyable lives.

### **III. POLICY POSITIONS**

#### **A. GENERAL POLICY OBJECTIVES**

The American Planning Association and its Chapters have identified four basic objectives for planning toward greater sustainability that can be used as a framework for policy development at each level of decision-making – local, state, regional, and federal - in the broad range of matters with which planners are concerned – land use, housing, transportation, economic development – among others. The four objectives are based upon a framework developed by a group of scientists in Sweden and the U.S combining knowledge of physics, biology, and other fundamental sciences with understanding of societal decision-making.

Using these basic objectives as a guiding framework, planners and decision-makers can develop policies, legislation, and action plans toward sustainability that are appropriate to their particular circumstances and communities. For example, efforts to reduce the use of fossil fuels ( *Objective 1*) may take very different form in an urban settlement compared to efforts in rural communities. Similarly, initiatives to improve the quality of life for

disadvantaged residents may be very different in a bedroom suburb than in an inner-city neighborhood (*Objective 4*). The Specific Policies in the section that follows are guided by these objectives. The attached Appendix illustrates how these objectives can be used systematically to generate a comprehensive strategy of planning actions in the direction of sustainability. While any one of these objectives pursued separately is a worthy endeavor, it is the integrated, comprehensive application of all four objectives that is needed to move toward sustainability in planning and development; hence, no one objective is more important or of greater value than the others.

#### **OBJECTIVES OF APA'S STRATEGY FOR PLANNING FOR SUSTAINABILITY**

*Planning for sustainability requires a systematic, integrated approach that brings together environmental, economic and social goals and actions directed toward the following four objectives:*

1. Reduce dependence upon fossil fuels, extracted underground metals and minerals.

*Reason: Unchecked, increases of such substances in natural systems will eventually cause concentrations to reach limits – as yet unknown – at which irreversible changes for human health and the environment will occur and life as we know it may not be possible.*

2. Reduce dependence on chemicals and other manufactured substances that can accumulate in Nature.

*Reason: Same as before.*

3. Reduce dependence on activities that harm life-sustaining ecosystems.

*Reason: The health and prosperity of humans, communities, and the Earth depend upon the capacity of Nature and its ecosystems to reconcentrate and restructure wastes into new resources.*

4. Meet the hierarchy of present and future human needs fairly and efficiently.

*Reason: Fair and efficient use of resources in meeting human needs is necessary to achieve social stability and achieve cooperation for achieving the goals of the first three guiding policies.*

#### **B. SPECIFIC POLICY POSITIONS**

Planners have a leadership role in forming and implementing the strategies by which communities seek to use resources efficiently, to protect and enhance quality of life, and to create new businesses to strengthen their economies, and supporting infrastructures. The best practices of comprehensive community planning – the way we plan the physical layout, or land use, of our communities, is key to sustainable land use.

Two main features of our land use practices over the past several decades have converged to generate haphazard, inefficient, and unsustainable development sprawl – zoning regulations that separate housing, jobs, and shopping, and low density development that requires the use of the car. Our economic development and infrastructure planning practices present opportunities for us to encourage businesses and community facilities that offer creative, economically beneficial solutions to wasteful resource use and environmental degradation. Only through the best planning practices can we hope to create healthy communities that can sustain our generation and secure a promising and sustainable future for all children.

The listed order of specific policies follows the logic of the four objectives and does not reflect an implied priority of action or importance. As is the case with the four policy objectives, while each of the specific policies are of merit if followed separately, they need to be pursued as a whole in an integrated, comprehensive, *systems* approach in order to move toward sustainability in community planning and development. While certain policies may be of greater immediate relevance to particular regions, levels of government, and planning expertise, planners can contribute substantially to communities and to society through maintaining this perspective of the whole in our thinking and in our planning approaches.

1. The American Planning Association and its Chapters support planning policies and legislation that encourage alternatives to use of gas-powered vehicles. Such alternatives include public transit, alternatively-fueled vehicles, bicycle and pedestrian routes, and bicycle and pedestrian-friendly development design.

*Reason: Use of privately-owned gas-powered vehicles significantly contributes to increasing carbon dioxide concentration and greenhouse gases in the atmosphere at the global level, and to air pollution, as well as nuisance and societal costs of traffic congestion at the local and regional levels. Planning and development actions that reduce the need to drive can in turn help to reduce carbon dioxide and other emissions, as well as help reduce traffic congestion and add system capacity.*

2. The American Planning Association and its Chapters support planning policies and legislation that encourage all types of development to use alternative renewable energy sources and meaningful energy conservation

measures.

*Reason: Use of alternative renewable energy sources will contribute to reduced dependence upon fossil fuels for heat and power, also helping to reduce concentrations of carbon dioxide and other gases in the atmosphere. Increased use of alternative energy sources will also contribute to healthier, more stable local economies through reduced dependence on one or two energy sources whose own economic future is uncertain.*

3. The American Planning Association and its Chapters support planning policies and legislation that encourage development, agriculture, and other land uses that minimize or eliminate the use of extracted underground substances such as mercury, cadmium, phosphorus.

*Reason: The increasing concentrations in natural systems of extracted underground metals and minerals – for example, mercury, cadmium, phosphorus - which do not readily disappear or get re-absorbed by the Earth - are increasing toxicity in natural systems. This in turn jeopardizes ecosystems, wildlife, water supplies, soil, food, and human health. Development and agriculture that reduces or eliminates the use of these substances can contribute to the increased long-term safety of human, animal and plant health, and ecosystems both for the near future and for generations to come.*

4. The American Planning Association and its Chapters support planning policies and legislation that encourage development and businesses to reduce the use of chemicals and synthetic compounds in their construction and building materials, operations, products, and services.

*Reason: Chemicals and synthetic substances that do not easily break down also are increasing in society, producing increased toxicity in ecosystems, water supplies, soil, food, the built environment, the working environment, and human health. Planning, economic development strategies, and policies that affect the built environment can help safeguard the natural and man-made environments through encouraging development that reduces or eliminates the use of these substances.*

5. The American Planning Association and its Chapters support planning policies and legislation that encourage methods of landscape design, landscape and park maintenance, and agriculture that reduce or eliminate the use of pesticides, herbicides, and synthetic fertilizers as well as encouraging the use of compost and conserving water.

*Reason: Pesticides, herbicides, and synthetic fertilizers*

*accumulate in natural systems, water supplies, soil, food, animals, and humans. Landscape design, maintenance of parks and open space, and agricultural practices that use alternative approaches to pest control can help reduce toxicity in ecosystems, water, food, and human health.*

6. The American Planning Association and its Chapters support planning policies and legislation that result in compact and mixed-use development that minimizes the need to drive, re-uses existing, infill, and brownfields sites that have been thoroughly reclaimed and remediated before using open land, and that avoids the extension of sprawl. ("Sprawl" refers to low-density, land-consumptive, center-less, auto-oriented development typically located on the outer suburban fringes). APA's "Growing Smart" Initiative is consistent with this Policy Position.

*Reason: Scattered, land-consumptive development is bringing about the deterioration and loss of open lands, forests, ecosystems and species. These are essential elements of Nature's capacity to re-create the materials upon which all life – including ours – depends. Threatened also is the traditional and historic character of our communities and countrysides – a major source of community "quality of life", heritage and economic viability. Encouraging compact development and redevelopment of existing sites can avoid further encroachment upon diminishing land and other natural resources, helping to safeguard these for our well-being and those of future generations.*

7. The American Planning Association and its Chapters support planning, development, and preservation policies and legislation that conserve undeveloped land, open space, agricultural land, protect water and soil quality, consciously restore ecosystems, and that minimize or eliminate the disruption of existing natural ecosystems and floodplains. Such policies and legislation include Growing Smart and other innovative planning approaches.

*Reason: Safeguarding important lands, water, wetlands, soil, forests, coastal areas as natural ecosystems also helps to preserve the productivity and diversity of life upon which human life and well-being depends.. Efforts are needed to protect the critical land mass required to maintain the level of agricultural production needed to maintain viable agricultural operations and provide sufficient food supply for our population. These critical natural and open space resources contribute as well to " quality of life" as an essential part of local and regional community character.*

8. The American Planning Association and its Chapters support planning

policies and legislation that encourage forms of development, business, and agriculture that reduce the use of water, re-using wastewater on-site, and that employ innovative wastewater treatment that minimizes or eliminates the use of chemicals (example: using plants for sewage treatment).

*Reason: Groundwater over-pumping is occurring in many of the nation's regions. Reducing use of and re-using water using alternatives to chemical treatment, can use this resource more efficiently, allowing for its renewal through groundwater recharge, and minimizing or eliminating increased concentrations of chemicals in natural systems.*

9. The American Planning Association and its Chapters support planning policies and legislation at all levels of government that support and implement sustainable development policies that seek to equitably protect public health, safety and welfare, and which incorporate the needs of those currently disenfranchised in the process.

*Reason: Certain planning decisions may improve the quality of life for some individuals at the expense of others for example, constructing a roadway, siting a bus depot or sewage treatment plant, or building housing near an industrial zone. This problem is acute in disadvantaged communities where equal consideration, fair siting decisions, and open planning processes are not always offered. Sustainable planning and development goals aim to provide equal protection and access to opportunities in all communities regardless of income status, race, gender, or ethnicity.*

10. The American Planning Association and its Chapters support planning policies and legislation encouraging businesses, communities, institutions and development that pursue reduction and re-use of by-products and waste, especially approaches that also employ waste as a resource, such as eco-industrial development.

*Reason: Reducing the amount of wastes and by-products reduces the likelihood of pollution while also reducing disposal problems and related costs for communities and businesses alike. Communities and businesses that make use of their own or each other's excess energy, water, and materials by-products can reduce or eliminate disposal and pollution problems and save, if not generate, significant revenues.*

11. The American Planning Association and its Chapters support planning policies and legislation encouraging participatory and partnership approaches to planning, including planning for sustainability, integrally involving local community residents in setting the vision for and developing plans and actions

for their communities and regions. Planning decisions that follow should be consistent with those community visions.

*Reason: Plans that are citizen-based, reflecting citizen intents and visions for their communities' futures, have the highest probability of successful adoption and implementation. Citizen participation in planning helps ensure fair and efficient targeting of resources to community needs.*

12. The American Planning Association and its Chapters support initiatives and partnerships with other organizations that: a) support research and development of technology promoting the four general policy objectives for sustainability; and b) provide best available economic, social, and environmental data and indicators on impacts, alternatives, costs, and benefits for integrated decision-making at all levels of government.

Reasons: Well-informed policy choices that take into consideration the fundamental links among the economy, the environment, and society will be more likely to result in actions that serve all three rather than one at the expense of the others. Most of the innovation or technology to achieve greater sustainability either does not exist, is in the early stages of development, or is not readily available. For example, the use of alternative fuels is growing. However, some private users or transit authorities are reluctant to purchase alternative fuel vehicles because the fueling stations are scarce and the technology is still new.

13. The American Planning Association and its Chapters support planning policies, programs, and state and federal legislation that support incentives and other economic tools to improve the sustainability of our natural environment, enhance natural resources, and improve community subdivision and building design standards.

Reason: Economic tools such as incentives hold promise for bringing about the implementation of sustainable development. Local, state, and federal legislation can support and strengthen the use of these approaches.

## **Appendix A**

Planning Actions Toward Sustainability

*[The following section is not APA policy, but rather a guide to the user showing examples of actions planners can take in support of sustainability.]*

This Appendix contains examples of how the four guiding objectives can be employed as a framework to systematically generate a comprehensive strategy

of *specific planning actions* toward sustainability. The four principles are applied to a range of areas for which planners are concerned – land use, transportation, housing & building, economic development, open space and recreation, infrastructure, growth management, floodplain management, watershed planning, and planning processes and education. The appropriateness of a specific action to, say - reduce fossil fuels - will vary from community to community and region to region, as well as from level to level of governmental responsibility. Hence, the most fruitful planning approach may be for communities and agencies themselves to generate a planning and policy agenda toward sustainability, using the four guiding objectives as a framework in a participatory planning process.

I. Land Use Actions toward sustainability:

A. Reduced dependence upon fossil fuels, underground metals, and minerals by promoting:

1. Compact development that minimizes the need to drive
2. A mix of integrated community uses -- housing, shops, workplaces, schools, parks, civic facilities -- within walking or bicycling distance
3. Human-scaled development that is pedestrian-friendly
4. Development oriented around public transit
5. Home-based occupations and work that reduce the need to commute
6. Local food production and agriculture that reduces need for long-range transport of food.

B. Reduction of activities that encroach upon nature through:

1. Guiding development to existing developed areas and minimizing development in outlying, undeveloped areas
2. Maintaining a well-defined "edge" around each community that is permanently protected from development
3. Remediation and redevelopment of brownfield sites and other developed lands that suffer from environmental or other constraints
4. Promote regional and local designs that respect the regional ecosystems and natural functions which support human communities.
5. Creation of financial and regulatory incentives for infill development; elimination of disincentives

C. Meeting human needs fairly and efficiently by:

1. Eliminating disproportionate environmental burdens and

pollution experienced by historically disadvantaged communities.

## II. Transportation Actions toward sustainability:

### A. Reduced dependence upon fossil fuels through:

1. Reduction in vehicle trips and vehicle miles traveled through compact, infill, and mixed use development
2. Use of alternatives to the drive-alone automobile, including walking, bicycling, and public transit
3. Development and use of vehicles powered by renewable fuel sources
4. Local street designs that encourage pedestrian and bicycle use and discourage high speed traffic
5. Street designs that support/enhance access between neighborhoods and to neighborhood-based commercial developments.

### B. Meeting human needs fairly and efficiently, by:

1. Providing affordable, efficient transportation alternatives for everyone, especially low-income households, elders, and others comprising 30% of the national population that cannot or do not own cars

## III. Housing and Building Actions toward sustainability:

### A. Reduced dependence upon fossil fuels, extracted underground metals, and minerals through:

1. Solar-oriented design of development
2. Use of regenerative energy heating and cooling source alternatives to fossil fuels
3. Provision of housing near places of employment
4. Selection of building materials with low "embodied energy," which require less energy-intensive production methods and long-distance transport

### B. Reduced dependence upon chemicals and unnatural substances through:

1. Use of chemical-free and toxic-free building materials
2. Reduction of waste and recycling of building waste materials and promoting recycling by residents
3. Landscape design standards that minimize the use of pesticides and herbicides

C. Reduction of activities that encroach upon nature, through:

1. Reuse of existing buildings and sites for development
2. Compact and clustered residential development, including reduced minimum lot sizes
3. Removal of code obstacles to using recycled materials for building
4. Water conservation measures, to minimize environmentally destructive side effects of developing new water sources
5. Responsible stormwater management that reuses and restores the quality of on-site run-off – (example,- constructed marsh or wetlands systems).
6. Reduction or elimination of impervious paving materials
7. Use of recycled building materials, helping to minimize the mining of virgin materials
8. Use of "cradle-to grave" (life cycle) analysis in decision-making for materials and construction techniques.
9. Recycling of building construction waste materials and appropriate deconstruction techniques.

D. Meeting human needs fairly and efficiently, by providing for:

1. Communities and housing developments that are socially cohesive, reduce isolation, foster community spirit, and sharing of resources (example: cohousing)
2. Housing that is affordable to a variety of income groups within the same community
3. A diversity of occupants in terms of age, social, and cultural groups
4. Housing located near employment centers.

IV. Economic Development Actions toward sustainability

A. Encourage businesses that reduce dependence upon fossil fuels, extracted underground metals, and minerals; for example, businesses that:

1. Reduce employee and product transport vehicle trips
2. Use regenerative energy alternatives to fossil fuel, or that are working to reduce dependence on fossil fuel
3. Do not use or are reducing use of cadmium, lead, and other potentially toxic metals and minerals that can accumulate in the biosphere.
4. Are locally-based or home-based, reducing or eliminating the need to commute.

B. Encourage businesses that reduce dependence upon chemicals and unnatural substances; for example, enterprises that:

1. Actively seek ways to minimize the use of toxic manufactured substances
2. Meet or exceed clean air standards
3. Minimize or reduce use of chemicals and employ proper disposal and recycling mechanisms for these
4. Use agricultural methods that reduce or minimize use of pesticides, herbicides, and manufactured fertilizers
5. Use byproducts of other processes or whose wastes can be used as the raw materials for other industrial processes

C. Encourage businesses that reduce activities that encroach upon nature; for example, enterprises that:

1. Use recycled or by-products of other businesses, minimizing the use of virgin raw materials
2. Prevent activities that emit waste or pollutants into the environment
3. Use agricultural approaches that build up rather than deplete topsoil, and conserve or minimize water use
4. Maintain natural terrain, drainage, and vegetation, minimizing disruption of natural systems
5. Re-use processed water.

D. Encourage businesses that meet human needs fairly and efficiently; for example, enterprises that:

1. Fulfill local employment and consumer needs without degrading the environment
2. Promote financial and social equity in the workplace
3. Create vibrant community-based economies with employment opportunities that allow people economic self-determination and environmental health
4. Encourage locally-based agriculture, such as community supported agriculture, providing a nearby source of fresh, healthy food for urban and rural populations

#### V. Open Space/Recreation Actions toward sustainability

A. Reduced dependence upon fossil fuels, extracted underground metals, minerals, by:

1. Providing recreational facilities within walking and bicycling distance
2. Using local materials and native plants in facility design to reduce transport distances and reduce maintenance
3. Landscape and park maintenance minimizing use of equipment powered by fossil fuels

B. Reduced dependence upon chemicals and synthetic substances; for example by

1. Use alternatives to chemical pesticides and herbicides in park and facility maintenance (example: integrated pest management)

C. Activities that reduce encroachment upon nature, such as:

1. Funding for open space acquisition
2. Preservation of wilderness areas
3. Urban gardens, community gardens
4. Preservation of wildlife habitats and biological diversity of area ecosystems
5. On-site composting of organic waste
6. Restoration of damaged natural systems through regenerative design approaches
7. Creation of systems of green spaces within and among communities
8. Development of responsible alternatives to landfilling of solid waste
9. Using regionally native plants for landscaping
10. Encouraging landscape and park maintenance that reduce the use of mowers, edgers, and leaf blowers

VI. Infrastructure Actions toward sustainability:

A. Reduced dependence upon fossil fuels, extracted underground metals, minerals, by promoting:

1. Facilities that employ renewable energy sources, or reduce use of fossil fuel for their operations and transport needs

B. Reduced dependence upon chemicals and synthetic substances, by promoting:

1. Treatment facilities that remove or destroy pathogens without creating chemically-contaminated byproducts

2. Design approaches and regulatory systems that focus on pollution prevention, re-use and recycling.

C. Reduction of activities that encroach upon nature, through:

1. Promotion of innovative sewage and septic treatment that discharges effluent meeting or exceeding federal drinking water standards while minimizing or eliminating the use of chemicals (example: greenhouse sewage treatment facilities)
2. Recognition of the "cradle to grave" costs of waste generation and disposal
3. Promotion of and removal of regulatory barriers to composting and graywater reuse systems

D. Meeting human needs fairly and efficiently, by:

1. Cleaning, conserving, and reusing wastewater at the site, neighborhood or community level, reducing the need for large, expensive collection systems and regional processing facilities

VII. Growth Management Actions toward sustainability:

A. Reduced dependence upon fossil fuels, extracted underground metals, minerals, by promoting:

1. Development near existing transport systems; minimizing need for new road and highway construction

B. Reduction of activities that encroach upon nature, by promoting:

1. Appropriate development and population growth policies linked to carrying capacity of natural systems and community facilities
2. Development patterns that respect natural systems such as watersheds and wildlife corridors.

C. Meeting human needs fairly and efficiently, by promoting:

1. Fair and equitable growth management policies maintaining diversity in local populations and economies

VIII. Floodplain Management Actions toward sustainability

A. Reduction of activities that encroach upon nature, by:

1. Guiding development away from floodplains
2. Guiding development away from barrier beaches
3. Preserving or restoring wetland areas along rivers for natural flood control

VIX. Watershed Planning/Management Actions toward sustainability

A. Reduction of activities that encroach upon nature, such as:

1. Preservation and enhancement of water quality
2. Reduction in water use
3. Recharge of groundwater basins
4. Use of flood control and stormwater techniques that enhance and restore natural habitats
5. Prevention of wetlands destruction; restoration of degraded wetlands

X. Resource Conservation Actions toward sustainability:

A. Reduced dependence upon fossil fuels, extracted underground metals, and minerals, by:

1. Minimizing energy use
2. Encouraging the development of renewable energy sources
3. Discouraging the use of products that utilize packaging derived from non-renewable, non-degradable resources
4. Promoting the recycling of waste materials derived from non-renewable, non-degradable resources.
5. Developing community gardens that reduce the need for long-range transport of food and associated consumption of fossil fuels.

B. Reduction of activities that encroach upon nature; for example, by:

1. Promoting the preservation and planting of trees and other vegetation that absorb carbon dioxide and air pollutants

XI. Planning Processes/Education Actions toward sustainability:

A. Support activities that reduce dependence upon fossil fuels,

extracted underground metals, and minerals; for example, by:

1. Encouraging and enabling people to use transport other than gasoline-powered vehicles

B. Support activities that reduce dependence upon chemicals and unnatural substances; for example, by:

1. Educating citizens and public servants about both short- and long-term risks associated with the use and disposal of hazardous materials

C. Support activities that reduce encroachment upon nature; for example, through:

1. Educational efforts to reduce levels of consumption and waste generation at the household and community levels

D. Support meeting human needs fairly and efficiently by:

1. Integrally involving local community residents in setting the vision for and developing plans for their communities and regions
2. Establishing avenues for meaningful participation in decision-making for all citizens and in particular for historically disadvantaged people
3. Providing for equitable educational opportunities for all members of society
4. Promoting retraining of those displaced in the short-term by a shift to a more sustainable economy

## References

The topics and material covered in this Policy Guide on Sustainability are germane to a range of additional policy guides developed by the American Planning Association, most notably Policy Summaries addressing:

Role of Government and Growing Smart

General/Comprehensive Planning

Design and Historic Preservation

Community Development

Environmental Quality

Housing

Human Services

Transportation

American Planning Association, *Summary of Planning Policies*, Washington, DC.

**Source Materials**

American Planning Association Agenda for America's Communities, *Planning and Community Equity*, Washington, DC, undated.

Baughner, Eleanor and Leatha Lamison-White, U.S. Bureau of the Census, *Current Population Reports P60-194, Poverty in the United States: 1995*. U.S. Government Printing Office, Washington, D.C., 1996.

Hempel, Lamont C.: *Sustainable Communities: From Vision to Action*, Claremont Graduate University, 1998.

Hempel, Marilyn: *Sustainable Communities: A Guide for Grassroots Activists*, Population Press, Volume 4, No.5, undated.

Krizek, Kevin and Joe Power: *A Planners Guide to Sustainable Development*, Planners Advisory Service Report No.467, American Planning Association, December, 1996.

Local Government Commission: *The Ahwahnee Principles*, 1994.

Lyle, John Tillman: *Regenerative Design for Sustainable Development*, John Wiley and Sons, Inc., New York, 1994.

Rees, William, and Mathis Wackernagel: *Our Ecological Footprint: Reducing Human Impact on the Earth*, New Society Publishers, Philadelphia, 1996.

Robert, Karl-Henrik, Herman Daly, Paul Hawken, and John Holmberg: *A Compass for Sustainable Development*, The Natural Step Newsletter, Winter, 1996.

San Francisco, City and County of: *Sustainability Plan for the City of San Francisco*, October, 1996.

Schlesinger, Michael; Andronova, Natalia; Mendelsohn, Robert; & Morrison, Wendy; *Country-Specific Market Impacts of Climate Change*, Paper presented at the Intergovernmental Panel on Climate Change, Asia-Pacific Workshop on Integrated Assignment Models, held at the United Nations University, Tokyo, Japan. As cited in Science Bits Quarterly, Summer, 1997. University Corporation for Atmospheric Research.

Steingraber, Sandra, *Living Downstream*, Vintage Books, New York, 1998.

Urban Ecology, Inc., *Blueprint for a Sustainable Bay Area*, November, 1996.

United Nations Conference on Environment and Development, *Agenda 21: Program of Action for Sustainable Development*, Rio de Janeiro, 1992.

United Nations Development Programme, *Human Development Report*, 1999.

U.S. Environmental Protection Agency: *USEPA Web Page*.

Wackernagel, Mathis, interview, "Leaving Smaller Footprints", *The Natural*

*Step Newsletter*, Fall, 1998, and revised footprint estimates, 1999.

World Conservation Union et al.: *Caring for the Earth: A Strategy for Sustainable Living*, Gland, Switzerland, 1991

[Contact Us](#) [Privacy Statement](#) [Sitemap](#) [FAQ](#) [En Español](#) [中文](#) Copyright 2008 APA All Rights Reserved

-----Original Message-----

**From:** Neiswender, Catherine [mailto:CNeiswender@co.winnebago.wi.us]

**Sent:** Thursday, February 28, 2008 10:16 AM

**To:** Joe Laux

**Subject:** sustainability definitions

2/28/08

Hi Mayor Joe,

Here are a few common definitions of Sustainability

1) from United Nations 1987 Brundtland Report – Our Common Future: "A sustainable society meets the needs of current generations without compromising the ability of future generations to meet their own needs".

2) Dana Meadows, 1992 book, *Beyond the Limits*. "A sustainable society is one that can persist over generations, one that is far-seeing enough, flexible enough and wise enough not to undermine either its physical or its social systems of support."

3) "A sustainable city balances environment, economy and social good, and recognizes a healthy environment underpins economic and social well-being (description used by City of Madison)

4) The Natural Step uses a funnel to illustrate sustainability (see [http://www.naturalstep.com/com/What\\_is\\_sustainability/](http://www.naturalstep.com/com/What_is_sustainability/)) and defines it as: "The practice of sustainability is about creating new ways to live and prosper while ensuring an equitable, healthy future for all people and the planet."

The Natural Step (and its four system conditions) is the foundation that many of the communities are using as part of their sustainability resolutions to become eco-municipalities.

5) the introductory paragraphs from the American Planning Association are useful too: <http://www.planning.org/policyguides/sustainability.htm>

Catherine

~~~~~  
Catherine Neiswender  
University of Wisconsin-Extension  
Winnebago County Community Development Educator  
James P. Coughlin Center  
625 E County Rd Y, Suite 600  
Oshkosh, WI 54901-8131  
Telephone: (920) 232-1972  
Fax: (920) 424-1277  
Email: [catherine.neiswender@ces.uwex.edu](mailto:catherine.neiswender@ces.uwex.edu)  
Website: <http://winnebago.uwex.edu>

~~~~~  
"University of Wisconsin, U.S. Department of Agriculture, and Wisconsin Counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA."  
~~~~~

## REGISTRATION FORM #1762

Participation in an active WisLine session includes the written materials. Multi-session programs cannot be subdivided. Materials will be sent to the site if you register at least 10 days prior, or to your address if you register late. Cancellations must be received 10 days prior in order to receive a refund.

For other learning options available a few days after the live WisLine, see the next column of this brochure.

### REGISTRATION FORM 1762

2008 - WisLine Teleconference Series

USE THIS FORM ONLY FOR LIVE ATTENDANCE.

WisLine Location (see back panel) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Government Unit \_\_\_\_\_

Check programs you wish to attend:

- Open Meetings Law, March 12 (\$20)
- Ethics and Conflicts of Interest, March 27 (\$20)
- Parliamentary Procedure, April 1, 8, 15, and 22 (\$75)
- Open Records Law, April 17 (\$20)
- Minutes of Local Government Meetings, April 29, May 1, and May 6 (\$55)

Mail form and fee to

WisLine Registrations  
Dept. 111, Room 139  
702 Langdon Street  
Madison, WI 53706

Or register by fax: (800) 741-7416; or  
phone: (608) 262-0810, using credit card for payment.

For questions only (no registration): (608) 262-9960

Method of payment: Visa  MC  Am Exp

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder's name \_\_\_\_\_

Bill Me  Check Enclosed

Make check payable to UW-Extension.

## UNDERSTANDING OPEN GOVERNMENT LAWS

March 12, 2008 (Wednesday), 2:30 - 4:20 p.m.  
**OPEN MEETINGS LAW (#1762-1)** - Basic statutory requirements of the open meetings law and current case law. *Claire Silverman, League of Wisconsin Municipalities; Carol Nawrocki and Lee Turonie, Wisconsin Towns Association; and Bruce Olsen, Office of the Attorney General.* \$20.00

March 27, 2008 (Thursday), 2:30-4:20 p.m. **ETHICS AND CONFLICTS OF INTEREST (#1762-2)** - Learn what ethics and conflict of interest laws apply to local officials as they conduct government business. *Jim Schneider, Local Government Center; and Jonathan Becker, State Ethics Board.* \$20.00

April 17, 2008 (Thursday), 2:30 - 4:20 p.m. **OPEN RECORDS LAW (#1762-4)** - Learn the requirements of the open records law, and find out about pending cases and proposed legislative changes. *Claire Silverman, League of Wisconsin Municipalities; Carol Nawrocki and Lee Turonie, Wisconsin Towns Association; and Maureen Flanagan from the Office of the Attorney General.* \$20.00

### WHAT IS A WISLINE?

A WisLine is a live teleconference offered by the University of Wisconsin-Extension. You pre-register by mail, fax or phone to attend at a public WisLine site convenient to you. The day of the program, you will go to a room set up for two-way sound communication. There is no visual presentation in these teleconferences, but you will receive a packet of printed materials that will be referred to throughout the program and that you can take home.

Other learning options, available a few days after the live WisLine, at \$25 per air date:

Purchase a "materials bundle" containing the printed matter and an audio CD or cassette (your choice) of the live broadcast. Visit [gcuwex.edumaterials](http://gcuwex.edumaterials)

Purchase an online "audiostream" which presents sound and written materials on your computer, equipped with speakers or headphones and an Internet connection. Visit: [gcuwex.edustream](http://gcuwex.edustream)

For more information on these options, visit [gcuwex.edu/wislines](http://gcuwex.edu/wislines) or call (608) 262-9960. Please do not order materials bundles or audiostreams using this brochure. This brochure is for registrations at the live WisLine only.

## PARLIAMENTARY PROCEDURE FOR LOCAL GOVERNMENTS (#1762-3)

April 1, 8, 15, and 22 (Tuesdays), 3:00-4:20 p.m.  
Four-session program, \$75.00.

This program series will provide a basic understanding of the traditional rules of procedure that local government officials use in the conduct of meetings. Each program is organized around one of the four basic principles that will address many of the more frequently asked questions about Parliamentary Procedure, such as:

- Where do I turn when I have a problem?
  - What powers can the chairperson assume?
  - When can the chairperson vote?
  - What constitutes a meeting?
  - What can you do without a quorum?
  - What are appropriate forms of voting?
  - When is more than a majority vote required to pass a motion?
  - When are specific motions out of order?
  - How can you reconsider a decision?
- We provide materials, use many examples and, as always, encourage participation. *Larry E. Larmer, Local Government Center.*

April 1, 2008 - **Principle of Parliamentary Authority.** The relationships among statutes, court decisions, organizational rules, and Robert's Rules of Order - Newly Revised.

April 8, 2008 - **Principle of a Meeting.** Issues about notice, quorum and attendance.

April 15, 2008 - **Principle of Majority Rule.** Ownership of motions, seconding a motion, and when more than a majority is required.

April 22, 2008 - **Principle of Order.** Rules of precedence among motions, and details.



## MINUTES OF LOCAL GOVERNMENT MEETINGS (#1762-5)

April 29, 2008 (Tuesday), May 1, 2008 (Thursday), and May 6, 2008 (Tuesday) 3:00-4:20 p.m. Three-session program, \$55.00.

How much detail should minutes contain? What information must be included and should not be included in minutes? How can minutes be made easier to read? How should we handle minutes of closed sessions?

These and other questions are frequently asked by local government minute-takers. Although there are few legal requirements that govern the content of minutes, we offer suggestions that have proved helpful to those who prepare minutes and those who use them.

In addition to the WisLine discussions, we provide many examples that are adapted from actual minutes. We also encourage participants to raise specific questions both during as well as between sessions via e-mail and telephone. *Larry E. Larmer, Local Government Center.*

April 29, 2008 - **Purpose of Minutes; Format Options**

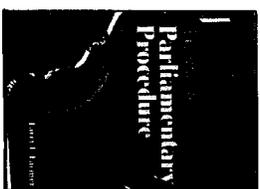
May 1, 2008 - **Content of Minutes**

May 6, 2008 - **Editing; Corrections and Approval; Preservation and Access; Minutes as Public Records**

**RECOMMENDED READING** for both Minutes and Parliamentary Procedure WisLines: *A Guide to Parliamentary Procedure for Local Governments in Wisconsin*, by Larry E. Larmer.

Send a separate \$30 check, made payable to UW-Extension, to:

Local Government Center  
610 Langdon Street, Rm. 229  
Madison, WI 53703



**Public Wisline Sites**

Individual sites may not be available for every program. Please contact the site in your area well in advance of your program to verify room availability and directions.

| Site # | City           | Location                          | Phone #             | Site # | City             | Location                  | Phone #      |
|--------|----------------|-----------------------------------|---------------------|--------|------------------|---------------------------|--------------|
| 4000   | Adams          | Adams Cnty Extension              | 608-339-4237        | 4021   | Menomonee        | UW-Stout                  | 715-232-5239 |
| 4007   | Alma           | Buffalo Cnty Courthouse           | 608-685-6256        | 4020   | Menomonee        | Dunn Cnty Ag Ctr          | 715-232-1636 |
| 4038   | Antigo         | Langlade Cnty Extension Ofc       | 715-627-6236        | 4039   | Merrill          | Lincolln Cnty UWEX        | 715-536-0304 |
| 4050   | Appleton       | Outagamie Cnty UWEX               | 920-832-5121        | 4027   | Monroe           | Green Cnty UWEX           | 608-328-9440 |
| 4001   | Ashland        | Ashland Cnty Courthouse           | 715-682-7017        | 4043   | Montello         | Marquette Cnty Svcs Ctr   | 608-297-9153 |
| 4069   | Baldwin        | St. Croix Cnty Ag Ctr             | 715-684-3301        |        |                  |                           | ext. 3       |
| 4055   | Balsam         | Polk Cnty Govt Bldg               | 715-485-8600        | 4011   | Neilsville       | Clark Cnty Courthouse     | 715-743-5121 |
| 4064   | Lake Baraboo   | Sauk Cnty UWEX                    | 608-355-3250        | 4048   | Oconto           | Oconto Cnty Courthouse    | 920-834-6845 |
| 4003   | Barron         | Barron Cnty UWEX                  | 715-537-6250        | 4083   | Oshkosh          | Winnebago Cnty UWEX       | 920-232-1980 |
| 4031   | Black River    | Jackson Cnty Extension Ofc        | 715-284-4257        | 4058   | Phillips         | Pierce Cnty UWEX          | 715-339-2555 |
| 4009   | Chilton        | Calumet Cnty Courthouse           | 920-849-1450        | 4051   | Port             | Ozaukee Cnty Admin. Ctr   | 262-284-8288 |
| 4010   | Chippewa Falls | Chippewa Cnty Courthouse          | 715-726-7950        | 4013   | Portage          | Columbia Cnty Annex Bldg  | 608-742-9688 |
| 4037   | Darlington     | Lafayette Cnty Ag Ctr             | 608-776-4820        | 4014   | Prairie du Chien | Crawford Cnty UWEX        | 608-326-0223 |
| 4029   | Dodgeville     | Iowa Cnty UWEX                    | 608-935-0391        | 4088   | Reedsburg        | Reedsburg Public Library  | 608-768-7323 |
| 4052   | Durand         | Penn Cnty Govt Ctr                | 715-672-5214        | 4049   | Rhineland        | Oneida Cnty UWEX          | 715-365-2750 |
| 4073   | Eagle River    | Vilas Cnty Courthouse             | 715-479-3648        | 4060   | Richland Ctr     | Richland Cnty UWEX        | 608-647-6148 |
| 4022   | Earl Claire    | Earl Claire Cnty UWEX             | 715-839-4712        | 4054   | River Falls      | UW-River Falls            | 715-425-3256 |
| 4075   | Elkhorn        | Walworth Cnty UWEX                | 262-741-4951        | 4067   | Shawano          | Shawano Cnty Courthouse   | 715-526-6136 |
| 4053   | Elisworth      | Pierce Cnty Ofc Bldg              | 715-273-6781        | 4089   | Sheboygan Falls  | Sheboygan UWEX            | 920-467-5740 |
| 4023   | Florence       | Florence Resource Ctr             | 715-528-4480        | 4008   | Siren            | Burnett Cnty Govt Ctr     | 715-349-2151 |
| 4024   | Fond du Lac    | UWEX-Fond du Lac                  | 920-929-3170 ext 49 | 4047   | Sparta           | Monroe Cnty UWEX          | 608-269-8722 |
| 4005   | Green Bay      | Brown Cnty Ag. & Extension Center | 920-391-4650        | 4077   | Spooner          | Washington Cnty UWEX      | 715-635-4444 |
| 4028   | Green Lake     | Green Lake Cnty Courthouse        | 920-294-4032        | 4056   | Stevens Point    | Portage Cnty UWEX         | 715-346-1316 |
| 4065   | Hayward        | Sawyer Cnty Courthouse            | 715-634-4839        | 4018   | Sturgeon Bay     | Door Cnty-City Library    | 920-746-2261 |
| 4030   | Hurley         | Iron Cnty Courthouse              | 715-561-2685        | 4019   | Superior         | Douglas Cnty UWEX         | 715-395-1363 |
| 4061   | Janesville     | Rock Cnty Courthouse              | 608-757-6690        | 4072   | Viroqua          | Vernon Cnty Extension Ofc | 608-637-5276 |
| 4032   | Jefferson      | Jefferson Cnty UWEX               | 920-674-7296        | 4080   | Waubesa          | Bayfield Cnty Courthouse  | 715-373-6104 |
| 4017   | Juneau         | Dodge Cnty Admin. Bldg            | 920-386-3790        | 4081   | Waupaca          | Waushara Cnty Admin Ctr   | 262-548-7770 |
| 4044   | Keshena        | Memominee Cnty Courthouse         | 715-799-4654        | 4041   | Wausau           | Marathon Cnty UWEX        | 715-261-1231 |
| 4035   | Kewaunee       | Kewaunee Cnty Courthouse          | 920-388-7141        | 4045   | West Allis       | Waushara Cnty Courthouse  | 920-787-0416 |
| 4036   | La Crosse      | La Crosse Cnty UWEX               | 608-875-9620        | 4071   | Whitehall        | Trempealeau Cnty Ctrhouse | 715-538-2311 |
| 4026   | Lancaster      | Grant Cnty UWEX                   | 608-723-2125        | 4085   | Wisconsin Rapids | Wood Cnty Courthouse      | 715-421-8440 |
| 4015   | Madison        | The Pyle Ctr                      | 608-262-0753        |        |                  |                           |              |
| 4040   | Manitowoc      | Manitowoc Cnty UWEX               | 920-683-4169        |        |                  |                           |              |
| 4042   | Maine          | Maine Cnty Chitise                | 715-732-7510        |        |                  |                           |              |
| 4033   | Manitowish     | Juneau Cnty UWEX                  | 608-847-9329        |        |                  |                           |              |
| 4070   | Medford        | Taylor Cnty USDA Svc Ctr          | 715-748-3327        |        |                  |                           |              |

*UW-Extension provides equal opportunities in employment and programming, including Title IX requirements.*

*If you have a disability and desire accommodations, please advise us when you register. Requests are confidential.*

Cover photo: Dan Hill, Local Government Center

Nonprofit Organization  
US POSTAGE PAID  
Madison, Wisconsin  
Permit No. 658

University of Wisconsin-Extension  
Local Government Center  
610 Langdon Street, Room 229  
Madison, WI 53703

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

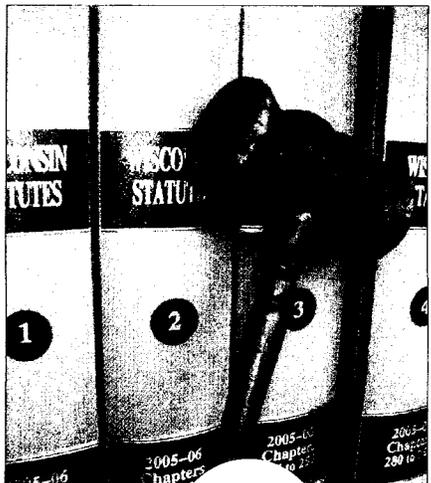


**Local Government  
CENTER**

*Extension*

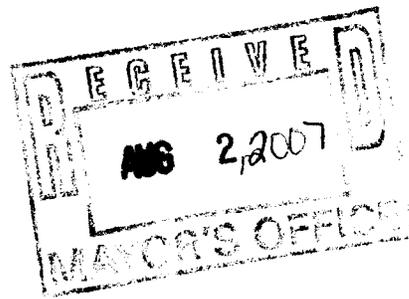
**Open Government and  
Parliamentary Procedure**

Wisline Teleconference Series 2008



**Sponsored by:**  
UW-Extension Local Government Center  
League of Wisconsin Municipalities  
Wisconsin Counties Association  
Wisconsin Towns Association

August 3, 2007



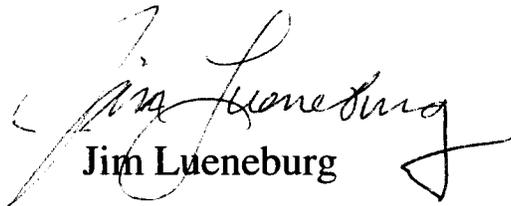
Mayor Joe Laux  
City of Menasha

Mayor Joe:

I am writing to inform you that I am resigning from the RDA. I am getting more involved with real estate than I thought I would and it is consuming more of my time.

I enjoyed my time on the RDA and learned a lot.

Sincerely,

  
Jim Lueneburg

2-14-08

**David L. Erdmann  
854 River Lea Court  
Menasha, WI. 54952**

**Phone: (920) 725-5744**

Family moved to Menasha from Milwaukee in 1957.

Graduated from Menasha High School in 1962.

Married 42 years to Sue. Two daughters, Christina and Katherine. All graduated from Menasha High School.

Officer of The Bank of Menasha for approximately 10 years.

Founder of Outlook Group in 1977 as its President and Chairman of the Board. Took Outlook Group public in 1991 as its CEO and Chairman of the Board.

Served as a Director of Fox Cities Bank prior to its merger with Anchor Bank.

Owner and President of Lake Country Foods, Inc. in Oconomowoc, Wisconsin 53066 – 1998 to present.

Founder and managing member of National Graphic Solutions LLC in Appleton, Wisconsin 54911 – 2000 to present.

Served nine years on the Menasha School Board.

Currently serving on the Menasha Education Endowment Fund Board and on the Menasha schools' Vision Committee.

Approved 9/15/03

**Menasha Landmarks Commission  
Facade Improvement Grant/Loan Policies**

Application for facade/grant loans shall be made to the Community Development Department on forms provided by the department.

I. Pre Application

The preliminary application shall include a description of the proposed work including a timetable with a projected start/completion date.

Such description shall include a listing of the number and type of improvements, the type of material, method of construction and color or colors of materials to be used and a rough cost estimate for completing the work.

II. Initial Consultation

The applicant shall meet with the Community Development Director to review the pre application. A preliminary assessment will be made of project eligibility and the appropriateness of materials and/or finishes to be used using National Park Service Guidelines for Rehabilitating Historic Buildings or other standards as may be adopted pursuant to the Landmark's Commission Ordinance. The Director of Community Development may consult with Landmark's Commission members, the State Historical Society, or others of recognized expertise in conducting such assessment.

III. Application

Following the initial consultation the Director of Community Development may authorize proceeding with the application for facade grant/loan funds. Such application shall include a detailed description of the project including those elements described in Section II.

For projects over \$1,000 two written estimates from bona-fide contractors or suppliers shall be submitted. If the owner is proposing to do the work only the cost of materials shall be eligible for funding.

The completed application will be scheduled for review at the next scheduled Landmarks meeting.

IV. Financial Assistance

A. Grants

Grants are available for approved projects on a dollar for dollar match basis up to a maximum of \$2,500 per building facade. A facade shall be defined as a

building elevation which has a primary exposure to a public street or is otherwise highly visible from space dedicated or leased to the public.

*For projects related to the implementation of the TID #7 Project Plan, the grant amount may be increased to a maximum of \$10,000 per façade on a dollar for dollar match basis.*

Grant funds will be dispersed upon submission of an invoice and verification of completion of the work by the Director of Community Development.

## V. Loans

Loans are available for approved projects. Applications shall be reviewed by the Director of Community Development in consultation with the City Comptroller and City Attorney. Such review shall consider the financial capacity of the applicant to repay the loan, and any other considerations relevant to the project or loan program. The applicant may be required to submit corporate and/or personal financial statements, tax returns or other evidence of financial capacity. The applicant may be required to execute a mortgage or provide other means of securing the funds borrowed.

Approved loans will bear interest at the rate of 4% per annum and have a maximum term of one year per \$1,000 borrowed. The maximum loan amount is \$20,000 per project, with a maximum term of ten years.

*For projects related to the implementation of the TID #7 Project Plan, loans will bear no interest and repayment of the principal amount shall be deferred until the property is sold or transferred. The maximum amount of the loan shall be \$30,000 per façade.*



City of Menasha  
Application for Building Alterations  
Within Historic Districts

\_\_\_\_\_  
Property Address

**Owner Information:**

**Applicant Information** (if different)

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

**Contractor Information:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Lic. #: \_\_\_\_\_

Lic. #: \_\_\_\_\_

Federal ID or SSN: \_\_\_\_\_

Federal ID or SSN: \_\_\_\_\_

**Project Description:**

A complete description of the proposed work is required including dimensioned drawings, color samples, architectural plans, or manufacturer's specification sheets. Other information may be required as requested. Any proposals to paint or stain the building exterior shall be accompanied by a sample of the paint color(s).

\_\_\_\_\_  
*Office Use Only*

Date Approved: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR GRANT OR LOAN**  
**Menasha Landmarks Commission**

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Owner or Renter: \_\_\_\_\_

Mailing Address (if different from property address): \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ Evening telephone number: \_\_\_\_\_

Description of Planned Improvement: \_\_\_\_\_

\_\_\_\_\_

**Note: Please attach all available bids, proposals and estimates for the planned improvement. Material samples or brochures and a scale drawing are recommended, and may be required by the Commission.**

Names of all contractors, sub-contractors and material suppliers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Total estimated cost: \$ \_\_\_\_\_

Total amount being requested from Landmark's Commission: \$ \_\_\_\_\_

Grant request: \$ \_\_\_\_\_ Loan Request: \$ \_\_\_\_\_

Terms and Conditions:

1. Landmarks Commission reserves the right, in its sole discretion, to approve or deny any request for grant or loan, in whole or in part, or to condition approval and/or payment of said grant or loan upon such terms as it deems appropriate. No grant or denial of any prior request shall constitute precedent for the grant or denial of any subsequent request.
2. Every request shall comply with the attached Improvement Grant/Loan Policies, which are incorporated herein by reference.
3. Payment shall only be made for those improvements approved by the Landmarks Commission prior to or contemporaneous with the contribution request.
4. Payment shall only be made upon submission of actual invoices for labor or materials and only for work that is performed in compliance with all applicable state, county and municipal code provisions and with required permits. Completion of work shall be verified by the Director of Community Development.

**2008**  
**City of Menasha Health Department**  
**Agreement with**  
**Fox Valley Public Health Preparedness Consortium**

This agreement is made and entered into for the period of January 1, 2008 to December 31, 2008 by and between the Fox Valley Public Health Preparedness Consortium (Appleton Health Department, fiscal agent) and the City of Menasha Health Department.

Now, therefore, the Fox Valley Public Health Preparedness Consortium and the City of Menasha Health Department agree to the following:

**I. SERVICES TO BE PROVIDED**

- A. Fox Valley Public Health Preparedness Consortium will provide funding for the completion of the member responsibilities referenced in the CDC Bioterrorism Grant. These activities and responsibilities have been negotiated with the State of Wisconsin Department of Health and Family Services Division of Public Health. Beginning in 2008, the State has determined and communicated that local health departments and the Consortia may no longer carryover unspent CDC Preparedness funds. This final payout represents the Fox Valley Public Health Preparedness unspent 2007 carryover funds.

**II. AMOUNT OF CONTRACT AND PAYMENT OF SERVICES**

- A. In consideration of services to be provided, the Fox Valley Public Health Preparedness Consortium agrees to pay the City of Menasha Health Department \$20,984. This carryover will be provided on the following schedule: payment of \$20,984 paid when this signed agreement is submitted to the Fox Valley Public Health Preparedness Consortium Fiscal Agent.
- B. This carryover funding from the Fox Valley Public Health Preparedness Consortium is intended to support the Fox Valley Public Health Consortia's related activities. If recipient wishes, a percentage of these surplus funds may be allocated to support the Regional Fox Cities Building for Kids Hand Wash program by indicating here: The undersigned authorizes the Fox Valley Preparedness Consortium fiscal agent to withhold \_\_\_\_\_ % of its surplus funding with the understanding that said funds will be used to support the Regional Fox Cities Building for Kids Hand Wash Program.

**III. SIGNATURE**

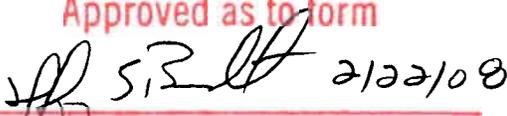
This contract is agreed upon and approved by the authorized representatives.

\_\_\_\_\_  
Fox Valley Public Health Consortium  
Fiscal Agent Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sue Nett  
City of Menasha Health Department Representative

\_\_\_\_\_  
Date

**Approved as to form**  
  
\_\_\_\_\_  
**Jeffrey S. Brandt, City Attorney**



To: Mayor Laux  
Ladies and Gentlemen of the Common Council  
From: Chief Stanke  
Date: February 27, 2008  
Re: Renewal of Cell Phone Contract with U.S. Cellular

Our current cell phone contract with U.S. Cellular will be expiring in March. I along with members of the Menasha-Neenah consortium met and reviewed their proposals for a new contract for our user group. To refresh your memories we participate with the City of Neenah, the Menasha Joint School District and the Neenah Joint School District.

This year U.S. Cellular bid on and was awarded the state bid for cellular service and as a result has offered us the same terms as they are giving to the state of Wisconsin. This was an open bidding process open to all cell phone companies doing business in Wisconsin. The terms offered should allow us to see a reduction in monthly bills.

It is my recommendation that we accept the terms of the state bid offered by U.S. Cellular and move to sign a new two year contract.

The terms will allow us to see a reduction in charges from .09 a minute to .05, in addition monthly service charges for base plans will be reduced from \$8.00 a month to \$3.00 a month. In addition the local calling area will be expanded to include the entire state of Wisconsin along with major portions of the Midwest.

**City of Menasha  
Information Technology Steering Committee  
Gegan Room  
Menasha Public Library  
Wednesday September 26, 2007  
8:15 A.M.  
Minutes**

**I. Call to Order**

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

Present: CHAIRMAN Wisneski, AP Beckendorf, CLERK Galeazzi, COMP Stoffel, ITMgr Lacey, PC Stanke and PWD Radtke (8:25)

Also Present: CA Brandt (10:00), ITSupv James, PL Brunn, PO Mauthe (9:35), PWS Jacobson (10:40) and Mr. Larry Schmitz of Schenck Technology Solutions.

**II. Approval of Minutes of August 15, 2007 IT Steering Committee meeting.**

Motion by ITMgr Lacey, seconded by AP Beckendorf to approve the minutes of the August 15, 2007 IT Steering Committee meeting. Motion carried.

**III. Report of Department Head/Staff/Consultants – Committee monthly update on status of projects/operations/costs**

ITMgr Lacey distributed and reviewed the monthly departmental update on usage. There was a significant increase in the Clerk area due to working with the NOVUS AGENDA update. ITMgr Lacey also explained what had been happening in other departments during the month.

**IV. Action Items – Committee discussion and recommendation of 2008 IT Budget**

The discussion opened concerning the fleet and fuel system software being requested for the Public Works Facility. ITMgr Lacey explained how the new software will work; each vehicle will be equipped with a transmitter and the pumps will only work for City vehicles. The software was developed by a company in Canada. ITMgr Lacey explained why the CHAMPS software for the Health Department was not included in the 2008 budget request. The Committee also discussed the need for the Cemetery software, but AP Beckendorf said she would talk to PS Huss to see if this need can be met with software currently owned by the City. If it can, then this item could be removed from the budget request. There was also an explanation on the need for a more

high speed copier. After further discussion, it was the consensus of the Committee members present to recommend the 2008 IT Budget as presented to the Common Council.

#### Action Items – Committee discussion on IT Policy concerns

Mr. Schmitz opened the discussion on defining who the custodian of public records is. CA Brandt responded that any public employee could be the custodian of a public record. If that is not understood by our employees, then it may require some additional training. PO Mauthe stated his concerns with the term “confidential” in the policy. PC Stanke talked about the guidelines he has received from Calumet County in his capacity as a county supervisor and the policy we have for the City concerning open records. The Committee then went on to discuss specific language in the policy, page 5 Disciplinary Action which would be taken if the policy is willfully violated; remove IT Manager on page 7. Mr. Schmitz was concerned with the copying of software. CLERK Galeazzi asked if the signature page would need to be resigned by everyone if the policy is changed. Motion by CLERK Galeazzi, seconded by ITMgr Lacey to adopt the policy as changed. Motion carried.

#### Action Items – Committee update and discussion on NOVUS AGENDA software

ITSupv James explained the changes to the Menasha template to make it more user friendly. Agenda creation is more time consuming with a three step approval process and no work around. It could take months for this issue to be resolved. CA Brandt is of the opinion that this software will not perform as expected and to stop using it and move on. If the City would like to change the approval process it would require customization, an added expense. What benefit would be gained by going back to the old way of preparing agendas and minutes? The Mayor wishes to have those items available on the internet. The new “Search” function will search minutes or agendas. ITSupv James felt that we should stay with NOVUS AGENDA at this time. But a search for other comparable software will be started. The Committee listened to explanations of further changes in NOVUS AGENDA. A list of concerns had been prepared and was included with the Committee packet. Motion by ITMgr Lacey, seconded by PC Stanke to keep that list in tact and review at the next Committee meeting to determine progress. Motion carried.

#### Action Items – Committee discussion on responsibility of FAQ updates to website

No action, include on the next IT Committee Meeting agenda

Action Items – Committee discussion on next Committee meeting date –  
October 17, third Wednesday

By consensus of the Committee members present, the Next IT Steering  
Committee meeting will be held on October 24, 2007 at 8:15 AM in the Gegan  
Room of the Menasha Public Library.

**V. Adjournment**

Motion by PC Stanke, seconded by CLERK Galeazzi to adjourn. Motion carried.  
Meeting adjourned at 11:00 AM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary

**This page was intentionally left blank**

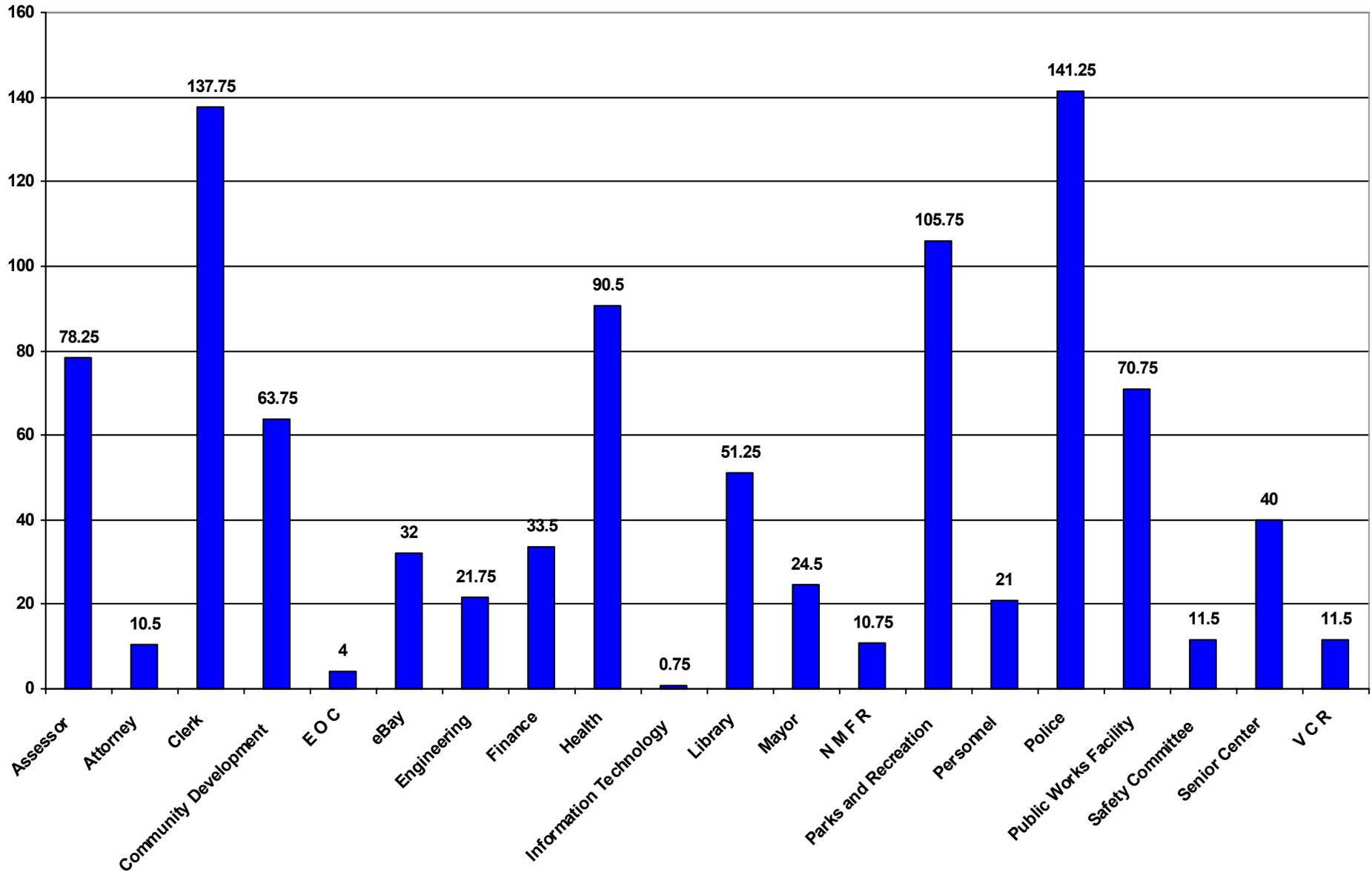
|                     | <b>Budget \$</b> | <b>YTD \$</b>    | <b>% used YTD</b> |
|---------------------|------------------|------------------|-------------------|
| <b>Total Budget</b> | <b>\$326,117</b> | <b>\$203,193</b> | <b>62.31%</b>     |

January 2007 through August 2007

**I.T. Department  
Projects  
August 15, 2007 through September 25, 2007**

- Novus Agenda upgrade and training.
- Continue monitoring virus activity and block SPAM e-mail.
- Monitor and administrate City Network.
- Monitor and administrate City phone system.
- Project planning for 2008
- Work with Assessor Consultants on Assessor database.
- Research Fleet and Fuel management systems for Pubic Works Facility
- Assist with City Web site modifications.
- Implement new SQL server for use by Com. Dev., Assessor, and Health Dept.
- 2008 budget research and creation.
- Implemented open records disclaimer on all e-mail leaving the City.
- Assist new Public School Liaison Officer at High School with setting up communications to and from City network resources.
- Replaced FAX machines at Police Department and PWF with multi-function Color Printer/Copier/Scanner/FAX machines.
- Patched e-mail server to work with Microsoft Vista Web Client.
- Made modifications to budget program to fix date issues.

# Year to Date Hours by Department



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

WEIGHTS AND MEASURES PROPOSED FEE  
(NEW CATEGORY)  
LICENSING YEAR 3-1-08 TO 6-30-09

| <u>Device Category</u>           | <u>Current Fee</u> | <u>Proposed Fee</u> |
|----------------------------------|--------------------|---------------------|
| High Speed Diesel Fuel Dispenser | New                | \$ 84.00            |

## CITY OF MENASHA DISBURSEMENTS

|                                                              |                   |
|--------------------------------------------------------------|-------------------|
| Accounts Payable for 2/21/08-2/28/08<br>Checks # 15854-16049 | \$ 605,846.40     |
| Payroll Checks for 2/21/08-2/28/08<br>Checks # 37138-37360   | <u>150,367.40</u> |
| Total                                                        | \$ 756,213.80     |

\*\*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, February 21, 2008  
 Time: 11:15AM  
 User: MGRIESBACH

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

Page: 1 of 12  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                              | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount              | Invoice Description            |
|-----------------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|--------------------------------|
| <b>01053 ACCENT BUSINESS SOLUTIONS INC</b>    | 210013                      | 31100            | 53            | 09-212-241 | 851.71              | COPIER MAINTENANCE CONTRACT/SR |
|                                               | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015854</b> |            | <b>Check Total:</b> | <b>851.71</b>                  |
| <b>01075 ACCURATE SUSPENSION WAREHOUSE</b>    | 8001573                     | 31731            | 54            | 10-149-383 | 964.62              | SPRINGS/WASHERS/NUTS/BOLTS     |
|                                               | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015855</b> |            | <b>Check Total:</b> | <b>964.62</b>                  |
| <b>01315 AIRGAS NORTH CENTRAL</b>             | 105457689                   | 31731            | 54            | 10-149-300 | 46.62               | OXYGEN CYLINDERS               |
|                                               | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015856</b> |            | <b>Check Total:</b> | <b>46.62</b>                   |
| <b>01745 APPLETON HYDRAULIC COMPONENTS</b>    | 15627                       | 31731            | 54            | 10-149-294 | 1,527.71            | INSPECT HYDRAULIC CYLINDER     |
|                                               | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015857</b> |            | <b>Check Total:</b> | <b>1,527.71</b>                |
| <b>01860 ASSOC OF S.W.A.T. PERSONNEL-WI</b>   | 022008                      | 31100            | 52            | 08-101-320 | 200.00              | MEMBERSHIP (8)                 |
|                                               | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015859</b> |            | <b>Check Total:</b> | <b>200.00</b>                  |
| <b>01842 ASSOCIATED APPRAISAL</b>             | 5809                        | 31100            | 51            | 04-107-219 | 4,708.33            | PROFESSIONAL SERVICES          |
|                                               | 5809                        | 31100            | 51            | 04-107-310 | 25.04               | POSTAGE/ENV/PHONE/FAX/SUPPLIES |
|                                               | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015858</b> |            | <b>Check Total:</b> | <b>4,733.37</b>                |
| <b>02050 BADGER LAB &amp; ENGINEERING INC</b> | INV000032715                | 31201            | 54            | 10-301-212 | 280.00              | MENASHA UTILITIES WASTEWATERS  |
|                                               | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015860</b> |            | <b>Check Total:</b> | <b>280.00</b>                  |
| <b>02260 BAYCOM INC</b>                       | 205035                      | 31100            | 52            | 08-101-295 | 147.83              | INSTALL NEW DOCK/GPS/SQD 22    |
|                                               | 205028                      | 31100            | 52            | 08-101-295 | 83.83               | INSTALL GPS/UNIT 25            |
|                                               | 205026                      | 31100            | 52            | 08-101-295 | 147.83              | INSTALL DOCK/GPS/UNIT 23       |
|                                               | 205027                      | 31100            | 52            | 08-101-295 | 211.83              | INSTALL DOCK/GPS/SQUAD 21      |
|                                               | 205033                      | 31100            | 52            | 08-101-295 | 115.83              | INSTALL GPS/SQUAD 24           |
|                                               | 205034                      | 31100            | 52            | 08-101-295 | 115.83              | INSTALL GPS/SQUAD 20           |
|                                               | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015861</b> |            | <b>Check Total:</b> | <b>822.98</b>                  |

Date: Thursday, February 21, 2008  
 Time: 11:15AM  
 User: MGRIESBACH

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

Page: 2 of 12  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                           | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount                       | Invoice Description            |
|--------------------------------------------|-----------------------------|------------------|---------------|------------|------------------------------|--------------------------------|
| <b>02795 SAMANTHA BUCHKO</b>               | 021808                      | 31100            | 46            | 04-177-000 | 20.00                        | CANCELLED CLASS REFUND         |
|                                            | <b>Check Date 2/21/2008</b> | <b>Check Nbr</b> | <b>015862</b> |            | <b>Check Total: 20.00</b>    |                                |
| <b>03040 CALL ONE INC</b>                  | 917032                      | 31100            | 51            | 04-109-315 | 264.08                       | WIRELESS PHONE HEADSET/PWF     |
|                                            | <b>Check Date 2/21/2008</b> | <b>Check Nbr</b> | <b>015863</b> |            | <b>Check Total: 264.08</b>   |                                |
| <b>03185 CARTEGRAPH SYSTEMS INC</b>        | R-04880                     | 31100            | 51            | 04-109-243 | 1,000.00                     | SIGN SOFTWARE FOR ENGINEERING  |
|                                            | <b>Check Date 2/21/2008</b> | <b>Check Nbr</b> | <b>015864</b> |            | <b>Check Total: 1,000.00</b> |                                |
| <b>03247 CDW GOVERNMENT INC</b>            | JFQ0863                     | 31100            | 51            | 04-109-315 | 1,953.60                     | HARD DRIVE DUPLICATOR/PC       |
|                                            | <b>Check Date 2/21/2008</b> | <b>Check Nbr</b> | <b>015866</b> |            | <b>Check Total: 1,953.60</b> |                                |
| <b>03490 CLEAR WATER CAR WASH</b>          | 2048                        | 31100            | 52            | 08-101-295 | 94.95                        | INTERIOR CLEANING              |
|                                            | <b>Check Date 2/21/2008</b> | <b>Check Nbr</b> | <b>015868</b> |            | <b>Check Total: 94.95</b>    |                                |
| <b>04290 DIGITAL INTELLIGENCE INC</b>      | 12706                       | 31100            | 52            | 08-101-300 | 2,490.00                     | ACCESSDATA FTK STANDALONE      |
|                                            | 12706                       | 31100            | 52            | 08-101-805 | 5,999.00                     | FORENSIC RECOV EVIDENCE DEVICE |
|                                            | <b>Check Date 2/21/2008</b> | <b>Check Nbr</b> | <b>015869</b> |            | <b>Check Total: 8,489.00</b> |                                |
| <b>06075 FASTENAL COMPANY</b>              | WINEE30954                  | 31100            | 55            | 07-202-240 | 9.33                         | 2 HIT PINS/JEFFERSON PK DOORS  |
|                                            | <b>Check Date 2/21/2008</b> | <b>Check Nbr</b> | <b>015870</b> |            | <b>Check Total: 9.33</b>     |                                |
| <b>06115 FERRELLGAS</b>                    | 1020150102                  | 31266            | 54            | 10-307-216 | 49.50                        | LIQUEFIED PETROLEUM GAS        |
|                                            | <b>Check Date 2/21/2008</b> | <b>Check Nbr</b> | <b>015871</b> |            | <b>Check Total: 49.50</b>    |                                |
| <b>06565 FOX VALLEY HUMANE ASSOCIATION</b> | 021308                      | 31100            | 53            | 08-115-250 | 1,488.18                     | 1/2 ANNUAL FEE+7 ANIMALS       |
|                                            | <b>Check Date 2/21/2008</b> | <b>Check Nbr</b> | <b>015872</b> |            | <b>Check Total: 1,488.18</b> |                                |

Date: Thursday, February 21, 2008  
 Time: 11:15AM  
 User: MGRIESBACH

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

Page: 3 of 12  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                                | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount              | Invoice Description          |
|-------------------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|------------------------------|
| <b>06615 FOX VALLEY TECHNICAL COLLEGE</b>       | 021808                      | 31100            | 21            | 04-229-000 | 5.90                | TAX COLLECTION PAYMENTS      |
|                                                 | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015873</b> |            | <b>Check Total:</b> | <b>5.90</b>                  |
| <b>06625 FOX VALLEY TRUCK</b>                   | 478581                      | 31731            | 54            | 10-149-383 | 80.57               | ABSORBER                     |
|                                                 | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015874</b> |            | <b>Check Total:</b> | <b>80.57</b>                 |
| <b>07075 GANNETT NEWSPAPERS</b>                 | 012308                      | 31100            | 51            | 10-115-322 | 187.20              | 52 WEEK SUBSCRIPTION RENEWAL |
|                                                 | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015875</b> |            | <b>Check Total:</b> | <b>187.20</b>                |
| <b>07080 GANNETT WISCONSIN NEWSPAPERS</b>       | 0003224870                  | 31100            | 51            | 02-105-293 | 456.60              | MECHANIC AD                  |
|                                                 | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015876</b> |            | <b>Check Total:</b> | <b>456.60</b>                |
| <b>07580 GUNDERSON UNIFORM &amp; LINEN RENT</b> | 1239039                     | 31100            | 53            | 09-212-240 | 100.05              | MAT BRUSH/SENIOR CENTER      |
|                                                 | 1240414                     | 31100            | 51            | 10-115-201 | 24.53               | MOP/MAT SERVICE              |
|                                                 | 1240414                     | 31100            | 53            | 09-212-313 | 3.36                | MOP/MAT SERVICE              |
|                                                 | 1240414                     | 31100            | 55            | 07-202-313 | 3.36                | MOP/MAT SERVICE              |
|                                                 | 1238200                     | 31100            | 52            | 08-101-313 | 31.00               | TOWEL/DISH/MAT SERVICE       |
|                                                 | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015877</b> |            | <b>Check Total:</b> | <b>162.30</b>                |
| <b>09270 INTERNATIONAL TRANSLATORS</b>          | LC-2-17795                  | 31100            | 53            | 09-102-215 | 10.00               | TRANSLATION/SPANISH          |
|                                                 | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015878</b> |            | <b>Check Total:</b> | <b>10.00</b>                 |
| <b>10230 JOHN'S SAW SERVICE</b>                 | 8144                        | 31731            | 54            | 10-149-383 | 249.95              | CYL W/PISTON                 |
|                                                 | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015879</b> |            | <b>Check Total:</b> | <b>249.95</b>                |
| <b>10307 KIMBERLY JONES</b>                     | 021908                      | 31100            | 46            | 04-177-000 | 57.00               | CLASS REFUND                 |
|                                                 | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015880</b> |            | <b>Check Total:</b> | <b>57.00</b>                 |
| <b>11235 KONE INC</b>                           | 17701886                    | 31100            | 51            | 10-115-204 | 218.07              | MAINTENANCE AGREEMENT        |
|                                                 | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015881</b> |            | <b>Check Total:</b> | <b>218.07</b>                |

Date: Thursday, February 21, 2008  
 Time: 11:15AM  
 User: MGRIESBACH

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

Page: 4 of 12  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                     | Invoice Nbr                 | CpnyID                      | Acct             | Subaccount          | Amount              | Invoice Description            |
|--------------------------------------|-----------------------------|-----------------------------|------------------|---------------------|---------------------|--------------------------------|
| 11365 KUNDINGER FLUID POWER INC      | 5002866                     | 31731                       | 54               | 10-149-383          | 13.40               | PARKRIMP COUPLING              |
|                                      | 5001811                     | 31731                       | 54               | 10-149-383          | 52.21               | COUPLING                       |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b>            | <b>015882</b>    |                     | <b>Check Total:</b> | <b>65.61</b>                   |
| 11380 KUSTOM SIGNALS INC             | 342559                      | 31100                       | 52               | 08-101-243          | 65.00               | BRIGHTNESS CONTROL BDS         |
|                                      |                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015883</b>       | <b>Check Total:</b> | <b>65.00</b>                   |
| 12170 LAPPEN SECURITY PRODUCTS INC   | 27566                       | 31100                       | 52               | 08-101-240          | 30.50               | REKEY CYLINDER/EVIDENCE RM/PD  |
|                                      | 27583                       | 31100                       | 54               | 10-304-300          | 12.18               | BROAD ST DUMPSTER SITE LOCK    |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b>            | <b>015884</b>    | <b>Check Total:</b> | <b>42.68</b>        |                                |
| 12450 LINCOLN CONTRACTORS SUPPLY INC | 10416020                    | 31100                       | 54               | 10-111-300          | 33.66               | TAPE MEASURE                   |
|                                      |                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015885</b>       | <b>Check Total:</b> | <b>33.66</b>                   |
| 13175 M-B COMPANIES INC              | 57509                       | 31100                       | 51               | 04-109-315          | -410.46             | REVERSE/WRONG VENDOR           |
|                                      | 57509                       | 31100                       | 51               | 04-109-315          | 410.46              | REVERSE/WRONG VENDOR           |
|                                      | 122774                      | 31731                       | 54               | 10-149-383          | -630.21             | SWING FRAME                    |
|                                      | 122774                      | 31731                       | 54               | 10-149-383          | 630.21              | SWING FRAME                    |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b>            | <b>015888</b>    | <b>Check Total:</b> | <b>0.00</b>         |                                |
| 13175 M-B COMPANIES INC              | 57509                       | 31100                       | 51               | 04-109-315          | 410.46              | TELCOM TOOLKIT/TELEPHONE ISSUE |
|                                      | 57509                       | 31100                       | 51               | 04-109-315          | -410.46             | REVERSE/WRONG VENDOR           |
|                                      | 122774                      | 31731                       | 54               | 10-149-383          | 630.21              | SWING FRAME                    |
|                                      |                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015930</b>       | <b>Check Total:</b> | <b>630.21</b>                  |
| 13185 M-B ELECTRONICS A V INC        | 57509                       | 31100                       | 51               | 04-109-315          | 410.46              | TOOLKIT/TELEPHONE TROUBLESHOOT |
|                                      |                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015890</b>       | <b>Check Total:</b> | <b>410.46</b>                  |
| 13010 MACHINE SERVICE INC            | 1280290035                  | 31731                       | 54               | 10-149-383          | 1,125.25            | PTO UNIT                       |
|                                      |                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015886</b>       | <b>Check Total:</b> | <b>1,125.25</b>                |

Date: Thursday, February 21, 2008  
 Time: 11:15AM  
 User: MGRIESBACH

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

Page: 5 of 12  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                     | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount              | Invoice Description           |
|--------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|-------------------------------|
| 13149 MATTHEWS COMMERCIAL TIRE CTR   | 024120                      | 31731            | 54            | 10-149-382 | 176.48              | TIRE REPAIR                   |
|                                      | 024165                      | 31731            | 54            | 10-149-382 | 63.82               | GRADER TIRE                   |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015887</b> |            | <b>Check Total:</b> | <b>240.30</b>                 |
| 13180 MC CLONE INSURANCE GROUP       | 022008                      | 31100            | 51            | 02-103-310 | 20.00               | BOND/NOTARY/B TAUBEL          |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015889</b> |            | <b>Check Total:</b> | <b>20.00</b>                  |
| 13360 MENASHA ELECTRIC & WATER UTILI | 002933                      | 31201            | 54            | 10-302-250 | 24,755.14           | DEC 07 SEWER CHGS             |
|                                      | 2934                        | 31100            | 54            | 10-134-212 | 1,594.57            | CITY SHARE OF DIGGERS HOTLINE |
|                                      | 2934                        | 31201            | 54            | 10-301-212 | 1,594.58            | CITY SHARE OF DIGGERS HOTLINE |
|                                      | 020708                      | 31100            | 12            | 04-399-000 | 857.64              | FIRE DEPT                     |
|                                      | 020708                      | 31100            | 12            | 04-399-000 | 175.55              | FIRE DEPT                     |
|                                      | 020708                      | 31100            | 12            | 04-399-000 | 7.56                | TRAFFIC LIGHTS                |
|                                      | 020708                      | 31100            | 12            | 04-399-000 | 242.42              | POLICE DEPT                   |
|                                      | 020708                      | 31100            | 52            | 08-101-223 | 1,184.37            | POLICE DEPT                   |
|                                      | 020708                      | 31100            | 54            | 10-131-223 | 849.74              | TRAFFIC LIGHTS                |
|                                      | 020708                      | 31100            | 54            | 10-131-225 | 28.75               | TRAFFIC LIGHTS                |
|                                      | 020708                      | 31731            | 54            | 10-149-223 | 1,888.07            | PUBLIC WORKS FACILITY         |
|                                      | 020708                      | 31731            | 54            | 10-149-225 | 734.00              | PUBLIC WORKS FACILITY         |
|                                      | 020708                      | 31201            | 54            | 10-301-223 | 28.45               | LIFT STATIONS                 |
|                                      | 020708                      | 31266            | 54            | 10-308-223 | 8.48                | RECYCLING                     |
|                                      | 020708                      | 31100            | 55            | 06-101-223 | 2,436.05            | LIBRARY                       |
|                                      | 020708                      | 31100            | 55            | 06-101-225 | 410.49              | LIBRARY                       |
|                                      | 020708                      | 31100            | 55            | 07-202-223 | 1,361.99            | PARKS                         |
|                                      | 020708                      | 31100            | 55            | 07-203-223 | 136.80              | SWIMMING POOL                 |
|                                      | 020708                      | 31100            | 55            | 07-203-225 | 315.51              | SWIMMING POOL                 |
|                                      | 020708                      | 31100            | 55            | 10-215-223 | 422.24              | LIFT BRIDGES                  |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015891</b> |            | <b>Check Total:</b> | <b>39,032.40</b>              |

Date: Thursday, February 21, 2008  
 Time: 11:15AM  
 User: MGRIESBACH

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

Page: 6 of 12  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                            | Invoice Nbr                 | CpnyID    | Acct          | Subaccount | Amount       | Invoice Description         |
|---------------------------------------------|-----------------------------|-----------|---------------|------------|--------------|-----------------------------|
| <b>13370 MENASHA EMPLOYEES CREDIT UNION</b> |                             | 31100     | 21            | 04-299-020 | 1,801.00     |                             |
|                                             | Check Date <b>2/21/2008</b> | Check Nbr | <b>015892</b> |            | Check Total: | <b>1,801.00</b>             |
|                                             | 021908                      | 31100     | 21            | 04-299-022 | 27.69        | AUX OFF BLAIR UNION DUES    |
|                                             | Check Date <b>2/21/2008</b> | Check Nbr | <b>015893</b> |            | Check Total: | <b>27.69</b>                |
| <b>13375 MENASHA EMPLOYEES LOCAL 1035</b>   |                             | 31100     | 21            | 04-299-031 | 225.00       |                             |
|                                             | Check Date <b>2/21/2008</b> | Check Nbr | <b>015894</b> |            | Check Total: | <b>225.00</b>               |
| <b>13400 MENASHA JOINT SCHOOL DISTRICT</b>  | 021808                      | 31100     | 21            | 04-229-000 | 29.16        | TAX COLLECTION PAYMENTS     |
|                                             | Check Date <b>2/21/2008</b> | Check Nbr | <b>015895</b> |            | Check Total: | <b>29.16</b>                |
|                                             | 021908                      | 31100     | 41            | 04-103-000 | 5,929.00     | FEB MOBILE HOME TAX         |
|                                             | Check Date <b>2/21/2008</b> | Check Nbr | <b>015896</b> |            | Check Total: | <b>5,929.00</b>             |
| <b>13460 MENASHA TREASURER</b>              | 021908                      | 31100     | 44            | 04-201-000 | 21.00        | CORRECT DOG LIC RECT/COUNTY |
|                                             | Check Date <b>2/21/2008</b> | Check Nbr | <b>015897</b> |            | Check Total: | <b>21.00</b>                |
| <b>13785 MOTION INDUSTRIES INC</b>          | WI-25-429624                | 31731     | 54            | 10-149-383 | 39.13        | SPIDER CPLGS/SOX            |
|                                             | Check Date <b>2/21/2008</b> | Check Nbr | <b>015898</b> |            | Check Total: | <b>39.13</b>                |
| <b>14010 N&amp;M AUTO SUPPLY</b>            | 204569                      | 31731     | 54            | 10-149-383 | 54.69        | SERP BLT                    |
|                                             | 204530                      | 31731     | 54            | 10-149-383 | 129.98       | HERCULINER                  |
|                                             | 204505                      | 31731     | 54            | 10-149-383 | 280.58       | ALTERNATOR/DEPOSIT          |
|                                             | Check Date <b>2/21/2008</b> | Check Nbr | <b>015899</b> |            | Check Total: | <b>465.25</b>               |
| <b>14395 NORTH AMERICAN SALT CO</b>         | 70142600                    | 31100     | 54            | 10-124-300 | 9,029.85     | SALT                        |
|                                             | Check Date <b>2/21/2008</b> | Check Nbr | <b>015900</b> |            | Check Total: | <b>9,029.85</b>             |

Date: Thursday, February 21, 2008  
Time: 11:15AM  
User: MGRIESBACH

# CITY OF MENASHA

Page: 7 of 12  
Report: 03630Alt.rpt  
Company: 31100

## Check Register - w/Alternate Description

| Vendor ID / Name                   | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount              | Invoice Description        |
|------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|----------------------------|
| 15080 OFFICEMAX CONTRACT INC       | 488436                      | 31731            | 54            | 10-149-310 | 188.77              | OFFICE SUPPLIES            |
|                                    | 488436                      | 31100            | 55            | 07-202-310 | 32.48               | OFFICE SUPPLIES            |
|                                    | <u>Check Date</u> 2/21/2008 | <u>Check Nbr</u> | <u>015901</u> |            | <u>Check Total:</u> | <u>221.25</u>              |
| 15090 OGDEN PLUMBING & HEATING INC | 54090                       | 31100            | 52            | 05-201-240 | 633.92              | FIX SHOWER HEAD/REPAIR KIT |
|                                    | <u>Check Date</u> 2/21/2008 | <u>Check Nbr</u> | <u>015902</u> |            | <u>Check Total:</u> | <u>633.92</u>              |

Date: Thursday, February 21, 2008  
 Time: 11:15AM  
 User: MGRIESBACH

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

Page: 8 of 12  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                             | Invoice Nbr | CpnyID | Acct       | Subaccount | Amount                       | Invoice Description       |
|----------------------------------------------|-------------|--------|------------|------------|------------------------------|---------------------------|
| <b>03405 ONE COMMUNICATIONS</b>              | 020208      | 31100  | 12         | 04-399-000 | 10.72                        | BUILD INSPECT             |
|                                              | 020208      | 31100  | 12         | 04-399-000 | 420.32                       | BILL TO MENASHA UTILITIES |
|                                              | 020208      | 31207  | 12         | 04-399-000 | 19.18                        | MARINA                    |
|                                              | 020208      | 31100  | 51         | 01-102-221 | 9.90                         | MAYOR                     |
|                                              | 020208      | 31100  | 51         | 02-103-221 | 7.68                         | ATTORNEY                  |
|                                              | 020208      | 31100  | 51         | 02-104-221 | 16.09                        | CLERK                     |
|                                              | 020208      | 31100  | 51         | 02-105-221 | 15.30                        | PERSONNEL                 |
|                                              | 020208      | 31100  | 51         | 04-106-221 | 43.06                        | FINANCE                   |
|                                              | 020208      | 31100  | 51         | 04-107-221 | 4.91                         | ASSESSOR                  |
|                                              | 020208      | 31100  | 51         | 04-109-221 | 25.17                        | IT                        |
|                                              | 020208      | 31100  | 51         | 10-115-221 | 58.36                        | CITY HALL                 |
|                                              | 020208      | 31100  | 52         | 05-701-221 | 58.88                        | EOC                       |
|                                              | 020208      | 31100  | 52         | 08-101-221 | 331.08                       | POLICE                    |
|                                              | 020208      | 31100  | 53         | 09-102-221 | 88.83                        | HEALTH                    |
|                                              | 020208      | 31100  | 53         | 09-212-221 | 29.85                        | SENIOR                    |
|                                              | 020208      | 31100  | 54         | 10-111-221 | 59.04                        | ENGINEERING               |
|                                              | 020208      | 31100  | 54         | 10-131-221 | 5.24                         | SIGN                      |
|                                              | 020208      | 31731  | 54         | 10-149-221 | 41.45                        | GARAGE                    |
|                                              | 020208      | 31100  | 55         | 06-101-221 | 210.89                       | LIBRARY                   |
|                                              | 020208      | 31100  | 55         | 07-201-221 | 21.58                        | RECREATION                |
| 020208                                       | 31100       | 55     | 07-202-221 | 79.59      | PARKS                        |                           |
| 020208                                       | 31100       | 55     | 07-203-221 | 33.86      | POOL                         |                           |
| 020208                                       | 31100       | 55     | 10-215-221 | 34.28      | BRIDGE                       |                           |
| 020208                                       | 31100       | 56     | 03-202-221 | 29.15      | COM DEV                      |                           |
| <b>Check Date 2/21/2008 Check Nbr 015867</b> |             |        |            |            | <b>Check Total: 1,654.41</b> |                           |
| <b>16025 PACKER CITY INTERNATIONAL</b>       | 3280250006  | 31731  | 54         | 10-149-383 | 313.22                       | PIPES                     |
|                                              | 3280280002  | 31731  | 54         | 10-149-383 | 111.33                       | STOCK SUPPLIES            |
|                                              | 3280290009  | 31731  | 54         | 10-149-383 | 21.46                        | PIPE                      |
|                                              | 3280250075  | 31731  | 54         | 10-149-383 | 29.37                        | CLAMP                     |
| <b>Check Date 2/21/2008 Check Nbr 015904</b> |             |        |            |            | <b>Check Total: 475.38</b>   |                           |

Date: Thursday, February 21, 2008  
 Time: 11:15AM  
 User: MGRIESBACH

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

Page: 9 of 12  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                            | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount                       | Invoice Description           |
|---------------------------------------------|-----------------------------|------------------|---------------|------------|------------------------------|-------------------------------|
| <b>16452 PONTEM SOFTWARE</b>                | 33383                       | 31100            | 51            | 04-109-315 | 4,272.00                     | CEMETERY SOFTWARE             |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015905</b> |            | <b>Check Total:</b> 4,272.00 |                               |
| <b>16802 PREMIERE DOOR &amp; SUPPLY INC</b> | 15379                       | 31261            | 56            | 03-207-701 | 665.00                       | WINDOW PRICE ADJ NATURES WAY  |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015906</b> |            | <b>Check Total:</b> 665.00   |                               |
| <b>18400 ROAD EQUIPMENT</b>                 | 478812                      | 31731            | 54            | 10-149-383 | 459.97                       | BEARING CONES/SEAL/GASKET     |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015907</b> |            | <b>Check Total:</b> 459.97   |                               |
| <b>19280 OFFICE OF SECRETARY OF STATE</b>   | 021308                      | 31100            | 51            | 02-103-310 | 20.00                        | NOTARY/B TAUBEL               |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015908</b> |            | <b>Check Total:</b> 20.00    |                               |
| <b>19327 SERVICEMASTER BUILDING MTNCE</b>   | 18358                       | 31100            | 52            | 08-101-201 | 50.00                        | CLEAN GARAGE IN FEBRUARY 2008 |
|                                             | 118294                      | 31100            | 52            | 08-101-201 | 1,395.00                     | JANITORIAL SERVICE JAN 2008   |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015909</b> |            | <b>Check Total:</b> 1,445.00 |                               |
| <b>19435 SNAP-ON TOOLS</b>                  | 172369                      | 31100            | 55            | 07-202-315 | 89.70                        | VANDAL PROOF SCREEN           |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015910</b> |            | <b>Check Total:</b> 89.70    |                               |
| <b>19650 STATE CHEMICAL MFG CO</b>          | 93670911                    | 31100            | 13            | 04-106-000 | 171.03                       | TRADEWIND SPICE               |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015911</b> |            | <b>Check Total:</b> 171.03   |                               |
| <b>19678 DENNIS STEFFENS</b>                | 021308                      | 31100            | 21            | 04-229-000 | 27.18                        | DUMPSTER OVERPAYMENT          |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015912</b> |            | <b>Check Total:</b> 27.18    |                               |
| <b>19693 STEPP EQUIPMENT COMPANY</b>        | 251145                      | 31731            | 54            | 10-149-383 | 18.66                        | RUBBER PAD                    |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015913</b> |            | <b>Check Total:</b> 18.66    |                               |

Date: Thursday, February 21, 2008  
 Time: 11:15AM  
 User: MGRIESBACH

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

Page: 10 of 12  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                     | Invoice Nbr                 | CpnyID                  | Acct | Subaccount | Amount                       | Invoice Description         |
|--------------------------------------|-----------------------------|-------------------------|------|------------|------------------------------|-----------------------------|
| 19725 STREICHERS PROF POLICE EQUIPME | I493036                     | 31100                   | 52   | 08-101-315 | 126.95                       | GUN/SUPPLIES                |
|                                      | I494663                     | 31100                   | 52   | 08-101-315 | 89.99                        | HOLSTER                     |
|                                      | I492904                     | 31100                   | 52   | 08-101-300 | 935.00                       | .223 CAQL PRACTICE ROUNDS   |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> 015914 |      |            | <b>Check Total:</b> 1,151.94 |                             |
| 19787 SWIDERSKI EQUIPMENT INC        | 012485                      | 31731                   | 54   | 10-149-383 | 68.96                        | ELEMENT FILTERS             |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> 015915 |      |            | <b>Check Total:</b> 68.96    |                             |
| 20290 TOUGH SOLUTIONS                | TSI331921                   | 31100                   | 52   | 08-101-295 | 2,596.00                     | TUFF DOCK                   |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> 015916 |      |            | <b>Check Total:</b> 2,596.00 |                             |
| 21045 UNIFIRST CORPORATION           | 0970026740                  | 31731                   | 54   | 10-149-201 | 63.01                        | MAT/MOP/CLOTHING SERVICE    |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> 015917 |      |            | <b>Check Total:</b> 63.01    |                             |
| 21050 UNIFORM SHOPPE                 | 166857                      | 31100                   | 52   | 08-101-193 | 93.40                        | TROUSERS/LINER BELT         |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> 015918 |      |            | <b>Check Total:</b> 93.40    |                             |
| 21162 UNIVERSITY OF WISCONSIN-EXTENS | 1052543                     | 31100                   | 54   | 10-124-332 | 45.00                        | ROAD MAINTENANCE/M RADTKE   |
|                                      | 1052535                     | 31100                   | 54   | 10-124-332 | 45.00                        | ROAD MAINTENANCE/T JACOBSON |
|                                      | 1052537                     | 31100                   | 54   | 10-124-332 | 45.00                        | ROAD MAINTENANCE/J NIELAND  |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> 015919 |      |            | <b>Check Total:</b> 135.00   |                             |
| 21200 UR WASHINSTUFF INC             | 10005                       | 31100                   | 52   | 08-101-295 | 68.52                        | 12 CAR WASHES               |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> 015920 |      |            | <b>Check Total:</b> 68.52    |                             |
| 21226 US OIL CO INC                  | 670026                      | 31100                   | 13   | 04-103-000 | 2.00                         | FEDERAL LUST TAX            |
|                                      | 670028                      | 31100                   | 13   | 04-103-000 | 5.60                         | FEDERAL LUST TAX            |
|                                      | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> 015921 |      |            | <b>Check Total:</b> 7.60     |                             |

Date: Thursday, February 21, 2008  
 Time: 11:15AM  
 User: MGRIESBACH

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

Page: 11 of 12  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                            | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount              | Invoice Description        |
|---------------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|----------------------------|
| <b>22045 VALLEY CAMERA</b>                  | 22672                       | 31100            | 52            | 08-101-300 | 19.99               | FILM PROCESSING            |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015922</b> |            | <b>Check Total:</b> | <b>19.99</b>               |
| <b>15190 VEOLIA ENVIRONMENTAL SERVICES</b>  | B4185337                    | 31100            | 12            | 04-399-000 | 75.28               | BROAD ST RECYCLING         |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015903</b> |            | <b>Check Total:</b> | <b>75.28</b>               |
| <b>23090 WATERBLAST EQUIPMENT LLC</b>       | 9816                        | 31731            | 54            | 10-149-242 | 95.00               | PRESSURE MAINTENANCE       |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015923</b> |            | <b>Check Total:</b> | <b>95.00</b>               |
| <b>23135 WAYNE ENGINEERING CORP</b>         | 61990                       | 31731            | 54            | 10-149-383 | 552.52              | JOYSTICK,AIR W/ELEC ROCKR  |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015924</b> |            | <b>Check Total:</b> | <b>552.52</b>              |
| <b>03225 WC INDUSTRIAL SUPPLY COMPANY</b>   | 0135203-IN                  | 31731            | 54            | 10-149-383 | 34.33               | OIL SEAL/BEARING           |
|                                             | 0135274-IN                  | 31731            | 54            | 10-149-383 | 20.48               | COUPLING HALF              |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015865</b> |            | <b>Check Total:</b> | <b>54.81</b>               |
| <b>23152 WE ENERGIES</b>                    | 020708                      | 31100            | 53            | 09-102-224 | 443.13              | 226 MAIN ST                |
|                                             | 020508                      | 31100            | 55            | 07-202-223 | 34.70               | MENASHA CONSERVANCY        |
|                                             | 020608                      | 31100            | 55            | 07-202-224 | 418.57              | 2170 PLANK RD              |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015925</b> |            | <b>Check Total:</b> | <b>896.40</b>              |
| <b>23275 WINNEBAGO COUNTY TREASURER</b>     | 021808                      | 31100            | 21            | 04-229-000 | 19.24               | TAX COLLECTION PAYMENT     |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015926</b> |            | <b>Check Total:</b> | <b>19.24</b>               |
| <b>23371 WISCONSIN DEPT OF JUSTICE-TIME</b> | L7101T                      | 31100            | 52            | 08-101-216 | 45.00               | NAME SEARCHES              |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015927</b> |            | <b>Check Total:</b> | <b>45.00</b>               |
| <b>23450 WISCONSIN STATE LAB OF HYGIENE</b> | 3624294                     | 31100            | 52            | 08-101-240 | 35.00               | ASBESTOS BACK HALL TESTING |
|                                             | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015928</b> |            | <b>Check Total:</b> | <b>35.00</b>               |

Date: Thursday, February 21, 2008  
Time: 11:15AM  
User: MGRIESBACH

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

Page: 12 of 12  
Report: 03630Alt.rpt  
Company: 31100

---

| Vendor ID / Name | Invoice Nbr | CpnyID | Acct | Subaccount | Amount | Invoice Description |
|------------------|-------------|--------|------|------------|--------|---------------------|
|------------------|-------------|--------|------|------------|--------|---------------------|

---

|                                            |                             |                  |               |            |                     |               |
|--------------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|---------------|
| <b>23455 WISCONSIN SUPPORT COLLECTIONS</b> |                             | 31100            | 21            | 04-299-015 | 436.31              |               |
|                                            |                             | 31100            | 21            | 04-299-016 | 138.40              |               |
|                                            | <b>Check Date</b> 2/21/2008 | <b>Check Nbr</b> | <b>015929</b> |            | <b>Check Total:</b> | <b>574.71</b> |

**Grand Total: 100,161.77**

Date: Friday, February 22, 2008  
 Time: 10:49AM  
 User: MGRIESBACH

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

Page: 1 of 7  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                            | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount                       | Invoice Description           |
|---------------------------------------------|-----------------------------|------------------|---------------|------------|------------------------------|-------------------------------|
| <b>01050 ACC PLANNED SERVICE INC</b>        | 13108                       | 31100            | 55            | 06-101-240 | 1,230.50                     | BUILDING REPAIR & MAINTENANCE |
|                                             | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015931</b> |            | <b>Check Total:</b> 1,230.50 |                               |
| <b>01053 ACCENT BUSINESS SOLUTIONS INC</b>  | 210092                      | 31100            | 55            | 06-101-243 | 250.00                       | MAINTENANCE CONTRACT          |
|                                             | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015932</b> |            | <b>Check Total:</b> 250.00   |                               |
| <b>01130 ADT SECURITY SERVICES</b>          | 64987383                    | 31100            | 55            | 06-101-240 | 133.00                       | BUILDING REPAIR & MAINTENANCE |
|                                             | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015933</b> |            | <b>Check Total:</b> 133.00   |                               |
| <b>01655 AMERICAN-WISCONSIN FIRE PROTEC</b> | 13168                       | 31100            | 55            | 06-101-240 | 105.95                       | ANNUAL SERVICE CONTRACT       |
|                                             | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015934</b> |            | <b>Check Total:</b> 105.95   |                               |
| <b>02115 BAKER &amp; TAYLOR INC</b>         | 5008514175                  | 31100            | 55            | 06-101-314 | 25.81                        | LIBRARY MATERIALS             |
|                                             | 5008564041                  | 31100            | 55            | 06-101-314 | 667.77                       | LIBRARY MATERIALS             |
|                                             | 5008620160                  | 31100            | 55            | 06-101-314 | 12.89                        | LIBRARY MATERIALS             |
|                                             | H24663030                   | 31100            | 55            | 06-101-314 | 1,123.55                     | LIBRARY MATERIALS             |
|                                             | H24663040                   | 31100            | 55            | 06-101-314 | 38.86                        | LIBRARY MATERIALS             |
|                                             | H24836490                   | 31100            | 55            | 06-101-314 | 323.67                       | LIBRARY MATERIALS             |
|                                             | S15464230                   | 31100            | 55            | 06-101-314 | 20.87                        | LIBRARY MATERIALS             |
|                                             | 2020371749                  | 31100            | 55            | 06-101-314 | 748.14                       | LIBRARY MATERIALS             |
|                                             | 2020397068                  | 31100            | 55            | 06-101-314 | 720.47                       | LIBRARY MATERIALS             |
|                                             | 2020416934                  | 31100            | 55            | 06-101-314 | 286.94                       | LIBRARY MATERIALS             |
|                                             | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015935</b> |            | <b>Check Total:</b> 3,968.97 |                               |
| <b>02409 BERLIN PUBLIC LIBRARY</b>          | 02212008                    | 31100            | 55            | 06-101-314 | 13.95                        | LIBRARY MATERIALS             |
|                                             | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015936</b> |            | <b>Check Total:</b> 13.95    |                               |
| <b>02428 KATHY BESON</b>                    | 02192008                    | 31100            | 55            | 06-101-316 | 16.53                        | PROGRAM SUPPLIES              |
|                                             | 02152008                    | 31100            | 55            | 06-101-331 | 10.61                        | MILEAGE REIMBURSEMENT         |
|                                             | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015937</b> |            | <b>Check Total:</b> 27.14    |                               |

Date: Friday, February 22, 2008  
 Time: 10:49AM  
 User: MGRIESBACH

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

Page: 2 of 7  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                           | Invoice Nbr      | CpnyID           | Acct          | Subaccount          | Amount        | Invoice Description         |
|--------------------------------------------|------------------|------------------|---------------|---------------------|---------------|-----------------------------|
| <b>02628 JOSEPH BONGERS</b>                | 02212008         | 31100            | 55            | 06-101-316          | 10.26         | LIBRARY MATERIALS           |
|                                            | 02162008         | 31100            | 55            | 06-101-320          | 110.00        | MEMBERSHIP DUES             |
|                                            | 02142008         | 31100            | 55            | 06-101-332          | 215.00        | CONFERENCE REGISTRATION FEE |
| <b>Check Date</b>                          | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015938</b> | <b>Check Total:</b> | <b>335.26</b> |                             |
| <b>02635 BOOK WHOLESALERS INC</b>          | M152278A         | 31100            | 55            | 06-101-314          | 138.10        | LIBRARY MATERIALS           |
|                                            | M160673A         | 31100            | 55            | 06-101-314          | 31.69         | LIBRARY MATERIALS           |
|                                            | M164781A         | 31100            | 55            | 06-101-314          | 5.22          | LIBRARY MATERIALS           |
|                                            | M163828A         | 31100            | 55            | 06-101-314          | 11.92         | LIBRARY MATERIALS           |
|                                            | M171563A         | 31100            | 55            | 06-101-314          | 15.54         | LIBRARY MATERIALS           |
|                                            | M176307A         | 31100            | 55            | 06-101-314          | 13.92         | LIBRARY MATERIALS           |
| <b>Check Date</b>                          | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015939</b> | <b>Check Total:</b> | <b>216.39</b> |                             |
| <b>02660 BORSCHÉ ROOFING PROFESSIONALS</b> | 16093            | 31100            | 55            | 06-101-240          | 596.43        | REPAIRS                     |
| <b>Check Date</b>                          | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015940</b> | <b>Check Total:</b> | <b>596.43</b> |                             |
| <b>02673 THOMAS BOUREGY &amp; CO INC</b>   | 51315A           | 31100            | 55            | 06-101-314          | 138.50        | LIBRARY MATERIALS           |
| <b>Check Date</b>                          | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015941</b> | <b>Check Total:</b> | <b>138.50</b> |                             |
| <b>03265 CENTER POINT LARGE PRINT</b>      | 696287           | 31100            | 55            | 06-101-314          | 38.94         | LIBRARY MATERIALS           |
| <b>Check Date</b>                          | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015942</b> | <b>Check Total:</b> | <b>38.94</b>  |                             |
| <b>03628 THE COMPASS</b>                   | 02212008         | 31100            | 55            | 06-101-314          | 28.00         | LIBRARY MATERIALS           |
| <b>Check Date</b>                          | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015943</b> | <b>Check Total:</b> | <b>28.00</b>  |                             |
| <b>04195 DEMCO INC</b>                     | 3072152          | 31100            | 55            | 06-101-300          | 192.67        | DEPARTMENT SUPPLIES         |
| <b>Check Date</b>                          | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015944</b> | <b>Check Total:</b> | <b>192.67</b> |                             |
| <b>05111 ELISHA D SMITH PUBLIC LIBRARY</b> | 02212008         | 31100            | 55            | 06-101-316          | 112.00        | ENDOWMENT REIMBURSEMENT     |
| <b>Check Date</b>                          | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015945</b> | <b>Check Total:</b> | <b>112.00</b> |                             |

Date: Friday, February 22, 2008  
 Time: 10:49AM  
 User: MGRIESBACH

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

Page: 3 of 7  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                     | Invoice Nbr       | CpnyID           | Acct             | Subaccount    | Amount              | Invoice Description   |
|--------------------------------------|-------------------|------------------|------------------|---------------|---------------------|-----------------------|
| <b>07044 GALE</b>                    | RM859287          | 31100            | 55               | 06-101-314    | -6.79               | CREDIT                |
|                                      | RM859932          | 31100            | 55               | 06-101-314    | -6.79               | CREDIT                |
|                                      | 15562849          | 31100            | 55               | 06-101-314    | 38.93               | LIBRARY MATERIALS     |
| <b>Check Date</b>                    | <b>2/22/2008</b>  | <b>Check Nbr</b> | <b>015946</b>    |               | <b>Check Total:</b> | <b>25.35</b>          |
| <b>07110 GAYLORD BROTHERS INC</b>    | 1131432           | 31100            | 55               | 06-101-300    | 215.60              | DEPARTMENT SUPPLIES   |
|                                      | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015947</b> |                     | <b>Check Total:</b>   |
| <b>08088 TOM HANNAH</b>              | 02212008          | 31100            | 55               | 06-101-205    | 150.00              | LIBRARY PROGRAM       |
|                                      | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015948</b> |                     | <b>Check Total:</b>   |
| <b>08109 ANN HARDGINSKI</b>          | 02212008          | 31100            | 55               | 06-101-316    | 26.28               | PROGRAM SUPPLIES      |
|                                      | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015949</b> |                     | <b>Check Total:</b>   |
| <b>09135 INGRAM LIBRARY SERVICES</b> | 33789559          | 31100            | 55               | 06-101-314    | 118.26              | LIBRARY MATERIALS     |
|                                      | 33972062          | 31100            | 55               | 06-101-314    | 261.75              | LIBRARY MATERIALS     |
|                                      | 34085633          | 31100            | 55               | 06-101-314    | 66.63               | LIBRARY MATERIALS     |
|                                      | 34213346          | 31100            | 55               | 06-101-314    | 114.50              | LIBRARY MATERIALS     |
|                                      | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015950</b> |                     | <b>Check Total:</b>   |
| <b>11155 KITZ &amp; PFEIL INC</b>    | 01-03-140016      | 31100            | 55               | 06-101-313    | 12.91               | HOUSEKEEPING SUPPLIES |
|                                      | 01-04-140024      | 31100            | 55               | 06-101-313    | 36.67               | HOUSEKEEPING SUPPLIES |
|                                      | 01-10-140085      | 31100            | 55               | 06-101-313    | 22.10               | HOUSEKEEPING SUPPLIES |
|                                      | 01-11-140039      | 31100            | 55               | 06-101-313    | 9.93                | HOUSEKEEPING SUPPLIES |
|                                      | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015951</b> |                     | <b>Check Total:</b>   |
| <b>11235 KONE INC</b>                | 17664096          | 31100            | 55               | 06-101-240    | 336.33              | MAINTENANCE CONTRACT  |
|                                      | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015952</b> |                     | <b>Check Total:</b>   |

Date: Friday, February 22, 2008  
 Time: 10:49AM  
 User: MGRIESBACH

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

Page: 4 of 7  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                           | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount                     | Invoice Description   |
|--------------------------------------------|-----------------------------|------------------|---------------|------------|----------------------------|-----------------------|
| <b>11315 KRUEGER TRUE VALUE</b>            | 870917                      | 31100            | 55            | 06-101-313 | 38.19                      | HOUSEKEEPING SUPPLIES |
|                                            | <b>Check Date 2/22/2008</b> | <b>Check Nbr</b> | <b>015953</b> |            | <b>Check Total: 38.19</b>  |                       |
| <b>12064 BARBARA LAFONTAINE</b>            | 02222008                    | 31100            | 55            | 06-101-310 | 17.63                      | OFFICE SUPPLIES       |
|                                            | 02182008                    | 31100            | 55            | 06-101-314 | 10.00                      | LIBRARY MATERIALS     |
|                                            | 02142008                    | 31100            | 55            | 06-101-336 | 5.55                       | MILEAGE REIMBURSEMENT |
|                                            | 02112008                    | 31100            | 55            | 06-101-338 | 8.30                       | MEAL REIMBURSEMENT    |
|                                            | 02102008                    | 31100            | 55            | 06-101-339 | 1.00                       | PARKING REIMBURSEMENT |
|                                            | <b>Check Date 2/22/2008</b> | <b>Check Nbr</b> | <b>015954</b> |            | <b>Check Total: 42.48</b>  |                       |
| <b>12090 LAKELAND CHEMICAL SPECIALTIES</b> | 26890                       | 31100            | 55            | 06-101-313 | 197.02                     | HOUSEKEEPING SUPPLIES |
|                                            | <b>Check Date 2/22/2008</b> | <b>Check Nbr</b> | <b>015955</b> |            | <b>Check Total: 197.02</b> |                       |
| <b>12215 LASERWORKS</b>                    | 160988                      | 31100            | 55            | 06-101-300 | 148.00                     | DEPARTMENT SUPPLIES   |
|                                            | <b>Check Date 2/22/2008</b> | <b>Check Nbr</b> | <b>015956</b> |            | <b>Check Total: 148.00</b> |                       |
| <b>12460 RON LINDBERG</b>                  | 02212008                    | 31100            | 55            | 06-101-205 | 290.00                     | LIBRARY PROGRAM       |
|                                            | <b>Check Date 2/22/2008</b> | <b>Check Nbr</b> | <b>015957</b> |            | <b>Check Total: 290.00</b> |                       |
| <b>12510 MARGE LOCH-WOUTERS</b>            | 02212008                    | 31100            | 55            | 06-101-314 | 20.00                      | LIBRARY MATERIALS     |
|                                            | 02162008                    | 31100            | 55            | 06-101-316 | 22.00                      | PROGRAM SUPPLIES      |
|                                            | <b>Check Date 2/22/2008</b> | <b>Check Nbr</b> | <b>015958</b> |            | <b>Check Total: 42.00</b>  |                       |
| <b>13100 MARSHALL CAVENDISH CORP</b>       | R781354                     | 31100            | 55            | 06-101-314 | 164.51                     | LIBRARY MATERIALS     |
|                                            | <b>Check Date 2/22/2008</b> | <b>Check Nbr</b> | <b>015959</b> |            | <b>Check Total: 164.51</b> |                       |
| <b>13294 ADAM MECKLER</b>                  | 02212008                    | 31100            | 55            | 06-101-205 | 50.00                      | LIBRARY PROGRAM       |
|                                            | <b>Check Date 2/22/2008</b> | <b>Check Nbr</b> | <b>015960</b> |            | <b>Check Total: 50.00</b>  |                       |

Date: Friday, February 22, 2008  
 Time: 10:49AM  
 User: MGRIESBACH

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

Page: 5 of 7  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                      | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount              | Invoice Description  |
|---------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|----------------------|
| <b>13538 MGM BUSINESS SOLUTIONS</b>   | B9002713                    | 31100            | 55            | 06-101-311 | 87.96               | METER INK CARTRIDGE  |
|                                       | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015961</b> |            | <b>Check Total:</b> | <b>87.96</b>         |
| <b>13675 MINITEX-CPP</b>              | 49053                       | 31100            | 55            | 06-101-300 | 433.00              | DEPARTMENT SUPPLIES  |
|                                       | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015962</b> |            | <b>Check Total:</b> | <b>433.00</b>        |
| <b>13720 MODERN BUSINESS MACHINES</b> | 26147216                    | 31100            | 55            | 06-101-243 | 416.35              | MAINTENANCE CONTRACT |
|                                       | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015963</b> |            | <b>Check Total:</b> | <b>416.35</b>        |
| <b>14196 NEENAH PUBLIC LIBRARY</b>    | 02212008                    | 31100            | 55            | 06-101-314 | 49.80               | LIBRARY MATERIALS    |
|                                       | 02212008                    | 31100            | 55            | 06-101-314 | 119.25              | LIBRARY MATERIALS    |
|                                       | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015964</b> |            | <b>Check Total:</b> | <b>169.05</b>        |
| <b>15045 OFFICE DEPOT CREDIT PLAN</b> | 142013813000                | 31100            | 55            | 06-101-310 | 365.36              | OFFICE SUPPLIES      |
|                                       | 4145066730010               | 31100            | 55            | 06-101-310 | 383.88              | OFFICE SUPPLIES      |
|                                       | 142032451000                | 31100            | 55            | 06-101-310 | 53.95               | OFFICE SUPPLIES      |
|                                       | 142017634000                | 31100            | 55            | 06-101-310 | 53.97               | OFFICE SUPPLIES      |
|                                       | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015965</b> |            | <b>Check Total:</b> | <b>857.16</b>        |
| <b>15210 ORIENTAL TRADING CO INC</b>  | 621966666-01                | 31100            | 55            | 06-101-316 | 70.90               | PROGRAM SUPPLIES     |
|                                       | 622426769-01                | 31100            | 55            | 06-101-316 | 78.45               | PROGRAM SUPPLIES     |
|                                       | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015966</b> |            | <b>Check Total:</b> | <b>149.35</b>        |
| <b>16300 PIGGLY WIGGLY #24</b>        | 00215885                    | 31100            | 55            | 06-101-316 | 2.70                | PROGRAM SUPPLIES     |
|                                       | 00215885DUP                 | 31100            | 55            | 06-101-316 | 48.79               | PROGRAM SUPPLIES     |
|                                       | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015967</b> |            | <b>Check Total:</b> | <b>51.49</b>         |
| <b>16890 PROQUEST LLC</b>             | 1677667                     | 31100            | 55            | 06-101-314 | 715.00              | LIBRARY MATERIALS    |
|                                       | <b>Check Date</b> 2/22/2008 | <b>Check Nbr</b> | <b>015968</b> |            | <b>Check Total:</b> | <b>715.00</b>        |

Date: Friday, February 22, 2008  
 Time: 10:49AM  
 User: MGRIESBACH

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

Page: 6 of 7  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                            | Invoice Nbr       | CpnyID           | Acct             | Subaccount          | Amount              | Invoice Description   |
|---------------------------------------------|-------------------|------------------|------------------|---------------------|---------------------|-----------------------|
| <b>18094 RANDOM HOUSE INC</b>               | 1084308819        | 31100            | 55               | 06-101-314          | 44.00               | LIBRARY MATERIALS     |
|                                             | 1084308820        | 31100            | 55               | 06-101-314          | 32.00               | LIBRARY MATERIALS     |
|                                             | 1084306651        | 31100            | 55               | 06-101-314          | 72.00               | LIBRARY MATERIALS     |
|                                             | 1084308818        | 31100            | 55               | 06-101-314          | 232.80              | LIBRARY MATERIALS     |
|                                             | 1084346057        | 31100            | 55               | 06-101-314          | 30.00               | LIBRARY MATERIALS     |
|                                             | 1084330026        | 31100            | 55               | 06-101-314          | 60.00               | LIBRARY MATERIALS     |
|                                             | 1084330027        | 31100            | 55               | 06-101-314          | 256.00              | LIBRARY MATERIALS     |
|                                             | 1084359343        | 31100            | 55               | 06-101-314          | 176.00              | LIBRARY MATERIALS     |
| <b>Check Date</b>                           | <b>2/22/2008</b>  | <b>Check Nbr</b> | <b>015969</b>    | <b>Check Total:</b> | <b>902.80</b>       |                       |
| <b>19140 SCHARPF'S OFFICE PRODUCTS INC</b>  | 382234            | 31100            | 55               | 06-101-310          | 81.83               | OFFICE SUPPLIES       |
|                                             | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015970</b>       | <b>Check Total:</b> | <b>81.83</b>          |
| <b>19385 SHOWCASES</b>                      | 238714            | 31100            | 55               | 06-101-300          | 66.96               | DEPARTMENT SUPPLIES   |
|                                             | 238715            | 31100            | 55               | 06-101-300          | 354.56              | DEPARTMENT SUPPLIES   |
|                                             | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015971</b>       | <b>Check Total:</b> | <b>421.52</b>         |
| <b>19388 DUANE SHUKOSKI</b>                 | 154               | 31100            | 55               | 06-101-292          | 45.00               | INTERNET HOSTING      |
|                                             | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015972</b>       | <b>Check Total:</b> | <b>45.00</b>          |
| <b>21054 UNIQUE MANAGEMENT SERVICES INC</b> | 170588            | 31100            | 46               | 04-171-000          | 375.90              | COLLECTION AGENCY FEE |
|                                             | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015973</b>       | <b>Check Total:</b> | <b>375.90</b>         |
| <b>23095 WATSON LABEL PRODUCTS</b>          | 71686             | 31100            | 55               | 06-101-300          | 1,783.84            | DEPARTMENT SUPPLIES   |
|                                             | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015974</b>       | <b>Check Total:</b> | <b>1,783.84</b>       |
| <b>23160 WERNER ELECTRIC SUPPLY CO</b>      | S2355050.001      | 31100            | 55               | 06-101-313          | 193.50              | HOUSEKEEPING SUPPLIES |
|                                             | <b>Check Date</b> | <b>2/22/2008</b> | <b>Check Nbr</b> | <b>015975</b>       | <b>Check Total:</b> | <b>193.50</b>         |

Date: Friday, February 22, 2008  
Time: 10:49AM  
User: MGRIESBACH

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

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

| Vendor ID / Name                     | Invoice Nbr                 | CpnyID           | Acct          | Subaccount          | Amount              | Invoice Description |
|--------------------------------------|-----------------------------|------------------|---------------|---------------------|---------------------|---------------------|
| <b>23229 JULIE WING</b>              | 02202008                    | 31100            | 55            | 06-101-300          | 9.79                | DEPARTMENT SUPPLIES |
|                                      | <u>Check Date</u> 2/22/2008 | <u>Check Nbr</u> | <u>015976</u> |                     | <u>Check Total:</u> | <u>9.79</u>         |
| <b>23293 WINNEFOX LIBRARY SYSTEM</b> | 2943                        | 31100            | 55            | 06-101-314          | 27.25               | LIBRARY MATERIALS   |
|                                      | <u>Check Date</u> 2/22/2008 | <u>Check Nbr</u> | <u>015977</u> |                     | <u>Check Total:</u> | <u>27.25</u>        |
|                                      |                             |                  |               | <b>Grand Total:</b> | <b>16,477.00</b>    |                     |

Date: Tuesday, February 26, 2008  
 Time: 04:01PI  
 User: JSASSMAN

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

Page: 1 of 2  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                       | Invoice Nbr       | CpnyID           | Acct             | Subaccount          | Amount              | Invoice Description |
|----------------------------------------|-------------------|------------------|------------------|---------------------|---------------------|---------------------|
| <b>02115 BAKER &amp; TAYLOR INC</b>    | 2020203876        | 31100            | 55               | 06-101-314          | 90.99               | LIBRARY MATERIALS   |
|                                        | H23160290         | 31100            | 55               | 06-101-314          | 169.80              | LIBRARY MATERIALS   |
|                                        | H23160291         | 31100            | 55               | 06-101-314          | 35.95               | LIBRARY MATERIALS   |
|                                        | H23160292         | 31100            | 55               | 06-101-314          | 35.99               | LIBRARY MATERIALS   |
|                                        | 2020237734        | 31100            | 55               | 06-101-314          | 128.22              | LIBRARY MATERIALS   |
|                                        | 2020282397        | 31100            | 55               | 06-101-314          | 54.51               | LIBRARY MATERIALS   |
|                                        | 2020340056        | 31100            | 55               | 06-101-314          | 56.04               | LIBRARY MATERIALS   |
|                                        | H25274800         | 31100            | 55               | 06-101-314          | 17.99               | LIBRARY MATERIALS   |
|                                        | 2020371749DUP     | 31100            | 55               | 06-101-314          | 55.83               | LIBRARY MATERIALS   |
|                                        | H26053731         | 31100            | 55               | 06-101-314          | 14.39               | LIBRARY MATERIALS   |
|                                        | H26053732         | 31100            | 55               | 06-101-314          | 25.16               | LIBRARY MATERIALS   |
|                                        | H26053733         | 31100            | 55               | 06-101-314          | 18.00               | LIBRARY MATERIALS   |
|                                        | 2020397068DUP     | 31100            | 55               | 06-101-314          | 54.97               | LIBRARY MATERIALS   |
| 2020416934DUP                          | 31100             | 55               | 06-101-314       | 42.59               | LIBRARY MATERIALS   |                     |
| <b>Check Date</b>                      | <b>2/26/2008</b>  | <b>Check Nbr</b> | <b>015979</b>    | <b>Check Total:</b> | <b>800.43</b>       |                     |
| <b>02635 BOOK WHOLESALERS INC</b>      | M163827A          | 31100            | 55               | 06-101-314          | 105.51              | LIBRARY MATERIALS   |
|                                        | M167905A          | 31100            | 55               | 06-101-314          | 350.52              | LIBRARY MATERIALS   |
|                                        | M176170A          | 31100            | 55               | 06-101-314          | 47.99               | LIBRARY MATERIALS   |
| <b>Check Date</b>                      | <b>2/26/2008</b>  | <b>Check Nbr</b> | <b>015980</b>    | <b>Check Total:</b> | <b>504.02</b>       |                     |
| <b>07044 GALE</b>                      | RM859288          | 31100            | 55               | 06-101-314          | -57.71              | CREDIT              |
|                                        | 15564346          | 31100            | 55               | 06-101-314          | 65.90               | LIBRARY MATERIALS   |
| <b>Check Date</b>                      | <b>2/26/2008</b>  | <b>Check Nbr</b> | <b>015981</b>    | <b>Check Total:</b> | <b>8.19</b>         |                     |
| <b>13100 MARSHALL CAVENDISH CORP</b>   | R779292           | 31100            | 55               | 06-101-314          | 137.09              | LIBRARY MATERIALS   |
|                                        | <b>Check Date</b> | <b>2/26/2008</b> | <b>Check Nbr</b> | <b>015982</b>       | <b>Check Total:</b> | <b>137.09</b>       |
| <b>13710 MISTER ANDERSON'S COMPANY</b> | 105901            | 31100            | 55               | 06-101-314          | 185.52              | LIBRARY MATERIALS   |
|                                        | <b>Check Date</b> | <b>2/26/2008</b> | <b>Check Nbr</b> | <b>015983</b>       | <b>Check Total:</b> | <b>185.52</b>       |

Date: Tuesday, February 26, 2008  
Time: 04:01PM  
User: JSASSMAN

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

Page: 2 of 2  
Report: 03630Alt.rpt  
Company: 31100

| Vendor ID / Name                    | Invoice Nbr                 | CpnyID           | Acct          | Subaccount          | Amount              | Invoice Description |
|-------------------------------------|-----------------------------|------------------|---------------|---------------------|---------------------|---------------------|
| <b>18115 RECORDED BOOKS INC</b>     | 3896884                     | 31100            | 55            | 06-101-314          | 2,296.40            | LIBRARY MATERIALS   |
|                                     | <u>Check Date</u> 2/26/2008 | <u>Check Nbr</u> | <u>015984</u> |                     | <u>Check Total:</u> | <u>2,296.40</u>     |
| <b>18460 ROSEN PUBLISHING GROUP</b> | 437940                      | 31100            | 55            | 06-101-314          | 15.95               | LIBRARY MATERIALS   |
|                                     | <u>Check Date</u> 2/26/2008 | <u>Check Nbr</u> | <u>015985</u> |                     | <u>Check Total:</u> | <u>15.95</u>        |
|                                     |                             |                  |               | <b>Grand Total:</b> | <b>3,947.60</b>     |                     |

Date: Thursday, February 28, 2008  
 Time: 09:28AM  
 User: MGRIESBACH

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

Page: 1 of 11  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                           | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount              | Invoice Description            |
|--------------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|--------------------------------|
| <b>01075 ACCURATE SUSPENSION WAREHOUSE</b> | 8001797                     | 31731            | 54            | 10-149-300 | 257.64              | BRAKLEEN                       |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015986</b> |            | <b>Check Total:</b> | <b>257.64</b>                  |
| <b>01210 AFFINITY OCCUPATIONAL HEALTH</b>  | 217611                      | 31100            | 51            | 02-105-215 | 144.00              | DRUG SCREENING                 |
|                                            | 217977                      | 31100            | 51            | 02-105-215 | 99.00               | QUICK SCREEN/PRE-PLACEMENT EXM |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015987</b> |            | <b>Check Total:</b> | <b>243.00</b>                  |
| <b>01315 AIRGAS NORTH CENTRAL</b>          | 105509705                   | 31100            | 55            | 07-202-204 | 26.97               | ACETYLENE/ARGON/OXYGEN CYL     |
|                                            | 105509706                   | 31731            | 54            | 10-149-242 | 54.87               | ACETYLENE/ARGON/OXYGEN CYL     |
|                                            | 105487204                   | 31731            | 54            | 10-149-242 | 62.99               | ARGON LARGE                    |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015988</b> |            | <b>Check Total:</b> | <b>144.83</b>                  |
| <b>01630 AMERICAN RED CROSS OF NEENAH-</b> | 1754                        | 31100            | 12            | 04-399-000 | 14.00               | EMERGENCIES POSTERS            |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015989</b> |            | <b>Check Total:</b> | <b>14.00</b>                   |
| <b>01675 AMT</b>                           |                             | 31100            | 21            | 04-299-022 | 150.00              |                                |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015990</b> |            | <b>Check Total:</b> | <b>150.00</b>                  |
| <b>01790 ARING EQUIPMENT CO INC</b>        | 362331                      | 31731            | 54            | 10-149-383 | 38.51               | FUEL/OIL FILTERS               |
|                                            | 362229                      | 31731            | 54            | 10-149-383 | 184.62              | HOUR COUNTER/PRIMARY FILTER    |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015991</b> |            | <b>Check Total:</b> | <b>223.13</b>                  |
| <b>01842 ASSOCIATED APPRAISAL</b>          | 5917                        | 31100            | 51            | 04-107-219 | 4,708.33            | PROFESSIONAL SERVICES FEB 2008 |
|                                            | 5917                        | 31100            | 51            | 04-107-310 | 13.77               | POSTAGE/SUPPLIES/ENV/PHONE/FAX |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015992</b> |            | <b>Check Total:</b> | <b>4,722.10</b>                |
| <b>01920 AVASTONE TECHNOLOGIES LLC</b>     | 67698-A                     | 31100            | 51            | 04-109-214 | 63.75               | HELP FIX DOG LICENSE ISSUE     |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015993</b> |            | <b>Check Total:</b> | <b>63.75</b>                   |

Date: Thursday, February 28, 2008  
 Time: 09:28AM  
 User: MGRIESBACH

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

Page: 2 of 11  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                             | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount                       | Invoice Description            |
|----------------------------------------------|-----------------------------|------------------|---------------|------------|------------------------------|--------------------------------|
| <b>02260 BAYCOM INC</b>                      | 27286                       | 31100            | 52            | 08-101-295 | 4,712.00                     | KEYBOARD/POWER CORD/CABLE      |
|                                              | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015994</b> |            | <b>Check Total:</b> 4,712.00 |                                |
| <b>02335 BECK ELECTRIC INC</b>               | E009                        | 31100            | 54            | 10-131-243 | 578.07                       | WASHINGTON/GARFIELD LIGHTS     |
|                                              | E40                         | 31100            | 54            | 10-131-243 | 75.00                        | THIRD/DE PERE LIGHTS           |
|                                              | E33                         | 31100            | 54            | 10-131-243 | 310.29                       | NINTH/RACINE LIGHTS            |
|                                              | E39                         | 31731            | 54            | 10-149-240 | 451.53                       | GATE AT CITY GARAGE            |
|                                              | E43                         | 31100            | 55            | 07-202-240 | 154.29                       | 3 BULBS & PHOTO EYE/HART PARK  |
|                                              | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015995</b> |            | <b>Check Total:</b> 1,569.18 |                                |
| <b>02400 BERBEE INFORMATION NETWORKS</b>     | AP0800040                   | 31100            | 51            | 04-109-214 | 150.00                       | ON-SITE SUPPORT FOR GARAGE APP |
|                                              | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015996</b> |            | <b>Check Total:</b> 150.00   |                                |
| <b>02410 BERGSTROM</b>                       | FOCS111618                  | 31100            | 52            | 08-101-295 | 261.45                       | DIAGNOSE/REPLAC AIR BAG SWITCH |
|                                              | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015997</b> |            | <b>Check Total:</b> 261.45   |                                |
| <b>02542 BLOCK IRON &amp; SUPPLY COMPANY</b> | 162927                      | 31100            | 52            | 05-201-240 | 117.45                       | LOCK/CYLINDER                  |
|                                              | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015998</b> |            | <b>Check Total:</b> 117.45   |                                |
| <b>02758 CATHERINE BRITO</b>                 | 022208                      | 31100            | 21            | 04-229-000 | 20.00                        | OVERPAY PARKING TICKET         |
|                                              | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>015999</b> |            | <b>Check Total:</b> 20.00    |                                |
| <b>03247 CDW GOVERNMENT INC</b>              | JHC7799                     | 31100            | 52            | 08-101-310 | 17.94                        | MEMOREX 100PK                  |
|                                              | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016001</b> |            | <b>Check Total:</b> 17.94    |                                |
| <b>03810 CRI RECYCLING SERVICE INC</b>       | 18710                       | 31266            | 54            | 10-307-216 | 140.00                       | GRANULAR RECYCLE FEE           |
|                                              | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016002</b> |            | <b>Check Total:</b> 140.00   |                                |

Date: Thursday, February 28, 2008  
Time: 09:28AM  
User: MGRIESBACH

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

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

| Vendor ID / Name             | Invoice Nbr      | CpnyID           | Acct          | Subaccount          | Amount        | Invoice Description         |
|------------------------------|------------------|------------------|---------------|---------------------|---------------|-----------------------------|
| <b>04275 DIGICORPORATION</b> | 52143            | 31100            | 51            | 04-106-291          | 497.60        | 2008 OPERATING BUDGET BOOKS |
|                              | 52212            | 31100            | 13            | 04-113-000          | -59.80        | ADJ                         |
|                              | 52212            | 31100            | 51            | 01-102-291          | 81.90         | IMPRINT ENVELOPES/CLERK     |
|                              | 52212            | 31100            | 51            | 02-104-291          | 81.90         | IMPRINT ENVELOPES/MAYOR     |
| <b>Check Date</b>            | <b>2/28/2008</b> | <b>Check Nbr</b> | <b>016003</b> | <b>Check Total:</b> | <b>601.60</b> |                             |

Date: Thursday, February 28, 2008  
 Time: 09:28AM  
 User: MGRIESBACH

**CITY OF MENASHA**

Page: 4 of 11  
 Report: 03630Alt.rpt  
 Company: 31100

**Check Register - w/Alternate Description**

| Vendor ID / Name                     | Invoice Nbr      | CpnyID           | Acct          | Subaccount          | Amount                        | Invoice Description            |
|--------------------------------------|------------------|------------------|---------------|---------------------|-------------------------------|--------------------------------|
| <b>05100 ELAN CARDMEMBER SERVICE</b> | 021208           | 31100            | 51            | 02-104-310          | 9.50                          | BLANK CD-R'S/CLERK             |
|                                      | 021208           | 31100            | 51            | 04-106-320          | 25.00                         | IGFOA MEMBERSHIP DUES/STOFFEL  |
|                                      | 021208           | 31100            | 51            | 04-109-310          | 9.49                          | BLANK CD-R'S                   |
|                                      | 021208           | 31100            | 51            | 04-109-315          | 7,566.00                      | 10 PC'S BUDGETED FOR POLICE    |
|                                      | 021208           | 31100            | 51            | 04-109-315          | 1,608.98                      | TABLET PC CITY SANITARIAN      |
|                                      | 021208           | 31100            | 51            | 04-109-315          | 1,399.95                      | 4 PRINTERS/FINANCE             |
|                                      | 021208           | 31100            | 51            | 10-115-310          | 28.50                         | TONER FOR CITY HALL            |
|                                      | 021208           | 31100            | 52            | 08-101-214          | 157.02                        | KVM UNIT FOR FRED/RESEARCH PC  |
|                                      | 021208           | 31100            | 52            | 08-101-240          | 31.49                         | KITZ & PFEIL/POLICE            |
|                                      | 021208           | 31100            | 52            | 08-101-310          | 335.27                        | PRINTER TONER/POLICE           |
|                                      | 021208           | 31100            | 52            | 08-101-310          | 112.94                        | TONER FOR POLICE               |
|                                      | 021208           | 31100            | 52            | 08-101-312          | 20.29                         | BLANK CD-R'S FOR TRAFFIC CLERK |
|                                      | 021208           | 31100            | 52            | 08-101-315          | 513.98                        | BEACH CAMERA/POLICE            |
|                                      | 021208           | 31100            | 52            | 08-101-315          | 140.29                        | MIDWAY USA/POLICE              |
|                                      | 021208           | 31100            | 52            | 08-101-322          | 39.50                         | WI DEPT ADM DOCMT SALE/POLICE  |
|                                      | 021208           | 31100            | 52            | 08-101-333          | 96.14                         | SHERATON/BROOKFIELD/POLICE     |
|                                      | 021208           | 31100            | 52            | 08-101-337          | 95.00                         | FOX VALLEY TECH/POLICE         |
|                                      | 021208           | 31100            | 52            | 08-101-338          | 33.82                         | RESTAURANT/BROOKFIELD/POLICE   |
|                                      | 021208           | 31100            | 53            | 09-102-310          | 28.50                         | TONER FOR HEALTH               |
|                                      | 021208           | 31100            | 54            | 10-111-333          | 509.46                        | EXP CIVIL 3D 2008 TRAINING/DPW |
|                                      | 021208           | 31731            | 54            | 10-149-310          | 335.27                        | PRINTER TONER/PWF              |
|                                      | 021208           | 31731            | 54            | 10-149-313          | 66.74                         | SHIFFLER EQPT SALES/BLDG SERV  |
|                                      | 021208           | 31100            | 54            | 10-202-300          | 1,205.98                      | CYBARCODE/PARKING LOT FUND     |
|                                      | 021208           | 31100            | 55            | 06-101-313          | 63.11                         | CIG BUTT CONTAINER/BLDG SERV   |
|                                      | 021208           | 31100            | 55            | 06-101-313          | 12.03                         | FIRST AID SUPPLIES/BLDG SERV   |
|                                      | 021208           | 31100            | 55            | 06-101-314          | 63.54                         | AMAZON.COM/LIBRARY             |
|                                      | 021208           | 31100            | 55            | 06-101-316          | 6.40                          | WALGREENS/LIBRARY              |
|                                      | 021208           | 31100            | 55            | 07-201-320          | 325.00                        | WI PARK/REC/TUNGATE            |
| 021208                               | 31100            | 56               | 03-202-214    | 19.95               | REMOTE ACCESS FOR GOVERN TECH |                                |
| <b>Check Date</b>                    | <b>2/28/2008</b> | <b>Check Nbr</b> | <b>016004</b> | <b>Check Total:</b> | <b>14,859.14</b>              |                                |

Date: Thursday, February 28, 2008  
 Time: 09:28AM  
 User: MGRIESBACH

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

Page: 5 of 11  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                              | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount                       | Invoice Description          |
|-----------------------------------------------|-----------------------------|------------------|---------------|------------|------------------------------|------------------------------|
| <b>06065 FAMILY THERAPY &amp; ANXIETY CTR</b> | 021808                      | 31100            | 52            | 08-101-215 | 162.50                       | SERVICES PROVIDED/PD         |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr</b> | <b>016005</b> |            | <b>Check Total: 162.50</b>   |                              |
| <b>06115 FERRELLGAS</b>                       | 1020484501                  | 31266            | 54            | 10-307-216 | 50.77                        | LIQUEFIED PETROLUEM GAS      |
|                                               | 1020484477                  | 31731            | 54            | 10-149-300 | 58.82                        | LIQUEFIED PETROLUEM GAS      |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr</b> | <b>016006</b> |            | <b>Check Total: 109.59</b>   |                              |
| <b>06680 FRONTLINE UNIFORM</b>                | 2114                        | 31100            | 52            | 08-109-300 | 28.00                        | AUXILIARY PATCHES            |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr</b> | <b>016007</b> |            | <b>Check Total: 28.00</b>    |                              |
| <b>07081 GANNETT WISCONSIN NEWSPAPERS</b>     | 0003188703                  | 31100            | 51            | 04-101-292 | 833.10                       | LEGALS                       |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr</b> | <b>016008</b> |            | <b>Check Total: 833.10</b>   |                              |
| <b>07400 GRAY'S INC</b>                       | 24751                       | 31100            | 54            | 10-124-315 | 6,016.82                     | TRUCK SUPPLIES               |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr</b> | <b>016009</b> |            | <b>Check Total: 6,016.82</b> |                              |
| <b>10243 JOHNSON CONTROLS INC</b>             | 0801310386                  | 31100            | 52            | 05-201-240 | 1,295.35                     | SMOKE DETECTOR 35 SLEEP QTRS |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr</b> | <b>016010</b> |            | <b>Check Total: 1,295.35</b> |                              |
| <b>11057 KCB SUPPLY INC</b>                   | 3880                        | 31100            | 52            | 08-101-244 | 617.76                       | WELDED BUL STORAGE/SUPPORT   |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr</b> | <b>016011</b> |            | <b>Check Total: 617.76</b>   |                              |
| <b>11380 KUSTOM SIGNALS INC</b>               | 343375                      | 31100            | 52            | 08-101-315 | 71.00                        | DVD-RAM MEDIA                |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr</b> | <b>016012</b> |            | <b>Check Total: 71.00</b>    |                              |
| <b>12250 LAWSON PRODUCTS INC</b>              | 6489782                     | 31731            | 54            | 10-149-300 | 108.82                       | STOCK                        |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr</b> | <b>016013</b> |            | <b>Check Total: 108.82</b>   |                              |

Date: Thursday, February 28, 2008  
 Time: 09:28AM  
 User: MGRIESBACH

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

Page: 6 of 11  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                     | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount              | Invoice Description |
|--------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|---------------------|
| 13149 MATTHEWS COMMERCIAL TIRE CTR   | 024239                      | 31731            | 54            | 10-149-382 | 38.48               | TIRE SERVICE        |
|                                      | 024238                      | 31731            | 54            | 10-149-382 | 63.82               | GRADER TIRE SERVICE |
|                                      | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016014</b> |            | <b>Check Total:</b> | <b>102.30</b>       |
| 13360 MENASHA ELECTRIC & WATER UTILI | 013108                      | 31100            | 55            | 07-202-223 | 8.48                | 572 RIVERWAY        |
|                                      | 012908                      | 31100            | 12            | 04-399-000 | 18.27               | TRAFFIC LIGHTS      |
|                                      | 012908                      | 31100            | 51            | 04-109-214 | 763.00              | FIBER CONNECTION    |
|                                      | 012908                      | 31100            | 51            | 10-115-223 | 1,629.04            | CITY BUILDINGS      |
|                                      | 012908                      | 31100            | 51            | 10-115-225 | 266.61              | CITY BUILDINGS      |
|                                      | 012908                      | 31100            | 53            | 09-102-214 | 112.50              | HEALTH DEPT         |
|                                      | 012908                      | 31100            | 53            | 09-102-223 | 155.93              | HEALTH DEPT         |
|                                      | 012908                      | 31100            | 53            | 09-102-225 | 47.69               | HEALTH DEPT         |
|                                      | 012908                      | 31100            | 53            | 09-212-223 | 324.20              | SENIOR CENTER       |
|                                      | 012908                      | 31100            | 53            | 09-212-225 | 74.39               | SENIOR CENTER       |
|                                      | 012908                      | 31100            | 54            | 10-131-223 | 315.90              | TRAFFIC LIGHTS      |
|                                      | 012908                      | 31201            | 54            | 10-301-223 | 34.72               | LIFT STATION        |
|                                      | 012908                      | 31100            | 55            | 04-221-223 | 8.48                | CURTIS REED SQUARE  |
|                                      | 012908                      | 31100            | 55            | 07-202-223 | 610.40              | PARKS               |
|                                      | 012908                      | 31100            | 55            | 07-202-225 | 196.51              | PARKS               |
|                                      | 012908                      | 31207            | 55            | 07-205-223 | 534.21              | MARINA              |
|                                      | 012908                      | 31207            | 55            | 07-205-225 | 26.00               | MARINA              |
| 012908                               | 31100                       | 55               | 10-215-223    | 321.62     | LIFT BRIDGES        |                     |
|                                      | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016015</b> |            | <b>Check Total:</b> | <b>5,447.95</b>     |
| 13370 MENASHA EMPLOYEES CREDIT UNION |                             | 31100            | 21            | 04-299-020 | 1,801.00            |                     |
|                                      |                             | 31100            | 21            | 04-299-020 | 18,253.50           |                     |
|                                      | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016016</b> |            | <b>Check Total:</b> | <b>20,054.50</b>    |
| 13375 MENASHA EMPLOYEES LOCAL 1035   |                             | 31100            | 21            | 04-299-031 | 225.00              |                     |
|                                      | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016017</b> |            | <b>Check Total:</b> | <b>225.00</b>       |

Date: Thursday, February 28, 2008  
 Time: 09:28AM  
 User: MGRIESBACH

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

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

| Vendor ID / Name                           | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount              | Invoice Description          |
|--------------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|------------------------------|
| <b>13377 MENASHA EMPLOYEES LOCAL 1035B</b> |                             | 31100            | 21            | 04-299-032 | 248.16              |                              |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016018</b> |            | <b>Check Total:</b> | <b>248.16</b>                |
| <b>13550 MICHELS MATERIALS</b>             | 193443                      | 31100            | 54            | 10-124-300 | 1,128.29            | SCREENING                    |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016019</b> |            | <b>Check Total:</b> | <b>1,128.29</b>              |
| <b>14205 CITY OF NEENAH TREASURER</b>      | 022008                      | 31100            | 21            | 04-616-000 | 406.63              | REFUND OF OVERPAYMENT        |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016020</b> |            | <b>Check Total:</b> | <b>406.63</b>                |
|                                            | 30991                       | 31100            | 51            | 02-113-250 | 2,400.00            | JT MUNICIPAL CT BLDG USE FEE |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016021</b> |            | <b>Check Total:</b> | <b>2,400.00</b>              |
|                                            | 022208                      | 31100            | 52            | 05-201-250 | 234,311.00          | N-M FIRE RESCUE MARCH 2008   |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016022</b> |            | <b>Check Total:</b> | <b>234,311.00</b>            |
| <b>14270 NETWORK HEALTH PLAN</b>           | 00361794                    | 31100            | 21            | 04-619-003 | 114,697.84          | EMPLOYEES                    |
|                                            | 00361794                    | 31100            | 21            | 04-650-000 | 9,547.29            | RETIREEES/COBRA              |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016023</b> |            | <b>Check Total:</b> | <b>124,245.13</b>            |
| <b>15080 OFFICEMAX INC</b>                 | 643225                      | 31100            | 51            | 02-103-310 | 16.49               | OFFICE SUPPLIES/ATTY         |
|                                            | 643225                      | 31100            | 51            | 02-104-310 | 5.40                | OFFICE SUPPLIES/CLERK        |
|                                            | 643225                      | 31100            | 51            | 02-105-310 | 16.39               | OFFICE SUPPLIES/PERSONNEL    |
|                                            | 643225                      | 31100            | 51            | 02-117-310 | 32.39               | OFFICE SUPPLIES/ELEC         |
|                                            | 720877                      | 31100            | 51            | 04-106-310 | 105.19              | OFFICE SUPPLIES              |
|                                            | 956941                      | 31100            | 51            | 04-106-310 | -3.95               | CREDIT ON SHIPPING           |
|                                            | 814332                      | 31100            | 51            | 04-106-310 | -13.14              | RETURN OF RIBBONS            |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016024</b> |            | <b>Check Total:</b> | <b>158.77</b>                |
| <b>15130 NICHOLAS OLESZAK</b>              | 021208                      | 31100            | 52            | 08-101-331 | 31.24               | MEG UNIT SURVEILLANCE        |
|                                            | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016025</b> |            | <b>Check Total:</b> | <b>31.24</b>                 |

Date: Thursday, February 28, 2008  
 Time: 09:28AM  
 User: MGRIESBACH

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

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

| Vendor ID / Name                            | Invoice Nbr                 | CpnyID                      | Acct             | Subaccount          | Amount              | Invoice Description            |
|---------------------------------------------|-----------------------------|-----------------------------|------------------|---------------------|---------------------|--------------------------------|
| <b>16025 PACKER CITY INTERNATIONAL</b>      | 3280300008                  | 31731                       | 54               | 10-149-383          | 21.40               | BLADE                          |
|                                             | 3280360050                  | 31731                       | 54               | 10-149-383          | 99.63               | STOCK                          |
|                                             | 3280360076                  | 31731                       | 54               | 10-149-383          | 318.15              | FILTERS/ELEMENTS/LAMPS         |
|                                             | 3280360067                  | 31731                       | 54               | 10-149-383          | 5.91                | AIR HOSE                       |
|                                             | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b>            | <b>016026</b>    |                     | <b>Check Total:</b> | <b>445.09</b>                  |
| <b>16235 PERSONNEL EVALUATION INC</b>       | 84414                       | 31100                       | 52               | 08-101-216          | 16.00               | PERSONNEL EVALUATION PROFILE   |
|                                             |                             | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016027</b>       | <b>Check Total:</b> | <b>16.00</b>                   |
| <b>18190 REGISTRATION FEE TRUST TVRP</b>    | 022708                      | 31100                       | 52               | 08-101-295          | 75.00               | 2003 CHEV REGISTRATION         |
|                                             |                             | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016028</b>       | <b>Check Total:</b> | <b>75.00</b>                   |
|                                             | 022708                      | 31100                       | 45               | 04-403-000          | 500.00              | PARKING TICKET PROCESS FEE     |
|                                             | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b>            | <b>016029</b>    | <b>Check Total:</b> | <b>500.00</b>       |                                |
| <b>19150 SCHENCK BUSINESS SOLUTIONS</b>     | 244659                      | 31100                       | 51               | 04-109-214          | 427.76              | REVIEW IT ISSUES/PROF SERVICES |
|                                             |                             | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016030</b>       | <b>Check Total:</b> | <b>427.76</b>                  |
| <b>19370 DR TERESA SHOBERG</b>              | 022708                      | 31100                       | 53               | 09-102-215          | 150.00              | CITY PHYSICIAN                 |
|                                             |                             | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016032</b>       | <b>Check Total:</b> | <b>150.00</b>                  |
| <b>19634 CAL STANKE</b>                     | 022108                      | 31100                       | 55               | 07-201-203          | 792.00              | PTICING CLINIC INSTRUCTION     |
|                                             |                             | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016033</b>       | <b>Check Total:</b> | <b>792.00</b>                  |
| <b>19725 STREICHERS PROF POLICE EQUIPME</b> | 1497308                     | 31100                       | 52               | 08-101-315          | 1,242.00            | PISTOL                         |
|                                             |                             | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016034</b>       | <b>Check Total:</b> | <b>1,242.00</b>                |
| <b>19787 SWIDERSKI EQUIPMENT INC</b>        | 012658                      | 31731                       | 54               | 10-149-383          | 5.42                | GASKET                         |
|                                             |                             | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016035</b>       | <b>Check Total:</b> | <b>5.42</b>                    |

Date: Thursday, February 28, 2008  
 Time: 09:28AM  
 User: MGRIESBACH

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

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

| Vendor ID / Name                              | Invoice Nbr                 | CpnyID                  | Acct | Subaccount | Amount                       | Invoice Description            |
|-----------------------------------------------|-----------------------------|-------------------------|------|------------|------------------------------|--------------------------------|
| <b>20145 THEDACARE</b>                        | 9802702                     | 31100                   | 52   | 08-101-215 | 331.20                       | VENIPUNCTURE                   |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr 016036</b> |      |            | <b>Check Total: 331.20</b>   |                                |
| <b>20325 TRAFFIC &amp; PARKING CONTROL CO</b> | 289158                      | 31100                   | 54   | 10-131-300 | 249.39                       | SIGNAL HEAD/MOUNTING ARM STOCK |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr 016037</b> |      |            | <b>Check Total: 249.39</b>   |                                |
| <b>21045 UNIFIRST CORPORATION</b>             | 0970027122                  | 31731                   | 54   | 10-149-201 | 69.25                        | MAT/MOP/CLOTHING SERVICE       |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr 016038</b> |      |            | <b>Check Total: 69.25</b>    |                                |
| <b>21095 UNITED WAY FOX CITIES</b>            |                             | 31100                   | 21   | 04-299-021 | 95.75                        |                                |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr 016039</b> |      |            | <b>Check Total: 95.75</b>    |                                |
| <b>21205 US CELLULAR</b>                      | 200267787-048               | 31100                   | 51   | 01-102-221 | 40.31                        | LAUX                           |
|                                               | 200267787-048               | 31100                   | 51   | 02-103-221 | 38.75                        | BRANDT                         |
|                                               | 200267787-048               | 31100                   | 51   | 04-106-221 | 10.11                        | STOFFEL                        |
|                                               | 200267787-048               | 31100                   | 51   | 04-109-221 | 58.86                        | JAMES/LACEY                    |
|                                               | 200267787-048               | 31100                   | 51   | 10-115-221 | 38.75                        | ALIX                           |
|                                               | 200267787-048               | 31100                   | 52   | 08-101-221 | 636.90                       | POLICE                         |
|                                               | 200267787-048               | 31100                   | 53   | 09-103-221 | 44.98                        | DREW                           |
|                                               | 200267787-048               | 31100                   | 53   | 09-119-221 | 115.35                       | HEALTH                         |
|                                               | 200267787-048               | 31100                   | 54   | 10-111-221 | 115.68                       | DPW                            |
|                                               | 200267787-048               | 31731                   | 54   | 10-149-221 | 66.27                        | JACOBSON/NEILAND/MECHANIC      |
|                                               | 200267787-048               | 31201                   | 54   | 10-301-221 | 9.69                         | CONFINED SPACE                 |
|                                               | 200267787-048               | 31100                   | 55   | 07-201-221 | 54.75                        | TUNGATE                        |
|                                               | 200267787-048               | 31100                   | 55   | 07-202-221 | 151.88                       | PARKS                          |
|                                               | 200267787-048               | 31100                   | 56   | 03-202-221 | 52.64                        | KEIL/BECKENDORF                |
|                                               | <b>Check Date 2/28/2008</b> | <b>Check Nbr 016040</b> |      |            | <b>Check Total: 1,434.92</b> |                                |

Date: Thursday, February 28, 2008  
 Time: 09:28AM  
 User: MGRIESBACH

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

Page: 10 of 11  
 Report: 03630Alt.rpt  
 Company: 31100

| Vendor ID / Name                                | Invoice Nbr                 | CpnyID           | Acct          | Subaccount | Amount              | Invoice Description   |
|-------------------------------------------------|-----------------------------|------------------|---------------|------------|---------------------|-----------------------|
| <b>21226 US OIL CO INC</b>                      | M83117                      | 31731            | 54            | 10-149-300 | 955.14              | THP FLUID             |
|                                                 | 677901                      | 31100            | 13            | 04-103-000 | 4,116.92            | NO LEAD GAS           |
|                                                 | 677899                      | 31100            | 13            | 04-103-000 | 20,293.94           | FUEL OIL              |
|                                                 | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016041</b> |            | <b>Check Total:</b> | <b>25,366.00</b>      |
|                                                 | L33243                      | 31731            | 54            | 10-149-242 | 72.00               | SAMPLES               |
|                                                 | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016042</b> |            | <b>Check Total:</b> | <b>72.00</b>          |
| <b>22430 VISION INSURANCE PLAN OF AMERI</b>     | 56950                       | 31100            | 21            | 04-619-005 | 1,109.20            | EMPLOYEES             |
|                                                 | 56950                       | 31100            | 21            | 04-619-005 | 15.40               | EMPLOYEES             |
|                                                 | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016043</b> |            | <b>Check Total:</b> | <b>1,124.60</b>       |
| <b>22995 VOICE DATA &amp; ELEC SERVICES LLC</b> | 021508                      | 31100            | 52            | 08-101-244 | 232.50              | INSTALL CAT5E LINE/PD |
|                                                 | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016044</b> |            | <b>Check Total:</b> | <b>232.50</b>         |
| <b>19185 WAUSAU EQUIPMENT COMPANY INC</b>       | 129106                      | 31100            | 54            | 10-124-300 | 1,781.45            | SHOCKS                |
|                                                 | 129053                      | 31100            | 54            | 10-124-300 | 178.09              | STOCK                 |
|                                                 | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016031</b> |            | <b>Check Total:</b> | <b>1,959.54</b>       |
| <b>03225 WC INDUSTRIAL SUPPLY COMPANY</b>       | 0135317-IN                  | 31731            | 54            | 10-149-383 | 5.51                | O-RING/OIL SEAL       |
|                                                 | 0000051-IN                  | 31731            | 54            | 10-149-383 | 12.80               | BOLT FLANGETTE        |
|                                                 | <b>Check Date</b> 2/28/2008 | <b>Check Nbr</b> | <b>016000</b> |            | <b>Check Total:</b> | <b>18.31</b>          |

Date: Thursday, February 28, 2008  
 Time: 09:28AM  
 User: MGRIESBACH

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

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

| Vendor ID / Name                           | Invoice Nbr       | CpnyID           | Acct             | Subaccount    | Amount            | Invoice Description            |
|--------------------------------------------|-------------------|------------------|------------------|---------------|-------------------|--------------------------------|
| <b>23152 WE ENERGIES</b>                   | 022108            | 31100            | 12               | 04-399-000    | 1,881.68          | BILL TO N-M FIRE RESCUE        |
|                                            | 022108            | 31100            | 51               | 10-115-224    | 3,172.03          | CITY HALL                      |
|                                            | 022108            | 31100            | 52               | 08-101-224    | 2,598.51          | POLICE                         |
|                                            | 022108            | 31100            | 53               | 09-212-224    | 531.94            | SENIOR CENTER                  |
|                                            | 022108            | 31731            | 54               | 10-149-224    | 8,157.05          | GARAGE                         |
|                                            | 022108            | 31100            | 55               | 06-101-224    | 4,229.00          | LIBRARY                        |
|                                            | 022108            | 31100            | 55               | 07-202-224    | 1,385.36          | PARKS                          |
|                                            | 022108            | 31100            | 55               | 07-203-224    | 384.68            | POOL                           |
|                                            | 022108            | 31207            | 55               | 07-205-224    | 79.35             | MARINA                         |
|                                            | <b>Check Date</b> | <b>2/28/2008</b> | <b>Check Nbr</b> | <b>016045</b> |                   | <b>Check Total:</b>            |
| <b>23154 WEDA</b>                          | 022508            | 31100            | 56               | 03-202-320    | 380.00            | 2008 MEMBERSHIP DUES           |
|                                            | <b>Check Date</b> | <b>2/28/2008</b> | <b>Check Nbr</b> | <b>016046</b> |                   | <b>Check Total:</b>            |
| <b>23165 WEST PAYMENT CENTER</b>           | 815352421         | 31100            | 51               | 02-103-322    | 100.27            | INFORMATION CHARGES            |
|                                            | <b>Check Date</b> | <b>2/28/2008</b> | <b>Check Nbr</b> | <b>016047</b> |                   | <b>Check Total:</b>            |
| <b>23455 WISCONSIN SUPPORT COLLECTIONS</b> |                   | 31100            | 21               | 04-299-015    | 436.31            |                                |
|                                            |                   | 31100            | 21               | 04-299-016    | 138.40            |                                |
|                                            |                   | 31100            | 21               | 04-299-015    | 894.60            |                                |
|                                            | <b>Check Date</b> | <b>2/28/2008</b> | <b>Check Nbr</b> | <b>016049</b> |                   | <b>Check Total:</b>            |
| <b>23434 WMCA DISTRICT VI</b>              | 022708            | 31100            | 51               | 02-104-337    | 15.00             | REGISTRATION CLERK DIST MEETIG |
|                                            | <b>Check Date</b> | <b>2/28/2008</b> | <b>Check Nbr</b> | <b>016048</b> |                   | <b>Check Total:</b>            |
| <b>Grand Total:</b>                        |                   |                  |                  |               | <b>485,260.03</b> |                                |

## CHANGE ORDER

DATE: February 12, 2008

CHANGE ORDER NO: 2 (two)

CONTRACTOR: Dorner, Inc.

CONTRACT NO.: 2006-08

PROJECT: Nature's Way Storm Sewer, Sanitary, Water Main and Detention Basin

*You are directed to make the changes noted below in the subject contract unit number.*

|    |                                                           |                   |                      |
|----|-----------------------------------------------------------|-------------------|----------------------|
| 1. | Alternate Clay Liner                                      | 792 SY @ \$5.05   | = \$ 3,999.60        |
| 2. | Top Soil Stripping                                        | 1 LS @ \$4,620.00 | = \$ 4,620.00        |
| 3. | Additional Cost for New Seed                              | 1 LS @ \$1,650.60 | = \$ 1,650.60        |
| 4. | Additional Mobilization                                   | 1 LS @ \$1,795.50 | = \$ 1,795.50        |
| 5. | Raise Valve Box                                           | 2 EA @ \$212.50   | = \$ 425.00          |
| 6. | Slurry Mix                                                | 15 CY @ \$56.04   | = \$ 840.60          |
| 7. | Haul Slurry Into Site                                     | 10 CY @ \$25.00   | = \$ 250.00          |
| 8. | Adjustments to Original Contract and Change Order No. One |                   | <u>- \$57,133.06</u> |
|    | (See attached)                                            | DEDUCT            | - \$43,551.76        |

The changes result in the following adjustments:

|                                   | CONTRACT - TOTAL | TIME       |
|-----------------------------------|------------------|------------|
| Prior to this Change Order        | \$381,512.18     | _____ Days |
| Adjustments per this Change Order | \$- 43,551.76    | _____ Days |
| Current Contract Status           | \$337,960.42     | _____ Days |

Directed/Authorized  
City of Menasha Dept. of Public Works

Accepted

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF MENASHA**  
**CONTRACT UNIT NO. 2006-08**  
**Storm Sewer, Sanitary, Water Main, Street Construction & Detention Basin Construction**

Date: February 18, 2008  
 Payment No. Eight & Final

| ITEM | QUANTITY | CHANGE ORDER 1 | DESCRIPTION                                             | BASE BID    |                     | YTD      |                     | CHANGES  |                    |
|------|----------|----------------|---------------------------------------------------------|-------------|---------------------|----------|---------------------|----------|--------------------|
|      |          |                |                                                         | Unit Price  | TOTAL               | QUANTITY | TOTAL               | QUANTITY | CHANGE             |
|      |          |                | <b>Sanitary Sewer</b>                                   |             |                     |          |                     |          |                    |
| 1    | 1,095    |                | 8" PVC SDR-35 Sanitary Sewer, /lf                       | \$ 18.00    | \$ 19,710.00        | 1092     | \$ 19,656.00        | -3.00    | -\$54.00           |
| 2    | 50       |                | 48" ID Waterproof, Pre-cast Sanitary Manhole/vf         | \$ 170.00   | \$ 8,508.50         | 51.58    | \$ 8,768.60         | 1.53     | \$260.10           |
| 3    | 9        |                | Internal Manhole Chimney Seal/ea                        | \$ 230.00   | \$ 2,070.00         | 0        | \$ -                | -9.00    | -\$2,070.00        |
| 4    | 9        |                | Sanitary Sewer Manhole Castings/ea                      | \$ 280.00   | \$ 2,520.00         | 7        | \$ 1,960.00         | -2.00    | -\$560.00          |
| 5    | 37       |                | 6" PVC Schedule 40 Sanitary Lateral/lf                  | \$ 20.00    | \$ 740.00           | 36       | \$ 720.00           | -1.00    | -\$20.00           |
| 6    | 696      |                | 4" PVC Schedule 40 Sanitary Lateral/lf                  | \$ 17.00    | \$ 11,832.00        | 724      | \$ 12,308.00        | 28.00    | \$476.00           |
| 7    | 758      | 0              | 2" Polystyrene Insulation (sanitary)                    | \$ 2.00     | \$ -                | 0        | \$ -                | 0.00     | \$0.00             |
| NA   |          | 758            | 2" Polystyrene Insulation (sanitary) with added bedding | \$5.50      | \$4,169.00          | 771      | \$ 4,240.50         | 13.00    | \$71.50            |
|      |          |                | <b>Sanitary Sewer Sub Total</b>                         |             | <b>\$ 49,549.50</b> |          | <b>\$ 47,653.10</b> |          | <b>-\$1,896.40</b> |
|      |          |                | <b>Water Main</b>                                       |             |                     |          |                     |          |                    |
| 1    | 1,278    |                | 8" PVC Water Main/lf                                    | \$ 23.00    | \$ 29,394.00        | 1280.5   | \$ 29,451.50        | 2.50     | \$57.50            |
| 2    | 6        |                | Fire Hydrant/ea                                         | \$ 2,100.00 | \$ 12,600.00        | 6        | \$ 12,600.00        | 0.00     | \$0.00             |
| 3    | 1        |                | 8" Tapping Tee and Valve/ea                             | \$ 2,400.00 | \$ 2,400.00         | 1        | \$ 2,400.00         | 0.00     | \$0.00             |
| 4    | 74       |                | 6" Hydrant Lead/lf                                      | \$ 24.00    | \$ 1,776.00         | 52       | \$ 1,248.00         | -22.00   | -\$528.00          |
| 5    | 6        |                | 6" Auxiliary Hydrant Gate Valve/ea                      | \$ 740.00   | \$ 4,440.00         | 6        | \$ 4,440.00         | 0.00     | \$0.00             |
| 6    | 6        |                | 8" Gate Valve/ea                                        | \$ 1,000.00 | \$ 6,000.00         | 7        | \$ 7,000.00         | 1.00     | \$1,000.00         |
| 7    | 16       |                | 1 1/4" Service Connections/ea                           | \$ 275.00   | \$ 4,400.00         | 16       | \$ 4,400.00         | 0.00     | \$0.00             |
| 8    | 686      |                | 1 1/4" PVC SDR9 Water Service/lf                        | \$ 10.00    | \$ 6,860.00         | 684      | \$ 6,840.00         | -2.00    | -\$20.00           |
| 9    | 1        |                | 1 1/2" Service Connections/ea                           | \$ 400.00   | \$ 400.00           | 1        | \$ 400.00           | 0.00     | \$0.00             |
| 10   | 63       |                | 1 1/2" PVC SDR9 Water Service/lf                        | \$ 10.00    | \$ 630.00           | 56       | \$ 560.00           | -7.00    | -\$70.00           |
|      |          |                | <b>Water Main Sub Total</b>                             |             | <b>\$ 68,900.00</b> |          | <b>\$ 69,339.50</b> |          | <b>\$439.50</b>    |

| ITEM      | QUANTITY | CHANGE ORDER 1 | DESCRIPTION                                       | BASE BID    |                      | YTD        |                      | CHANGES      |                  |
|-----------|----------|----------------|---------------------------------------------------|-------------|----------------------|------------|----------------------|--------------|------------------|
|           |          |                |                                                   | Unit Price  | TOTAL                | QUANTITY   | TOTAL                | QUANTITY     | CHANGE           |
|           |          |                | <b>Storm Sewer</b>                                |             |                      |            |                      |              |                  |
| 1         | 53       |                | 24" Storm Sewer/lf                                | \$ 29.00    | \$ 1,537.00          | 109        | \$ 3,161.00          | 56.00        | \$1,624.00       |
| 2         | 471      |                | 18" Storm Sewer/lf                                | \$ 23.00    | \$ 10,833.00         | 177        | \$ 4,071.00          | -294.00      | -\$6,762.00      |
| 3         | 433      |                | 18" RCP Storm Sewer, Class IV/lf                  | \$ 26.00    | \$ 11,258.00         | 748.5      | \$ 19,461.00         | 315.50       | \$8,203.00       |
| 4         | 201      |                | 15" Storm Sewer/lf                                | \$ 20.00    | \$ 4,020.00          | 169        | \$ 3,380.00          | -32.00       | -\$640.00        |
| 5         | 708      |                | 15" RCP Storm Sewer, Clas IV/lf                   | \$ 22.00    | \$ 15,576.00         | 700.5      | \$ 15,411.00         | -7.50        | -\$165.00        |
| 6         | 505      |                | 12" Storm Sewer/lf                                | \$ 18.00    | \$ 9,090.00          | 196        | \$ 3,528.00          | -309.00      | -\$5,562.00      |
| 7         | 163      |                | 12" RCP Storm Sewer, Class IV/lf                  | \$ 20.00    | \$ 3,260.00          | 533        | \$ 10,660.00         | 370.00       | \$7,400.00       |
| 8         | 33       |                | 10" Storm Inlet Leads/lf                          | \$ 20.00    | \$ 660.00            | 0          | \$ -                 | -33.00       | -\$660.00        |
| 9         | 61.1     | <b>59.62</b>   | 48" ID Pre-cast Standard Storm Manhole/vf         | \$ 190.00   | \$ <b>11,327.80</b>  | 53.65      | \$ 10,193.50         | -5.97        | -\$1,134.30      |
| 10        | 6        |                | 72" ID Pre-cast Storm Manhole/vf                  | \$ 350.00   | \$ 2,100.00          | 0          | \$ -                 | -6.00        | -\$2,100.00      |
| 11        | 1        |                | Storm Sewer Manhole Castings, Type H/ea           | \$ 365.00   | \$ 365.00            | 0          | \$ -                 | -1.00        | -\$365.00        |
| 12        | 1        | <b>2</b>       | Storm Sewer Manhole Castings, Type HS/ea          | \$ 365.00   | \$ <b>730.00</b>     | 2          | \$ 730.00            | 0.00         | \$0.00           |
| 13        | 13       |                | Storm Sewer Manhole Castings, Type J/ea           | \$ 270.00   | \$ 3,510.00          | 14         | \$ 3,780.00          | 1.00         | \$270.00         |
| 14        | 18       | <b>17</b>      | 24"x36" pre-cast inlet w/castings/ea              | \$ 970.00   | \$ <b>16,490.00</b>  | 17         | \$ 16,490.00         | 0.00         | \$0.00           |
| 15        | 2        |                | Field Inlet w/casting (Type 8 inlet, MS grate)/ea | \$ 1,290.00 | \$ 2,580.00          | 2          | \$ 2,580.00          | 0.00         | \$0.00           |
| 16        | 1        |                | 30" ID Pre-cast Yard Drain w/casting/ea           | \$ 935.00   | \$ 935.00            | 1          | \$ 935.00            | 0.00         | \$0.00           |
| 17        | 1        |                | 12" Concrete Apron Endwall/ea                     | \$ 320.00   | \$ 320.00            | 1          | \$ 320.00            | 0.00         | \$0.00           |
| 18        | 1        |                | 12" Apron Endwall for PVC Pipe/ea                 | \$ 100.00   | \$ 100.00            | 1          | \$ 100.00            | 0.00         | \$0.00           |
| 19        | 2        |                | 18" Concrete Apron Endwall/ea                     | \$ 400.00   | \$ 800.00            | 2          | \$ 800.00            | 0.00         | \$0.00           |
| 20        | 1        |                | 24" Concrete Apron Endwall/ea                     | \$ 525.00   | \$ 525.00            | 2          | \$ 1,050.00          | 1.00         | \$525.00         |
| 21        | 5        |                | Pipe Grates/ea                                    | \$ 420.00   | \$ 2,100.00          | 6          | \$ 2,520.00          | 1.00         | \$420.00         |
| 22        | 1        |                | 12" Orifice Plate for Outlet Pipe/ea              | \$ 50.00    | \$ 50.00             | 2          | \$ 100.00            | 1.00         | \$50.00          |
| 23        | 1        |                | Pond Outlet Structure w/Neenah Casting/ea         | \$ 1,850.00 | \$ 1,850.00          | 1          | \$ 1,850.00          | 0.00         | \$0.00           |
| 24        | 49       |                | 12" PVC SDR-35 Storm Sewer/lf                     | \$ 21.00    | \$ 1,029.00          | 50.5       | \$ 1,060.50          | 1.50         | \$31.50          |
| <b>NA</b> |          | <b>5.98</b>    | <b>60" ID Pre-cast Standard Storm Manhole/vf</b>  | \$ 300.00   | \$ <b>1,794.00</b>   | <b>5.2</b> | \$ <b>1,560.00</b>   | <b>-0.78</b> | <b>-\$234.00</b> |
|           |          |                | <b>Storm Sewer Sub Total</b>                      |             | \$ <b>102,839.80</b> |            | \$ <b>103,741.00</b> |              | \$ <b>901.20</b> |

| ITEM | QUANTITY | CHANGE ORDER 1 | DESCRIPTION                                                                | BASE BID     |                      | YTD      |                      | CHANGES   |                     |
|------|----------|----------------|----------------------------------------------------------------------------|--------------|----------------------|----------|----------------------|-----------|---------------------|
|      |          |                |                                                                            | Unit Price   | TOTAL                | QUANTITY | TOTAL                | QUANTITY  | CHANGE              |
|      |          |                | <b>Site Grading, Erosion Control &amp; Street Construction</b>             |              |                      |          |                      |           |                     |
| 1    | 1.07     |                | Clearing and Grubbing/acre                                                 | \$ 3,030.00  | \$ 3,242.10          | 1.07     | \$ 3,242.10          | 0.00      | \$0.00              |
| 2    | 45       |                | Remove Culvert/lf                                                          | \$ 5.00      | \$ 225.00            | 45       | \$ 225.00            | 0.00      | \$0.00              |
| 3    | 1,100    |                | Unclassified Excavation/cy                                                 | \$ 4.55      | \$ 5,005.00          | 2206     | \$ 10,037.30         | 1106.00   | \$5,032.30          |
| 4    | 200      |                | Excavation Below Subgrade (undistributed)/cy                               | \$ 5.05      | \$ 1,010.00          | 291      | \$ 1,469.55          | 91.00     | \$459.55            |
| 5    | 200      |                | Breaker Run (undistributed)/cy                                             | \$ 14.86     | \$ 2,972.00          | 130.83   | \$ 1,944.13          | -69.17    | -\$1,027.87         |
| 6    | 13,688   |                | Fine Grading/sy                                                            | \$ 0.01      | \$ 136.88            | 0        | \$ -                 | -13688.00 | -\$136.88           |
| 7    | 6,436    |                | Crushed Aggregate Base Course/ton                                          | \$ 8.00      | \$ 51,488.00         | 6427.58  | \$ 51,420.64         | -8.42     | -\$67.36            |
| 8    | 17,771   |                | Restoration (salvage topsoil, seed, fert, mulch)/sy                        | \$ 0.70      | \$ 12,439.70         | 10103    | \$ 7,072.10          | -7668.00  | -\$5,367.60         |
| 9    | 973      |                | 2" Asphalt Binder (temp)/ton                                               | \$ 53.25     | \$ 51,812.25         | 0        | \$ -                 | -973.00   | -\$51,812.25        |
| 10   | 72       |                | Sawcut and Remove Curb/lf                                                  | \$ 5.00      | \$ 360.00            | 67       | \$ 335.00            | -5.00     | -\$25.00            |
| 11   | 1        |                | Sawcut and Remove Asphalt/lump sum                                         | \$ 50.00     | \$ 50.00             | 0        | \$ -                 | -1.00     | -\$50.00            |
| 12   | 85       |                | Sawcutting/lf                                                              | \$ 1.50      | \$ 127.50            | 0        | \$ -                 | -85.00    | -\$127.50           |
| 13   | 335      |                | Grassed Drainage Construction/lf                                           | \$ 4.00      | \$ 1,340.00          | 333      | \$ 1,332.00          | -2.00     | -\$8.00             |
| 14   | 2        |                | Install & Maintain Tracking Pad/ea                                         | \$ 1,000.00  | \$ 2,000.00          | 1        | \$ 1,000.00          | -1.00     | -\$1,000.00         |
| 15   | 2,884    |                | Install & Maintain Silt Fence/lf                                           | \$ 1.05      | \$ 3,028.20          | 2884     | \$ 3,028.20          | 0.00      | \$0.00              |
| 16   | 5        |                | Install & Maintain Ditch Checks/ea                                         | \$ 100.00    | \$ 500.00            | 0        | \$ -                 | -5.00     | -\$500.00           |
| 17   | 25       |                | Inlet Protection/ea                                                        | \$ 42.00     | \$ 1,050.00          | 21       | \$ 882.00            | -4.00     | -\$168.00           |
| 18   | 91       |                | Riprap with Fabric/sy                                                      | \$ 25.00     | \$ 2,275.00          | 145      | \$ 3,625.00          | 54.00     | \$1,350.00          |
| 19   | 1,949    |                | Erosion Mat Class I, Type B/sy                                             | \$ 1.25      | \$ 2,436.25          | 1466     | \$ 1,832.50          | -483.00   | -\$603.75           |
| 20   | 1        |                | Excavation & Grading for Stormwater Pond-Nature's Way Subdivision/lump sum | \$ 6,100.00  | \$ 6,100.00          | 1        | \$ 6,100.00          | 0.00      | \$0.00              |
| 21   | 1        |                | Excavation & Grading for Stormwater Pond-Province Terrace/lump sum         | \$ 10,100.00 | \$ 10,100.00         | 1        | \$ 10,100.00         | 0.00      | \$0.00              |
| 22   | 500      |                | Borrow (if required)                                                       | \$ 5.05      | \$ 2,525.00          | 0        | \$ -                 | -500.00   | -\$2,525.00         |
|      |          |                | <b>Site Grading, Erosion Control &amp; Street Construction Sub Total</b>   |              | <b>\$ 160,222.88</b> |          | <b>\$ 103,645.52</b> |           | <b>-\$56,577.36</b> |
|      |          |                | <b>New Contract Total (With Change Order One)</b>                          |              | <b>\$ 381,512.18</b> |          | <b>\$ 324,379.12</b> |           | <b>-\$57,133.06</b> |
|      |          |                | Original Contract Total                                                    |              | \$377,951.38         |          |                      |           |                     |
|      | 1        |                | <b>Additional Unit Prices (Alternate Clay Liner (if required)/sy)</b>      | \$ 5.05      | \$ 5.05              | 792      | \$ 3,999.60          |           |                     |
|      |          |                | <b>CONTRACT TOTAL WITH ALTERNATE</b>                                       |              |                      |          | <b>\$ 328,378.72</b> |           |                     |

# CERTIFICATE OF PAYMENT

DATE: February 12, 2008

PAYMENT REQUEST: Eight (8) & Final

CONTRACTOR: Dorner, Inc.

ADDRESS: E506 Luxemburg Rd., P.O. Box 129, Luxemburg, WI 54217

CONTRACT UNIT NUMBER: 2006-08

PROJECT DESCRIPTION: Nature's Way

---

|                                                 |                         |
|-------------------------------------------------|-------------------------|
| ORIGINAL CONTRACT AMOUNT                        | \$ 377,951.38           |
| CHANGE ORDER NO. Two                            | AMOUNT: \$ -\$43,551.76 |
| PREVIOUS CHANGE ORDER(S):                       | \$ 3,560.80             |
| TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS) | \$ 337,960.42           |
| TOTAL EARNED TO DATE (SUMMARY ATTACHED)         | \$ 337,960.42           |
| LESS RETAINAGE                                  | \$ 0                    |
| AMOUNT DUE                                      | \$ 337,960.42           |
| PREVIOUS PAYMENTS                               | \$ 329,616.02           |
| AMOUNT DUE THIS PAYMENT                         | \$ 8,344.40             |

ESTIMATE PERIOD: FROM January 31, 2008 To: February 19, 2008

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

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

*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> |
|-----------------------|---------------|--------------------------|
| _____                 | \$ _____      | _____                    |
| _____                 | \$ _____      | _____                    |
| _____                 | \$ _____      | _____                    |
| _____                 | \$ _____      | _____                    |

**CITY OF MENASHA, WISCONSIN  
 JOB CLASSIFICATION & MINIMUM WAGE RATES  
 FOR  
 STREETS, HIGHWAYS, SIDEWALKS, & BRIDGE CONSTRUCTION  
 Section 66.293(1), Wisconsin Statutes**

| CLASSIFICATION                 | TOTAL<br>MINIMUM COMPENSATION<br>WAGES & FRINGES |                  |
|--------------------------------|--------------------------------------------------|------------------|
|                                | EXISTING                                         | 2008<br>PROPOSED |
| Foreman                        | \$ 18.90                                         | \$19.47          |
| Formsetter                     | \$ 14.99                                         | \$15.44          |
| Finisher                       | \$ 16.94                                         | \$17.45          |
| Cement Mason                   | \$ 16.94                                         | \$17.45          |
| Truck Driver - Single Axle     | \$ 14.21                                         | \$14.64          |
| Truck Driver - Tandem & Larger | \$ 14.99                                         | \$15.44          |
| Equipment Operator             | \$ 17.69                                         | \$18.22          |
| Raker                          | \$ 14.99                                         | \$15.44          |
| Roller - Small                 | \$ 13.78                                         | \$14.19          |
| Laborer                        | \$ 12.89                                         | \$13.28          |
| Finisher Apprentice            | \$ 14.21                                         | \$14.64          |
| Operator Apprentice            | \$ 15.00                                         | \$15.45          |
| Carpenter                      | \$ 14.21                                         | \$14.64          |
| Bricklayer                     | \$ 16.94                                         | \$17.45          |
| Electrician                    | \$ 22.47                                         | \$23.14          |

Any classification not specifically listed above shall be paid not less than the rate of a laborer.

I, Deborah A. Galeazzi, duly appointed City Clerk of the City of Menasha, Winnebago and Calumet counties, Wisconsin, do hereby certify that the contents above (Job Classification and Minimum Wage Rates) were passed and approved by the Menasha Common Council on \_\_\_\_\_, 20\_\_\_\_.

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



## **Memorandum**

---

**TO:** Len Vander Wyst, Chief

**FROM:** Pete Anderson, Truck Committee

**DATE:** February 19, 2008

**RE:** ATV Recommendation

We have researched various ATV's and have narrowed it down to the Polaris Ranger and the Kawasaki Mule. After having the opportunity to test drive both and review features of both vehicles, it is our recommendation that NMFR purchases the 2008 Kawasaki Mule 3010, 4x4 diesel. This ATV has a three-cylinder diesel engine that produces high torque at low engine rpm. When comparing features of both vehicles the biggest safety feature of the Mule is the lower utility box for transporting patients. This lower box will prevent lifting injuries of firefighters as they transport patients who are placed in skid units onto the ATV. The Mule also has a larger cargo area for a future wildland skid unit. The Mule is governed at 25 mph where the Ranger is not governed and is capable of reaching speeds of up to 55 mph.

When speaking to local dealer's it was also pointed out to us that the Mule's diesel engine is designed specifically for the Mule and the life expectancy of this motor is twice as long as the Ranger. The Ranger's engine is currently a retrofitted ATV engine.

It is the Truck Committee's recommendation that we purchase a 2008 Kawasaki Mule from Verne's for the low quote of \$11,694.95. This quote includes the cost for the back-up beeper, which is an additional safety feature, a 3000# winch for self-recovery if we get stuck while performing wildland firefighting duties, a windshield and a trailer to transport the vehicle for use.

If you have any questions, please feel free to contact me. Thank you for your consideration.

Far: 920-886-6208

Attention: Pete Anderson

2008 Kawasaki Mule 2010 Diesel

\$ 9,599 - Machine

\$ 152.<sup>20</sup> - Back up Bumper

\$ 499.<sup>99</sup> - 3000lb Winch

Total \$ 11,321.<sup>13</sup>

\$ 679.<sup>95</sup> - Flip up windshield

\$ 164.<sup>99</sup> - Flip up mount

\$ 325.<sup>00</sup> Install Labor

2008 Polaris Ranger 700 EFI

\$ 10,099 - Machine

\$ 799.<sup>99</sup> - 4000lb Winch

Total \$ 11,898.<sup>98</sup>

\$ 749.<sup>99</sup> - Full windshield

\$ 250.<sup>00</sup> - Install Labor

Utility Trailer \$1,999

Reliable Trailer - 6'9" x 12'

**VERNE'S  
N2804 HIGHWAY 45  
ANTIGO, WI 54409  
PHONE (715) 623-2378  
FAX (715) 623-6807**

February 20, 2008

City of Neenah-Menasha Fire Rescue

ATTN: PETE ANDERSON

**RE: QUOTE ON UTILITY VEHICLE**

|                                       |                    |
|---------------------------------------|--------------------|
| 1 Kawasaki Red 3010 Diesel Mule       | \$ 8,850.00        |
| 1 KAF25D-001 Back up beeper installed | \$ 144.95          |
| 1 Windshield installed                | \$ 300.00          |
| 1 Warn 3000# winch installed          | \$ 500.00          |
| 1 Aluma 641 Trailer                   | \$ 1,900.00        |
| <b>TOTAL</b>                          | <b>\$ 11694.95</b> |

# Motorola AVL/ATMM quote

**Date:** 2/20/2008

**To:** Chief VanderWyst

**From:** Victor R. Voss

---

Attached is the quote from Motorola to add AVL (Automatic Vehicle Locator) and ATMM (Advanced Tactical Mobile Mapping) to all 6 of our frontline fire vehicles MDC's. (E31, C32, E32, Q32, E35, E36)

Also included is the software and license to add one ATM client to an existing workstation for overall oversight of the entire fleet of fire apparatus.

Included with this quote is the annual maintenance and support cost for years 2-5. (Year one is warrantee) The total cost for the support for years 2-5 is \$5051. IF need be, you could pull the support part of this quote out and then pay for support on an individual year basis.

Please advise me when you would like to proceed with this purchase.

Victor



---

Attachments:

Motorola Proposal No. B08-0059A



# MOTOROLA

Government & Commercial Markets - Americas - Public Sector Applications  
6000 Spine Road, Boulder CO 80301

Please direct questions to Steve Alvey, (815) 479-9869, steve.alvey@motorola.com or Patricia Boothroyd, (303) 513-9277, patricia.boothroyd@motorola.com

## CUSTOMER PROPOSAL

Proposal No. BO8-0059A  
Date February 19, 2008

Customer Neenah-Menasha Fire Department Neenah, WI 54956  
Attention Victor Voss  
voss@nmfire.org

### ATM Admin & Client Licenses & ATMM Modules with GPS units - Licenses & Hardware Only - No Services

#### PRICE DETAIL

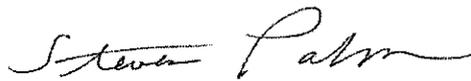
| Category                      | Name                                                                            | Qty | Price \$         |
|-------------------------------|---------------------------------------------------------------------------------|-----|------------------|
| <b>Motorola CAD Software</b>  |                                                                                 |     | <b>\$6,962</b>   |
|                               | Upgrade Admin Workstation to CAD Workstation with Mapping (CAD and AWW and ATM) | 1   |                  |
|                               | ATM Vehicle Client (51-100) - charge per user                                   | 6   |                  |
| <b>Motorola PMDC Software</b> |                                                                                 |     | <b>\$354</b>     |
|                               | GPS Integration Client Module (charge per user)                                 | 6   |                  |
|                               | ATMM (Mobile Mapping) Integration Client Module (charge per user)               | 6   |                  |
| <b>System Subtotal</b>        |                                                                                 |     | <b>\$7,316</b>   |
| Maintenance Years 2-5         |                                                                                 |     | <b>\$ 5,051</b>  |
| <b>Grand Total</b>            |                                                                                 |     | <b>\$ 12,367</b> |

| Maintenance Summary |          |
|---------------------|----------|
| Year 1              | Warranty |
| Year 2              | \$1,172  |
| Year 3              | \$1,230  |
| Year 4              | \$1,292  |
| Year 5              | \$1,357  |

Note: Maintenance pricing is based on 2008 rates, subject to then current rates upon commencement. Changes to configuration or count will result in a change to maintenance pricing.

**THIS QUOTE IS SUBJECT TO THE FOLLOWING:**

1. If you wish to purchase the solution, please submit your purchase order referencing this Quote Number. Motorola will acknowledge your purchase order.
2. Motorola pricing is based on a complete solution. The addition or deletion of any component(s) may subject the total price to modifications.
3. Prices are valid for 180 days from the date of this quote.
4. Any Software Licenses purchased are subject to your existing Software License Agreement.
5. **No services are included. Motorola is *not* providing installation, testing, integration, etc.**
6. Payment is due within 30 days after invoice. Invoicing will occur upon delivery and acceptance.

|                          |                                                                                   |                                   |
|--------------------------|-----------------------------------------------------------------------------------|-----------------------------------|
| Signature<br>Steven Palm |  | Business<br>Operations<br>Manager |
|--------------------------|-----------------------------------------------------------------------------------|-----------------------------------|



## **Memorandum**

---

**TO:** Len Vander Wyst, Chief

**FROM:** Pete Anderson, Truck Committee

**DATE:** February 19, 2008

**RE:** ATV Recommendation

We have researched various ATV's and have narrowed it down to the Polaris Ranger and the Kawasaki Mule. After having the opportunity to test drive both and review features of both vehicles, it is our recommendation that NMFR purchases the 2008 Kawasaki Mule 3010, 4x4 diesel. This ATV has a three-cylinder diesel engine that produces high torque at low engine rpm. When comparing features of both vehicles the biggest safety feature of the Mule is the lower utility box for transporting patients. This lower box will prevent lifting injuries of firefighters as they transport patients who are placed in skid units onto the ATV. The Mule also has a larger cargo area for a future wildland skid unit. The Mule is governed at 25 mph where the Ranger is not governed and is capable of reaching speeds of up to 55 mph.

When speaking to local dealer's it was also pointed out to us that the Mule's diesel engine is designed specifically for the Mule and the life expectancy of this motor is twice as long as the Ranger. The Ranger's engine is currently a retrofitted ATV engine.

It is the Truck Committee's recommendation that we purchase a 2008 Kawasaki Mule from Verne's for the low quote of \$11,694.95. This quote includes the cost for the back-up beeper, which is an additional safety feature, a 3000# winch for self-recovery if we get stuck while performing wildland firefighting duties, a windshield and a trailer to transport the vehicle for use.

If you have any questions, please feel free to contact me. Thank you for your consideration.

Far: 920-886-6208

Attention: Pete Anderson

2008 Kawasaki Mule 2010 Diesel

\$ 9,599 - Machine

\$ 152.<sup>20</sup> - Back up Bumper

\$ 499.<sup>99</sup> - 3000lb Winch

Total \$ 11,321.<sup>13</sup>

\$ 679.<sup>95</sup> - Flip up windshield

\$ 164.<sup>99</sup> - Flip up mount

\$ 325.<sup>00</sup> Install Labor

2008 Polaris Ranger 700 EFI

\$ 10,099 - Machine

\$ 799.<sup>99</sup> - 4000lb Winch

Total \$ 11,898.<sup>98</sup>

\$ 749.<sup>99</sup> - Full windshield

\$ 250.<sup>00</sup> - Install Labor

Utility Trailer \$1,999

Reliable Trailer - 6'9 x 12

**VERNE'S  
N2804 HIGHWAY 45  
ANTIGO, WI 54409  
PHONE (715) 623-2378  
FAX (715) 623-6807**

February 20, 2008

City of Neenah-Menasha Fire Rescue

ATTN: PETE ANDERSON

**RE: QUOTE ON UTILITY VEHICLE**

|                                       |                    |
|---------------------------------------|--------------------|
| 1 Kawasaki Red 3010 Diesel Mule       | \$ 8,850.00        |
| 1 KAF25D-001 Back up beeper installed | \$ 144.95          |
| 1 Windshield installed                | \$ 300.00          |
| 1 Warn 3000# winch installed          | \$ 500.00          |
| 1 Aluma 641 Trailer                   | \$ 1,900.00        |
| <b>TOTAL</b>                          | <b>\$ 11694.95</b> |

# Motorola AVL/ATMM quote

**Date:** 2/20/2008

**To:** Chief VanderWyst

**From:** Victor R. Voss

---

Attached is the quote from Motorola to add AVL (Automatic Vehicle Locator) and ATMM (Advanced Tactical Mobile Mapping) to all 6 of our frontline fire vehicles MDC's. (E31, C32, E32, Q32, E35, E36)

Also included is the software and license to add one ATM client to an existing workstation for overall oversight of the entire fleet of fire apparatus.

Included with this quote is the annual maintenance and support cost for years 2-5. (Year one is warrantee) The total cost for the support for years 2-5 is \$5051. IF need be, you could pull the support part of this quote out and then pay for support on an individual year basis.

Please advise me when you would like to proceed with this purchase.

Victor



---

Attachments:

Motorola Proposal No. B08-0059A



# MOTOROLA

Government & Commercial Markets - Americas - Public Sector Applications  
6000 Spine Road, Boulder CO 80301

Please direct questions to Steve Alvey, (815) 479-9869, [steve.alvey@motorola.com](mailto:steve.alvey@motorola.com) or  
Patricia Boothroyd, (303) 513-9277, [patricia.boothroyd@motorola.com](mailto:patricia.boothroyd@motorola.com)

## CUSTOMER PROPOSAL

Proposal No. BO8-0059A  
Date February 19, 2008

Customer Neenah-Menasha Fire Department Neenah, WI 54956  
Attention Victor Voss  
[voss@nmfire.org](mailto:voss@nmfire.org)

### ATM Admin & Client Licenses & ATMM Modules with GPS units - Licenses & Hardware Only - No Services

#### PRICE DETAIL

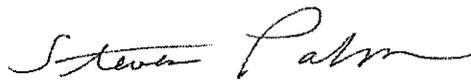
| Category                      | Name                                                                            | Qty | Price \$         |
|-------------------------------|---------------------------------------------------------------------------------|-----|------------------|
| <b>Motorola CAD Software</b>  |                                                                                 |     | <b>\$6,962</b>   |
|                               | Upgrade Admin Workstation to CAD Workstation with Mapping (CAD and AWW and ATM) | 1   |                  |
|                               | ATM Vehicle Client (51-100) - charge per user                                   | 6   |                  |
| <b>Motorola PMDC Software</b> |                                                                                 |     | <b>\$354</b>     |
|                               | GPS Integration Client Module (charge per user)                                 | 6   |                  |
|                               | ATMM (Mobile Mapping) Integration Client Module (charge per user)               | 6   |                  |
| <b>System Subtotal</b>        |                                                                                 |     | <b>\$7,316</b>   |
| Maintenance Years 2-5         |                                                                                 |     | <b>\$ 5,051</b>  |
| <b>Grand Total</b>            |                                                                                 |     | <b>\$ 12,367</b> |

| Maintenance Summary |          |
|---------------------|----------|
| Year 1              | Warranty |
| Year 2              | \$1,172  |
| Year 3              | \$1,230  |
| Year 4              | \$1,292  |
| Year 5              | \$1,357  |

Note: Maintenance pricing is based on 2008 rates, subject to then current rates upon commencement. Changes to configuration or count will result in a change to maintenance pricing.

**THIS QUOTE IS SUBJECT TO THE FOLLOWING:**

1. If you wish to purchase the solution, please submit your purchase order referencing this Quote Number. Motorola will acknowledge your purchase order.
2. Motorola pricing is based on a complete solution. The addition or deletion of any component(s) may subject the total price to modifications.
3. Prices are valid for 180 days from the date of this quote.
4. Any Software Licenses purchased are subject to your existing Software License Agreement.
5. **No services are included. Motorola is *not* providing installation, testing, integration, etc.**
6. Payment is due within 30 days after invoice. Invoicing will occur upon delivery and acceptance.

|                          |                                                                                   |                                   |
|--------------------------|-----------------------------------------------------------------------------------|-----------------------------------|
| Signature<br>Steven Palm |  | Business<br>Operations<br>Manager |
|--------------------------|-----------------------------------------------------------------------------------|-----------------------------------|

ORDINANCE O - 02 -08

AN ORDINANCE RELATING TO WEIGHTS AND MEASURES

Introduced by Aldermen Pack

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

SECTION 1: Sec.8 – 2 - 10 (d) is repealed and recreated to read as follows:

(d) **ISSUANCE AND FEES.** The City Sealer shall issue a license to the applicant based on the total number of weighing and measuring devices operated by the applicant if the requirements of this ordinance have been complied with and upon payment to the City the fees required.

SECTION 2: Sec.8 – 2 – 10(e) is created to read as follows:

(e) **PERMIT REQUIREMENTS AND FEES.** The application for permit or the request for renewal of permit covered in this Section shall be accompanied with an appropriate fee to be established annually by the Common Council. A list of fees shall be maintained by the City Clerk and the Health Department. Items requiring fees are:

*Scales, estimate only scales, point of sale systems, prepack scales, weight, rules/tapes, timing devices, pumps (LMD), vehicle tank and bulk plant meters, scanners, high accuracy scales (pharmaceuticals, jewelers or precious metals) linear (fabric, wire, rope meters), vehicle scales, taximeters, electric pill counters, recycling machines, high speed diesel fuel dispensers, all other non-categorized devices.*

- (1) Any establishment required by this section to pay any fee may, in addition to any other penalties, also be required to pay a permit fee equal to twice the amount of the normal fee if the failure is due to a late payment, insufficient funds or account closed checks, or for any other reason the City has not received the proper payment.
- (2) Any establishment required by this section to pay any fee may, in addition to any other penalties, also be required to pay a permit fee equal to twice the amount of the normal fee if such establishment opens for business without paying the required fee. The Public Health Director, or designee, may also order such establishment to close until the fee is paid.

SECTION 3: Sec.8 – 2 – 10(e) through (k) are renumbered (f) through (l).

The license required by sec. 7 – 11 – 4 runs from July 1 to June 30.

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

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

\_\_\_\_\_  
Joseph F. Laux, Mayor

ATTEST:

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

ATTORNEY’S NOTE: This ordinance is designed to add the new items in italics to be inspected and accompanying fees. It also conforms to fees for restaurants and park programs such that the authority for establishing fees in the ordinance, but the actual fees are established and approved by the Council upon request so as to avoid changing the ordinance every year.

## RESOLUTION NO. R-3-08

Introduced by Mayor Joe Laux

### **A RESOLUTION AUTHORIZING THE STUDY OF THE POTENTIAL FOR COOPERATION IN THE DELIVERY OF FIRE SERVICES BETWEEN APPLETON, MENASHA AND NEENAH**

WHEREAS, the Mayors of Appleton, Menasha and Neenah recognize the benefits of regional cooperation; and,

WHEREAS, the Mayors believe that the potential for enhanced inter municipal cooperation in the delivery of fire services exists; and,

WHEREAS, exploring the potential of service efficiencies and cost effectiveness could prove to be mutually beneficial to all three municipalities; and,

WHEREAS, automatic aid and the potential for consolidation should be considered; and,

WHEREAS, a thorough study and fact finding is essential to allow the three Councils and Communities to make an informed decision on instituting any regional cooperation in the delivery of fire services,

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCILS OF THE CITIES OF APPLETON, MENASHA AND NEENAH, WISCONSIN, that appropriate three city staffs and representatives of the two firefighters unions begin exploratory discussions with the goal of determining to what extent cooperative efforts can benefit the three municipalities, what form that cooperation should take, a summary of options considered with an analysis of pros and cons, and report their preliminary recommendations to the respective Councils for their deliberations.

Passed and adopted this      day of March, 2008

---

Joseph F. Laux, Mayor

ATTEST:

---

Deborah A. Galeazzi, City Clerk