

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 21, 2011
6:00 PM
AGENDA
AMENDED**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
1. [City of Menasha 2012 Budget](#)
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
- a. [Administration Committee, 11/7/11](#)
b. [Board of Public Works, 11/7/11](#)
c. [Library Board, 10/25/11](#)
d. [Plan Commission, 11/8/11](#)
e. [Special Personnel Committee, 11/14/11](#)
Communications:
- f. [CA/HRD Captain, 11/11/11; The LaFayette Life Insurance Co. et al. vs. City of Menasha et al.](#)
g. [Comp. Stoffel, 11/17/11; suggested adjustments to 2012 Operations Budget requests](#)
h. [Comp. Stoffel, 11/17/11; TID 2 Audit Report and closeout](#)
i. [Letters of Support from Residents to Mayor Merkes & Common Council regarding Menasha Pool](#)
j. [Mayor Merkes to Menasha High Football Coach Korth; Congratulations on great season](#)
k. [NM Fire Rescue Asst. Chief Green to WFIA Awards Committee; Nomination of Mike Flunker as WFIA Public Educator of the year](#)
l. [NM Fire Rescue Asst. Chief Sipin, 11/11/11; NIMS Training](#)
m. [PSC Notice of proceeding; 11/3/11; Consideration of application of Menasha Electric & Water Utilities for authority to increase water rates](#)
- G. CONSENT AGENDA
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
Minutes to approve:
1. [Common Council, 11/7/11](#)
2. 2012 Budget Review Sessions; [11/2/11](#), [11/3/11](#), [11/9/11](#), [11/14/11](#)
3. [Special Common Council, 11/14/11](#)
- Board of Public Works, 11/7/11; recommends approval of:
4. [Change Order – Sam Sommers Concrete; Contract Unit No. 2011-02; New Street Construction-Concrete Curb and Gutter/Concrete Walk; Change Order No. 2; DEDUCT: \\$8,656.40](#)
5. [Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Sewer Replacement; Contract E145-11-01B; Van Straten Construction Co., Inc.; Request a 90-day Time Extension to Construct a Manhole on Cleveland Street and Provide Project Close-Out Documentation; Change Order No. 2](#)

6. [Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Sewer Replacement; Contract E145-11-01B; Van Straten Construction Co., Inc.; Change Order No. 3; DEDUCT: \\$5,799.55](#)
7. [Payment – Sam Sommers Concrete; Contract Unit No. 2011-02; New Street Construction – Concrete Curb and Gutter/Concrete Walk; \\$7,793.19 \(Payment No. 3 and Final\)](#)
8. [Payment – Van Straten Construction Co., Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Sewer Replacement; Contract E145-11-0B; \\$7,832.70 \(Payment No. 4 and Final\)](#)
9. [Payment – Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Manhole Lining; Contract E145-11-01C; \\$12,543.56 \(Payment No. 1\)](#)

Plan Commission, 11/8/11; recommends approval of:

10. [Tayco Street Certified Survey Map](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 11/8/11 to 11/17/11 in the amount of \\$ 524,228.26](#)
2. [2012 Employee salary/wage adjustments](#)
3. **MOTION TO RECONSIDER – HEALTH INSURANCE POLICY (POLICE)**

J. ORDINANCES AND RESOLUTIONS

1. [R-41-11 – Resolution levying taxes for the purpose of paying the operating expenses for the year 2012 for the City of Menasha](#)

K. APPOINTMENTS

1. [Accept resignation of Bernard Zimmermann from the Landmarks Commission](#)
2. Mayor's appointment to the Landmarks Commission
 - a. [Peg Docter, 349 Cleveland St., for the term of November 21, 2011 – March 1, 2012](#)
3. Mayor's appointment to the Redevelopment Authority
 - a. [Gail Popp, 862 Eden Ct., for the term of November 21, 2011 – August 31, 2016](#)

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURN

MEETING NOTICE

Monday, December 5, 2011 – Regular Common Council Meeting – Council Chambers
Common Council – 6:00 p.m.
Administration Committee – 6:30 p.m.
Board of Public Works – 7:00 p.m.

SUMMARY OF ALL GOVERNMENTAL AND PROPRIETARY FUNDS

	<u>GENERAL</u>	<u>DEBT SERVICE</u>	<u>RECYCLING</u>	<u>ENTERPRISE</u>
Estimated Fund Balance, January 1	\$2,236,177	\$1,477,042	(\$237,652)	\$15,355,545
Tax Levy	7,441,152	1,898,674	265,187	-
Other Revenues	<u>8,532,350</u>	<u>5,104,817</u>	<u>95,800</u>	<u>55,805,629</u>
Total Revenue	15,973,502	7,003,491	360,987	55,805,629
Expenditures	<u>(16,098,502)</u>	<u>(7,503,491)</u>	<u>(360,987)</u>	<u>(54,818,366)</u>
Revenue over/(under) Expenditures	(125,000)	(500,000)	-	987,263
Fund Balance, December 31	\$2,111,177	\$977,042	(\$237,652)	\$16,342,808

	<u>INTERNAL SERVICE</u>	<u>ALL OTHER GOV FUNDS</u>	<u>SUMMARY ALL FUNDS</u>
Estimated Fund Balance, January 1	\$4,799,650	\$815,478	\$24,446,240
Tax Levy	-	-	9,605,013
TIF Tax Levy	-	1,713,578	1,713,578
Other Revenues	<u>1,806,925</u>	<u>1,440,920</u>	<u>72,786,441</u>
Total Revenue	1,806,925	3,154,498	84,105,032
Expenditures	<u>(1,649,891)</u>	<u>(5,145,502)</u>	<u>(85,576,739)</u>
Revenue over/(under) Expenditures	157,034	(1,991,004)	(1,471,707)
Fund Balance, December 31	\$4,956,684	(\$1,175,526)	\$22,974,533

There are no significant proposed increases or decreases to the current year budget due to new or discontinued activities or functions pursuant to 65.90(3)(bm), Wisconsin Statutes.

OUTSTANDING GENERAL OBLIGATION DEBT

<u>12/31/2009</u>	<u>12/31/2010</u>	<u>12/31/2011</u>
\$41,925,000	\$43,402,453	\$43,810,413

Dated at Menasha, Wisconsin
this 31st day of October, 2011

Thomas Stoffel
City Comptroller/Treasurer

PUBLISH: Friday, November 4th, 2011

CLASS 1 NOTICE

NOTICE OF PUBLIC HEARING - 2012 BUDGET
MENASHA CITY HALL, 140 MAIN STREET

NOTICE IS HEREBY GIVEN, in accordance with Section 65.90(3) Wisconsin Statutes, that a Public Hearing will be held on Monday, November 21, 2011 at 6:00 P.M. on the proposed City of Menasha Budget for the year 2012. Any resident or taxpayer shall have the opportunity to be heard thereon. A summary of the proposed Budget is published herewith and a copy of the complete proposed Budget is available for public inspection at the Menasha City Hall and the Menasha Public Library during normal business hours.

2012 BUDGET SUMMARY

*****GENERAL FUND*****	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ESTIMATED</u>	2012 <u>PROPOSED</u>	%
					<u>CHANGE</u>
FUND BALANCE, JANUARY 1	\$2,763,034	\$2,004,338	\$2,004,338	\$2,236,177	
EXPENDITURES					
General Government	\$1,627,101	\$1,368,861	\$1,277,118	\$1,331,836	-2.70%
Public Safety	7,186,184	7,580,002	7,498,271	7,846,907	3.52%
Health & Human Services	888,737	815,464	869,963	797,112	-2.25%
Public Works	2,794,583	3,346,853	3,200,105	2,979,676	-10.97%
Culture, Recreation & Educ.	2,971,094	3,013,526	2,878,225	2,833,412	-5.98%
Conservation & Development	293,697	307,903	280,463	274,149	-10.96%
Transfers Out	1,202,909	215,000	285,000	35,410	-83.53%
TOTAL EXPENDITURES	\$16,964,305	\$16,647,609	\$16,289,145	\$16,098,502	-3.30%
REVENUES					
Taxes (other than property)	\$197,463	\$197,500	\$230,001	\$204,500	3.54%
Intergovernmental Revenue	5,198,051	5,106,690	5,120,417	4,741,097	-7.16%
Licenses & Permits	397,476	415,302	398,935	447,835	7.83%
Fines, Forfeits & Penalty	147,911	165,000	141,328	152,000	-7.88%
Public Charges for Services	379,276	452,922	471,340	437,625	-3.38%
Intergovernmental Charges	1,278,116	1,313,995	1,329,088	1,376,389	4.75%
Miscellaneous Revenues	118,866	111,000	87,801	72,500	-34.68%
Other Financing Sources	1,340,434	1,740,300	1,706,910	1,100,404	-36.77%
TOTAL REVENUES	\$9,057,593	\$9,502,709	\$9,485,820	\$8,532,350	-10.21%
AMOUNT TO BE RAISED BY PROPERTY TAX	\$7,148,016	\$7,044,900	\$7,035,164	\$7,441,152	5.62%
FUND BALANCE, DECEMBER 31	\$2,004,338	\$1,904,338	\$2,236,177	\$2,111,177	
	=====	=====	=====	=====	

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
November 7, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner, Klein, Taylor

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. Administration Committee, 10/17/11

Moved by Ald. Krueger, seconded by Ald. Taylor to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Appeal of Denial of Operator's License – Tina Liotta

Ms. Liotta explained her reasons for resubmitting her application for an Operator's License after the first application of June 23, 2011 was denied and her appeal was denied.

CA/HRD Captain explained other reasons the first and current applications were denied based on the guidelines followed by the Police Department.

General discussion ensued on the guidelines and reasons for denial.

Moved by Ald. Krueger, seconded by Ald. Taylor to approve Operator's License for Tina Liotta.

Further discussion ensued on the inconsistencies of the guidelines.

Motion carried on roll call 8-0.

2. Acquisition of 221 Washington Street, Menasha (held 10/17/11)

CDD Keil explained the owner is proposing selling the property to the City for approximately \$13,438.78 which includes delinquent taxes. The sale price is substantially below the assessed value. The property owner lives out of state and wants to eliminate his property maintenance and management responsibilities. The property will require some clean up do to petroleum related groundwater contamination. Funds for the cleanup are available through a petroleum cleanup fund. Staff is recommending purchasing the property and having it cleaned up for future development.

General discussion and concerns on where funds to purchase property would come from; property's location is an entrance way to City; County involvement due to delinquent taxes; use of PECFA funds.

Moved by Ald. Zelinski, seconded by Ald. Krueger to deny.

General discussion ensued; work with County to obtain property; wait until after budget is passed before moving forward on purchasing property; what are plans with property if acquired by City.

Motion carried on roll call 5-3.

Ald. Klein, Taylor, Langdon, Krueger, Zelinski – yes

Ald. Sevenich, Englebert, Benner – no

E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Langdon to adjourn at 8:45 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

CITY OF MENASHA
BOARD OF PUBLIC WORKS
Third Floor Council Chambers
140 Main Street, Menasha
November 7, 2011
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner, Klein, Taylor
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke,
CDD Keil, C/T Stoffel, Clerk Galeazzi

C. MINUTES TO APPROVE

1. October 17, 2011

Moved by Ald. Krueger, seconded by Ald. Langdon to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Change Order – Sam Sommers Concrete; Contract Unit No. 2011-02; New Street Construction-Concrete Curb and Gutter/Concrete Walk; Change Order No. 2;
DEDUCT: \$8,656.40

DPW Radtke explained this change order represents the performance bond cost adjustment for a decrease in the contract amount for the new street construction in Ribblesdale Subdivision and part of Woodland Hills Subdivision. This is a final change order and will close out this contract.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council.

Motion carried on roll call 8-0.

2. Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements Phase 4 Project; Sanitary Sewer Replacement; Contract E145-11-01B; Van Straten Construction Co., Inc.; Request a 90-day Time Extension to Construct a Manhole on Cleveland Street and Provide Project Close-Out Documentation; Change Order No. 2

DPW Radtke explained this contract is for sanitary sewer replacement in Phase 4 area of the City. This request is for a 90-day extension to complete additional close-out documentation for the Clean Water Fund.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council.

Motion carried on roll call 8-0.

3. Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements Phase 4 Project; Sanitary Sewer Replacement; Contract E145-11-01B; Van Straten Construction Co., Inc.; Change Order No. 3; DEDUCT: \$5,799.55

DPW Radtke explained the change order represents additional costs for rock excavation and remobilization for the sanitary sewer replacement project.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council.

Motion carried on roll call 8-0.

4. Payment – Sam Sommers Concrete; Contract Unit No. 2011-02; New Street Construction – Concrete Curb and Gutter/Concrete Walk; \$7,793.19 (Payment No. 3 and Final)

DPW Radtke explained this is the final payment for the new street construction in Ribblesdale Subdivision and part of Woodland Hills Subdivision.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council.
Motion carried on roll call 8-0.

5. Payment – Van Straten Construction Co., Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Sewer Replacement; Contract E145-11-0B; \$7,832.70 (Payment No. 4 and Final)

DPW Radtke explained this is the final payment for the sanitary sewer replacement Phase 4 project. There are no outstanding issues on this project.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council.
Motion carried on roll call 8-0.

6. Payment – Infrastructure Technologies, Inc.; City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Manhole Lining; Contract E145-11-01C; \$12,543.56 (Payment No. 1)

DPW Radtke explained this is for the replacement of the lining of the sanitary manholes.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council.
Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 8:56 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
October 25, 2011

Call to order at 4:07p.m. by President Enos

Present: Crawmer, Eisen, Enos, Murray, Nichols, Wichowski, Wisneski

Excused: Kobylski

Also Present: Director Lenz, Department Head of Adult Services Bongers (left @ 4:45pm)

Public Comment/Communications

New Board Member Becky Nichols was introduced.

President Enos formed an ad hoc committee to recommend a plan for relocating an art work in the library consisting of trustee Wichowski, possibly former library director Jack Fry, and children's library assistant Liz Tubman. Trustee Wisneski offered to be an alternate.

The art wall in the fireside lounge will be repaired at a cost of about \$450 with the labor being done free by the previous installer and possibly city public works employees.

Election of Officer/President's Appointment

Eisen nominated Patrick Murray for the vacant Vice-President position. Upon close of nominations Murray was elected unanimously.

President Enos appointed Kobylski to the Finance Committee and Nichols to the Policies & Personnel Committee.

Authorization of Bills

Incomplete due to illness of Office Manager Seefeldt.

Consent Business

The following Consent Business Items were presented for the Board's consideration

Approve Library Board meeting minutes September 15, 2011

Accept Investments Committee minutes September 22, 2011

Accept Policies & Personnel Committee minutes October 12, 2011

Accept Finance Committee minutes October 13, 2011

Motion: President Enos asked for Unanimous Consent to approve and accept the minutes as presented above. Hearing no objections the motion carried.

Director's Report/Information Items

Current Budget Status Report. The status of the 2011 budget as of September 30 was reviewed. Director Lenz reported that 72% of the budget has been spent to date.

Lending statistics were down 3.9% overall from September 2010. Adult Department saw a -0.4 % decrease; Children's Department was down 7.8%. Eisen noted the cyclical nature of lending statistics.

Director Lenz distributed sample Appleton & Neenah statistic tallies for the Board to examine and comment on for a possible alternative to the established format. On the Statistical Summary distributed at the meeting both the September 2011 and 2010 numbers were formatted.

Discussion/Action Items

After a brief review and discussion of the September 2011 Investment Committee Recommendations, all recommendations were approved. Motion to approve was made by Wisneski, seconded by Nichols, and carried unanimously. (copy of the Recommendations is attached)

Personnel & Policies Committee recommendation on Organizational Structure Policy was reviewed and modified with wording on A. Governance 3. changed to read : 3. The Library board governs itself and the library through policies which it adopts. The Library board may temporarily or, in particular circumstances, vote by a two-thirds (2/3) majority of its members to approve an exception to its policies. Changes in policies must be presented at one meeting for adoption at a subsequent meeting. Policy B. Board of Trustees 1. Functions b. changed to read : b. Serve as liaison between the library and municipal government. Motion to approve with above changes by Eisen, seconded by Wisneski, passed unanimously.

Personnel & Policies Committee recommendation on Volunteer Policy returned to Committee for additional research.

Personnel & Policies Committee recommendation on Services & Facilities approved by Unanimous Consent for its first reading.

Personnel & Policies Committee recommendation on Code of Conduct approved by Unanimous Consent for its first reading.

Review of the 2012 Budget process included a brief overview of the options recommended by the Finance Committee. Although it appears that savings occurring during this fiscal year may cover the Mayor's request for budget reductions in 2012, Director Lenz has been directed to cost out numerous options including a pay freeze, materials budget freeze, withholding funds requested by Winnefox for eBooks, and a variety of reduction of hours of service to the public. Director Lenz will appear before the Common Council on November 14th at 5:00 pm when the Council will consider the Library Budget. Trustees are encouraged to attend & support the Library.

Announcements

Workshop on policies. Director Lenz encouraged Board Members to attend a workshop on policies at the Ripon Public Library Tuesday November 15th at 9:30am

Board Expansion. Mayor Merkes is considering expanding the Library Board with one or two additional trustees. The sense of the Board was that one additional is sufficient. Director Lenz to advise the Mayor. An additional appointee by the County Executive is permitted by statute. Trustee Eisen to advise the County Executive.

Friends Bake Sales are scheduled for December. More details to come.

Adjournment

Motion to adjourn the meeting at 5:47 by Wisneski seconded by Wicihowski, and carried unanimously.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
November 8, 2011
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:35 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank and Ald. Benner

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan and Jody Harkness

C. MINUTES TO APPROVE

1. **Minutes of the October 18, 2011 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by Comm. Sturm to approve the October 18, 2011 Plan Commission meeting minutes.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

E. DISCUSSION

1. **Comprehensive Plan Annual Review**

CDD Keil stated that the annual review of the comprehensive plan has been initiated. Notice has been placed in the newspaper, and will be posted on the city's website.

Commissioners discussed:

- Complete Streets Policies.
- Property maintenance.
- Creating a positive image for the community.
- Housing opportunities for all income ranges – not just focus on low/moderate income.
- Neighborhoods having different needs and opportunities.
- Modifying zoning to allow sale of duplex units on individual lots/zero lot line zoning.

Staff requested that commissioner's review the comprehensive plan goals and comment on them at the next meeting.

F. ACTION ITEMS

1. **Certified Survey Map – Tayco Street**

CDD Keil reported that the multi family dwelling unit that formerly occupied the lot has been razed. The lot is large enough to be split into two lots that conform with the lot area and width requirements of the R-1 single family zoning district.

Commissioners discussed:

- Orientation of the dwelling units.
- Location of a future garage/storage building.

- Addressing.
- The style of home to be built as related to the rest of the neighborhood.
- Future driveway locations.

Motion by Comm. Sturm, seconded DPW Radtke to recommend approval of the Tayco Street CSM.

The motion carried

2. **Gas Main Easement – Out Lot 3 – Re-Plat Lake Park Villas**
This item was withdrawn.

G. ADJOURNMENT

Motion by DPW Radtke, seconded by Ald. Zelinski to adjourn at 4:17 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.

CITY OF MENASHA
SPECIAL PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
November 14, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:01 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Krueger, Englebert, Benner, Mayor Merkes

EXCUSED: Aldermen Taylor, Klein, Zelinski

ALSO PRESENT: CA/HRD Captain, C/T Stoffel, LD Lenz, Deputy Clerk Sewall

C. ACTION ITEMS

1. Health Insurance Policy and/or Renewal.

Discussion regarding financial possibility of keeping insurance the way it currently is.

Moved by Mayor Merkes, seconded by Ald. Langdon to recommend offering the WRS contributing employees the Network Health Consumer Driven HMO plan with a deductible of \$1500 individual/\$3000 family for 2012 with the city paying 100% of the premium contribution with the employee paying the deductible and the city implementing a wellness program.

Motion carried on roll call 6-0.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend offering the non-WRS contributing employees the Network Health Consumer Driven HMO plan with a deductible of \$2000 individual/\$4000 family for 2012 with the employee paying either the negotiated premium or 6% if the employee is non-represented and the employee paying the deductible.

Motion carried on roll call 5-1 (Mayor Merkes-no).

Moved by Ald. Sevenich, seconded by Mayor Merkes to recommend grandfathering the Point of Service participants to maintain the POS 2 plan as long as they pay the annual premium contribution difference to the policy. If less than 3 employees participate this option will not be available and they will have to go under the proposed high deductible plan.

Motion carried on roll call 6-0.

D. ADJOURNMENT

Moved by Ald. Krueger seconded by Ald. Sevenich to adjourn at 7:40 p.m.

Motion carried on voice vote.

Respectfully submitted by

Deputy Clerk Kristin Sewall



MEMORANDUM

TO: Common Council

FROM: Pamela A. Captain
PAC

SUBJECT: The LaFayette Life Insurance Co. et al. vs. City of Menasha et al.
Case No. 4:09CV0064 Northern District of Indiana

DATE: November 11, 2011

On November 10, 2011, lead counsel for Plaintiffs filed a Notice of Settlement Class Exclusions with the district court indicating that they have received no exclusion requests. The exclusion deadline or the last day to “opt out” of the class action settlement was October 31, 2011.

As a reminder, the hearing date for final approval of the class action settlement agreement by the federal district court is set for December 1. On that date, the district court will review and consider whether to approve the settlement agreement and issue a final order. The order will become a final non-appealable order 30 days after the order is entered by the court assuming that there are no challenges. The case could be final by the end of this year or early January 2012. At that time, the settlement funds held in the escrow account will be transferred to the settlement escrow to be dispersed in accordance with the terms of the agreement.



MEMORANDUM

To: Mayor Merkes and Common Council

From: PRD Tungate

Date: November 10, 2011

RE: Pool Information and Request to Reinstate 2012 Budget Funds into Tools & Equipment Accounts

Financial Analysis of Closing the Pool for a Day

<u>*Expense Savings</u>		<u>Potential Decreased Revenues</u>	
		(daily averages for a 75 day season)	
Seasonal Staff Wages	\$ 725.00	Concessions	\$ 225.00
*most utility and chemical costs remain constant whether the pool is open or not		Daily Admissions	\$ 560.00
		Total:	\$ 785.00

Hypothetical additional staff wages allocated to the 2012 Swimming Pool budget. Figures included benefit estimates.

Director of Parks and Recreation (23%)	\$ 24,938.00
Superintendent of Parks, Forestry and Cemeteries (7.2%)	6,815.00
Clerk Steno II, Parks and Recreation (3.8%)	2,448.00
Finance Clerk (1.3%)	899.00
Human Resources Administrative Clerk (0.4%)	275.00

Revised Pool Cost Per Capita using \$66,055 (previously used difference between expenses and revenues) + new wage figures) \$ 5.85

Revised Cost of Pool as Portion of Tax Bill (\$118,300 aver. home) \$ 12.73

Requests to Reinstate Funds to 2012 Budget

1. Page 44, Account #100-553-30-15 (Parks – Tools & Equipment)
Action Needed: Add \$2,870 into this sub-account
2. Page 48, Account #100-552-10-01 (Pool – Wages)
\$5,000 was inadvertently removed from the Pool budget. The Pool budget workbook figure of \$196,555 was not used to calculate the tax levy increase.
Action Needed: Add \$5,000 into this sub-account. If this is not done, further pool service cuts will be required.
3. Page 49, Account #100-552-30-15 (Pool – Tools & Equipment)
Action Needed: Add \$1,460 into this sub-account.



MEMORANDUM

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

FROM: City Comptroller/Treasurer Stoffel *TS*

DATE: 11/17/2011

SUBJECT: Suggested adjustments to 2012 Operations Budget requests

A final review of the 2012 Operations Budget presented to the Common Council revealed some areas where the requested appropriations were less than or not included at all in the budget requests presented. You have already been advised of the changes requested in the Parks and Swimming Pool budgets by Director Tungate. The following are additional increases which Department Heads would offer for the Council's consideration:

Motion to increase Police Department accounts:

100-0801-521-1504-Retirement by	\$30,326
100-0801-521-1903-Clothing Allowance by	\$ 2,815

Motion to increase Senior Center Account:

100-0920-531-8201-Capital Projects-Buildings by	\$15,000
---	----------

for roof repairs/replacement

These requested adjustments would increase the property tax levy by \$48,141, moving the total property tax levy to \$9,653,346 or 4.00% over last year's levy of \$9,282,238.



November 17, 2011

Mr. Stanley Sevenich
Council President
City of Menasha
140 Main Street
Menasha, WI 54952

Dear Council President Sevenich,

Enclosed you will find a copy of the City of Menasha audit for the closeout of TIF District # 2. Also enclosed are copies of City of Menasha checks in the amounts of \$46,282, \$27,621 and \$8,632 which represent Menasha Joint School District's, Winnebago County's and Fox Valley Technical College's share respectively of the property tax increments remaining in TIF District # 2 at closeout.

TIF District # 2 was created in 1987 with a required expiration date of 12/31/2013. However, due to the successful implementation of the TIF District plan, the District has been closed in 2011, two years earlier than required and adding the TIF property value increment to the property tax base of all taxing entities. I am sure that you share in the pride the City of Menasha has in this accomplishment.

If you have any questions concerning the audit or the dollar amount of the check, please contact our City Comptroller/Treasurer at (920) 967-3630.

Sincerely,

Donald Merkes
Mayor, City of Menasha

Enc.

**CITY OF MENASHA
TAX INCREMENTAL DISTRICT NUMBER TWO
MENASHA, WISCONSIN**

AUDIT REPORT

**FROM DATE OF CREATION
THROUGH MAY 2, 2011**

CITY OF MENASHA
TAX INCREMENTAL DISTRICT NUMBER TWO
MENASHA, WISCONSIN
From Date of Creation Through May 2, 2011

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INDEPENDENT AUDITORS' REPORT

To the City Council
City of Menasha, Wisconsin

We have audited the accompanying financial schedules as listed in the accompanying table of contents of the City of Menasha Tax Incremental District Number Two (the "District"), Menasha, Wisconsin, as of May 2, 2011 and from the date the District was created through May 2, 2011. These financial schedules are the responsibility of the City's management. Our responsibility is to express an opinion on the financial schedules based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial schedules are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial schedules. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall schedule presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note A, the financial schedules present only the transactions of the District and are not intended to present fairly the financial position of the City of Menasha, Wisconsin, and the results of its operations and cash flows of its proprietary funds in accordance with accounting principles generally accepted in the United States of America.

In our opinion, the financial schedules referred to above present fairly, in all material respects, the financial position and results of operations of the District as of May 2, 2011 and from the creation date of the District through May 2, 2011, in conformity with the basis of accounting described in Note A.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Certified Public Accountants
Green Bay, Wisconsin
October 26, 2011

FINANCIAL SCHEDULES

CITY OF MENASHA
TAX INCREMENTAL DISTRICT NUMBER TWO
MENASHA WISCONSIN
Balance Sheet
May 2, 2011

	TID No.2 Fund
ASSETS	
Cash and investments	\$ 140,015
TOTAL ASSETS	<u>\$ 140,015</u>
LIABILITIES AND FUND BALANCE	
LIABILITIES	
Accounts payable	\$ 3,000
Refund to overlying districts	137,011
Due to other finds	4
Total Liabilities	<u>140,015</u>
FUND BALANCE	
Undesignated	<u>-</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 140,015</u>

The notes to financial schedules are an integral part of this schedule.

**CITY OF MENASHA
TAX INCREMENTAL DISTRICT NUMBER TWO
MENASHA WISCONSIN**

Historical Summary of Project Costs, Project Revenues and
Excess Project Revenues over Project Expenditures
From Date of Creation Through May 2, 2011

PROJECT COSTS	
Capital expenditures	\$ 25,237
Planning and administrative	424,863
Interest and fiscal charges	452,380
TOTAL PROJECT COSTS	<u>902,480</u>
PROJECT REVENUES	
Tax increments	1,017,227
Intergovernmental	6,027
Interest	16,237
TOTAL PROJECT REVENUES	<u>1,039,491</u>
EXCESS PROJECT REVENUES OVER PROJECT EXPENDITURES	<u>\$ (137,011)</u>

The notes to financial schedules are an integral part of this schedule.

CITY OF MENASHA
TAX INCREMENTAL DISTRICT NUMBER TWO
MENASHA WISCONSIN
 Historical Summary of Sources, Uses and Status of Funds
 From Date of Creation Through May 2, 2011

SOURCES OF FUNDS

Tax increments	\$ 1,017,227
Intergovernmental	6,027
Interest	16,237
Proceeds from long-term debt	1,693,000
Total Sources	2,732,491

USE OF FUNDS

Capital expenditures	25,237
Planning and administrative	424,863
Principal on long-term debt	1,693,000
Interest and fiscal charges	452,380
Refund to overlying districts	137,011
Total Uses	2,732,491

FUND BALANCE - MAY 2, 2011

\$ -

The notes to financial schedules are an integral part of this schedule.

CITY OF MENASHA
TAX INCREMENTAL DISTRICT NUMBER TWO
MENASHA, WISCONSIN

Schedule of Revenues, Expenditures and Changes in Fund Balance
From Date of Creation Through May 2, 2011

Creation - 12/31/99	2000	2001	2002	2003	2004	2005	2006
Revenues							
Tax increments	\$ 324,524	\$ 45,816	\$ 49,276	\$ 53,926	\$ 56,481	\$ 59,924	\$ 59,814
Intergovernmental	-	945	604	719	645	461	384
Other	16,237	-	-	-	-	-	-
Total Revenues	340,761	46,761	49,880	53,584	57,126	60,385	60,198
Expenditures							
Capital outlay	414,027	-	-	-	-	-	-
Other	566	1,260	-	-	-	-	-
Debt service	-	-	-	-	-	-	-
Principal retirement	261,000	51,000	53,250	57,750	60,000	56,250	-
Interest and fiscal charges	368,204	13,975	11,999	7,566	5,111	2,531	-
Debt issuance and agency fees	64,222	-	-	-	-	-	-
Total Expenditures	1,108,019	66,235	65,249	65,316	65,111	58,781	-
Excess of Revenues Over (Under) Expenditures	(767,258)	(19,474)	(15,369)	(11,732)	(7,985)	1,604	60,198
Other Financing Sources (Uses)							
Debt issued	1,692,750	-	-	-	-	-	-
Principal of refinanced bonds	(1,098,000)	-	-	-	-	-	-
Advance from other funds	172,520	19,465	15,369	11,732	7,985	-	-
Repayment of advance from other funds	-	-	-	-	-	(1,604)	(60,200)
Refund to overlying districts	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	767,270	19,465	15,369	11,732	7,985	(1,604)	(60,200)
Net Change in Fund Balance	12	(9)	-	-	-	-	(2)
Fund Balance - Beginning	-	12	3	3	3	3	3
Fund Balance - Ending	\$ 12	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 1

(Continued)

CITY OF MENASHA
TAX INCREMENTAL DISTRICT NUMBER TWO
MENASHA, WISCONSIN

Schedule of Revenues, Expenditures and Changes in Fund Balance (Continued)
From Date of Creation Through May 2, 2011

	2007	2008	2009	2010	2011	Total	Project Plan
Revenues							
Tax increments	\$ 61,298	\$ 63,072	\$ 63,736	\$ 66,597	\$ 59,358	\$ 1,017,227	
Intergovernmental	203	590	485	425	387	6,027	
Other	-	-	-	-	-	16,237	
Total Revenues	61,501	63,662	64,221	67,022	59,745	1,039,491	
Expenditures							
Capital outlay	-	-	-	-	-	414,027	530,000
Other	-	-	-	150	3,000	4,976	-
Debt service	-	-	-	-	-	-	-
Principal retirement	-	-	-	-	-	594,750	-
Interest and fiscal charges	-	-	-	-	-	419,255	100,000
Debt issuance and agency fees	-	-	-	-	-	64,222	-
Total Expenditures	-	-	-	150	3,000	1,497,230	630,000
Excess of Revenues Over (Under) Expenditures	61,501	63,662	64,221	66,872	56,745	(457,739)	
Other Financing Sources (Uses)							
Debt issued	-	-	-	-	-	1,692,750	
Principal of refinanced bonds	-	-	-	-	-	(1,098,000)	
Advance from other funds	-	-	-	-	-	237,795	
Repayment of advance from other funds	(61,500)	(63,660)	(50,827)	-	(4)	(237,795)	
Refund to overlying districts	-	-	-	-	(137,011)	(137,011)	
Total Other Financing Sources (Uses)	(61,500)	(63,660)	(50,827)	-	(137,015)	457,739	
Net Change in Fund Balance	1	2	13,394	66,872	(80,270)	-	
Fund Balance - Beginning	1	2	4	13,398	80,270	-	
Fund Balance - Ending	\$ 2	\$ 4	\$ 13,398	\$ 80,270	\$ -	\$ -	

The notes to financial schedules are an integral part of this schedule.

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CITY OF MENASHA
TAX INCREMENTAL DISTRICT NUMBER TWO
MENASHA, WISCONSIN
Notes to Financial Schedules
May 2, 2011

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial schedules of the City of Menasha ("the City") Tax Incremental District Number Two ("District"), Menasha, Wisconsin, have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units and the requirements of Wisconsin Statutes Section 66.1105. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the District are described below:

1. Reporting Entity

Tax Incremental District Number Two (District) was created by a City Council resolution with a creation date of December 19, 1986 in accordance with Section 66.1105 of the Wisconsin Statutes. The statutory purpose of a tax incremental district is to allow a municipality to recover development and improvement costs in a designated area from the property taxes generated on the increased value of the property after the creation date of the District. The tax on the increased value is called a tax increment. The statutes allow the City to collect the increments until the net project costs have been fully recovered, or until 27 years after the creation of the District, whichever occurs first. Costs unrecovered at District termination are the responsibility of the City.

2. Purpose of Audit Report

Wisconsin Statutes require detail audits of tax incremental districts when a district is terminated. The City terminated the District on May 2, 2011. The scope of this audit extends beyond the scope of an audit performed in accordance with auditing standards generally accepted in the United States of America. Because the City's annual audits for its financial statements have not included the statutory audits for Tax Incremental District Number Two, the City has authorized a separate statutory audit of the District for all transactions from the date of creation through May 2, 2011.

3. Measurement Focus and Basis of Accounting

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Project costs, other than interest on long-term debt, are recorded when the related fund liability is incurred.

District increments are recorded as revenues in the year due. Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable, or when the City is entitled to the aids. Other revenues are recognized when received in cash or when measurable and available under the criteria described above.

Financial transactions for the District were reported special revenue and capital projects funds during the life of the District and the financial transactions were consolidated for purposes of this report; therefore, amounts shown in the accompanying financial schedules will not directly correlate with amounts shown in the City's basic financial statements during this period. Detail descriptions of the purpose of these funds can be found in the City's basic financial statements.

4. Use of Estimates

The preparation of financial schedules in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial schedules and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

CITY OF MENASHA
TAX INCREMENTAL DISTRICT NUMBER TWO
MENASHA, WISCONSIN
Notes to Financial Schedules
May 2, 2011

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

5. Project Plan Budget

The project plan budget included in the financial schedules was taken from the District's original project plan as follows:

	Creation/ Adoption Date	Approved Project Costs
Original Project Plan	12/19/1986	\$ 630,000
There were no amendments to the project plan		

6. Assets, Liabilities and Net Assets or Equity

a. Cash and Investments

Cash of the District consist of demand and time deposits with financial institutions held by the City and are carried at cost.

b. Interfund Receivables and Payables

The District's project plan expenditures were financed by interfund advances from other City funds and represented a payable of the District. As of the November 2, 2010, all interfund advances were retired by the District.

c. Property Taxes

Property taxes are levied by the City during December and become an enforceable lien on property the following January 1. Property taxes generated within District boundaries that exceed property taxes generated on the tax incremental base of the District, which was established by the State of Wisconsin upon creation, are retained by the District and reported as tax increments in the financial schedules.

7. Long-term Debt

The District has retired all long-term liabilities for the 1986, 1989 and 1994 debt issues of the district.

Proceeds of long-term debt issues not recorded as fund liabilities are reflected as "Sources of Funds" in the operating settlement of the recipient fund. Retirement of these issues is reported as an expenditure in the year in which the debt matures or is repaid, whichever is earlier.

8. Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. If they are not liquidated with expendable available financial resources, a liability is shown in the long-term debt footnote disclosure. The related expenditure is recognized when the liability is liquidated.

CITY OF MENASHA
TAX INCREMENTAL DISTRICT NUMBER TWO
MENASHA, WISCONSIN
Notes to Financial Schedules
May 2, 2011

NOTE B - CASH AND TEMPORARY INVESTMENTS

The District invests its funds in accordance with the provisions of the Wisconsin Statutes 66.0603(lm) and 67.11(2).

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The District, as a fund of the City, maintains separate and common cash and investment accounts at the same financial institutions utilized by the City. Federal depository insurance and the State of Wisconsin Guarantee fund insurance apply to the City of Menasha, Wisconsin as an individual municipality and, accordingly, the amount of insured funds is not determinable for the District.

NOTE C - ACTIVITY SUBSEQUENT TO THE CLOSE OF THE DISTRICT

The District was officially closed by City Council resolution on May 2, 2011 and notice filed with the State of Wisconsin. No tax increment along with the related tax-exempt computer aid payment received from the State of Wisconsin was certified prior to the date of close of the District; therefore, the 2010 tax increment and exempt computer aid payment received in 2011 were the last payments for the district. No other payments will be received by the district.

NOTE D - REFUND TO OVERLYING DISTRICTS

The refund to overlying districts of \$137,011 is calculated based on increments collected in excess of project costs using the ratio of tax levies in the 2010 tax roll.

A summary of the total due, along with each overlying district's portion of the payment, are as follows:

	2010 Levy	Portion of Levy	Balance Due
City of Menasha	\$ 8,937,499	39.76%	\$ 54,476
Menasha School District	7,594,323	33.78%	46,282
Fox Valley Technical College	1,416,223	6.30%	8,632
Winnebago County	4,532,234	20.16%	27,621
	<u>\$ 22,480,279</u>	100.00%	<u>\$ 137,011</u>

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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH TAX
INCREMENTAL DISTRICT LAWS, REGULATIONS AND PROJECT PLAN**

To the City Council
City of Menasha, Wisconsin

We have audited the accompanying financial schedules as listed in the accompanying table of contents of the City of Menasha Tax Incremental District Number Two (the "District"), Menasha, Wisconsin, as of May 2, 2011 and from the date the District was created through May 2, 2011 and have issued our report thereon dated October 26, 2011.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial schedule is free of material misstatement.

Compliance with tax incremental district laws, regulations and the project plan applicable to the District is the responsibility of the City of Menasha, Wisconsin's management. As part of obtaining reasonable assurance about whether the accompanying financial schedules are free of material misstatement, we performed tests of the City of Menasha, Wisconsin's compliance with Wisconsin State Statutes Section 66.1105 and the project plan. However, it should be noted that our objective was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests indicate that, with respect to the items tested, the City of Menasha, Wisconsin complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the City of Menasha, Wisconsin had not complied, in all material respects, with those provisions.

This report is intended for the information of management, the City Council and the overlapping taxing districts and is not intended to be, and should not be used by anyone other than these specified parties.

Certified Public Accountants
Green Bay, Wisconsin
October 26, 2011



Don Merkes

From: ofbreaker@aol.com
Sent: Monday, November 14, 2011 9:30 AM
To: Don Merkes
Cc: Brian Tungate
Subject: Reduced Pool Hours

Good Morning

I would ask that you reconsider the projected reduction in pool hours as part of your new budget. My concern is a possible loss of revenue as a result of such action. In today's economy families may have budgeted a fixed amount for family entertainment choices. As they review their options I'm thinking they will try to choose an option that has the 'best bang for their buck'..an option that has broad hours of use that fits in to their schedule. Your proposal to limit pool hours may actually reduce pool revenue as families opt not to use the facility, but instead find another recreational option that has more hours of operation. Budgeting at any level,wether its's a city or a family, is what it is....making choices. I would ask that you keep the pool hours of operation at the same level as in 2011 so the pool continues to be a choice destination for families.

Thanks for your continued support of our Menasha Grade School All-City Track And Field Wellness Day. The 2012 event is scheduled for Wednesday, May 16th, 2012(rain date is May 18th) starting @ 9AM at Calder Stadium..consider this an official invitation to attend and help us with event.

Don Merkes

From: bill_54952@yahoo.com
Sent: Sunday, November 13, 2011 1:31 PM
To: Don Merkes
Subject: Question, Comment, or Request from Website Visitor

Name: Bill and Julie Neubert

Company:

Phone:

EmailConfirm: bill_54952@yahoo.com

Method: Email

Comments: Hello Mayor Merkes, I am contacting you regarding the city pool. Please vote to keep the pool open and the hours the same. We built a house about 4 years ago in Menasha and love living here. Part of the reason we picked Menasha was the pool. We have a 6 and a 5 year old and they love going to the pool in the summer. I understand that the pool does not make money but something should be said for the quality of life that it helps produce in Menasha. Please vote to keep the pool open and the hours unchanged. Thank you Bill Neubert 1031 Brighton Dr.

Could you please forward this to all the Alderpersons, Thank You

Don Merkes

From: bbmoozer@aol.com
Sent: Saturday, November 12, 2011 8:10 AM
To: Don Merkes
Subject: Feedback from Web Site: Comment

Selected Subject: Comment

Name: SARAH PATERSON

Phone: 9207200465

Fax:

EmailConfirm: bbmoozer@aol.com

Contact Method: Email

Message: Hi Mr. Mayor-

Just want to voice my support of the Menasha City Pool as Dr. Michael Gitter suggested in his letter to the Post Crescent. Please keep the community involved and engaged in any discussions! We can NOT close it!!!! Just look at Oshkosh's new pool - it's a money making machine (or so it seems). I realize that it (Oshkosh's) is funded in part by private donations and perhaps Menasha's is too (but I don't know). In any event, I'd love to see our pool thrive and want to be a part of keeping it ALIVE for our community.

Sarah Paterson

204 Elm

Please add me to your personal mailing list: Yes

Don Merkes

From: Don Merkes
Sent: Saturday, November 12, 2011 9:39 PM
To: Jess Thiel
Cc: Kevin Benner
Subject: RE: Menasha Pool hours

Jessica,

I feel obligated to respond to Steve's doom and gloom message below. It is true that we are burdened by two very bad decisions made by our former mayor and aldermen; Lake Park Villas and the Steam Utility have left us in a place that all of would rather not be. Changes in state shared revenues, highway aids, and recycling grants haven't helped matters any further. However, we are here and we must move forward to make Menasha a good place to live. Contrary to Steve who hasn't proposed any solutions, I have worked with staff to create solutions and begin the recovery of our community.

Yes we did propose to reduce the hours at the pool in the evenings as the best solution to reduce costs in a time period that isn't heavily used. We did also look to duplicate our very successful partnership with the YMCA and Senior Center at the pool, however found out that we currently run the pool for less costs than the YMCA could. This is something that we want to continue to explore in the future. We did initiate a marketing partnership with the YMCA which allows YMCA members to receive resident rates on season passes in exchange for the YMCA marketing our pool to its members as an outdoor alternative for the summer months. We also initiated the friends of the pool group to look at the future of the pool both physically and financially.

We have entered into a development agreement with two builders to begin construction in the long dormant city owned Lake Park Villas area. Currently the city pays in excess of \$650,000 annually through our taxes to pay for debt incurred when the city developed the first phase of the residential area. The agreements entered into will enable 140 new homes to be built in the area over the next five years with investment for the roads and other infrastructure paid by the developer, and an incentive paid to the developer only if he lives up to his agreement. Steve continues to lay land minds in an attempt to squash one of the agreements and put us at risk of a lawsuit by the developer which could cost us millions as a city. These agreements will reduce the debt paid by the city taxpayer substantially each year and free that money up for other services and capital projects.

The article regarding snow removal in the paper wasn't as clear as it could have been. We have one retirement in the department of public works that will not be filled next year which will require us to prioritize. The priorities will remain roads, then sidewalks, then removal from terraces. There will be no changes in removal from the roads as that is a priority, where there may be changes is to snow removal on sidewalks at parks and city buildings, and removal of snow from terraces downtown and narrow streets. Last year's snow removal was effected mainly by the time that the snow fell. We had an unusual number of overnight & morning snowfalls which lead to us having to wait longer to start plowing operations. Normally we would start at midnight or as soon as the snow was substantially finished falling and be finished by the time people wake up or go to work, this year we had to start later overnight or sometimes as late as 7AM which lead to bad driving conditions, hopefully the snowfalls will return to a more normal time schedule this year. Another note of interest, our Public Works Team has worked with management to allow their hours to be shifted from the regular 7-3 to other hours during snow season to help control costs when the hours are shifted there is no overtime or call in time saving all of us significant money,

The majority of our debt is as a result of the Steam Utility, while we do have \$1.5million in annual payments for the foreseeable future it could have been much worse. Through an agreement with our wholesale electric power supplier we were able to execute a sale leaseback agreement which provided funds to settle a bondholder lawsuit and maintain our electric utility. Without this agreement that I was able help initiate we would have lost our electric utility which would have increased everyones electric bill on average of \$15 monthly and eliminated an over \$500,000 annual payment from the electric utility to the city which we are using to pay steam utility debt down. We should have final court approval of the settlement agreement by the end of this year.

Our staff has also worked tirelessly to secure grants to complete capitol projects, increase energy efficiency, and provide amenities. We have received millions in grants over the past four years which have fully funded a new fire station on Manitowoc Rd, rebuilt Manitowoc Road, rebuilt Tayco St, installed energy efficient streetlights on the island and downtown, provided for urban forestry emerald ash borer planning, installed lighting on the Friendship Trail behind the department of public works near Melissa St, replaced heating equipment at the police station, and rebuild the Brighton Drive bridge in the future. These grants have saved Menasha taxpayers tremendous costs and allowed us to complete important projects that otherwise wouldn't have been able to be accomplished.

We recently received another grant to complete a trail segment from Provence Terrace (near the new fire station) to the corner of Plank Road and Oneida St where the Friendship Trail ends. Steve and three other aldermen voted to reject the \$300,000 returning it to the state because it had a required 20% match from the city(to be mainly city staff time). Luckily the public spoke very loudly and clearly that this was not in the city's best interest and all four aldermen changed their vote and the grant was accepted unanimously two weeks later. This trail segment will finally allow safe access from the east side of the community to amenities like the pool and library.

Menasha's equalized value (property values) have actually increased in 2011, this was not the case for Neenah and most other cities in the area (although most towns increased substantially). Steve's doom and gloom is not warranted, and even if values go down that doesn't mean that your tax bill goes up, just the rate changes. Furthermore, we have been working tirelessly to bring new development to Menasha such as new senior housing with the Mission Village development and Dollar General store on Appleton Road. We are positioned to see new development on the former Gilbert Paper site next year as well if aldermen don't stop enhancement of the public waterfront which we are optimistic that will be largely funded through stewardship grants.

We are accomplishing great things even with all of the adversity that we have been faced with. Rolling up the carpet and calling it quits isn't the answer. We need to continue to be solution oriented, spend wisely with a vision for results, and become more efficient. We will recover, we're all in this together and we will all enjoy a bright future together.

Don

Donald Merkes
Mayor, City of Menasha
140 Main St
Menasha WI 54952
967-3600 office
727-9381 cell

-----Original Message-----
From: Steve Krueger

Sent: Sat 11/12/2011 7:42 PM

To: Jess Thiel

Cc: Daniel Zelinski; Jim Englebert; Stan Sevenich; Mark Langdon; Kevin Benner; Michael Taylor.; Chris Klein; Don Merkes; Debbie Galeazzi

Subject: RE: Menasha Pool hours

Hello Jessica,

I felt the need to respond to your Email in order to correct some misconceptions and hopefully provide a little more understanding as to what is taking place.

First of all, the Common Council has not yet proposed any cuts to hours for the library, hours for the pool or cuts to snow removal. These current cuts have been proposed by the Mayor and the respective Departments, not the Common Council.

Regarding the recent letter in the Post Crescent by Dr. Gitter, the statements incorporated into the text are also inaccurate and a bit presumptuous. The current proposed cut in operation hours came from the Department head and Mayor, not the Common Council. Dr. Gitter did emphasize the benefits a pool CAN have to an individual but does not explain why we have such a high obesity rate within the city despite the pool being open full hours since I was a kid. The obesity rate is not connected in any way to pool operation hours, the concern he should have is with the available items that contribute to the obesity problem being purchased at the concession stand. I have also been told by a vast number of parents and children that they avoid using the Menasha pool due to the element that hangs out there.

Your concerns involving snow removal are extremely valid, however, situations such as our pool running a deficit of over \$140,000 each and every year are contributors to the problem, and it will be worsening over the next couple of years because this budget seems to, in my opinion, be organized to get us through an election year and nothing more. We are not dealing with the known financial destruction that will happen in another year. Let me explain:

The budget our Mayor proposed is raising taxes and cutting services in order to break even for next year. Claiming that we have no more room to adjust department spending in order to give us a little cushion automatically means any and all debt payment increases that will happen must be taken care of through the tax levy. Our debt obligation will increase another \$164,675 in 2013 and another \$200,000 in 2014 meaning the tax payers WILL have to carry the burden of those increases if we are unable to get a grip on reality with this budget. Please keep in mind that our assessed values have not yet dropped, and according to all indications home and property assessed values will almost certainly have to be lowered which would result in an automatic tax increase to make up for the lost revenue. Our comptroller has given me his opinion that the only true method for Menasha to survive what lay ahead is to increase taxes by 8%-10%; the council is trying desperately to avoid that outcome, but if people insist that secondary departments and amenities cannot be adjusted or touched that scenario will have to become a reality.

Each year there are increases in wages along with benefits including health insurance that are forgotten about when considering our future. I will not rely on any possible east side development for the added revenue because there are no tangibles until structures are actually placed on the property, so we MUST deal with the current tangibles. making considerations for the "yet to develop" is exactly why Menasha is in this financial situation.

The Friends of the Menasha Pool have not come forth with any solid plans, which I am aware of, to substantially aid in the massive pool deficit. I had correspondences with one of the organizers one day before the scheduled Park and Recreation budget meeting where I asked if they have ever thought about developing some fundraisers to achieve their goal. That idea was not on their radar at that time; however, they mentioned fundraising the following day which was nice to hear them take my advice. putting a dent into a \$140,000 shortfall will be a monumental task. Equating shorter pool operation hours to a removal of children's social skills and physical fitness is, in my opinion, twisting the realities of the function of a city and the social abilities of children. Our youth do not fall into depravity the remaining 300 days of the year that our pool closed, just as moral and social abilities do not fall to the wayside for the 12 hours each day during the season the pool is taking a rest from the activity. If pool hours are slightly diminished during the season means the end to proper civility as some are making it out to be, we defiantly have a much larger issue on our hands to deal with.

If residents want their taxes to level out and imperative services to climb back to levels that they once were, we need to accustom ourselves to having the secondary amenities properly calibrated in order to meet that goal. There are deeper issues that will be rearing their ugly heads within the next two years and our city is totally ill-equipped to deal with them when they arrive. and they will arrive. I am grateful that concerned citizens have been voicing their opinions and the more information they receive may cast a more vivid light on the issues that every Alderman must consider when placing their stamp of approval upon anything that will ultimately cost Menasha's valued residents more money, especially without exhausting every cost saving measure that can be found.

Thank you for your time.

Ald. Steve Krueger
5th District Menasha
NMFR Finance & Personnel Committee
Vice-Chair Public Works
Vice-Chair Personnel

From: Jess Thiel [mailto:jathiel@sbcglobal.net]
Sent: Sat 11/12/2011 7:30 AM
To: Chris Klein; Stan Sevenich; Michael Taylor.; Kevin Benner; Mark Langdon; Steve Krueger; Daniel Zelinski; Jim Englebert
Subject: Menasha Pool hours

Dear Menasha Alderman,

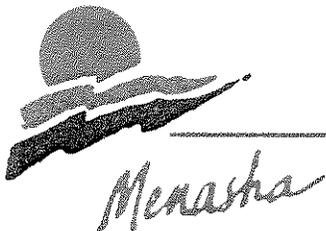
I'm writing to urge you to reconsider reducing the hours at Jefferson Pool. I hope you all will read the excellent letter by Dr. Michael Gitter in today's Post-Crescent. In Menasha, we have some kids who face challenges, economic and otherwise. For many, I believe that the pool is the one safe place they can go to have fun and get physical activity in the summertime. I hope you will take a serious look at the ideas the Friends of the Menasha Pool are putting forth.

As someone who loves the City of Menasha and takes a lot of pride in it, I have to say that these proposed reductions are hard to accept. We pay very high property taxes and yet: our recycling is picked up once a month vs. biweekly in surrounding communities. The council is proposing cutting hours at the library, another valuable resource for our kids and adults. Snow removal will be reduced when, in our neighborhood, for example, it was subpar last year already.

I hope you will consider what I've said, and I thank you for your time.

Jessica Thiel

1995 Dreamfield Lane



November 8, 2011

Menasha High School
Attn: Coach Korth
420 Seventh St.
Menasha, WI 54952

Dear Coach Korth,

Let me take this opportunity to congratulate you and the entire Menasha Varsity Football team on another impressive season. Under your leadership and with the dedication of our athletes, Menasha has developed an outstanding program on par with any in the conference. Seeing the BlueJays in the playoffs for the third straight year brings great pride to our community and school system.

Our team and student fans have promoted a positive image for our community acting as good ambassadors of Menasha. The Bluejays last minute hosting of the Neenah-Menasha game at Calder Stadium due to power outages at Rocket Stadium was a great showing of our altruism.

The team's game and spirit of the fans is clearly something to be proud of. The team's conference record of 5-4 in a new conference grouping shows that Menasha will remain a force to be reckoned with.

Congratulations are also in order for the 15 young men who received 2011 Valley Football Association Conference Player Awards; Caleb Belknap, Lucas Coopman, Jake Dementer, Zeek Hooyman, Oscar Juarez, Tyler Korth, Aaron O'Connell, Austin Peters, Lane Peterson, Jake Root, Patrick Schultz, Nate Schmidt, Lance Teal, Tyler Thompson, and defensive back of the year, Matt Gaffney.

Hats off to another great season! We're looking forward to many more. Go BlueJays!

Regards,

Donald Merkes
Mayor, City of Menasha



Neenah-Menasha Fire Rescue

Assistant Chief/Fire Marshal Vernon Green

WFIA Awards Committee,

I, Vernon Green NMFR Assistant Chief/Fire Marshal, would like to nominate Mike Flunker NMFR Shift Commander, as the WFIA Public Educator of the Year.

Mike Flunker was hired as a Firefighter for the Neenah Fire Department in 1981. During Fire Prevention Week in 1982, one of the Inspectors became ill and was not able to complete his public education assignment. Mike Flunker stepped up and filled in for the Inspector to complete the assigned task. This opportunity provided Mike the exposure that would catapult him into the Public Education arena in a big way.

From that point on, Mike remained involved with the Public Education staff. In 1990 Mike and two other Firefighters started the "Smoky and Sparky Fire Clown" program. This program focused on elementary aged children and was presented specifically during Fire Prevention Week. Mike performed many portions of the presentations himself. In 1992 the program added additional Firefighters and expanded to provide more programs to additional schools.

In 1996 Mike formed, and headed up, the official Neenah Fire Department Public Education Team. The focus of the team changed from providing Public Education programs during fire prevention week, to the development of multiple programs presented throughout the year. One of Mike's first self-designed programs was named, "Ten Mega Myths of Fire Safety". Mike presented this program at the annual WFIA conference to rave reviews.

In 1997 the Neenah Fire Prevention Program was recognized by the State of Wisconsin and the City of Neenah presented a "Proclamation" to the Public Education Team. The Public Education Team, under the direction and guidance of Mike Flunker, continued to grow and develop additional programs.

In 2003 the Neenah and Menasha Fire Departments consolidated forming Neenah-Menasha Fire Rescue. Mike continued to lead the now combined Fire Prevention Team made up of fifteen members. Two additional Fire Prevention week programs were added to provide programs that rotated on a three-year schedule in an effort to not have repeat programs from year to year to keep the children's interest while they are learning fire safety.

Under Mike's leadership the NMFR Public Education Team programs are currently presented annually during Fire Prevention week to roughly 2,500 children in 1st through 3rd grade at 19 elementary schools, both public and parochial, throughout the Neenah-Menasha school district.

A smoke detector "contract" is given out to each student. They take the contract home, perform an inspection of their home to make sure they have proper working smoke detectors and review other fire safety information with their parent/guardian. They then return the contract to their school for a chance to win the opportunity to be chosen to come to the firehouse for breakfast with the Firefighters and spend the morning learning "hands on" firefighting skills. Two children from each of the 19 schools are chosen to spend the morning with the firefighters. They also have the opportunity to be entered in a drawing to win a new bicycle donated by a local bike shop. In addition, the team conducts a calendar contest for 4th grade students at all 19 schools. The team has also developed several additional programs including, the Senior Citizen program, Senior High School program, Juvenile Fire Setters program and most recently, the Then and Now program.

To this day Mike continues to head the Public Education Program and is clearly the leader of this team. Mike does this while also very effectively serving as a Shift Commander for Neenah Menasha Fire Rescue. As Mike has been promoted through the years, he has continued to take on additional responsibilities. Mike has willingly chosen to not only remain a part of the Public Education Team, but has voluntarily maintained his role as the leader of the Team.

Mike also serves as the departments lead Fire Investigator and clearly has developed a knack for interviewing and educating the youth of the Neenah Menasha community with respect to the Juvenile Fire Setters Program (JFSP). Mike not only oversees the JFSP, but also personally conducts the majority of the interviews and delivers the programs. Mike's goal is to make sure that the child is educated about fire safety, that they fulfill their obligation of learning the cause and effect of their actions, and Mike does this with respect and dignity for the child.

Mike does the majority of these things as part of his profession at Neenah-Menasha Fire Rescue. It should however be noted that Mike also gives many hours of his personal time, without compensation, in an effort to provide Public Education, and to promote Fire Prevention throughout the State of Wisconsin. Mike has also been extremely active with the MDA throughout the years serving as Camp Director for the MDA Summer Camp. Leading the NMFR "Fill The Boot" campaign and "Shamrock" fund raising efforts.

As the Assistant Chief of Prevention and Fire Marshal for the Cities of Neenah & Menasha, Public Education, Fire Prevention, and Fire Investigations fall under my umbrella of responsibility. Shift Commander Mike Flunker is without a doubt an irreplaceable asset that exhibits an incredible passion, commitment, and dedication to each of these divisions within the Fire Prevention Bureau.

I am truly honored to work with Mike Flunker, and I ask that you please give serious consideration to awarding Shift Commander Mike Flunker as the Public Educator of the Year for the 2011 Wisconsin Fire Inspectors Association. Mike's career now spans 30 years as a true Fire and Public Education Professional. Mike plans on retiring within the next 18 months, and I feel that this would be a very fitting way to recognize Mike for his enduring commitment to Fire Safety and Public Education, not only for our community, but also for the Fire and Life Safety Industry as a whole.

Very Respectfully Submitted,



Vernon A. Green
Assistant Chief/Fire Marshal
Neenah-Menasha Fire Rescue



Neenah-Menasha Fire Rescue

Memorandum

TO: Menasha Aldermen
FROM: Assistant Chief Mike Sipin
DATE: November 11, 2011
RE: NIMS Training

This memo is to inform you, as members of the Menasha City Council, of the FEMA/Department of Homeland Security (DHS) NIMS training requirements as elected officials.

Part of my job responsibilities as Assistant Chief include ensuring all Neenah and Menasha employees have the appropriate level of NIMS training. Our master training index indicates that you have not yet completed the training required by FEMA as an elected official. The two classes FEMA requires are IS-700a: *"An Introduction to the National Incident Management System (NIMS)"*, and IS-100b: *"Introduction to the Incident Command System (ICS)"*.

Both of these courses can be completed online. I have included the links to the courses below. It is imperative that all city employees complete the necessary training in order for the City of Menasha to qualify for any future grants through DHS. Winnebago County was recently audited by DHS on their level of compliance.

A failure to have the appropriate level of NIMS training could result in the City being ineligible to receive any DHS grant funding in the future, and also holds the potential of being responsible for reimbursing the Federal Government for previous grants received.

Below are the links you can go to in order to complete the classes online.

IS-700a:
<http://training.fema.gov/emiweb/is/is700a.asp>

IS-100b:
<http://training.fema.gov/emiweb/is/is100b.asp>

Follow the links for the online class version. When you successfully complete the class, FEMA/DHS will email a copy of your certificate directly to your email address. Please forward an electronic copy of this to me so I can update the master file.

Should you have any question, please feel free to contact me. Thanks for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Mike Sipin".

Mike Sipin
Assistant Chief of Training/Emergency Management

DATE MAILED

NOV - 3 2011

PUBLIC SERVICE COMMISSION OF WISCONSIN

Application of Menasha Electric & Water Utilities, Winnebago County,
Wisconsin, for Authority to Increase Water Rates

3560-WR-107

NOTICE OF PROCEEDING

THIS IS A PROCEEDING to consider the Application of Menasha Electric & Water Utilities, Winnebago County, Wisconsin, for authority to increase water rates. The Commission opens this docket by its authority under Wis. Stat. ch. 196.

The application requested an overall increase in annual revenues of \$1,058,619, or an increase of 23 percent over present revenues. The Commission will determine the actual level of the revenue requirement after reviewing the application and holding a hearing. The hearing will be scheduled at a later date. Any increase to individual customers will vary with usage and the ultimate rates authorized by the Commission.

The utility is responsible for giving notice to its customers of the filing of its application with the Commission and, pursuant to Wis. Admin. Code § PSC 2.10, for producing proof of notice at the hearing.

This is a Class 1 proceeding as defined in Wis. Stat. § 227.01(3)(a).

DOCUMENTS. All documents in this docket are filed on the Commission's Electronic Regulatory Filing system. To view these documents: (1) go to the Commission's web site at <http://psc.wi.gov>, (2) enter "3560-WR-107" in the box labeled "Link Directly to a Case," and (3) select "GO."

INTERVENTION. Any person desiring to become a party shall file a request for party status, known as a request to intervene, under Wis. Stat. § 227.44(2m) and Wis. Admin. Code § PSC 2.21 no later than 14 days from the date of this notice using the Electronic Regulatory Filing system.

To file such a request, go to the Commission's web site at <http://psc.wi.gov>, click on the "ERF Electronic Regulatory Filing" graphic on the side menu bar. On the next page, click on "Need Help?" for instructions on how to upload a document.

Docket 3560-WR-107

A person who lacks access to the Internet shall make a request to intervene by U.S. mail addressed to:

Docket 3560-WR-107 Intervention Request
Public Service Commission of Wisconsin
P.O. Box 7854
Madison, WI 53707-7854

At the time of filing, a copy of the request must be served on existing parties, which may respond to the request within five days. Parties wishing to request intervenor compensation should do so as soon as practicable.

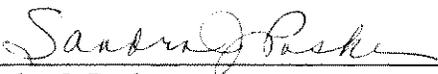
ASSESSMENT. The Commission considers it necessary, in order to carry out its duties, to investigate all books, accounts, practices, and activities of the applicant. The expenses incurred or to be incurred by the Commission that are reasonably attributable to such an investigation will be assessed against and collected from the applicant in accordance with the provisions of Wis. Stat. § 196.85 and Wis. Admin. Code ch. PSC 5.

AMERICANS WITH DISABILITIES ACT. The Commission does not discriminate on the basis of disability in the provision of programs, services, or employment. Any person with a disability who needs accommodations to participate in this docket or who needs to obtain this document in a different format should contact the docket coordinator listed below. Any hearing location is accessible to people in wheelchairs. The Public Service Commission Building is accessible to people in wheelchairs through the Whitney Way first floor (lobby) entrance. Parking for people with disabilities is available on the south side of the building.

CONTACT. Please direct questions about this proceeding or requests for additional accommodations for the disabled to the Commission's docket coordinator, David Prochaska, at (608) 266-5739 or David.Prochaska@wisconsin.gov.

Dated at Madison, Wisconsin, November 3, 2011

By the Commission:



Sandra J. Paske
Secretary to the Commission

SJP:JJP:DLP:pc:\g:\Notice\3560-WR-107

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 7, 2011
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner, Klein, Taylor
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil,
C/T Stoffel, PRD Tungate, LD Lenz, Clerk Galeazzi and the Press.
DEPT. HEAD EXCUSED: PHD Nett

D. PUBLIC HEARING

None

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

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

Rebecca Nichols, 402 Elm Street. Comments on e-mail from Ald. Krueger to the Council.

Kathy Bauer, 709 Lincoln Street. Comments on e-mail from Ald. Krueger to Council; Comments on Ald. Klein's e-mail to Council; Salaries of Aldermen; Menasha Pool.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Introduction of New Police Chief Tim Styka

Mayor Merkes introduced Police Chief Tim Styka. Clerk Galeazzi administered the Oath of Office to PC Styka.

2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. Administration Committee, 10/17/11
- b. Board of Public Works, 10/17/11
- c. Board of Health, 9/14/11
- d. Committee on Aging, 8/18/11
- e. Library Board, 9/15/11
- f. NM Fire Rescue Joint Finance and Personnel Committee, 10/25/11
- g. NM Sewerage Commission, 9/27/11
- h. NM Sewerage Commission, 10/5/11, 10/10/11; Special meeting
- i. Personnel Committee, 10/17/11
- j. Plan Commission, 10/18/11
- k. Police Commission, 10/18/11, 10/25/11
- l. Redevelopment Authority, 10/24/11
- m. Safety Committee, 9/1/11; City Hall
- n. Safety Committee, 8/2/11; Police
- o. Safety Committee, 9/27/11; Public Works & Parks
- p. Sustainability Board, 9/20/11
- q. Water & Light Commission, 9/28/11, 10/19/11
- r. Water & Light Commission, 9/7/11, 9/14/11; Special meeting

Communications:

- s. NM Professional Fire Fighters, Inc., Local 275 to Cities of Neenah & Menasha; 10/17/11; Bargaining Requests
- t. Cities of Neenah & Menasha to NM Professional Fire Fighters, Inc., Local 275, 10/24/11; Initial offer for 2012 Contract

- u. Ald. Klein to Common Council, 10/18/11; Manitowoc Mayor cuts in budget
- v. Ald. Krueger to Common Council, 10/19/11; The Fox-2
- w. Ald. Krueger to Common Council, 10/28/11; Downtown Trick or Treat
- x. CDD Keil, 11/3/11; Fire Station #2 update
- y. Customers First! Newsletter, the Wire, November 2011
- z. Dr. Martin Luther King, Jr. Essay Contest announcement
- aa. Hammett, Bellin & Oswald, LLC Attorneys, 10/11/11; Notice of City's Exercise of Right to Repurchase Parcel #2, Lot 16, Menasha WI
- bb. Letter of Support from Residents to Mayor Merkes regarding Menasha Pool
- cc. Letter of Support from Residents to Clerk Galeazzi regarding Menasha Pool
- dd. Menasha Historical Newsletter, November 2011
- ee. Proclamation; Congratulations 2011 Post Crescent Best of the Valley award winners
- ff. PHD Nett, 11/2/11; Menasha Health Dept. Annual Report 2011
- gg. PHD Nett, 11/2/11; Menasha Senior Center Attendance
- hh. PHD Nett, 11/2/11; WI Local Health Dept Survey
- ii. Senator Ellis, 10/21/11; Receipt of resolution regarding Menasha Post Office
- jj. Veterans' Service Office; Pearl Harbor Commemoration

Moved by Ald. Sevenich, seconded by Ald. Langdon to receive Minutes & Communications A-JJ.
Ald Sevenich-Comm. V (Ald. Krueger's e-mail to Council), commend Ald. Krueger for trying to promote City;
Comm. U (Ald. Klein's e-mail to Council), show how business is done in other communities.
Motion carried on roll call 8-0.

G. CONSENT AGENDA

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

Minutes to approve:

1. Common Council, 10/17/11
2. Special Common Council, 10/20/11

Administration Committee, 10/17/11; recommends approval of:

3. Second Amendment to the Lease Agreement between Morton Martin I LLC, Dumke and Associates, LLC and the City of Menasha, January 1, 2012 to December 31, 2013, and authorize signature

Board of Public Works, 10/17/11; recommends approval of:

4. Street Use Application – Festival Foods Turkey Trot; Thursday, November 24, 2011; 7:30 AM to 10:30 AM
5. Street Use Application – Jingle Bell Run for Arthritis; Saturday, December 3, 2011; 8:30 AM to 10:30 AM
6. Payment – Van Straten Construction Co., City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Sewer Replacement; Contract E145-11-01B; \$16,599.20 (Payment No. 3)

Personnel Committee, 10/17/11; recommends approval of:

7. City of Menasha Discipline and Grievance Procedure
8. Intergovernmental Cooperation Agreement Impartial Hearing Officers between the Cities of Appleton, Menasha, Neenah, Oshkosh and Fond du Lac.
9. Change to Personnel Policy Handbook, ARTICLE XIX – Concealed Carry

Plan Commission, 10/18/11; recommends approval of:

10. Certified Survey Map - Kernan Avenue

NM Fire Rescue Joint Finance & Personnel Committee, 10/25/11; recommends approval of:

11. Affinity Health for a total of \$13,473.00 for 2012 medical evaluations

Ald. Sevenich requested to remove items 7 and 8 from Consent Agenda.

Moved by Ald. Sevenich, seconded by Ald. Zelinski to approve items 1-6, 9-11 of Consent Agenda.
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Englebert, seconded by Ald. Zelinski to approve items 7 (City of Menasha Discipline and Grievance Procedure) and 8 (Intergovernmental Cooperation Agreement).

Moved by Ald. Benner, seconded by Ald. Sevenich to add to Discipline and Grievance Procedure "the grievant maybe accompanied by a representative throughout the grievance process. The representative maybe an Attorney or non-Attorney. The cost of any representative shall be at the grievant sole cost regardless of the outcome of the grievance."

General discussion ensued on the amendment.

Ald. Sevenich asked for unanimous consent to hear from people in the gallery. No objections.

Mike Weins, Vice-President of Local 1035. Concerned with employee being intimidated during grievance procedure; not everyone can afford an attorney.

Mike Bursack, Local 1035 member. Comments on having a second person present during grievance discussion for moral support and avoid any misunderstanding.

Ald. Sevenich requested to split items 7 and 8 from the original motion.

Motion to amend City of Menasha Discipline and Grievance Procedure carried on roll call 7-1.

Ald. Englebert – no

Moved by Ald. Benner, seconded by Ald. Sevenich to amend City of Menasha Discipline and Grievance Procedure to include in paragraph 6 the words "or WERC" after impartial hearing officer.

Discussion ensued on the amendment.

Motion failed on roll call 4-4.

Ald. Taylor, Sevenich, Langdon, Benner – yes

Ald. Klein, Krueger, Zelinski, Englebert – no

Motion to approve City of Menasha Discipline and Grievance Procedure policy as amended carried on roll call 7-1. Ald. Sevenich – no.

Moved by Ald. Englebert, seconded by Ald. Zelinski to approve item 8 (Intergovernmental Cooperation Agreement).

Motion carried on roll call 7-1. Ald. Sevenich – no.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 10/14/11 to 11/3/11 in the amount of \$ 1,477,822.04

Moved by Ald. Klein, seconded by Ald. Langdon to approve accounts payable and payroll.

Motion carried on roll call 8-0.

2. Petition of John Fitting for special exemption of Section 7-1-6(e) of City Code to license and house 2 more pets than allowed

Moved by Ald. Klein, seconded by Ald. Langdon to approve petition of John Fitting

General discussion on the ordinance and procedure.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. O-18-11 An Ordinance Amending Section 2-1-1 of Municipal Code (Wards Boundaries)(Introduced by Ald. Krueger, recommended by Administration Committee, 2nd Introduction)

Moved by Ald. Krueger, seconded by Ald. Zelinski to adopt O-18-11

Motion carried on roll call 7-1. Ald. Benner – no.

2. O-19-11 An Ordinance Amending Section 2-1-2 of Municipal Code (Aldermanic Districts) (Introduced by Ald. Krueger, recommended by Administration Committee, 2nd Introduction)

Moved by Ald. Krueger, seconded by Ald. Langdon to adopt O-19-11.

Motion carried on roll call 7-1. Ald. Benner – no.

3. O-20-11 An Ordinance Amending Section 2-1-3 of Municipal Code (Polling Places)(Introduced by, recommended by Administration Committee, 1st Introduction)

Moved by Ald. Krueger, seconded by Ald. Langdon to adopt O-20-11.
Motion carried on roll call 8-0.

4. R-40-11 – A Resolution approving application to Board of Commissioners of Public Lands to Borrow \$900,000.00 from the State Trust Funds. Authorizing the borrowing and the issuance of certificates of indebtedness and levying a tax in connection therewith (Introduced by Mayor Merkes)

Moved by Ald. Sevenich, seconded by Ald. Langdon to adopt R-40-11
C/T Stoffel explained the borrowing is for a balloon payment due on TIF 6 and there are not sufficient funds currently in TIF 6 to make the payment.
Motion carried on roll call 8-0.

K. APPOINTMENTS
None

L. HELD OVER BUSINESS

1. Offer to purchase, Riverside Builders Inc (Dr. Vernon Larsen), lots at 81 & 87 Racine Street and 504 Broad Street (Held 10/17/11)

Moved by Ald. Klein, seconded by Ald. Zelinski to accept the Offer to Purchase.
Motion failed on roll call 4-5.

Ald. Klein, Langdon, Krueger, Zelinski – yes

Ald. Taylor, Sevenich, Englebert, Benner, Mayor Merkes – no.

M. CLAIMS AGAINST THE CITY
None

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

No one spoke.

O. RECESS TO ADMINISTRATION COMMITTEE, BOARD OF PUBLIC WORKS, PERSONNEL COMMITTEE

Moved by Ald. Englebert, seconded by Ald. Benner to recess at 7:35 p.m.
Motion carried on voice vote.

Reconvened at 10:05 p.m.

- P. Moved by Ald. Benner, seconded by Ald. Englebert to adjourn into Closed Session at 10:05 p.m. pursuant to Sec. 19.85(1)(g) & (e) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; and Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Thomas Schanke, Lot 16 Lake Park Villas)

Motion carried on roll call 8-0.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

City of Menasha
Common Council
2012 Budget Review Session
Common Council Chambers
Wednesday, November 2, 2011
MINUTES

DRAFT

- A. Call to Order
Meeting called to order by Mayor Merkes at 5:00 p.m.
- B. Pledge of Allegiance
- C. Roll Call/Excused Absences
PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Benner
EXCUSED: Alderman Englebert
ALSO PRESENT: Mayor Merkes, C/T Stoffel, Clerk Galeazzi, FC Auxier,
DFC DeLeeuw, PRD Tungate, Pk Supt Maas.
- D. People from the Gallery to be heard on matters pertaining to the agenda
(five (5) minute time limit for each person)
- Jenny Whiting, 326 Winnebago Ave. Friends of the Pool organization of residents willing to work together to keep pool open.
- Dr. Michael Gitter, 225 Lake Road. Member of Friends of the Pool; importance of a pool for the health of residents.
- Tom Marshall, 1166 Fieldview Drive. Member of Friends of the Pool; pool is a safe area for youth to socialize.
- Rebecca Nicholls, 402 Elm Street. Support Park & Recreation program. Small percentage of taxes goes to operate pool; people look for good parks and other recreational amenities when moving to a community.
- Chad Bruechert, Pool Manager. Pool employees make good role models for young child that attend the pool.
- Clerk's Note: Dan Kutschere, 1019 Woodland Drive arrived at the meeting after the public comment section was over. He gave me a copy of what he was going to read to the Council in support of the pool.
- E. Fire Department
- C/T Stoffel explained an adjustment to the Fire Department budget based on discussion at the NM Fire Rescue Joint Finance and Personnel Committee.
- Moved by Ald. Benner, seconded by Ald. Taylor that any reduction of a line item of each budget be not less than \$1,000.
- Discussion ensued on limiting reductions.
- Motion failed on roll call 3-4.
Ald. Taylor, Langdon, Benner – yes
Ald. Klein, Sevenich, Krueger, Zelinski - no

FC Auxier gave an explaining of the requests for the adjustment in the Fire Dept. Budget.

Discussion/Questions/Answers on the Fire. Dept. Budget.

Moved by Ald. Sevenich, seconded by Ald. Taylor to reduce the Fire Dept. budget account #100-0501-522-2501 Payment to Other Municipal Entities by \$3,830.
Motion carried on roll call 7-0.

Moved by Ald. Sevenich, seconded by Ald. Krueger to increase the Fire Dept. budget account #100-0501-522-8005 Capital Outlay, Other Equipment by \$4,022.
Motion carried on roll call 7-0.

F. Parks/Recreation/Forestry/Cemetery/Pool

PRD Tungate and Pk Supt Maas explained some changes in their budget.

Discussion/Questions/Answers on the Pool Budget

Moved by Ald. Krueger, seconded by Ald. Taylor to provide cost savings on days pool is not operating.

Moved by Ald. Zelinski, seconded by Ald. Taylor to amend to provide true cost to operate the pool.

Motion on amendment carried on roll call 5-2.

Ald. Klein, Taylor, Langdon, Krueger, Zelinski – yes

Ald. Sevenich, Benner – no

Motion as amended carried on roll call 5-2

Ald. Klein, Taylor, Langdon, Krueger, Zelinski – yes

Ald. Sevenich, Benner – no

Moved by Ald. Sevenich, seconded by Ald. Taylor to increase the Pool budget account #100-552-30-15 by \$1,460

Discussion ensued on what the increase amount would be used for.

Ald. Sevenich and Taylor removed their motion.

Ald. Sevenich asked for unanimous consent to allow discussion with people in the gallery. No objection.

Discussion/Questions/Answers on Parks & Recreation, Forestry and Cemetery budgets.

G. Mayor

Discussion/Questions/Answers on Mayor's budget

H. Adjourn

Moved by Ald. Klein, seconded by Ald. Langdon to adjourn at 8:30 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

City of Menasha
Common Council
2012 Budget Review Session
Common Council Chambers
Thursday, November 3, 2011
MINUTES

DRAFT

- A. Call to Order
Meeting called to order by Mayor Merkes at 5:00 p.m.
- B. Pledge of Allegiance
- C. Roll Call/Excused Absences
PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner (5:05pm)
ALSO PRESENT: Mayor Merkes, PC Styka, CDD Keil, C/T Stoffel, Lt. Brunn, Lt. Bouchard, Lt. Sahr, Lt. Bonneville, Officer Albrecht, Officer Le Quia, PP Homan, Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda (five (5) minute time limit for each person)
Bernie Sandlin, 866 Eden Court. Comments on Election Budget.
- E. Police Department
PC Styka gave a power point presentation on the cost to operate the Police Department.
Discussion/Questions/Answers on Police Department budget.
Moved by Ald. Krueger, seconded by Ald. Englebert to keep Police Department budget at a 4% increase.
Discussion on impact to Police Department with a 4% increase.
Ald. Krueger and Englebert withdrew their motion.
- F. Community Development Department
CDD Keil gave a brief overview of the Community Development budget.
Discussion/Questions/Answers on Community Development budget.
- G. Clerk/Elections
Clerk Galeazzi gave a brief overview of the Clerk and Election budgets.
Discussion/Questions/Answers on Clerk and Election budgets.
- H. Common Council
Discussion/Questions/Answers on Common Council budget.
- I. Adjourn
Moved by Ald. Sevenich, seconded by Ald. Langdon to adjourn at 7:43 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

City of Menasha
Common Council
2012 Budget Review Session
Common Council Chambers
Wednesday, November 9, 2011
MINUTES

DRAFT

- A. Call to Order
Meeting called to order by Mayor Merkes at 5:00 p.m.
- B. Pledge of Allegiance
- C. Roll Call/Excused Absences
PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, C/T Stoffel, PHD Nett, DPW Radtke, PWS Jacobson, Asst PW Nieland, Jean Wollerman and Brian Rammer (YMCA), Clerk Galeazzi
- D. People from the Gallery to be heard on matters pertaining to the agenda (five (5) minute time limit for each person)
- No one spoke
- Moved by Ald. Zelinski to reduce the City of Menasha 2012 budget by 1%,
No second, motion dies
- E. Health Dept. /Senior Center/Weights & Measures/Employee Safety, pages 62-79
- PHD Nett, Jean Wollerman and Brian Rammer explain the collaboration between City of Menasha and YMCA to operate Senior Center.
- Discussion/Questions/Answers on Senior Center, Health Department, Weights & Measures and Employee Safety budgets.
- F. Attorney/Personnel Department
- CA/HRD Captain gave a brief overview of the Attorney and Personnel budgets.
Discussion/Questions/Answers on Attorney and Personnel Department budgets.
- G. Public Works Department
- DPW Radtke and PWS Jacobson gave an overview of the Public Works Department budgets.
- Discussion/Questions/Answers on Public Works Department budgets.
- H. Adjourn
Moved by Ald. Benner, seconded by Ald. Langdon to adjourn at 8:46 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

**City of Menasha
Common Council
2012 Budget Review Session
Common Council Chambers
Monday, November 14, 2011
Minutes**

- A. Call to Order
Meeting called to order by Mayor Merkes at 5:03 p.m.
- B. Pledge of Allegiance
- C. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Taylor, Sevenich, Langdon, Krueger, Englebert, Benner
EXCUSED: Alderman Klein, Zelinski
ALSO PRESENT: Mayor Merkes, C/T Stoffel, LD Lenz, IT Manager Lacey, IT Supv. James, Deputy Clerk Sewall
- D. People from the Gallery to be heard on matters pertaining to the agenda (five (5) minute time limit for each person)
- Paul Eisen, 1807 Brighton Beach Rd., Thank you for supporting Menasha Library operations.
- E. Library Budget
Library Director Lenz updated the Common Council on the library's usage and explained the portion of their budget that is funded by Winnebago and Calumet counties.
- Discussion/questions/answers on the library budget.
- F. Information Technology Budget
IT Manager Lacey updated the Common Council on the IT Department's accomplishments throughout 2011 and how beneficial having an intern has been to their completion of projects.
- Discussion/questions/answers on the IT budget.
- G. Finance Department Budget
Comptroller Stoffel gave an overview of the duties of the Finance Department and the financial state of the city.
- Discussion/questions/answers on the Finance department budget.
- H. Adjourn
Moved by Ald. Englebert, seconded by Ald. Benner to adjourn at 6:43 p.m.
Motion carried on voice vote.

Respectfully Submitted by

Deputy Clerk Kristin Sewall

CITY OF MENASHA
SPECIAL COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
November 14, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 7:41 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Langdon, Krueger, Englebert, Benner

EXCUSED: Aldermen Taylor, Klein, Zelinski

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, C/T Stoffel, LD Lenz, Deputy Clerk Sewall

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No one spoke.

D. CONSENT AGENDA

1. Personnel Committee 11/14/11, recommends approval of:

a. Health Insurance Policy

Moved by Ald. Englebert, seconded by Ald. Krueger to offer the WRS contributing employees the Network Health Consumer Driven HMO plan with a deductible of \$1500 individual/\$3000 family for 2012 with the city paying 100% of the premium contribution with the employee paying the deductible and the city implementing a wellness program; and offer the non-WRS contributing employees the Network Health Consumer Driven HMO plan with a deductible \$2000 individual/\$4000 family for 2012 with the employee paying either the negotiated premium or 6% if the employee is non-represented and the employee paying the deductible; and grandfather the Point of Service participants to maintain the POS 2 plan as long as they pay the annual premium contribution difference to the policy. If less than 3 employees participate this option will not be available and they will have to go under the proposed high deductible plan.

Motion carried on roll call 5-0

E. ACTION ITEMS

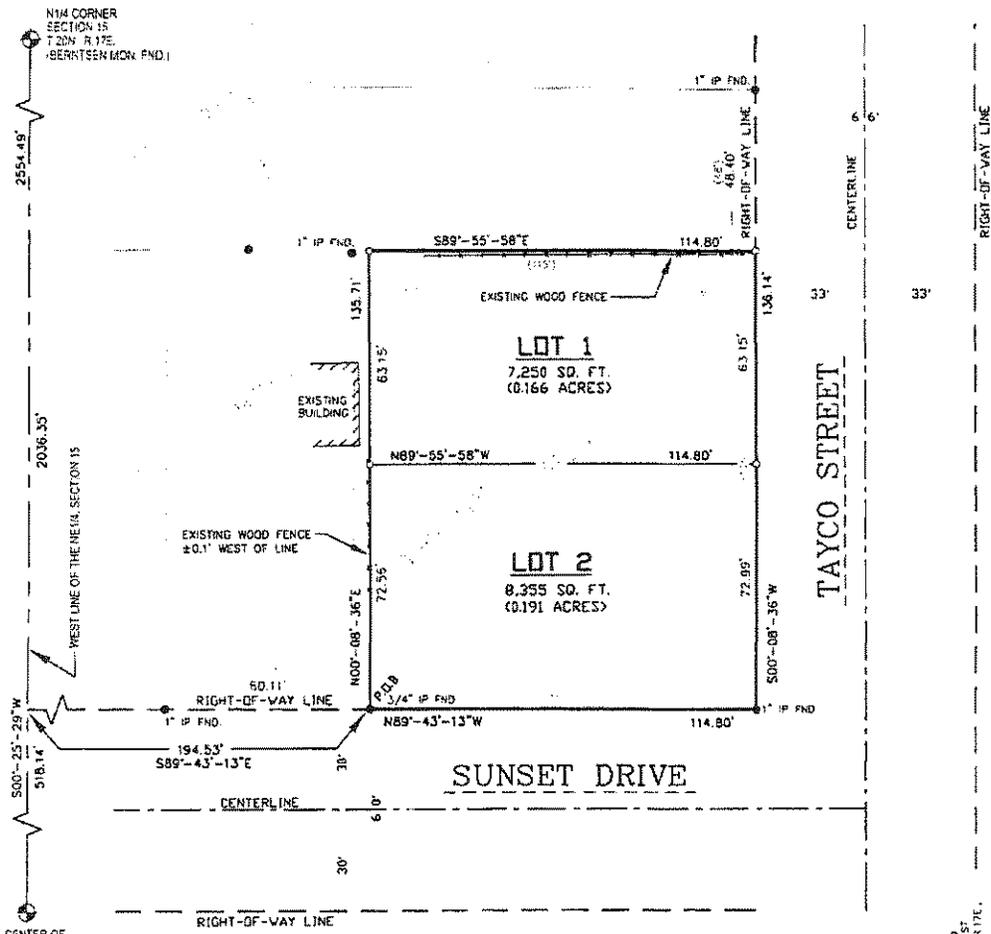
Moved by Ald. Benner, seconded by Ald. Englebert to adjourn at 7:45 p.m. into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (PCB Litigation)

Motion carried on roll call 5-0.

Respectfully Submitted by Deputy Clerk Kristin Sewall

CERTIFIED SURVEY MAP NO. _____

LOCATED IN THE SW1/4 OF THE NE1/4 OF SECTION 15, T.20N., R.17E., BEING A PART OF LOT 1, BLOCK 1, SUNSET PLAT, BEING A PART OF LOT 22, DARLINGS ADDITION, SECOND WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN



N1/4 CORNER
SECTION 15
T.20N. R.17E.
(BERNTSEN MON. FND.)

CENTER OF
SECTION 15
T.20N. R.17E.
(BERNTSEN
WITNESS MON. FND.)

-LEGEND-

- = 1" X 18" IRON PIPE SET (1.130 LB./FT.)
- = 1" IRON PIPE FOUND
- () = RECORDED INFORMATION
- = EXISTING FENCE

GRAPHIC SCALE
1 inch = 40 ft.



BEARINGS REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM AND THE WEST LINE OF THE NE1/4, SECTION 15, T.20N., R.17E., WHICH BEARS: S00°25'29"W

MERIDIAN SURVEYING, LLC NB774 Firelane 1 Menasha, WI 54952 Office: 920-993-0881 Fax: 920-273-6037	DRAWN BY: J.D.	FIELD WORK DATE: 9-30-11	SURVEYED FOR: HABITAT FOR HUMANITY GREATER FOX CITIES AREA
	CHECKED BY: S.C.D.	FIELD BOOK: N-22, PG. 57	
	JOB NO.: 6579-A114	SHEET 1 of 3	

STATE OF WISCONSIN) SS
WINNEBAGO COUNTY)

CERTIFIED SURVEY MAP NO. _____

SHEET 2 OF 3

SURVEYOR'S CERTIFICATE:

I, Steven C. De Jong, Wisconsin Registered Land Surveyor of Meridian Surveying, LLC., certify that I surveyed, divided and mapped under the direction of GPCA Habitat for Humanity, a parcel of land located in the Southwest Quarter (SW1/4) of the Northeast Quarter (NE1/4) of Section Fifteen (15), Township Twenty (20) North, Range Seventeen (17) East, and being a part of Lot One (1), Block One (1), of Sunset Plat, being a part of Lot Twenty-Two (22), Darling Addition, Second Ward, City of Menasha, Winnebago County, Wisconsin containing 15,605 square feet (0.358 acres) of land and being described by:

Commencing at the North Quarter Corner of said Section 15; thence S00°-25'-29"W 2036.35 feet along the West line of the NE1/4 of said Section 15 to the South line of Block 1 of said Sunset Plat; thence S89°-43'-13"E 194.53 feet along said South line of Block 1 to the point of beginning; thence N00°-08'-36"E 135.71 feet to the North line of said Block 1; thence S89°-55'-58"E 114.80 feet along said North line of Block 1 to the Northeast corner thereof; thence S00°-08'-36"W 136.14 feet along the East line of said Block 1 to the Southeast corner thereof; thence N89°-43'-13"W 114.80 feet along the South line of said Block 1 to the point of beginning, being subject to any and all easements and restrictions of record.

That such is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Land Subdivision Ordinance of the City of Menasha in surveying, dividing and mapping the same.

Dated this _____ day of _____, 2011

Wisconsin Registered Land Surveyor, S-2791
Steven C. De Jong

Owner of Record: East Wisconsin Savings Bank
This Certified Survey Map is contained wholly within the property described in: Document No. 1558840
This Certified Survey Map is contained in Tax Parcel Number: 720066400

CITY OF MENASHA APPROVAL

This Certified Survey Map was approved by the City of Menasha on this _____ day of _____, 2011.

Mayor

City Clerk

STATE OF WISCONSIN) SS
WINNEBAGO COUNTY)

CERTIFIED SURVEY MAP NO. _____

SHEET 3 OF 3

Located in the Southwest Quarter (SW1/4) of the Northeast Quarter (NE1/4) of Section Fifteen (15), Township Twenty (20) North, Range Seventeen (17) East, and being a part of Lot One (1), Block One (1), of Sunset Plat, being a part of Lot Twenty-Two (22), Darling Addition, Second Ward, City of Menasha, Winnebago County, Wisconsin

OWNER'S CERTIFICATE

As owner I hereby certify that I have caused the land on this Certified Survey Map to be surveyed, divided & mapped as represented on this map.

In the presence:

Authorized Representative
(East Wisconsin Savings Bank)

Personally came before me this _____ day of _____ 2011.
The above named authorized representative for East Wisconsin Savings Bank, known to me the person who executed the foregoing instrument and acknowledged the same.

Notary Public _____ Wisconsin

CITY TREASURER'S CERTIFICATE

I, being duly elected, qualified and acting Treasurer of the City of Menasha, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ affecting the lands included in this Certified Survey Map.

Date

City Treasurer

COUNTY TREASURER'S CERTIFICATE

I, being duly elected, qualified and acting Treasurer of the County of Winnebago, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ affecting the lands included in this Certified Survey Map.

Date

County Treasurer

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 11/8/11-11/17/11 Checks # 31516-31648	\$ 363,061.74
Payroll Checks for 11/10/11-11/17/11	<u>161,166.52</u>
Total	\$ 524,228.26

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

Wisconsin Council 40 Per Capita Tax-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

**A gap in check numbers is due to more invoices being paid than fits on one check stub. In that case the last check stub used for that vendor is the check number that will show on the check register.

AP Check Register
Check Date: 11/8/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CORE COMMERCIAL INC	31516	11/8/2011	CITYTOCYPRESS	492-0304-562.21-06	3,111.27	Broker Fee/Lot Sale City to Cypress Homes
			RDATOCYPRESS	492-0304-562.21-06	2,579.78	Broker Fee/Lot Sale RDA to Cypress Homes
			RDATOPONDS	492-0304-562.21-06	27,200.00	Broker Fee/Lot Sale RDA to Ponds of Menasha
			Total for check: 31516		32,891.05	
HOME DEPOT CREDIT SERVICES	31517	11/8/2011	1032324	100-0703-553.24-03	352.29	
			1032368	100-0703-553.24-03	86.22	
			32542	100-1001-514.24-03	27.63	CATV Lounge
			4020565	100-0703-553.24-03	19.27	
			5033254	100-0703-553.24-03	7.88	
Total for check: 31517		493.29				

33,384.34

AP Check Register
Check Date: 11/10/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AAA SANITATION INC	31518	11/10/2011	173126	100-0703-553.20-09	100.00	100.00 Handicap Portable Toilets Boat Landing
				Total for check: 31518	100.00	
ACC PLANNED SERVICE INC	31519	11/10/2011	6243	100-0801-521.24-03	1,402.91	Police Dept/Disconnect
				100-0501-522.24-03	935.27	Police Dept/Disconnect
		11/10/2011	6244	100-0801-521.24-03	36.30	Police Dept/Damper Leak
				100-0501-522.24-03	24.20	Police Dept/Damper Leak
			Total for check: 31519	2,398.68		
ACCURATE	31520	11/10/2011	1115812	731-1022-541.38-03	126.74	Hanger/Bushing/Spring Pin
				Total for check: 31520	126.74	
ADVANTAGE POLICE SUPPLY INC	31521	11/10/2011	1778	100-0801-521.30-15	806.00	Flash Bangs
				Total for check: 31521	806.00	
AIRGAS NORTH CENTRAL	31522	11/10/2011	105834485	731-1022-541.30-18	64.91	Cylinder Rental
				Total for check: 31522	64.91	
APPLETON HYDRAULIC COMPONENTS	31523	11/10/2011	22073	731-1022-541.38-03	16.32	Bulk seats
				Total for check: 31523	16.32	
BADGER HIGHWAYS CO INC	31524	11/10/2011	155407	100-1003-541.30-18	54.67	Hotmix Asphalt
				100-1009-541.30-18	80.29	Hotmix Asphalt
				Total for check: 31524	134.96	
BAHCALL RUBBER CO INC	31525	11/10/2011	552687-003	731-1022-541.38-03	45.73	Roll Form/Crimp Fitting
		11/10/2011	553089-001	731-1022-541.38-03	322.00	Hose/HI Temp Hose

AP Check Register
Check Date: 11/10/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAHCALL RUBBER CO INC...	31525...	11/10/2011	554022-001	731-1022-541.38-03	99.58	Fire Hose/Shank/Clamp
			Total for check: 31525		467.31	
CASPER'S TRUCK EQUIPMENT INC	31526	11/10/2011	54654	731-1022-541.38-03	177.98	Tarp/Plate
			Total for check: 31526		177.98	
DAVIS & KUJELTHAU	31527	11/10/2011	340309	100-0202-512.21-01	240.00	#01358.91309 PD Negotiations 2009-10
				100-0401-513.21-01	120.00	#01358.08060 General Labor
			Total for check: 31527		360.00	
DIGICORPORATION	31528	11/10/2011	116493	100-0000-201.15-00	295.00	Farm Market Halloween
			Total for check: 31528		295.00	
FORCE AMERICA DISTRIBUTING LLC	31529	11/10/2011	02108180	731-1022-541.38-03	52.41	2 Pos 2 way Reverse Flow Dual Lead Wire
			Total for check: 31529		52.41	
GERDAU	31530	11/10/2011	47008581	100-1004-541.30-18	105.00	Water Wax Cure
				100-1011-541.30-18	105.00	Water Wax Cure
			Total for check: 31530		210.00	
GLAXOSMITHKLINE PHARMACEUTICALS	31531	11/10/2011	30316233	100-0903-531.30-18	461.40	Fklaval
			Total for check: 31531		461.40	
HEARTLAND LABEL PRINTERS INC	31532	11/10/2011	146936	100-0401-513.29-01	58.74	2012 Cat License Tags
				100-0401-513.29-01	(58.74)	Reverse Entry
		11/10/2011	156681-H	743-0403-513.21-04	12.95	DNS Hosting
		11/10/2011	HBS00054984	743-0403-513.24-04	3,598.00	Orca Blackfish/Equip Exch
		Total for check: 31532		3,610.95		

AP Check Register
Check Date: 11/10/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INTERSTATE BATTERY OF GREEN BAY	31533	11/10/2011	90071759	731-1022-541.38-03	363.80	MTP-65
			Total for check: 31533		<u>363.80</u>	
STEWART JACKSON	31534	11/10/2011	MILEAGE	743-0403-513.33-01	22.50	October Mileage
			Total for check: 31534		<u>22.50</u>	
JP COOKE CO	31535	11/10/2011	146936	100-0401-513.29-01	58.74	Cat Licenses 2012
			Total for check: 31535		<u>58.74</u>	
JX ENTERPRISES INC	31536	11/10/2011	G-212920025	731-1022-541.29-04	2,788.79	Repair Speedometer/Sensor
			Total for check: 31536		<u>2,788.79</u>	
LOWE'S BUSINESS ACCOUNT/GEMB	31537	11/10/2011	02201	100-0703-553.24-03	14.22	Weld Sil Flat Acq Top Choice Trea
			Total for check: 31537		<u>14.22</u>	
RUSSELL LUEDTKE	31538	11/10/2011	DEPOSIT	100-0000-201.10-00	100.00	Return Deposit
			Total for check: 31538		<u>100.00</u>	Exc Permit #10671
MANAWA TELEPHONE CO	31539	11/10/2011		743-0403-513.22-01	39.95	Internet Service
			Total for check: 31539		<u>39.95</u>	
MATTHEWS TIRE & SERVICE CENTER	31540	11/10/2011	40395	731-1022-541.38-02	463.85	Replace Tires
		11/10/2011	40580	731-1022-541.38-02	552.87	Mount & Balance Tire
			Total for check: 31540		<u>1,016.72</u>	
MCKAY NURSERY COMPANY	31541	11/10/2011	10-13-1114271	826-0706-561.30-18	2,345.00	Tree Delivery
		11/10/2011	10-25-1114582	826-0706-561.30-18	135.00	Freight Charges
			Total for check: 31541		<u>2,480.00</u>	

AP Check Register
Check Date: 11/10/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
MENASHA EMPLOYEES CREDIT UNION	31542	11/10/2011	201111110	100-0000-202.05-00	1,507.00	PAYROLL SUMMARY	
			Total for check: 31542		1,507.00		
MENASHA POLICE DEPARTMENT	31543	11/10/2011		100-0801-521.30-11	0.63	Petty Cash	
				100-0801-521.30-18	7.37	Petty Cash	
				100-0801-521.33-03	4.20	Petty Cash	
				100-0801-521.34-03	16.00	Petty Cash	
				100-0801-521.33-03	16.19	Petty Cash	
			Total for check: 31543		44.39		
ELISHA D SMITH PUBLIC LIBRARY	31544	11/10/2011		100-0601-551.30-14	4.00	Petty Cash	
				100-0601-551.30-16	104.03	Petty Cash	
				100-0601-551.30-18	9.99	Petty Cash	
				100-0601-551.34-03	5.49	Petty Cash	
				Total for check: 31544		123.51	
MENASHA UTILITIES	31545	11/10/2011		100-1008-541.22-03	172.10	Electric	
				100-0703-553.22-03	457.30	Electric	
				100-0703-553.22-05	354.64	Water	
				100-0703-553.22-06	91.25	Storm	
				100-0000-123.00-00	7.36	Electric	
				100-0305-562.22-06	2.50	Sorm	
				100-0903-531.22-03	122.35	Electric	
				100-0903-531.22-05	40.70	Water	
				601-1020-543.22-03	53.67	Electric	
			11/10/2011	003783	100-0703-553.24-03	133.84	Replace broken valve box Cleveland St
			11/10/2011	003785	601-1021-543.25-01	16,900.72	Sept 2011 Sewer Charge
			11/10/2011	003786	625-0401-513.25-01	1,006.92	Sept 2011 Storm Water Fee
				Total for check: 31545		19,343.35	

AP Check Register
Check Date: 11/10/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TOWN OF MENASHA UTILITY DISTRICT	31546	11/10/2011		100-0703-553.22-06	458.06	1000 Geneva Road/Koslo
			Total for check: 31546		458.06	
MIDWEST CERTIFIED TRAINING INC	31547	11/10/2011	10842	100-0904-531.34-02	190.00	Training/Todd Drew
			Total for check: 31547		190.00	
MODERN BUSINESS MACHINES	31548	11/10/2011	16129719	100-1001-514.30-10	1,500.00	Toner Supplies
			Total for check: 31548		1,500.00	
NEENAH-MENASHA MUNICIPAL COURT	31549	11/10/2011		100-0000-201.03-00	134.00	Bond Report #09-211
				100-0000-201.03-00	323.00	Bond Report #09-287
				100-0000-201.03-00	323.00	Bond Report #09-375
				100-0000-201.03-00	139.00	Bond Report #11-333
			Total for check: 31549		919.00	
OFFICE DEPOT	31550	11/10/2011	2127294	100-0000-201.15-00	34.52	Farm Market
			Total for check: 31550		34.52	
OSHKOSH FIRE & POLICE EQUIPMENT INC	31551	11/10/2011	143741	100-0801-521.29-05	414.45	Endcap/Optic Lens
			Total for check: 31551		414.45	
PACKER CITY INTERNATIONAL	31552	11/10/2011	3-212860043	731-1022-541.38-03	27.72	7 Way Re
		11/10/2011	3-212910058	731-1022-541.30-18	25.58	Del2.5 Fluid 2.5 Gal
		11/10/2011	3-212920055	731-1022-541.38-03	16.49	Parts
			Total for check: 31552		69.79	
POSTAL ANNEX	31553	11/10/2011	181174	100-0801-521.30-11	11.19	
		11/10/2011	181230	100-0904-531.30-11	8.99	
		11/10/2011	181340	100-0801-521.30-11	8.68	
		11/10/2011	181439	100-0801-521.30-11	7.81	

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POSTAL ANNEX...	31553...	11/10/2011	181851	100-0904-531.30-11	10.29	
		11/10/2011	181926	601-1020-543.30-11	20.44	
			Total for check: 31553		67.40	
PSS WORLD MEDICAL INC	31554	11/10/2011	81280436	100-0903-531.30-18	78.47	Bandage/Needle/Sponge
			Total for check: 31554		78.47	
RED-WELDING CO	31555	11/10/2011	14288	731-1022-541.30-18	84.63	Hose Rack/Tubing Pipe
			Total for check: 31555		84.63	
RIEDERER ENGINEERING LLC	31556	11/10/2011	92703	100-0801-521.24-03	990.00	PPF HVAC Upgrade-927
				100-0501-522.24-03	660.00	PPF HVAC Upgrade-927
			Total for check: 31556		1,650.00	
ROSS IMAGING LLC	31557	11/10/2011	104686	625-1002-541.80-04	6,300.00	Toshiba Color Copier
		11/10/2011	107068	100-1001-514.24-04	1,050.00	Toshiba/ES5520CT
			Total for check: 31557		7,350.00	
SEH	31558	11/10/2011	249624	625-1010-541.21-04	240.00	PermiTrack
			Total for check: 31558		240.00	
SKID & PALLET	31559	11/10/2011	028134	100-0703-553.30-18	120.00	Mulch
			Total for check: 31559		120.00	Pleasants Park
STAPLES ADVANTAGE	31560	11/10/2011	3162642690	100-0401-513.30-10	(7.50)	Office Supplies
		11/10/2011	3162642692	100-0401-513.30-10	7.50	Office Supplies
		11/10/2011	3162642694	100-0702-552.30-10	89.76	Office Supplies
				100-0304-562.30-10	9.79	Office Supplies
				100-1002-541.30-10	23.66	Office Supplies

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STAPLES ADVANTAGE...	31560...	11/10/2011...	3162642694...	100-1001-514.30-10	25.44	Office Supplies
			Total for check: 31560		148.65	
SUPERIOR CHEMICAL CORP	31561	11/10/2011	72913	731-1022-541.30-18	367.40	Solvent
			Total for check: 31561		367.40	
UNIFIRST CORPORATION	31562	11/10/2011	097 0097859	731-1022-541.20-01	111.69	Clothing/Mats/Mops
			Total for check: 31562		111.69	
UNITED PAPER CORPORATION	31563	11/10/2011	43732	100-0000-132.00-00	268.73	Cleaners/Dispenser/Bags
			Total for check: 31563		268.73	
US CELLULAR	31564	11/10/2011	200267787-092	100-0201-512.22-01	37.47	October, 2011
				100-0401-513.22-01	13.05	October, 2011
				100-1019-552.22-01	22.63	October, 2011
				743-0403-513.22-01	117.80	October, 2011
				601-1020-543.22-01	5.10	October, 2011
				100-1001-514.22-01	68.62	October, 2011
				100-0601-551.22-01	6.20	October, 2011
				100-0801-521.22-01	374.99	October, 2011
				100-0919-531.22-01	54.53	October, 2011
				100-0904-531.22-01	49.55	October, 2011
				100-1002-541.22-01	139.57	October, 2011
				100-0702-552.22-01	37.46	October, 2011
				100-0703-553.22-01	180.51	October, 2011
				100-0304-562.22-01	27.39	October, 2011
			731-1022-541.22-01	81.53	October, 2011	
			100-1008-541.22-01	8.57	October, 2011	
			601-1020-543.22-01	5.10	October, 2011	
			Total for check: 31564		1,230.07	

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US VENTURE	31565	11/10/2011	L42861	731-1022-541.21-06	24.00	Samples
				Total for check: 31565	24.00	
VALLEY DIESEL INJECTION INC	31566	11/10/2011	379528	731-1022-541.29-04	1,946.04	Repair Injection Pump
		11/10/2011	379568	731-1022-541.38-03	5.80	Ring/Timing Pin
		11/10/2011	379633	731-1022-541.38-03	92.00	Actuator
			Total for check: 31566	2,043.84		
VALLEY GRINDING & MANUFACTURING INC	31567	11/10/2011	151111	731-1022-541.21-06	167.95	Chipper Blade/Fly Knife
				Total for check: 31567	167.95	
WAYNE ENGINEERING CORP	31568	11/10/2011	79796	731-1022-541.38-03	114.35	Sight Level Gage
				Total for check: 31568	114.35	
WBAY	31569	11/10/2011	410418	100-0000-201.15-00	300.00	Halloween Event
				Total for check: 31569	300.00	
WC INDUSTRIAL SUPPLY COMPANY	31570	11/10/2011	0015623-IN	731-1022-541.38-03	53.47	Flagette/Pitches/Link
				Total for check: 31570	53.47	
WCHK-FM	31571	11/10/2011	IN-1111087529	100-0000-201.15-00	375.00	Farm Market
				Total for check: 31571	375.00	
WE ENERGIES	31572	11/10/2011		100-0703-553.22-03	37.50	Conservancy
				Total for check: 31572	37.50	Hwy 10 & STH 114
WIL-KIL PEST CONTROL	31573	11/10/2011	1944196	731-1022-541.21-06	64.00	PWF Contract
				Total for check: 31573	64.00	

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WINNEBAGO COUNTY TREASURER	31574	11/10/2011	1879	100-0805-521.25-01	977.74	Jail Facility Charges
			Total for check: 31574		977.74	
WINNEBAGO COUNTY TREASURER	31575	11/10/2011		ADVANCED TOOLIN 310-0409-571.61-01	5,830.50	Advanced Tooling Payment
				310-0410-571.61-02	3,304.19	Advanced Tooling Payment
			Total for check: 31575		9,134.69	
WISCONSIN CHIEFS OF POLICE ASSN INC	31576	11/10/2011		100-0801-521.21-06	1,517.00	Police Entry Level Exams
			Total for check: 31576		1,517.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31577	11/10/2011		20111110 100-0000-202.06-00	220.00	PAYROLL SUMMARY
			Total for check: 31577		220.00	
WISCONSIN FBI NATIONAL ACADEMY	31578	11/10/2011		100-0801-521.34-02	25.00	Luncheon FBI Academy
			Total for check: 31578		25.00	
WISCONSIN SUPPORT COLLECTIONS	31579	11/10/2011		20111110 100-0000-202.03-00	440.23	PAYROLL SUMMARY
			Total for check: 31579		440.23	
					67,983.26	

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ACCESSDATA GROUP LLC	31580	11/17/2011	00060972	743-0403-513.24-04	1,800.00	Software/Software Renewal
			Total for check: 31580		1,800.00	
ACCURATE	31581	11/17/2011	1115469	731-1022-541.38-03	33.69	Headlamp
		11/17/2011	1115690	731-1022-541.30-18	16.77	Gloss Black
		11/17/2011	1116334	731-1022-541.30-18	158.81	Drill/Bulb/Lamp/Clamp Cable Tie/Tape/Sleeve
		11/17/2011	1116599	731-1022-541.38-03	3.85	3-Way Fern Weather Pack
			Total for check: 31581		213.12	
APPLETON POLICE DEPARTMENT	31582	11/17/2011		100-0000-201.03-00	1,000.00	Bond/MEPD #11-3658
			Total for check: 31582		1,000.00	
ASPEN MAUI ADVENTURES LLC &	31583	11/17/2011		203-0306-562.70-01	4,980.00	Loan
			Total for check: 31583		4,980.00	
BADGER HIGHWAYS CO INC	31584	11/17/2011	155503	100-0703-553.30-18	56.00	9th St Bot Launch Screenings
			Total for check: 31584		56.00	
CALUMET COUNTY TREASURER	31585	11/17/2011	9901114	100-0805-521.25-01	150.00	Safe Keeper Daily Fee
			Total for check: 31585		150.00	
VALERIE DAVIS	31586	11/17/2011		100-0903-531.33-01	27.27	October, 2011 Expenses
			Total for check: 31586		27.27	
DEPARTMENT OF WORKFORCE DEVELOPMENT	31587	11/17/2011	2952816	100-0803-521.15-09	29.00	Sept
				100-0304-562.15-09	165.25	Sept
			Total for check: 31587		194.25	
DIGICORPORATION	31588	11/17/2011	116303	100-0702-552.29-01	43.95	2011 Hayride Tickets

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DIGICORPORATION...	31588...	11/17/2011	116536	266-1027-543.29-01	2,287.43	Newsletters
				100-0405-513.29-01	2,002.43	Newsletters
				100-0000-134.00-00	(120.00)	Finance Window Envelopes
				100-0401-513.29-01	196.00	Finance Window Envelopes
				Total for check: 31588		
EARTHLINK BUSINESS	31590	11/17/2011	100-0402-513.22-01	6.96	Phone Charges	
			100-0201-512.22-01	5.62	Phone Charges	
			100-0000-123.00-00	14.71	Phone Charges	
			100-0203-512.22-01	13.56	Phone Charges	
			100-0304-562.22-01	29.62	Phone Charges	
			100-1001-514.22-01	74.81	Phone Charges	
			100-0401-513.22-01	33.68	Phone Charges	
			731-1022-541.22-01	25.77	Phone Charges	
			100-0903-531.22-01	48.17	Phone Charges	
			743-0403-513.22-01	22.69	Phone Charges	
			100-0601-551.22-01	175.44	Phone Charges	
			100-0101-511.22-01	8.79	Phone Charges	
			100-0702-552.22-01	26.25	Phone Charges	
			100-0703-553.22-01	49.36	Phone Charges	
			100-0202-512.22-01	15.80	Phone Charges	
			100-0801-521.22-01	255.30	Phone Charges	
			100-1002-541.22-01	45.61	Phone Charges	
			100-0920-531.22-01	13.93	Phone Charges	
			100-1008-541.22-01	3.67	Phone Charges	
			100-0502-522.22-01	42.44	Phone Charges	
207-0000-123.00-00	30.01	Phone Charges				
100-0000-123.00-00	305.29	Phone Charges				
Total for check: 31590				1,247.48		
ENVIRO SCIENCES/ALPHA ENERGY INC	31591	11/17/2011	00010890	381.50	Radon Kits	
			100-0000-201.17-00		Analysis	
Total for check: 31591				381.50		

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FORCE AMERICA DISTRIBUTING LLC	31592	11/17/2011	02108217	731-1022-541.38-03	156.62	2-Way normally open Restricted Flow
			Total for check: 31592		156.62	
FOX VALLEY TECHNICAL COLLEGE	31593	11/17/2011		206-0401-513.25-01	8,632.00	Close Out of TIF Dist 2
			Total for check: 31593		8,632.00	
GREAT LAKES SPORTS	31594	11/17/2011	140919-00	100-0703-553.30-18	151.73	White PermaNet
			Total for check: 31594		151.73	
KARA HOMAN	31595	11/17/2011		100-0304-562.33-01	32.40	Mileage
				100-0304-562.30-11	10.57	Postage
			Total for check: 31595		42.97	
KAEMPFER & ASSOCIATES INC	31596	11/17/2011	16270	601-1020-543.21-02	642.48	Project E145-01.07 Professional Services
		11/17/2011	16271	601-1020-543.21-02	115.41	Project E145-01.10 Professional Services
		11/17/2011	16272	601-1020-543.21-02	513.98	Project E145-09.01 Professional Services
		11/17/2011	16273	601-1020-543.21-02	385.47	Project E145-10.01 Professional Services
		11/17/2011	16274	601-1020-543.21-02	1,000.37	Project E145-10.09 Professional Services
			Total for check: 31596		2,657.71	
KITZ & PFEIL INC	31599	11/17/2011	092114-0031	100-0703-553.30-18	4.75	Paint Tray Liner
		11/17/2011	092214-0034	731-1022-541.38-03	8.98	Sign Shop Trailer Hinges
		11/17/2011	092214-0136	100-0703-553.24-03	4.94	Spray Paint
		11/17/2011	092214-0166	100-1001-514.24-03	10.22	2nd Floor Copier Outlets/Plates
		11/17/2011	092309-0004	731-1022-541.30-18	30.57	Shop Supplies
		11/17/2011	092314-0047	100-0801-521.24-03	13.22	Water Heater Leak
		11/17/2011		100-0501-522.24-03	8.82	Water Heater Leak
		11/17/2011	092809-0010	100-0703-553.24-03	1.78	Buildings/Smith Park
		11/17/2011	092914-0146	100-1008-541.30-18	16.82	Bulbs/Door Sweep
		11/17/2011	093003-0023	100-0703-553.30-15	27.28	Saw Chain
	11/17/2011	093014-0059	100-0501-522.24-03	23.36	Filters	

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KITZ & PFEIL INC...	31599...	11/17/2011	100409-0004	731-1022-541.30-18	11.07	Gas Cylinders
		11/17/2011	100414-0041	100-1001-514.30-15	6.63	Library Swinging Door Tools
		11/17/2011	100414-0140	100-0703-553.24-03	3.85	Buildings
		11/17/2011	100503-0002	100-0920-531.24-03	43.98	Backroom Storm Window
		11/17/2011	100714-0006	100-0703-553.24-03	17.09	Drill Bit
		11/17/2011	100714-0116	100-0703-553.24-03	15.84	Misc Hardware
		11/17/2011	100714-0292	100-0801-521.30-15	12.00	Misc Hardware
		11/17/2011	101002-0148	743-0403-513.21-04	9.98	Misc Hardware
		11/17/2011	101014-0042	100-0703-553.24-03	9.00	Misc Hardware
		11/17/2011	101014-0061	100-1004-541.30-18	25.19	Tape
		11/17/2011	101109-0009	100-1001-514.30-15	15.24	Rescue Tape
		11/17/2011	101114-0017	100-1001-514.30-15	9.92	Hot Water Leak Hardware
		11/17/2011	101114-0133	100-1004-541.30-18	13.49	Scaffold Nail
		11/17/2011	101114-0159	100-0703-553.24-03	20.99	Misc Hardware
		11/17/2011	101214-0042	100-0703-553.24-03	15.62	Caulk Tip & Cap Sealant
		11/17/2011	101214-0118	100-1016-543.30-18	7.19	Twine
		11/17/2011	101314-0013	100-1001-514.24-03	7.19	CATV Ends
		11/17/2011	101314-0261	100-0801-521.29-05	18.77	Cleaners for New CSU
		11/17/2011	101414-0034	100-0703-553.30-18	29.31	Bolt/Washer/Nut
		11/17/2011	101714-0048	100-0703-553.24-03	6.88	Misc Hardware
	11/17/2011	101714-0058	601-1020-543.30-18	15.00	Key Sewer Locker	
	11/17/2011	101809-0016	731-1022-541.30-13	20.68	Broom/Mop	
	11/17/2011	101814-0011	266-1027-543.30-18	21.57	Duct Tape	
	11/17/2011	101814-0097	731-1022-541.24-03	6.52	PWF Maint Shop Door Handle/Knob Repair	
	11/17/2011	101814-0136	100-1008-541.30-18	6.18	Misc Hardware	
	11/17/2011	102014-0137	100-0703-553.24-03	3.97	Misc Hardware Clasp	
			Total for check: 31599		523.89	
KUNDINGER FLUID POWER INC	31600	11/17/2011	50158675	731-1022-541.38-03	4.59	Straight Thread Adapter
		11/17/2011	50159156	731-1022-541.38-03	19.51	Straight Thread Adapter
			Total for check: 31600		24.10	

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KWIK TRIP INC	31601	11/17/2011	2613544	100-0801-521.29-05	42.35	Fuel
			Total for check: 31601		42.35	
LANDLORD SERVICES LLC	31602	11/17/2011	13324	100-0801-521.21-06	17.00	Credit Report
			Total for check: 31602		17.00	
LEC TRAINING FUND	31603	11/17/2011	LEC TRAINING	100-0801-521.34-02	25.00	Training
			Total for check: 31603		25.00	
LEGACY DISTRIBUTION	31604	11/17/2011	3087	266-1028-543.30-18	66.00	36" Chain Saw Chaps
			Total for check: 31604		66.00	
MATTHEWS TIRE & SERVICE CENTER	31605	11/17/2011	40704	731-1022-541.38-02	75.26	Repair Flat
			Total for check: 31605		75.26	
MCNEILUS TRUCK & MFG COMPANY	31606	11/17/2011	1723777	731-1022-541.38-03	15.30	Buckle, Bel Sgl Tine
			Total for check: 31606		15.30	
MENARDS-APPLETON EAST	31607	11/17/2011	74822	100-0501-522.24-03	180.80	Station 36 Fence
		11/17/2011	75243	100-0501-522.24-03	75.41	Station 36 Fence
		11/17/2011	76034	100-0501-522.24-03	(22.35)	Return
		Total for check: 31607		233.86		
MENASHA EMPLOYEES CREDIT UNION	31608	11/17/2011	20111117	100-0000-202.05-00	14,123.00	PAYROLL SUMMARY
			Total for check: 31608		14,123.00	
MENASHA JOINT SCHOOL DISTRICT	31609	11/17/2011		206-0401-513.25-01	46,282.00	Close Out of TIF Dist 2
			Total for check: 31609		46,282.00	

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MENASHA TREASURER	31610	11/17/2011		310-0000-473.00-00	154.84	Parcel 7-383
				310-0000-461.02-00	98.71	Parcel 7-383
				310-0000-461.02-00	45.24	Parcel 7-383
				310-0000-471.00-00	1,347.91	Parcel 7-452-00
				310-0000-472.00-00	2,052.22	Parcel 7-452-00
				310-0000-475.00-00	2,070.82	Parcel 7-452-00
				310-0000-476.00-00	1,696.65	Parcel 7-452-00
				310-0000-477.00-00	160.47	Parcel 7-452-00
				310-0000-461.02-00	288.64	Parcel 7-452-00
					7,915.50	
				Total for check: 31610		
MENASHA UTILITIES	31613	11/17/2011		731-1022-541.22-06	62.50	981 Plank Road Storm Water
				100-1001-514.22-03	26.13	901 Airport Road Electric
				100-1001-514.22-05	12.11	901 Airport Road Water
				100-1001-514.22-06	6.25	901 Airport Road Storm Water
				100-0801-521.22-03	11.08	430 First Street Electric
				100-1008-541.22-03	160.91	Electric
				100-1008-541.22-05	40.70	Water
				601-1020-543.22-03	23.62	Electric
				100-0704-552.22-03	168.47	Electric
				100-0704-552.22-05	388.00	Water
				731-1022-541.22-03	806.60	Electric
				731-1022-541.22-05	487.03	Water
				731-1022-541.22-06	767.50	Storm
				266-1028-543.22-06	73.12	Storm
				100-0801-521.22-03	1,124.23	Electric
				100-0801-521.22-05	247.98	Water
				100-0801-521.22-06	62.71	Storm
				100-0000-123.00-00	814.10	Electric
				100-0000-123.00-00	179.58	Water
				100-0000-123.00-00	45.41	Storm
			100-0601-551.22-03	3,112.07	Electric	
			100-0601-551.22-05	551.45	Water	
			100-0601-551.22-06	103.75	Storm	

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MENASHA UTILITIES...	31613...	11/17/2011...	...	207-0707-552.22-05	126.68	Water
				100-1019-552.22-03	184.48	Electric
				100-1019-552.22-05	12.11	Water
				100-0000-123.00-00	5.79	Electric
				100-0703-553.22-03	1,340.04	Electric
				100-0703-553.22-05	30.27	Water
				100-0703-553.22-06	280.61	Storm
				100-0305-562.22-06	7.50	Storm
				100-1012-541.22-03	17,944.60	Street Lighting
				Total for check: 31613	29,207.38	
MENASHA UTILITIES	31614	11/17/2011		267-0102-581.22-03	1,417.02	October
				267-0102-581.22-05	150.22	October
				Total for check: 31614	1,567.24	
TOWN OF MENASHA UTILITY DISTRICT	31615	11/17/2011	4376	100-0701-533.22-06	295.50	206 North Street
		11/17/2011	4377	100-0701-533.22-06	26.25	Unassigned Address
				Total for check: 31615	321.75	
MINNESOTA LIFE INSURANCE COMPANY	31616	11/17/2011		100-0000-204.07-00	2,493.42	December, 2011
				Total for check: 31616	2,493.42	
MORTON SAFETY	31617	11/17/2011	624057	731-1022-541.30-18	24.25	Ear Plugs
		11/17/2011	625336	731-1022-541.30-18	18.00	Eyewear Cleaner
				Total for check: 31617	42.25	
N&M AUTO SUPPLY	31618	11/17/2011	380960	731-1022-541.38-03	14.84	Horn Replacement
		11/17/2011	381029	731-1022-541.38-03	85.20	Napa Hydraulic Filter
		11/17/2011	381799	731-1022-541.38-03	38.97	Auto Parts

AP Check Register

Check Date: 11/17/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
N&M AUTO SUPPLY...	31618...	11/17/2011	382073	731-1022-541.30-18	53.37	Auto Parts
			Total for check: 31618		192.38	
NEENAH-MENASHA SEWERAGE COMMISSION	31619	11/17/2011	2011-166	601-1021-543.21-01	77,500.00	Legal Reimbursement Fox River Clean Up
			Total for check: 31619		77,500.00	
NIELSON COMMUNICATIONS	31620	11/17/2011	FV11-26878	731-1022-541.30-15	50.75	Kenwood Portable 1200 MAH
			Total for check: 31620		50.75	
ORIENTAL TRADING CO INC	31621	11/17/2011	647241267-02	100-0702-552.30-18	62.24	Event Supplies
			Total for check: 31621		62.24	
PACKER CITY INTERNATIONAL	31622	11/17/2011	3-212930081	731-1022-541.38-03	63.05	Air Filter/Lube Filter
		11/17/2011	3-212990018	731-1022-541.38-03	49.27	Filters/Lamp
			Total for check: 31622		112.32	
DENISE QUICK	31623	11/17/2011		100-1001-514.33-01	21.60	October Mileage
			Total for check: 31623		21.60	
ROLAND MACHINERY EXCHANGE	31624	11/17/2011	21066978	731-1022-541.38-03	292.89	Solenoid
			Total for check: 31624		292.89	
SANOFI PASTEUR INC	31625	11/17/2011	99215098	100-0903-531.30-18	87.90	Tubersol Test Antigen Ruler
			Total for check: 31625		87.90	
PAUL SCHEPPF	31626	11/17/2011		824-0801-521.30-18	20.98	K-9 Expense
				824-0801-521.34-03	10.00	K-9 Expense
			Total for check: 31626		30.98	

AP Check Register
Check Date: 11/17/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SERVICEMASTER BUILDING MAINTENANCE	31627	11/17/2011	133951	100-0801-521.20-01	1,395.00	Janitorial Service
		11/17/2011	133956	100-0801-521.20-01	50.00	Clean Garage/Police Dept
			Total for check: 31627		1,445.00	
R A SMITH NATIONAL INC	31628	11/17/2011	103521	100-0703-553.21-02	332.00	Engineering/430 Ahnaip St
			Total for check: 31628		332.00	
SPORTS GRAPHICS	31629	11/17/2011	1111-044	100-0702-552.30-18	400.00	Softball Shirts
			Total for check: 31629		400.00	
ROBERT STANKE	31630	11/17/2011		100-0801-521.21-06	100.00	Consultant Fee
			Total for check: 31630		100.00	
STREICHER'S INC	31631	11/17/2011	1878147	100-0801-521.19-03	140.98	Rain Coat/Rescue Tool
			Total for check: 31631		140.98	
STUMPF CREATIVE LANDSCAPES	31632	11/17/2011		826-0706-561.30-18	180.00	Colorado Blue Spruce Niobe Willow
			Total for check: 31632		180.00	
SWIDERSKI EQUIPMENT INC	31633	11/17/2011	WF03644	731-1022-541.29-04	238.53	
			Total for check: 31633		238.53	
TAPCO	31634	11/17/2011	1380195	100-1008-541.30-18	1,080.00	Traffic Signal Bases
			Total for check: 31634		1,080.00	
UNIFIRST CORPORATION	31635	11/17/2011	097 0098325	731-1022-541.20-01	109.44	Mats/Mops/Shirts
			Total for check: 31635		109.44	

AP Check Register
Check Date: 11/17/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNITED WAY FOX CITIES	31636	11/17/2011	20111117	100-0000-202.09-00	108.16	108.16 PAYROLL SUMMARY
			Total for check: 31636		108.16	
UNITRENDS SOFTWARE CORPORATION	31637	11/17/2011	38682	743-0403-513.21-04	875.60	875.60 Back-up Configurations
			Total for check: 31637		875.60	
US LUBRICANTS	31638	11/17/2011	50003241	731-1022-541.30-18	109.75	109.75 Windshield Wash
			Total for check: 31638		109.75	
VERIZON WIRELESS	31639	11/17/2011	264904235	100-0801-521.22-01	399.90	399.90 Monthly Charges
			Total for check: 31639		399.90	
WAVERLY SANITARY DISTRICT	31640	11/17/2011		100-0501-522.24-03	342.40	342.40 Hydrant Meter/Water UsageN-M Fire Rescue
				100-0703-553.22-05	43.72	43.72 2170 Plank Road
			Total for check: 31640		386.12	
WE ENERGIES	31641	11/17/2011		100-0903-531.22-04	10.27	10.27 316 Racine Street
				100-0701-533.22-03	7.87	7.87 North Street Electric
				100-0701-533.22-03	7.47	7.47 North Street Electric
			Total for check: 31641		25.61	
WI SCTF	31642	11/17/2011	20111117	100-0000-202.03-00	65.00	65.00 PAYROLL SUMMARY
			Total for check: 31642		65.00	
WINEBAGO COUNTY TREASURER	31643	11/17/2011	LF117869	100-1016-543.25-01	10,657.81	10,657.81 Landfill Charges
				100-1017-543.25-01	3,803.49	3,803.49 Landfill Charges
				266-1027-543.25-01	192.00	192.00 Landfill Charges
				625-1005-541.25-01	3,102.62	3,102.62 Landfill Charges

AP Check Register
Check Date: 11/17/2011

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WINNEBAGO COUNTY TREASURER...	31643...	11/17/2011	LF117954	266-1027-543.25-01	968.40	Recycling Charges
			Total for check: 31643		18,724.32	
WINNEBAGO COUNTY TREASURER	31644	11/17/2011		206-0401-513.25-01	27,621.00	Close Out of TIF Dist 2
			Total for check: 31644		27,621.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31645	11/17/2011	20111117	100-0000-202.06-00	220.00	PAYROLL SUMMARY
			Total for check: 31645		220.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31646	11/17/2011	20111117	100-0000-202.07-00	271.05	PAYROLL SUMMARY
			Total for check: 31646		271.05	
WISCONSIN SUPPORT COLLECTIONS	31647	11/17/2011	20111117	100-0000-202.03-00	1,308.93	PAYROLL SUMMARY
			Total for check: 31647		1,308.93	
1ST AYD CORPORATION	31648	11/17/2011	503439	731-1022-541.30-18	125.93	Brake & Parts Cleaner
			Total for check: 31648		125.93	
					261,694.14	



MEMORANDUM

TO: Common Council

FROM: Pamela A. Captain

SUBJECT: 2012 Employee salary/wage adjustments

DATE: Thursday, November 17, 2011

The 2012 budget includes a 2% pay increase for non-represented employees and Police Supervisory Lieutenants. The budget also includes a 1% increase for represented employees, excluding police.

I am requesting that the Common Council approve the adjustments effective January 1, 2012.

RESOLUTION R-41-11

RESOLUTION LEVYING TAXES FOR THE PURPOSE OF PAYING THE OPERATING
EXPENSES FOR THE YEAR 2012 FOR THE CITY OF MENASHA

BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF MENASHA, WISCONSIN,
RESOLVED:

That for the purpose of paying the City of Menasha operating expenses for the year 2012, there is hereby levied on all taxable property in the City of Menasha the amount of \$10,250,998.14 which includes \$645,793.14 in Tax Incremental Financing District Funds.

That for the purpose of paying the Menasha Joint School District and Appleton Area School District tax as certified, there is hereby levied on all taxable property in the City of Menasha the amount of \$9,986,903.94 which includes \$629,306.94 in Tax Incremental Financing District Funds.

That for the purpose of paying the Fox Valley Technical College District tax as certified, there is hereby levied on all taxable property in the City of Menasha the amount of \$1,842,197.24 which includes \$116,055.01 in Tax Incremental Financing District Funds.

That for the purpose of paying the State of Wisconsin and Calumet County tax as certified, there is hereby levied on all taxable property of the City of Menasha the amount of \$879,655.91 which includes \$93,321.56 in Tax Incremental Financing District Funds.

AND IT IS FURTHER RESOLVED that the total of the above four levies in the amount of \$22,959,755.23 plus the levies yet to be received from Waverly Sanitary District and Winnebago County, the State of Wisconsin and the Waverly Sanitary District and Winnebago County levies for the Tax Incremental Financing Districts, shall be the 2011 tax levy on all real and personal property in the City of Menasha.

AND IT IS FURTHER RESOLVED that a property tax mill rate for each taxing entity will be established when the assessed valuation for each taxing entity has been properly certified.

AND BE IT FURTHER RESOLVED that the City Comptroller/Treasurer be, and hereby is, authorized to prepare a tax roll for the City of Menasha for the year 2011 and spread the above stated tax and State Lottery Credits, School Tax Credits and First Dollar Credits upon said roll and the City Clerk is directed to sign a warrant for the collection of said tax.

Passed and approved this 21ST day of November, 2011.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

WOODWORKS

P.O. BOX 95
MENASHA, WI
54952-0095

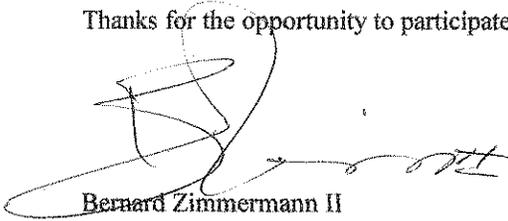
920-707-4412
WOODWORKS@TDSNET

Thursday, November 03, 2011

Dear Mayor Merkes

I regret to inform you that I must resign from the Landmarks Commission. My workload and schedule vary and therefore create a hit and miss attendance at Landmarks meetings. I do not believe it is fair to the other dedicated members and think my seat may be better filled by someone who can play a more active roll. I would be happy to be a member of the commission in the future if and when I can resume a more "nine to five" day.

Thanks for the opportunity to participate.



Bernard Zimmermann II



Don Merkes

From: pdocter@new.rr.com
Sent: Thursday, November 03, 2011 5:34 AM
To: Don Merkes
Subject: Landmark Commission

Mayor Merkes:

Thank you for meeting with me yesterday. I am a private citizen living on Doty Island with creative design interest in making a contribution on the Landmark Commission. I look forward to hearing from you.

Regards,
Peg Docter

City of Menasha Mayor's Office



Application of Interest for Menasha Boards, Commissions, Committees

Name Gail Popp

Address 862 Eden Ct Menasha
Menasha, WI 54952

Daytime Phone 920 850 7223

Evening Phone _____

E-Mail gpopp1153@gmail.com

What appointment are you seeking? You may check more than one box.

- | | |
|---|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> N-M Joint Fire Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> N-M Sewerage Commission |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Parks & Recreation Board |
| <input type="checkbox"/> Committee on Aging | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Heckrodt Wetland Reserve Board | <input type="checkbox"/> Police Commission |
| <input type="checkbox"/> Housing Authority | <input checked="" type="checkbox"/> Redevelopment Authority |
| <input type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Sustainability Board |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Utilities Commission |
| | <input type="checkbox"/> Other _____ |

Do you currently serve on other boards, commissions, committees, or hold an elected office? yes no (Detail Below)

I am on the Community Foundation Board of Real Estate and Personal Property

Please provide or attach a brief statement outlining your interest and qualifications of this appointment:

I am a resident of Lake Park Villas and served as the HOA President and VP for
4 years total. I have a personal interest in what takes place at LPV and I
am a licensed real estate broker currently working with Coldwell Banker
I have also served on several non-profit boards over the past 10 years and
am familiar with that process. I want to be sure we do what is right for
the growth of LPV and to keep the City in a good position for potential buyers
to be motivated to buy within the city

Please sign and date: Gail C. Popp 11/16/11