

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

**6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- 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. Introduction of New Police Chief Tim 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](#)

Communications, continued:

- 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](#)

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, 2012, 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](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

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](#)
- 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](#)

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

K. APPOINTMENTS

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)

M. CLAIMS AGAINST THE CITY

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

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

P. Motion to Adjourn into Closed Session 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)

MEETING NOTICE

Common Council Budget Review Meetings – November 2, 3, 9, 14 at 5:00 PM

**Monday, November 21, 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.**

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
October 17, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 8:08 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner, Klein
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Acting PC Brunn, CDD Keil,
C/T Stoffel, PHD Nett, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. Administration Committee, 10/3/2011

Moved by Ald. Krueger, seconded by Ald. Zelinski to approve minutes
Motion carried on voice vote

2. Special Administration Committee, 10/5/2011

Moved by Ald. Zelinski, seconded by Ald. Krueger to approve minutes.
Motion carried on voice vote.

D. ACTION ITEMS

1. 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, 2012, and authorize signature.

CA/HRD Captain commented the date of the contract is January 1, 2012 to December 31, 2013.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council.
Moved by Ald. Sevenich, seconded by Ald. Benner to add to lease agreement wording
from Substitute Amendment #1 to Ordinance O-15-11 for the carrying of concealed
weapons into or within any building owned or occupied by the City.
Motion on amendment carried on roll call 8-0.
Motion as amended carried on roll call 8-0.

2. Acquisition of 221 Washington Street, Menasha

Moved by Chairman Klein, seconded by Ald. Langdon to hold this item.
Item is held.

3. O-20-11 An Ordinance Amending Section 2-1-3 of Municipal Code (Polling Places)

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council
Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Benner to adjourn at 8:15 p.m.
Motion carried on voice vote.

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

DRAFT

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
October 17, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 8:16 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Acting PC Brunn, CDD Keil, C/T Stoffel, and Clerk Galeazzi

C. MINUTES TO APPROVE

1. October 3, 2011

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Street Use Application – Festival Foods Turkey Trot; Thursday, November 24, 2011; 7:30 AM to 10:30 AM

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

Motion carried on voice vote.

2. Street Use Application – Jingle Bell Run for Arthritis; Saturday, December 3, 2011; 8:30 AM to 10:30 AM

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

Motion carried on voice vote.

3. 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)

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 8:21 p.m.

Motion carried on voice vote.

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

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
BOARD OF HEALTH
Minutes
September 14, 2011**

A. Meeting called to order at 9:30 AM by Chairman Candyce Rusin.

B. Present: Candyce Rusin, Lori Asmus, Dorothy Jankowski, Dr. Teresa Rudolph, Susan Nett

C. MINUTES TO APPROVE

1. Motion to approve minutes from August 10, 2011 made by D. Jankowski and seconded by L. Asmus. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. August 2011 Communicable Disease Report distributed and discussed.
2. Menasha Health Department 2010 Annual Report distributed. BOH members were asked to review the report and bring comments to the next meeting.
3. Wisconsin Local Health Dept. Survey – 2009 distributed. S. Nett pointed out that the per capita levy rate was \$9.10 as compared to \$14.50 for Winnebago County and \$16.20 for Calumet County.
4. Flu Vaccine Clinics have been scheduled starting Sept. 22nd and going through Oct. 27th. If vaccine remains after that, more clinics will be scheduled in Nov.
5. Health Department Budget – 2012. S. Nett briefly discussed the budget preparation process for 2012. Discussions are underway regarding the lease agreement which expires at the end of 2011.

E. ACTION ITEMS

1. Review and Approve DPH Contract Agreement for Emergency Preparedness August 1, 2011 through July 31, 2012, and Authorize Signature. S. Nett explained the required grant objectives. The grant funding increased by approx. \$7000. Motion to approve the DPH contract agreement for emergency preparedness August 1, 2011 through July 31, 2012 and authorize signature made by D. Jankowski and seconded by T. Rudolph. Motion carried.
2. Prevention Grant Fund Contract Addendum Approval 1-1-11 through 9-30-11 and Authorize Signature. S. Nett explained that prevention grant funds were cut by 25% and the grant funding period was changed to end on Sept. 30th instead of Dec. 31st. Grant objectives have been met. Motion to approve the prevention grant fund contract addendum 1-1-11 through 9-30-11 and authorize signature made by L. Asmus and seconded by D. Jankowski. Motion carried.

F. HELD OVER BUSINESS

1. None

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Health Department at 967-3520 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

Board of Health Members: Dorothy Jankowski, Lori Asmus, Susan Nett, Candyce Rusin, Theresa Shoberg

G. Motion to adjourn at 10:15 AM made by D. Jankowski and seconded by L. Asmus. Motion carried. Next meeting October 12, 2011.

Submitted by Susan Nett

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
COMMITTEE ON AGING
Minutes
August 18, 2011**

A. Meeting called to order at 7:47 AM by Chairman Joyce Klundt.

B. Present: Joyce Klundt, Peg Malueg, Mary Lueke, Sue Steffen, Lee Murphy, John Ruck, Jean Wollerman, Susan Nett

C. MINUTES TO APPROVE

1. Motion to approve minutes from June 9, 2011 meeting made by S. Steffen and seconded by L. Murphy. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Senior Center Older Adult Coordinator, Jean Wollerman presented the June and July monthly reports of center activities and visits. There were 1369 visits in June (as compared to 999 in June 2010) and 1167 visits in July (as compared to 954 in July 2010). Rentals of the building continue to increase. The patio in front of the building is just about completed. Still waiting for the curbing. Monies from the fundraising account were used for the supplies and the solar lights were donated in memory of Dee Osinski, the long time mealsite manager at the center. Jean also showed the committee a memorial plaque donated in memory of Dee's years of service at the center that is displayed by the kitchen area. A brat fry and quilt sale is scheduled for August 25th at the center. Senior games were held on August 16th in Neenah with an attendance of 150 seniors. Envelopes for the Take Back the Meds program have been regularly requested and the supply exhausted. An order was placed for more envelopes due to the popularity of the program. A collaborative effort with the ADRC has resulted in a Strong Bones program being piloted at the senior center in September. The program targets both men and women 50 and older, but any adult is welcome. Educational offerings included a mini-expo of various services and a presentation on pelicans.
2. Senior Center Budget—The YMCA is in the process of preparing the 2012 budget. The proposed budget will be on next month's agenda.
3. Open House – Sept. 13, 2011. A tentative agenda for the open house was discussed. Invitations will be sent in the next week or so. Hours for the open house 5:30 PM to 7:30 PM.

E. New Business

1. None

F. HELD OVER BUSINESS

1. Senior Center Long Range Goals—discussion continued on defining what quality of life indicators are important for seniors and what program activities are important in addressing these indicators. Seven goals were identified. (See attached) Motion to accept the goal statements as written with the option of changing as needed made by P. Malueg and seconded by S. Steffen. Motion carried. Committee members thanked J. Ruck for his assistance in writing the goal statements. The goal of exploring methods of tracking information provided to seniors regarding community services was chosen by committee members as the first targeted goal.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-3530 24-hours in advance of the meeting for the City to arrange special accommodations."

G. Motion to adjourn at 9:43 AM made by M. Lueke and seconded by L. Murphy. Motion carried.
Next meeting September 8, 2011.

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

September 15, 2011

Call to order at 4:03 p.m. by President Enos

Present: Crawmer, Eisen, Enos, Murray, Werley, Wicihowski

Absent: Brunette, Wisneski

Also present: Director Lenz, K. Seefeldt (Administrative Assistant), C. Brandt (Head of Circulation Services), K. Beson (Head of Children's Services), J. Bongers (Head of Adult & Technical Services)

Public Comment/Communications

Director Lenz informed the Board that she had recently acknowledged the generous donations made by the Fahrback family in memory of their mother, Helen. Helen was a former employee of our library.

Authorization of Bills

1. **Motion** to authorize payment of the September list of bills from the 2011 budget by Wicihowski, seconded by Murray, and carried unanimously.

Consent Business

2. The follow Consent Business Items were presented for the Board's consideration
 - Approve minutes of the Library Board meeting of August 18, 2011
 - Accept minutes of the Finance Committee meeting of August 30, 2011
 - Accept minutes of the Personnel and Policies Committee meeting of September 6, 2011
 - Accept minutes of the Investment Committee meeting of September 7, 2011

Motion

Motion to approve minutes from the Library Board meeting of August 18, 2011 and accept minutes of the Finance Committee meeting of August 30, 2011, the Personnel and Policies Committee meeting of September 6, 2011, and the Investment Committee meeting of September 7, 2011 by Werley, seconded by Eisen, and carried unanimously.

Crawmer left the meeting at 4:07 p.m.

Director's Report/Information Items

3. Current Budget Status Report. The status of the 2011 budget as of August 30 was reviewed. Director Lenz reported that 65.1% of the budget has been spent to date.
4. August Statistics. Lending statistics were down 9.6% overall from August 2010. Adult Department saw a 4.5% decrease overall, but showed a 2.1% increase in book lending. The Children's Department was down 15.6% overall. Discussion pertaining to the decrease in lending ensued. Werley asked if we were adequately capturing the birth through age 5 populations. Beson noted that story-time attendance for this age group has increased since last year.

5. Endowment Report. Director Lenz reviewed a detailed summary of our endowment accounts with the Board. We are continuing to work on updating our accounts in QuickBooks.
6. Summer Reading Program Final Report. Children's Services Department Head Kathy Beson distributed copies of her final summer reading program report. Eisen commended staff in the Children's Department for continuing to offer a remarkable series of programs over the summer months.

Discussion/Action Items

7. Internet Policy. Policies & Personnel Committee chair Wicichowski presented an updated Internet Policy for the Board's approval. Discussion ensued.

Motion

Motion to approve the Internet Policy as presented by Eisen, seconded by Wicichowski, and carried unanimously.

8. Food for Fines. Director Lenz requested Board permission to participate with Neenah Public Library in the Food for Fines program in November.

Motion to approve participation in the Food for Fines event from November 5-13 by Murray, seconded by Werley, and carried unanimously.

9. Recommendations by the Investment Committee. Recommendations from the Investment Committee regarding future investment strategies were reviewed. Discussion ensued. The Board asked Director Lenz to explore additional investment options. There was a consensus to table this item of discussion for a future meeting.

Motion

Motion to adjourn into closed executive session pursuant to WI Statute 19.85(1)(c) for the purpose of consideration promotion, compensation or performance evaluation of employees by Werley, seconded by Wicichowski. Motion passed on a roll call vote with Eisen, Enos, Murray, Werley and Wicichowski all voting aye.

Bongers, Beson, Brandt and Seefeldt left the meeting at 4:50 p.m.

10. Consider Recommendations of the Policies and Personnel Committee. Director Lenz presented a new employee organization plan for the Board's consideration. The Board reviewed and amended the Director's plan. Recommendations for updating the current employee salary schedule were also reviewed.

Crawmer rejoined the meeting at 5:10 p.m.

Motion

Motion to adjourn closed session and reconvene in open session by Wicichowski, seconded by Murray. Motion passed on a roll call vote with Crawmer, Eisen, Enos, Murray, Werley and Wicichowski all voting aye.

Bongers, Beson, Brandt and Seefeldt joined the meeting.

11. Action on Recommendations Made by the Policies and Personnel Committee. A consensus was formed in closed session to combine the positions of Assistant I's and Assistant II's into a Clerk position and the positions of Aide I's and Aide II's into a Page position. The Library I position was renamed Library Office Manager. The Librarian II Supervisor and the Library III Supervisor

positions were combined and renamed Library Supervisor. Aide II's were made Aides. Also agreed upon were new wage scales that reflect the combining of positions and wage scales that correspond to upgrades in some positions. Premium pay for everyone working Saturdays in the summer was taken under consideration.

Motion

Motion to approve the personnel position and wage changes agreed upon in closed session by Werley, seconded by Crawmer, and carried unanimously.

Motion

Motion to continue following the Saturday premium pay policy that was adopted in 2007 by Werley. Motion died for lack of a second.

Motion

Motion to approve reinstating premium pay to all staff working summer Saturdays by Wicichowski, seconded by Murray. Crawmer, Eisen, Murray and Wicichowski voted aye. Werley and Enos voted nay. Motion passed.

12. Budget. Director Lenz presented her most recent draft of the 2012 library budget. Discussion ensued.

Motion

Motion to approve the 2012 budget as presented, including employee pay rate changes and the addition of premium pay to all employees working summer Saturdays by Wicichowski, seconded by Murray, and carried unanimously.

Announcements

13. Staff In-Service. A staff in-service will be held on Friday, September 23 from 8:00 a.m.-1:00 p.m. Board members are welcome to come.

14. Library Trustee 101 Workshop. Director Lenz encouraged Board members to attend one of the Library Trustee 101 workshops being offered by Winnefox Library System.

15. WLA Conference. The Wisconsin Library Association's 2011 Conference will be held in Milwaukee on November 1-4. Board members were encouraged to attend.

Adjournment

Motion to adjourn the meeting at 5:55 p.m. by Werley seconded by Wicichowski, and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Tuesday, October 25 at 4:00 p.m.

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

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee
Meeting Minutes
October 25, 2011 – 5:30 p.m.
Council Chambers – City of Menasha

Present: Ald. Sevenich, Klein, Krueger, Stevenson, Ahles and Ramos.

Also Present: Chief Auxier, Director Stoffel and Office Manager Theisen.

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

Public Forum: No members of the public were present.

Approval of Meeting minutes: The Committee reviewed the meeting minutes from October 10, 2011. **MSC Krueger/Stevenson to approve the meeting minutes of October 10, 2011, all voting aye.**

2012 Budget: Chief Auxier noted the budget included in the packet did include Mayor Scherck's changes. He handed out budget proposals with Mayor Merkes' changes and also reflected both of the Mayor's changes. Information on the cuts made by both Mayors was reviewed. Health insurance costs did come in at a lower amount than originally anticipated. The overall increase of the proposed budget is 2.54%. Chief Auxier also noted that the union is currently in contract negotiations. The budget does have reflection of a proposed wage increase and other things but this could change after a negotiated contract has been completed.

Capital projects were reviewed. It was noted that the City of Neenah does budget out capital expenditures for 5 years at a time for planning and the City of Menasha looks at one year at a time and applies it to the tax levy for that year. Chief Auxier reviewed the capital expenditures that were removed from the 2012 budget. The radio equipment was reviewed and we were able to reduce this amount due to Winnebago County Sheriff's Department picking up quite a bit of the costs for the conversion to the new mandatory radio system. However, there is some equipment that is needed that the County will not pay for and that amount was left out of the budget. This is to purchase items to make equipment that is not being replaced compatible with the new radio system changes (i.e. headsets, etc.). The total equals \$4,022 for the City of Menasha and \$5,078 for the City of Neenah. This amount for the City of Menasha was left out of Mayor Merkes' recommended changes.

During discussions, Director Stoffel pointed out that there was a difference of \$3,831 from what was shown on page 31 of the budget workbook and the actual cost after adjustments to the operations budget. He will be submitting a memorandum asking for that amount to be applied to the monies that were left out of the Mayor's budget for the radio equipment.

Expenditure for the vehicles corrosion was left in the budget from both Mayors. The purpose of doing this is to extend the life of the vehicles versus replacing the vehicles. Vehicle replacements have been deferred to future years. Due to the donation of the ambulance for the Dive Team and moving the suburban to an inspector's vehicle we were able to eliminate the need to replace the inspector's vehicle in 2012.

Ald. Krueger asked about gas & oil increase. Chief Auxier said we were directed by the Neenah Finance Department to increase the budget by 10%. This is due to the cost of fuel rising and the

increased number of runs for the Department. He also asked if the purchase of pick up trucks to run EMS calls was a more viable option versus sending the fire truck. Chief Auxier said it is something they he can research. He said the Department has been implementing a videoconference system for training. This reduces the fuel costs for moving rigs to different stations for training. Classroom training can now be done with video conferencing.

Ald. Krueger asked why there was an increase of the IS Services. Chief Auxier explained how four years ago it was brought to the NMFR Joint Finance & Personnel Committee's attention that the Cities are taking IS services that are being utilized and costing them out the various departments within the Communities based on usage. A plan was implemented to apply those costs over a three year period and in 2012 this is the final year of implementing this plan.

Ald. Stevenson noted the PPE equipment budget and discussion was held on how we do budget a specific amount each year for replacement and if it not spend then it is carried forward each year. Chief Auxier stated that we do not spend this budget amount unless we have to.

Chief Auxier said the intent for our current budget and going forward is that things will only be purchased because it is a need and not a want. We are watching our expenditures very carefully to make sure we come in at budget and/or are able to carry over funds into 2012.

2012 Medical Evaluations: Office Manager Theisen reviewed the physical process and the RFP quotes that were sent out. She explained that we would be utilizing the City of Neenah's vendor for the lab portion of the physical process and by doing so this will save us over \$3,500. Bids for the physical portion and other testing were reviewed from Theda Care at Work and Affinity Occupational Medicine. It was explained that the vendors were advised that they would not perform lab work or the health risk assessment due to the new process with the City of Neenah; however, these results would be forwarded to them to review with the staff members when they go for their physicals. It was recommended to utilize Affinity Occupational Medicine for the 2012 physicals as they are lower than Theda Care at Work and it is easier for the Department to move around staffing for physicals since their office is in Menasha. The overall affect of utilizing the City of Neenah's vendor for the lab work and Affinity Occupational Medicine allowed us to reduce our line item budget in 2012 by \$6,000. **MSC Stevenson/Ahles to recommend the City of Neenah and City of Menasha Common Councils approve Affinity Health for a total of \$13,473.00 for 2012 medical evaluations, all voting aye.**

November 2012 Meeting: Group decided to wait and see if anything needs to be discussed. If nothing comes up then the meeting will be cancelled.

MSC Krueger/Ramos to adjourn at 6:30 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday September 27, 2011

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

Present: Commissioners Dale Youngquist, Tim Hamblin, Kathy Bauer, Raymond Zielinski, Gordon Falck, Mike Sams, William Zelinski; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

Also Present: Tom Kispert, Chad Olsen (McMAHON); Carol Wirth, Brandon Wirth (Wisconsin Public Finance Professionals); Bruce Steinacker, Michelle Sargent, Jeff Steinacker (Steinacker Farms, Inc.); Kathleen Gauger (Town Greenville resident); Mike King (Post Crescent).

Public Hearing

President William Zelinski opened the Public Hearing to receive comments on the proposed 2012 NMSC Budget. Hearing no comments or questions on the Proposed 2012 NMSC Budget, President William Zelinski continued to the second item for the Public Hearing – Facilities Plan Amendment regarding a change for the Biosolids Storage Building.

Greenville resident Kathleen Gauger addressed the Commission and expressed concerns of public safety and environmental issues with the building, noting she lives 1.2 miles away from the building site. Chad Olsen (McMahon) discussed the building and site. Kathleen questioned how often the biosolids would be applied, she said she lives next to one of the fields that had biosolids applied and it created odors and numerous flies. Jeff Steinacker responded indicating there may be some odor for a couple days, but he also indicated the product should not have created flies. Jeff also reported he tries to apply once every five years on his fields. Tom Kispert also responded to these concerns. Kathleen also questioned the increased truck traffic on School Road; the reply is School Road will not be the main thoroughfare for delivery to the storage building. Depending on which fields are being used to apply the biosolids, School Road may be used when the building is being emptied for access to those fields. Kathleen also requested more information on codes and requirements. Manager Much offered to meet with Kathleen at any time and sit down together to go over the codes and the treatment of biosolids.

Hearing no additional comments or questions, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to adjourn the Public Hearing and reconvene into Regular Open Session. Motion carried unanimously.

Commissioners discussed the minutes from the Regular Meeting and Closed Session of August 23, 2011. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to approve the minutes of the Regular Meeting and Closed Session of August 23, 2011. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. August 31, 2011 Notice of Public Hearing and meeting to follow.
RE: 2012 Proposed Budget.
- B. September 21, 2011 Notice of Public Hearing.
RE: Facilities Plan Amendment for revised storage building location.
- C. September 9, 2011 letter from Chad Olsen, McMahon to Thomas Muga, DNR.
RE: Biosolids Storage Building submittal.
- D. September 15, 2011 letter from Bob Jeske, Wisconsin Department of Safety & Professional Services.
RE: Conditional approval of Sludge Storage Building.
- E. September 12, 2011 email from Randall Much, NMSC to Menasha Mayor Merkes.
RE: Response to request for additional information on plant upgrade project.
- F. September 13, 2011 letter from Commission President William Zelinski to the NMSC.
RE: Resignation from the NMSC effective October 30, 2011.

Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of August 2011. Commissioner Dale Youngquist questioned the chemical costs and utilities. These items were further discussed. After discussion, motion made by Commissioner Tim Hamblin, seconded by Commissioner Raymond Zielinski to accept the financial statements for the month of August and place it on file. Motion carried unanimously.

Commissioners discussed the Proposed 2012 NMSC Budget. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to approve the 2012 NMSC Budget as proposed. Motion carried on a unanimous roll call vote.

NMSC Resolution 2011-2, a Resolution Authorizing the Borrowing of \$4,500,000 and Providing for the Issuance and Sale of Sewerage System Revenue Bond Anticipation Notes Therefor was presented and discussed. After discussion, motion by Commissioner Dale Youngquist, seconded by Commissioner Mike Sams approving NMSC Resolution 2011-2, a Resolution Authorizing the Borrowing of \$4,500,000 and Providing for the Issuance and Sale of Sewerage System Revenue Bond Anticipation Notes Therefor. Motion carried on a unanimous roll call vote.

Accountant Voigt presented MCO Invoices #15817, #15853 and #15850 in the amounts of \$118,202.79, \$429.35 and \$146.33. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to approve for payment MCO Invoices #15817, #15853 and #15850 and to pay the invoices after October 1, 2011. Motion carried unanimously.

Accountant Voigt presented the Accountants Report and Cash Flow Projection for the month of August. MCO generated \$6,700 in income to the Commission in August. After discussion,

motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to accept the Accountants Report for August. Motion carried unanimously.

Accountant Voigt presented for payment McMAHON invoices #46387, #46393 and #46084 in the amounts of \$880.00, \$67,000.00 and \$84.45. After discussion, motion made by Commissioner, Dale Youngquist seconded by Commissioner Tim Hamblin to approve for payment invoices #46387, #46393 and #46084. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of August 2011. The plant is working well. Manager Much reported on information received from the Municipal Environmental Group (MEG) and regulatory issues involving the phosphorous regulations. This item is no longer on hold. The TMDL is projected to be sent to the EPA this fall for approval. This is a developing issue that needs to be kept track of. Manager Much estimates we are five plus year out before the phosphorous regulations would take effect. Manager Much reported the Algae pilot unit is in the design phase, we need to keep the phosphorous issue in mind. The DNR received a letter from the EPA discussing issues with the DNR and the handling of the program including blending issues. If we can no longer continue to blend we will be looking at serious dollars to handle the excessive flows. Manager Much reported the methane engine is running. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to accept the operating report for the month of August 2011. Motion carried unanimously.

Tom Kispert discussed the engineering agreement for the Biosolids Storage Building and the engineering agreement for the WWTF Equipment Procurement. Commissioner Tim Hamblin questioned Frederickson Engineering in the Biosolids Storage Building agreement. Tom responded they will be used as a sub consultant for the HVAC portion of the building. They have been used before by McMahon when the HVAC in the laboratory was modified. After discussion, motion by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to approve the engineering agreement for the Biosolids Storage Building with McMahon Associates and the engineering agreement for the WWTF Equipment Procurement with McMahon Associates. Motion carried unanimously.

Tom Kispert updated the Commission on the facilities upgrade project. Plans and specs will be sent to the DNR this week for the equipment procurement. There is a bid opening Friday September 30 for the biosolids storage building. On October 12 there will be a pre-bid qualification; and a bid opening on October 27 for the equipment procurement. There should be a special meeting on November 10 to award the contracts. Tom reported there will be 18 pieces of equipment that will be bid. Commissioner Tim Hamblin questioned if manufacturers can bid on more than one piece of equipment. Tom answered yes, and a bidder can offer deducts for being awarded more than one item. After discussion, motion by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to proceed with the equipment procurement bidding process of holding a pre-bid qualification on October 12, bid opening on October 27 and special meeting on November 10 to award contracts as discussed. Motion carried unanimously. Commissioner Tim Hamblin questioned if the committee would need to be in attendance for the bid opening; Tom responded they can if they wish. Tom further explained how the bid opening

process would occur; the envelopes are opened and read aloud with the dollar amount recorded. Commissioner Mike Sams questioned if it is for equipment and labor. Tom reported it is for the equipment only; the labor will be part of the design cost.

Tom Kispert discussed the Controls & SCADA. The drawings are being designed and developed on the current system; specifications are being developed for equipment to be dovetailed together.

Tom Kispert discussed the GIS based work order system. The work order portion of the project is 90% complete; the web server needs to be ordered and setup.

Chad Olsen distributed: a Mike King written article based on the DNR press release for the biosolids storage facility; a copy of the storage building design; and a bid sheet for the bid opening. The Mike King article was published on September 23, there have been some concerns raised by Town of Greenville residents. Building design – Department of Commerce approved; Commissioner Tim Hamblin questioned the landscape portion, this was further discussed. Bid Sheet – The bid sheet was reviewed and the alternative bid options 1, 2, and 3. There is a bid addendum that adds alternate 4. The bidding was advertised on September 9. Manager Much reported on another issue to be dealt with; a loader will need to be purchased to handle the biosolids. Used loaders are being looked at in the \$100,000 to \$150,000 range; the size of the loader was further discussed. Commissioner Tim Hamblin questioned the pond inflow and outflow elevations on the building design; Chad addressed the concerns. Chad discussed the need for the October 5 Special Meeting to award the contract. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to hold a Special Meeting on Wednesday October 5 at 8:00 am for the purpose of awarding the contract for the Biosolids Storage Building. Motion carried unanimously. Chad further reported the Town of Greenville and Gerry Novotny (DNR) have received calls of concern regarding the storage building. The Town is looking at a meeting on October 5 at 6:00 p.m. to discuss the concerns being raised by citizens. Attorney John Thiel recommends the Communication Committee should attend. This was further discussed; the committee members indicated a Thursday October 6 meeting would be preferred. Contact with the Town of Greenville will be made expressing this date. It was the consensus that Dale Youngquist, William Zelinski, Manager Randy Much, Attorney John Thiel, and Chad Olsen should attend.

Old Business

Sewer Ownership. Commissioner Kathy Bauer reported she emailed the Menasha City Attorney on this issue. No response was received.

Biosolids. Attorney John Thiel reported he has drafted a contract for hauling biosolids to the landfill until the storage building is completed. Commissioner Tim Hamblin questioned if we have received permission to haul our biosolids to the landfill. It was reported all the paperwork has been submitted and a load was hauled to the landfill. We are waiting for the approval. Attorney John Thiel reported we have signed copies of the Ground Lease and Hauling, Storage, and Spreading contracts. Motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to accept the signed agreements. Motion carried unanimously.

Motion made by Commissioner Tim Hamblin, seconded by Commissioner Raymond Zielinski to convene into closed session pursuant to Wis. Stats. § 19.85(1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River litigation and an October 4, 2011 federal court ordered mediation session in Milwaukee. Also, pursuant to Wis. Stats. § 19.85(1)(e), convene in closed session to discuss the status of the members' announced choices on financing the Sewer Plant Project and discuss strategy concerning the Contracted Industrial User as it affects the financing of the Sewer Plant Project and this involves the investment and spending of public funds and competitive and bargaining reasons require a closed session to discuss such strategy to vendors to best serve the public interest. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Kathy Bauer, Tim Hamblin, Mike Sambs, Gordon Falck. Meeting convened into closed session at 9:24 am.

After discussions, motion made by Commissioner Gordon Falck, seconded by Commissioner Dale Youngquist to adjourn the closed session and return in regular open session. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Kathy Bauer, Tim Hamblin, Mike Sambs, Gordon Falck. The Commission returned to Regular open session at 10:28 am.

Vouchers

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve operating and payroll fund vouchers #132522 through #132584 in the amount of \$479,359.21 for the month of August 2011. Motion carried unanimously.

Motion made by Commissioner Tim Hamblin, seconded by Commissioner Kathy Bauer to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:29 a.m.



President



Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY October 25th, 2011.

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Wednesday October 5, 2011

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

Present: Commissioners Dale Youngquist, Tim Hamblin, Kathy Bauer, Raymond Zielinski, Gordon Falck, Mike Sambs, William Zelinski; Manager Randall Much, Accountant Roger Voigt.

Also Present: Jeff Kellner, Chad Olsen (McMAHON); Paul Much (MCO); Colleen Miller, Pamela Wascher (Town Greenville residents); Mike King (Post Crescent).

Correspondence

The following correspondence was discussed:

- A. September 12, 2011 letter from Wisconsin DNR to William Zelinski, NMSC President.
RE: Acknowledgement of Receipt – Biosolids Storage Building Plans & Specs.

Budget, Finance, Personnel

The Commission discussed the request from Godfrey & Kahn S.C. for a fee adjustment relating to the preparation of the \$4,500,000 Sewerage Commission Revenue Bond Anticipation Notes. After discussion, motion by Commissioner Raymond Zielinski, seconded by Commissioner Tim Hamblin to defer this matter to the next Regular Meeting of the Commission. Motion carried unanimously.

Commissioner Dale Youngquist updated the Commissioners on informational meetings held with the Town of Greenville on September 29 and October 4. Concerns expressed were safety, smell, class "B" product. The DNR representative in attendance, Gerry Novotny, indicated the public comment period would be extended beyond the October 5 deadline. Comments made toward the Town of Greenville representatives questioned how this made it this far in the process without Town of Greenville residents being informed. Odor issues were discussed; Manager Much indicated the Commission would be sensitive to the concerns and would work to eliminate odors if they occur. The Commission questioned Chad Olsen on how many billable hours it would take to make a determination of what it would take to convert the class "B" biosolids of the Commission to class "A". Chad felt it would take 40 – 80 hours to complete this task. Motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to authorize Chad Olsen to proceed with the task of determining what it would take to have the current class "B" biosolids treated to become a class "A" biosolids. Motion carried unanimously.

Operations, Engineering, Planning

Chad Olsen discussed the bid opening on September 30th. The low bid was from Cardinal Construction from Fond du Lac. They did not see any irregularities. Alternate bids 3 and 4 were discussed. Commissioner Dale Youngquist questioned if all bids were bidding with the same

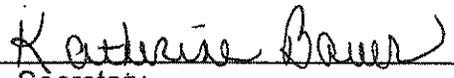
October 5, 2011
Special Meeting
Page 2

quality concrete. Chad reported yes; Cardinal Construction is a second generation company. Jeff Kellner reported he did the review of Cardinal Construction as best as he could perform as well as reviewing the Cardinal Construction bid with the company to make sure they did not miss any points in the bid. Jeff also reported he looked at all the subcontractors. All the subcontractors are good quality firms; there is nothing they found that would indicate this is not a good company. Chad recommends the Commission should include the option for installing the vapor barrier in the roof. Commissioner Dale Youngquist indicated the landscaping should also be included in the approval. The Commission discussed how to proceed in awarding the contract; should it be conditionally awarded or should they wait to award the contract. The Commission further discussed not receiving final approval from the DNR or receiving the storm water site approval from the Town of Greenville. After discussion, it was the consensus of the Commissioners to wait on awarding the contract until after the Town of Greenville and DNR approvals are received.

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Gordon Falck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:39 a.m.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Monday October 10, 2011

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

Present: Commissioners Dale Youngquist, Tim Hamblin, Kathy Bauer, Raymond Zielinski, Gordon Falck, Mike Samsb, William Zelinski; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

Also Present: Tom Kispert, Chad Olsen (McMAHON); Paul Much (MCO).

Correspondence

The following correspondence was discussed:

- A. October 6, 2011 email from Dave Tebo, Town of Greenville to Chad Olsen, McMahon.
RE: Town of Greenville request for information.

Commissioners discussed the email and attachment. Commissioner Raymond Zielinski questioned what is the bottom line for time for site plan approval? Attorney John Thiel responded this will be discussed in Closed Session. Attorney John Thiel informed the Commission he feels the Town of Greenville processing of the storm water site plan is being done in an illegal manner; the request for information is not per Commission guidelines in that it was sent via email and the request was made to the engineer and the Attorney; questions being asked have nothing to do with the site plan approval process. One of the questions would like testing of wells to be performed; Attorney John Thiel indicated we have no legal authority to perform this testing. Commissioner Dale Youngquist suggested the Commission should respond with a letter informing them where we stand, we've cooperated with them, and where is our site plan approval. Attorney John Thiel indicated this will be discussed in more detail in the Closed Session. Commissioner Tim Hamblin questioned how long should it take the Town of Greenville to issue the site plan approval? This will be discussed further in Closed Session. Attorney John Thiel discussed his opinion of having heard at the Town of Greenville informational meetings regarding that the site plan approval process would be on hold until another informational meeting is held in the Town and the questions are answered. Commissioner Dale Youngquist indicated we should send a request to Greenville to approve the site plan, they are taking too much time, and we should contact Novotny at the DNR on their approval. Attorney John Thiel questioned what direction should we take on the letter? Commissioner Dale Youngquist indicated we need to be tactful without being confrontational and to also point out we are looking reasonable alternatives to go to a class "A" biosolids. Manager Much indicated we need to go into Closed Session and further discuss the issues.

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Tim Hamblin to convene into Closed Session pursuant to Wis. Stats. § 19.85(1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River litigation and the results of an October 4, 2011 federal court ordered mediation session in Milwaukee. Also, pursuant to

Wis. Stats. § 19.85(1)(e), convene in closed session to discuss the status of the financing the Sewer Plant Project as it relates to the Contracted Industrial User as it affects the financing of the Sewer Plant Project and this involves the investment and spending of public funds and competitive and bargaining reasons require a closed session to discuss such strategy to vendors to best serve the public interest. Also, pursuant to 19.85(1)(e) to discuss the status of the Steinacker Farms, Inc. contracts which involves the investment and spending of public funds and competitive and bargaining reasons that have arisen due to the actions of the Town of Greenville and require a closed session. Also, pursuant to Wis. Stats. § 19.85(1)(g), to discuss litigation strategy with the Commission's attorney in the event the Town of Greenville does not approve the site plan in a timely manner or if a suit is brought concerning a building in the Town of Greenville. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Kathy Bauer, Tim Hamblin, Mike Sambs, Gordon Falck. Meeting convened into closed session at 8:23 a.m.

After discussions, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to adjourn the closed session and return in special open session. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Kathy Bauer, Tim Hamblin, Mike Sambs, Gordon Falck. Meeting returned into special open session at 10:22 a.m.

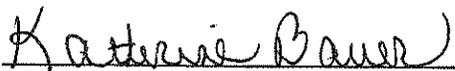
Other Business

The status of the Biosolids Hauling Agreement to the landfill with Steinacker Farms to begin on November 1, 2011 was reported to the Commission. It was reported we are waiting for a hauling price from Steinacker Farms and then the agreement is ready for signature.

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Gordon Falck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:25 a.m.



President



Secretary

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
October 17, 2011
MINUTES

DRAFT

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA/HRD Captain, Acting PC Brunn, C/T Stoffel, and Clerk Galeazzi

C. MINUTES TO APPROVE

1. Personnel Committee, 9/6/11

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

Motion carried on voice vote.

D. ACTION ITEMS

1. City of Menasha Discipline and Grievance Procedure

CA/HRD Captain explained changes in State Statute requires municipalities to have a grievance procedure in place for the employees. She explained the grievance procedure. Represented Police and Fire employees are not covered under this procedure. General discussion ensued on the impact to employees, keeping procedure fair to everyone affected, changes to the procedure.

Moved by Ald. Benner, seconded by Ald. Taylor to amend the procedure policy removing the sentence "The City of Menasha may terminate the employment relationship at any time with or without reason and without violation of applicable law." from paragraph 1.

General discussion ensued.

Motion carried on roll call 9-0.

Moved by Ald. Benner, seconded by Ald. Sevenich to amend the procedure policy to include at the end of the first sentence of paragraph 6, "or the WERC."

Motion failed on roll call 3-6.

Ald. Sevenich, Langdon, Benner – yes

Ald. Klein, Taylor, Krueger, Zelinski, Englebert, Mayor Merkes – no

Ald. Zelinski asked for unanimous consent to hear from Union Representative Mary Scoon.

Chairman Englebert objected; not recommended.

Moved by Mayor Merkes, seconded by Chairman Englebert to recommend to Common Council Discipline and Grievance Procedure as amended.

Motion carried on roll call 8-1. Ald. Sevenich – no.

2. Intergovernmental Cooperation Agreement Impartial Hearing Officers between the Cities of Appleton, Menasha, Neenah, Oshkosh and Fond du Lac.

CA/HRD Captain explained the City is responsible for providing an Impartial Hearing Officer when needed. This agreement allows for legal staff from participating municipalities to act as the Impartial Hearing Officer for the other participants. The only cost associated would be out-of-pocket travel expense. Cities of Menasha and Oshkosh are the only participants that have not approved this agreement.

Moved by Ald. Krueger, seconded by Mayor Merkes to recommend to Common Council. Motion carried on roll call 8-1. Ald. Sevenich – no

3. Change to Personnel Policy Handbook, ARTICLE XIX – Concealed Carry

Moved by Mayor Merkes, seconded by Ald. Krueger to recommend to Common Council the change to Personnel Policy Handbook, ARTICLE XIX-Concealed Carry as follows: Possessing weapons or explosives of any type on City property without City authorization. This provision does not prohibit an employee, who is licensed under §175.60, Wis. Stats., as a condition of employment, from carrying a concealed weapon or ammunition or from storing a weapon or ammunition in the licensee's own motor vehicle, regardless of whether that motor vehicle is used in the course of employment or whether the motor vehicle is driving or parked on property used by the City.

Motion carried on roll call 8-1. Ald. Sevenich – no

E. ADJOURNMENT

Moved by Mayor Merkes, seconded by Ald. Benner to adjourn at 9:27 p.m.
Motion carried on voice vote.

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

CITY OF MENASHA
Plan Commission
1st Floor Conference Room, City Hall – 140 Main Street
October 18, 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, Cruickshank, Schmidt and Sturm and Ald. Benner

PLAN COMMISSION MEMBERS EXCUSED: DPW Radtke

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: Tom Grade, John Kuehl, Sandy Weston, CDD Keil and PP Homan

C. MINUTES TO APPROVE

1. Minutes of the October 4, 2011 Plan Commission Meeting

Motion by Ald. Benner, seconded by Comm. Schmidt to approve the October 4, 2011 Plan Commission meeting minutes as corrected.

The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. None

F. ACTION ITEMS

2. Certified Survey Map – Kernan Avenue

CDD Keil explained that the CSM will combine two lots to enable a more favorable placement of a home on the site.

Motion by Comm. Schmidt, seconded by Ald. Benner to recommend approval of the CSM.

The motion carried

3. Transitional Area Review – 999 Brighton Drive

CDD Keil summarized the history of the property with regard to the parcel size and Government Use zoning designation. A transitional area is required between Government Use and residential zoning districts.

Tom Grade explained his proposal to add on to the north side of the building to enable the installation of a window and salvaged stone architectural details from the original Sensenbrenner mansion. The foundation for the addition was constructed over the property line.

Motion by Comm. Cruickshank, seconded by Comm. Schmidt to approve the transitional area subject to:

- Submission of construction plans and approval of a building permit
- Relocation on the foundation within the property boundary
- Submission of a final landscaping plan for review and approval by Community

Development Department staff

The motion carried.

G. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Cruickshank to adjourn at 4:15 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.



President Ron Duuck called the meeting to order Tuesday, October 18, 2011 at 4:00PM, 140 Main Street 3rd floor of City Hall, City Council chambers.

All commission members present: Ron Duuck, Tony Gutierrez, Jason Dionne, Terri Reuss, City Attorney Captain, Robert Stanke (MPD consultant) Marshall Spencer,

1. Meeting minutes
 - Terri Reuss moved to accept the October 12, 2011 minutes. Tony Gutierrez seconded the motion. The motion was unanimously supported.
2. The meeting remained in closed session.
 - CLOSED SESSION Wisconsin statutes sec 19.85 (1)(c) Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
 - Police Chief position (consideration of candidates)
3. Meeting schedules;
 - The next special meeting will be held Tuesday Oct 25 at 4:30pm Location; 140 Main Street, Menasha 3rd floor Council Chamber
 - The next bi monthly meeting will be held November 18 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.
4. Adjourn: Motion by Tony Gutierrez seconded by Terri Reuss, at 7:45pm. The motion was unanimously supported.

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,
Marshall Spencer,
Commissioner, Secretary



President Ron Duuck called the meeting to order Tuesday, October 25, 2011 at 4:30PM, 140 Main Street 3rd floor of City Hall, City Council chambers.

All commission members present: Ron Duuck, Tony Gutierrez, Jason Dionne, Terri Reuss, City Attorney Captain, Robert Stanke (MPD consultant), Tim Styka (open session only) Marshall Spencer,

1. Meeting minutes
 - Jason Dionne moved to accept the October 18, 2011 minutes. Tony Gutierrez seconded the motion. The motion was unanimously supported.
2. The meeting remained in closed session.
 - CLOSED SESSION Wisconsin statutes sec 19.85 (1)(c) Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
 - Police Chief position (consideration of candidates)
3. Return to open session
 - Jason Dionne made a motion to promote Tim Styka to the position of city of Menasha Police Chief. Terri Reuss seconded the motion. The motion was unanimously and enthusiastically carried
4. Meeting schedules;
 - The next bi monthly meeting will be held November 17 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.
5. Adjourn: Motion by Tony Gutierrez seconded by Terri Reuss, at 5:10pm. The motion was unanimously supported.

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,
Marshall Spencer,
Commissioner, Secretary

CITY OF MENASHA
Redevelopment Authority
Council Chambers, City Hall – 140 Main Street
October 24, 2011
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Chairman Kim Vanderhyden.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Ald. Jim Englebert, Kim Vanderhyden
Kip Golden, and Bob Stevens

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Linda Kennedy

OTHERS PRESENT: Dave Wuestenberg, Mayor Merkes, CDD Keil, CAHRD Captain, CT Stoffel,
and Mike King

C. MINUTES TO APPROVE

1. **Minutes of the October 17, 2011 Redevelopment Authority Meeting**

Motion by Ald. Jim Englebert, seconded by Kip Golden to approve the October 17, 2011
Redevelopment Authority meeting minutes.

The motion carried.

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

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

1. No one spoke.

E. DISCUSSION

1. None

F. ACTION ITEMS

1. **Development Agreement between the City of Menasha and Redevelopment Authority**

CAHRD Pamela Captain reviewed the substantive terms of the development agreement.
Commissioners discussed:

- The terms of the promissory note and repayment schedule
- Application of the land sale proceeds and TIF increment to repayment of the note
- Prospects for revenue shortfalls and possible need to adjust the repayment schedule
- Responsibilities of the RDA with respect to land sale transactions and implementing the development agreements with the Ponds of Menasha and Cypress Homes and Realty
- RDA responsibilities with respect to the existing Lake Park Villas Phase II Homeowners Association
- The need to develop a real estate marketing strategy
- RDA budget and future revenues/expenditures

Motion by Ald. Jim Englebert, seconded by Bob Stevens to approve the Development Agreement
between the City of Menasha and the Redevelopment Authority of the City of Menasha.

The motion carried.

2. **Set Next Meeting Date**

The consensus was to set the next meeting date for Monday, November 7, 2011 at 5:00 p.m.

The motion carried.

G. ADJOURNMENT

Motion by Bob Stevens, seconded by Kim Vanderhyden to adjourn at 5:57 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director.



City Hall Safety Committee Meeting

September 1, 2011
Minutes

Meeting called to order at 1:25 PM.

Present: Adam Alix, Tom Stoffel, Kate Clausing, Sue Nett

Absent: Kristi Heim, Vicki Lenz, Pamela Captain

- A. Motion to approve minutes as corrected made by K. Clausing and seconded by S. Nett.
Motion carried.

B. Old Business

1. **Library Floor Depression**- Floor depression has been repaired. A. Alix used a self-leveling epoxy filler.
2. **Emergency Notifications on Computer** – Discussion about possible emergency notifications to computers, blackberry, etc. Options included flash message which is currently available but limited to in use computers. It was agreed to proceed with the flash message to computers. New software once available should be reviewed for additional capabilities with phones, etc. Floor supervisors must also be sure to screen their floor to ensure that everyone is aware of the issue.
3. **Severe Weather Drill issues**- A. Alix to check locations of emergency weather radios in City hall and if additional TV access was available in the basement.

C. New Business

1. **Monthly Safety Topic** – “The Top Perch May Make You Tall...But Also Sets You Up For A Fall” which discussed the proper use of ladders.
2. **Injury Review** - No injuries to report
3. **Non-employee injury reporting** – T. Drew provided a copy of the non-injury report form. The form was reviewed due to recent questions regarding the form and issues related to non-employee injuries not being documented. Completed reports should be forward to P. Captain for review.
4. **Other new items for discussion**— No new items were discussed.

D. Training

1. **CVMIC Training “Health and Safety What You Need to Know”** September 8, 2011 – training notice encouraging safety committee members to attend.
2. **Bloodborne pathogen training availability to library employees** – T. Drew will discuss with V. Lenz

2. **Annual training items** – T. Drew will work with P. James about getting the training refreshers on the intranet.
3. **Fire Extinguisher Training (live)** – 2 sessions scheduled for 9/29/11 @ 9:00am and at 1:15 dependent upon the weather.
4. **Additional Training items for discussion-** No additional training items discussed.

Motion to adjourn at 2:05 PM by S. Nett and seconded by A.Alix. Motion carried.



**Police Safety Meeting
August 2, 2011
Minutes**

Meeting called to order at 2:40 PM.

Present: Mike Brunn, Chuck Sahr, Bev Sawyer, Todd Drew, Aaron Zemlock

Excused: Sue Nett, Pamela Captain, Mark Mauthe

A. Motion to approve minutes from May 17, 2011 meeting made by M. Brunn second C. Sahr

B. Old Business

1. **Respiratory Protection** – Fit testing dates need to be set up by T. Drew.
2. **Replacement of Dave Jagla on Safety Committee** – Sara Swenson replaces Dave Jagla on the Police Safety Committee.
3. **New Employee Injury Form** – T. Drew provided copies and discussed using the new employee injury report form which was changed to capture additional information which was required by CVMIC.

C. New Business

1. **Monthly Safety Topic**- was emailed to C. Sahr.
2. **Injury Review** – None
3. **Other new business** – Issue related to potential safety issue related to the door leading from the garage to the back hallway. Concern is that the door has no window and the door opens into the garage which has resulted in near injuries with door being opened into a person on the garage side. T. Drew will discuss the issue with A. Alix regarding the installation of a window in this door.

D. Training

1. **Refresher Training 2011** – T. Drew will put all training sessions on the intranet to cover the remainder of 2011. Each section will have a date deadline.
2. **Comments – CVMIC Back Safety for First Responders DVD** – no comments.
3. **Other new training** – A. Zemlock inquired if there was a list of training specific to law enforcement available from CVMIC. T. Drew to request a list of PD related trainings/ DVDs offered from CVMIC.

E. Motion to adjourn at 2:50 PM, made by A. Zemlock and seconded by M. Brunn. Motion carried.

Members: Mike Brunn, Chuck Sahr, Mark Mauthe, Aaron Zemlock, Bev Sawyer, Todd Drew, Sue Nett, Pamela Captain, Sara Swenson



PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
September 27, 2011
MINUTES

Meeting called to order at 9:05 AM

Present: Adam Alix, Todd Drew, Jim Julius, Vince Maas, Sue Nett, Jeff Nieland, Brian Tungate,

Absent: Ken Popelka, Mark Radtke, Kevin Schmahl, Pamela Captain, Tim Jacobson, Corey Gordon

Guest: Ben Rank – CVMIC

Approval of Minutes – Motion to approve minutes from the August 23, 2011 meeting made by B. Tungate seconded J. Julius.

A. Old Business

1. **EOEP Maps** – Jefferson Park Bathhouse – Locations marked by V. Maas, maps returned to C. Gordon to generate final maps.
2. **Maintenance Shop Ventilation Issue** – A. Alix stated the hood is in place at the welding table, curtains have been ordered. A. Alix continues to a mobile unit and use of floor ports.
3. **Maintenance of Eyewash Stations and Fire Extinguishers** – J. Neiland will assign responsibility to do periodic checks / and document. Eye wash station is due for maintenance.

B. New Business

1. **Monthly Safety Topic** – “The Top Perch May Make You Tall...But Also Sets You Up For a Fall!” Fact sheet covered the proper use of ladders. Sheet was distributed and discussed.
2. **Injury Review** – 2 Injuries were reported from the Parks Department.
First Injury: Employee was lifting the deck of a mower when he forced the deck past a pile of dirt which was in the way of the deck swing. Employee described feeling a tear in the lower abdomen. Recommendations were to review and adjust surroundings prior to servicing to avoid an obstruction. No loss time reported, however employee anticipated possible treatment by a physician.
Second Injury: Employee was lifting up a Porta Poty which had tipped following a storm. Porta Poty had a tree branch resting on the unit. While lifting, the branch slipped causing employee to lose grip and strain his

arm, neck and back. No loss time was reported. Recommendation was to evaluate work area and move obstructions prior to doing work.

3. **Non-employee injury report form-** T. Drew provided a copy of the form and reinforced the need to fill the form out immediately. Forms should then be forwarded to P. Captain for review.
4. **Comm Inspections information** – T. Drew distributed sample list of inspection items for informational purposes. The need to maintain MSDS sheets and labels on secondary containers were emphasized. Equipment noise study to be reviewed with Ben Rank CVMIC and updated for new equipment as needed.
5. **New Items for discussion** – no new issues were addressed.

B. Training

1. **Fire extinguisher training** – schedule will be set based on finishing street work and leaf pick up.
2. **Excavation and Trench Training Review-** Attendees indicated that the training was very good. Training covered trench box use and an additional piece of equipment which is recommended (Pro Span) which is a safe, quick and efficient method. Hydraulic shores were not used in the training.
3. **Confined Space Training** – Scheduled for October 10, 2011 at the Neenah Training site.
4. **Hearing Screening** – Schedule pending. A new provider will be used. Provider will utilize a mobile unit. Improvements have been made to reduce ambient noise in the unit which was identified as an issue in the past when a mobile unit had been used.
5. **Other new training items or concerns-** No new items were raised.

D. **Adjourn:** Motion A. Alix second V. Maas - Meeting adjourned at 10:10AM

CITY OF MENASHA
Sustainability Board
Council Chambers, City Hall – 140 Main Street
September 20, 2011
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 6:35 p.m. by Linda Stoll.

B. ROLL CALL/EXCUSED ABSENCES

SUSTAINABILITY BOARD MEMBERS PRESENT: Paul Van de Sand, Chris Bohne, Kathy Thunes, Linda Stoll, Roger Kanitz, Mayor Merkes

SUSTAINABILITY BOARD MEMBERS EXCUSED: Becky Bauer, Ed Kassel

OTHERS PRESENT: CDD Keil, Dave Klumpp

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

1. No one spoke.

D. MINTUES TO APPROVE

1. Motion made by Kathy Thunes and seconded by Paul Van de Sand to approve the minutes of August 16, 2011. The motion carried.

E. COMMUNICATIONS

1. **Letter of resignation from Sadie Schroeder**

Motion made by Paul Van de Sand and seconded by Kathy Thunes to table the resignation letter until Chairperson Linda Stoll has an opportunity to speak with Sadie Schroeder.

F. REPORTS

1. **“River-Gen 1: Using Fox River flow for Off-Grid local EV charge stations – A Demonstration Project” (Ed Kassel)**

Paul Van de Sand reported on Ed Kassel's pending report. There is potential for grant money through the Wis. Department of Administration. Paul also mentioned possible sources of funding for grant writing assistance and Federal money for industrial energy assessments.

G. ACTION ITEMS

1. **2011 – 2012 Sustainability Plan – Prioritizing Activities**

Baseline

- Energy consumption
- Preparation of Annual Report to the Common Council
- Preparation of an executive summary of energy consumption for building (Chris Bohne volunteered to prepare)
- Comparative assessment of energy consumption by building (Paul Van de Sand volunteered to prepare)

These items are to be completed by Complete by January 1, 2012

Environment – Vegetation Management

- Evaluation of vegetation management practices on city-owned properties.

Government

- Create council member appointment to the Sustainability Board
- Procurement Policy to be incorporated into personnel policy(ongoing)
- Consideration of impacts of city operations on stormwater and groundwater

Transportation

- Citizen engagement in bike/pedestrian planning & project implementation (Linda Stoll volunteered to coordinate)
- Transit/walkability (Roger Kanitz to consider initiatives)

Waste

- City recycling practices

2. **Acceptance of baseline assessment electric consumption**

Paul Van de Sand made, and Chris Bohne seconded a motion to accept the baseline assessment for electrical consumption by city buildings and facilities. The motion carried

H. **DISCUSSION**

1. **Potential partnership with City of Neenah & Town of Menasha Sustainability Boards**

Kathy Thunes stated that Catherine Neiswender was organizing a meeting of Fox Cities Sustainability Boards.

2. **Update on ECWRPC HUD Grant Application**

The consensus was that the Sustainability Board draft a letter in support of the grant. (Linda Stoll volunteered to do so).

3. **Walkability assessment**

Greg Keil presented the drawing that was assembled from the walkability assessment.

4. **Refuse and recycling trends**

Kathy Thunes volunteered to compare Menasha's recycling rates with other communities.

I. **ADJOURNMENT**

Motion made by Paul Van de Sand and seconded by Chris Bohne to adjourn at 7:50 PM.
The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

September 28, 2011

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 5:00 P.M., with Commissioners Bob Fahrback and Don Merkes present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Lonnie Pichler, Electric and Water Distribution Supervisor; Dave Rodriguez, Customer and Utility Services Manager; Jerry Sturm, Water Plant Supervisor; and John Teale, Technical Services Engineer.

Those absent were: Commissioners Joe Guidote

In the absence of Commission Secretary Guidote, Commission President Allwardt appointed Commissioner Merkes as Secretary for this meeting.

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

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

- A. Minutes of the Regular Meeting of August 24, 2011.
- B. Minutes of the Closed Session of March 23, 2011.
- C. Approve and warrant payments summarized by checks dated Sept. 1 - 28, 2011, which includes Net Payroll Voucher Checks, Void O & M Check #042243, and Operation and Maintenance Voucher Checks for a total of \$718,009.81, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- D. Correspondence, as listed.
 - Copy of letter dated August 17, 2011, to Kristin Hubertus, Menasha Utilities, from Jennifer Wanke, Leaven, re: Contribution to Project Share
 - Copy of letter dated August 23, 2011, to Melanie Krause, Menasha Utilities, from Meja Maka, WI DNR, re: Safe Drinking Water Funding Eligibility for Approval Tank Demo, High Lift Modifications and Water Main
 - Copy of letter dated August 23, 2011, to Melanie Krause, Menasha Utilities, from Meja Maka, WI DNR, re: Safe Drinking Water Funding Eligibility for Approval of Mains on Arthur, Grove, Ida and Eighth Streets
 - Copy of letter dated August 30, 2011, to Lindy Eake, Menasha Utilities, from Eric O'Connell, re: UW Fox Valley Scholarship
 - Copy of press release dated September 15, 2011, re: Krause and Pichler Individual Achievement Awards
 - Copy of Orientation to WPPI Energy Session on October 5, 2011 for any interested elected or appointed utility officials and employees

Comm. Merkes congratulated both Melanie Krause and Lonnie Pichler on their WPPI awards.

Commissioner Roush, and Mike King, Post Crescent, arrived at 5:07 pm.

Item IV. August Financial and Operations Statement – Business Operations Accountant Hubertus stated there was a significant variance on the purchased power billed, partially due to the cost of megawatts budgeted, and the demand in July being much lower.

The Water Utility had the highest consumption amount of the year, and did meet budget for this month.

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

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

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

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

Item VIII. New Business, WPPI Energy Update – Marty Dreischmeier, CFO, WPPI Energy, gave an update on key items of the electric industry. WPPI adopted a three year business plan at the end of 2010 and that helped with the leadership transition and provided a road map of where the membership wanted WPPI to be heading for the next three years. WPPI trends have followed state trends, and significant renewable resources have been added to the mix meeting the 2015 ten percent requirement. WPPI is still quite competitive and well positioned for the future with resources for the next 30 – 40 years to provide stable prices; 95% of WPPI costs are for power supply. WPPI is still very active on the legislative and regulatory fronts both in the state and nationally, and continues to promote energy efficiency programs to help customers reduce their bill.

Robert H. Fahrbach Resolution of Appreciation – the motion by Comm. Roush, seconded by Comm. Merkes, was unanimous to approve the following:

RESOLUTION OF APPRECIATION

WHEREAS, members of the Menasha Utilities Commission and Utility Management desire to record the recognition of Robert H. Fahrbach as a former member of this Commission and for his contributions as Commission Vice President;

WHEREAS, Robert H. Fahrbach has, for five years, faithfully carried out the duties and responsibilities as Commissioner and Commission Vice President;

RESOLVED that the members of the Menasha Utilities Commission and Utility Management give formal expression of their association with Commissioner Fahrbach, who was held in esteem and respected by his associates for the services he rendered while a member of said Commission, and do hereby note in the records such recognition.

RESOLVED FURTHER, by the Menasha Utilities Commission and Utility Management that a copy of this resolution be tendered to Robert H. Fahrbach as recognition of his services and as a tribute to him.

Passed and approved this 28th day of September, 2011.

Comm. Allwardt thanked Comm. Fahrbach for the hard work over the past five years, and the extra meetings for the bond resolution work-out meetings, and also on the Landlord Ad Hoc Committee.

Comm. Fahrbach thanked the existing Menasha Utilities Commission, staff, and employees for their assistance, expertise, and tenacity over the past five years. Those years have been some of the more difficult times in the existence of the Utility, and have been five challenging years. There have been many efforts that have gone into keeping, as well as making, Menasha Utilities as asset to our community.

Mr. Sturm, on behalf of staff, also thanked Comm. Fahrbach for the contributions made and help given over the past five years; it is greatly appreciated.

Grievance Procedure – Co-General Manager/Business Operations Krause reported that we are required under the 2011 Wisconsin Act 10 to establish a grievance procedure by October 1, 2011, regardless of when the collective bargaining contract expires.

The procedure is similar to the one being proposed at the City, and closely reflects the current policy. Comm. Roush added it should be spelled out more clearly who the impartial hearing officer might be, and she is also concerned about the language in paragraph 6 related to what is arbitrary and capricious.

The motion by Comm. Roush, seconded by Comm. Fahrbach, was unanimous to approve the grievance procedure with the understanding that it may change in the near future.

Marty Dreischmeier and Mike King departed at 6:00 pm.

MEUW District Dinner Meeting – Co-General Manager/Engineering and Operations Sturm stated the regional meeting will be held November 2 at Stone Toad in Menasha. Reservations need to be made by October 26.

2012 Water Budget – Mrs. Krause summarized the assumptions and explanations for the cash flow situation. There is an additional industrial customer that will be leaving Menasha next year, and the budget is based on 616 million gallons of water consumed for the year, which is a 16.4% decrease from where our rates are currently set. The rate case included in the packet indicates a 23% rate increase and 20% has been factored in the budget starting in the month of June to be conservative. The larger projects receiving safe drinking water funding were discussed, and all investment policies are included in the budget.

Project Engineer Grenell departed at 6:40 pm, and Technical Services Engineer Teale departed at 7:30 pm.

During the discussion of the individual items, a cost payback analysis for Water Plant Item #9, the economic impact on customers concerning the capital needs of the Water Utility (Water Plant Item #10), and a more detailed breakdown of the costs per year for Water Plant Item #23 were requested.

During the Water Distribution portion, Mayor Merkes noted the City is cutting the road repair budget, and it is important to prolong the life of the streets as much as possible.

In the Business Operations, Computer section, for Item #1, more detail on the web site renewal was requested, and the priority of Item #15, SCADA Server, was questioned. More detail was also requested on the SCADA Server.

After additional discussion on the financial standpoint, the motion was made by Comm. Fahrbach to approve the 2012 Water Budget as presented; Comm. Roush seconded the motion. On roll call, Commissioners Allwardt, Fahrbach, and Roush voted yes; Commissioner Merkes voted no.

Water Rate Case – Mrs. Krause reported the application for a water rate case is ready to be filed with the Public Service Commission based on the 2012 budget. The overall impact on the revenue requirement for operational and capital costs is 23%, with the largest portion of the increase due to decrease in consumption of 16.4%. The rate case allows us to recover costs for debt, depreciation and PILOT to the City on capital projects included in the budget.

After further discussion, the motion was made by Comm. Roush to authorize filing the rate application; Comm. Fahrbach seconded the motion. On roll call, Commissioners Allwardt, Fahrbach, and Roush voted yes; Commissioner Merkes voted no.

Steam Plant Building Utilities Cost Projections for 2012 – Mr. Dick Sturm reviewed the cost projections for heating and maintaining the steam plant building. This item will be forwarded to the Common Council to be included in the City budget.

Item IX. Project Reports, Bondholder Settlement and WPPI Energy Transaction – Mrs. Krause added the final preparedness hearing is scheduled for December 1, and there was an order preliminarily approving the settlement and the order approving the allocation.

Telecommunications Update – there was no additional update at this time.

Water Projects – Mrs. Krause reported the request to approve the financing for the water scraper project will be discussed at the October 17 Common Council meeting.

Item X. Staff Reports – there were no additional questions to any of the staff reports.

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

Item XII. The motion by Comm. Fahrbach, seconded by Comm. Roush, was unanimously approved on roll call to adjourn at 9:00 p.m.

By: MARK L. ALLWARDT
President

DONALD MERKES
Acting Secretary

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

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

October 19, 2011

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 5:00 P.M., with Commissioners Joe Guidote, Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Lonnie Pichler, Electric and Water Distribution Supervisor; Jerry Sturm, Water Plant Supervisor; and John Teale, Technical Services Engineer.

Those absent were: Dave Rodriguez, Customer and Utility Services Manager;

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

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

A. Approve and warrant payments summarized by checks dated Sept. 29, and Oct. 6 - 19, 2011, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$524,574.20, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.

Item IV. September Financial and Operations Statement – Business Operations Accountant Hubertus reported electric consumption decreased 4.17% compared to budget; this trend was the same for residential and large industrial customers. The PCAC was negative for both August and September.

Water consumption was down overall 10% compared to budget, and operating revenues were under budget.

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

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

Item VI. There were no Purchase Orders over \$10,000.00 issued since the last Commission.

Item VII. Unfinished Business, Electric Distribution Technician II Job Description – Co-General Manager Krause stated at this point in time we are not moving forward with this job description as originally proposed. Modifying the contract would actually void it, and that was not the intention by creating this position.

Item VIII. New Business, Election of Commission Officers – the motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved to elect Mark Allwardt as Commission

President. The motion by Comm. Allwardt, seconded by Comm. Guidote, was unanimously approved to elect Joanne Roush as Commission Vice President. The motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved to elect Joe Guidote as Commission Secretary.

Grievance Procedure – Mrs. Krause reported the City Personnel Committee approved the grievance policy and intergovernmental agreement on October 17 with a minor revision and it will be forwarded to the Common Council for approval at the meeting on November 7. The Commission requested the procedure be placed on the November agenda.

MEUW Management Certification Program Session D – Mrs. Krause stated this session on utility accounting will be held December 7 in Wisconsin Dells. Commissioners Guidote and Roush expressed interest in attending.

2012 Electric, Energy Services & Telecommunications Budget – Mrs. Krause reported revisions were made to the strategic plan linking items to the budget pages. She commented the change of balance on the 2012 cash flow statement reflects projects being carried over from the 2011 budget and customer acquisitions planned for 2012.

A fleet listing was distributed for reference when reviewing the Electric Distribution budget.

The Commission requested several items be changed in the Business Operations budget. They were to move Item #3, chairs in the Commission Room, to 2013; remove Item #20, solar installation at Fire Station #36 since it is being done in 2011; change Items #21 and 22, flooring replacement to \$10,800 in 2012 and 2013 with the Commission Room moved to 2013. They also requested the costs for replacement of flooring in each room be brought to the Commission for review. For Item #25, asphalt replacement, the request was made to space these projects out into 2013 and 2014.

During discussion of the Telecommunications budget, the recommendation was made to move Item #3, Wiscnet Connection to 2013. Staff was also requested to put together recommendations and/or an analysis for business plan services and to change Item #5, Marketing Strategy, to business plan for 2012.

The Energy Services budget reflects the agreements with the City for the Koslo and Jefferson Parks lighting projects.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimous on roll call to approve the 2012 Electric, Energy Services and Telecommunications budget with the noted changes.

Comm. President Allwardt commended staff for the good job and their hard work on putting together the budgets for next year given budget constraints.

Item IX. Project Reports, Bondholder Settlement and WPPI Energy Transaction and Telecommunications Update – there was nothing further to report at this time.

Water Projects – Mrs. Krause reported the water rate case was filed September 29 and the Public Service Commission is starting the review process.

Item X. Staff Reports – there were no additional questions to any of the reports.

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

Item XII. The motion by Comm. Merkes, seconded by Comm. Guidote, was unanimously approved on roll call to adjourn at 8:45 p.m.

By: MARK L. ALLWARDT
President

JOSEPH P. GUIDOTE
Secretary

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

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

September 7, 2011

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 5:03 P.M., with Commissioners Joe Guidote, Don Merkes, and Joanne Roush present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Kristin Hubertus, Business Operations Accountant; Lonnie Pichler, Electric and Water Distribution Supervisor; and Dave Rodriguez, Customer and Utility Services Manager.

Those absent were: Commissioner Bob Fahrbach, Steve Grenell, Project Engineer; Jerry Sturm, Water Plant Supervisor; and John Teale, Technical Services Engineer.

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

Item III. Unfinished Business, Sedimentation Basin Scraper Modification Bids – Co-General Manager/Business Operations Krause reviewed the August 29 letter from McMahon Engineers/Architects regarding the April bid opening for this project. The recommendation from McMahon's is to move forward with the head shaft replacement project, and August Winter & Sons has agreed to a labor deduction in the amount of \$5,600 from their original bid.

The motion by Comm. Roush, seconded by Comm. Guidote, was unanimous on roll call to approve the Notice of Award and Change Order #1 in the amount of \$62,500.00, and to forward this recommendation to the Board of Public Works and Common Council.

Item IV. New Business, MU Workforce Planning – Mrs. Krause discussed the planning document included in the packet. The objective is to ensure operations continue effectively when individuals occupying critical positions are unable to work or depart. The assessment also looks at short term situations as well as long term succession planning for a permanent departure or retirement. The Commission asked management to review comparables of other utilities and private sector including consultant costs.

The workforce and succession plan will be reviewed regularly by management.

Electric and Water Distribution Supervisor – The impacts of Act 10 on the management staff were discussed at previous Commission meetings, and staff was directed to bring forward compression issues. An immediate issue was identified where the supervisor was making less in base pay than the people supervised after the WRS contribution was implemented. There should be a minimum of a 5% differential between the supervisor's and employees, and the standard is closer to 15%.

Co-General Manager/Engineering and Operations Sturm made a recommendation to adjust the salary by 7%, which would be the midpoint.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimous on roll call to approve a 6% salary increase for the Electric and Water Distribution Supervisor, retroactive to the August 25 payroll.

New Job Description, Electric Distribution Technician II – Electric and Water Distribution Supervisor Pichler reviewed the draft job description for Electric Distribution Technician II. This position would relieve some of the day-to-day duties of the supervisor, and would train for short term back-up for the supervisor.

After discussion, the Commission requested this item be held for the Sept. 14 meeting.

Strategic Planning – Management staff had two very productive meetings to review the strategic management plan and evaluate the big picture of the organization. A new mission statement was developed stating “Our primary mission is to provide safe, reliable, and environmentally acceptable utilities at reasonable rates to all customers served by Menasha Utilities”. Commissioner Guidote suggested changing acceptable to sound and all agreed.

Key strategic objectives, goals and performance indicators were developed. Relative to situation assessment, the Commission requested effective dates for the rate order to be included.

The Commission recommended adding a timeline to the objectives, and to define those goals and objectives to be completed in 2012.

The Electric Distribution accomplishments, goals, and objectives were discussed. Item D under goals was asked to be removed since it is a duplicate from the Electric Operations section. There was further discussion on reasons for goals as well as cost/benefits which will be detailed within the budget.

During the Electric Operations and Water Distribution discussion, the Commission asked for more specifics on water losses and replacements.

Due to the time, it was decided that the Water Plant and Steam Utility portions of the Strategic Plan will be discussed at the special meeting next week.

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

Item VI. The motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved on roll call to adjourn at 7:07 p.m.

By: JOSEPH P. GUIDOTE
Secretary

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

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

September 14, 2011

Draft

Commission Vice President Fahrbach called the Special Meeting of the Water and Light Commission to order at 5:00 P.M., with Commissioners Joe Guidote, Don Merkes, and Joanne Roush present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Kristin Hubertus, Business Operations Accountant; Lonnie Pichler, Electric and Water Distribution Supervisor; Dave Rodriguez, Customer and Utility Services Manager; Jerry Sturm, Water Plant Supervisor and John Teale, Technical Services Engineer.

Those absent were: Commissioner Mark Allwardt and Steve Grenell, Project Engineer.

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

Item III. Unfinished Business, Sedimentation Basin Scraper Modification Bids – Co-General Manager/Business Operations Krause reviewed the budget for the scraper project and reported \$3,900 needed to be added for the McMahon agreement to provide contractor payroll review, and construction and contract management services to complete the project.

The motion by Comm. Guidote, seconded by Comm. Roush was unanimously approved on roll call to add \$3,900 to the project.

New Job Description, Electric Distribution Technician II – Electric and Water Distribution Supervisor Pichler asked to hold this item until the October Commission meeting.

Strategic Planning – Water - the Commission discussed the deep water intake, and staff indicated it is our plan to do a capital improvement plan update to assess system needs and ensure water quality. Items identified in the sanitary survey were also discussed.

Comm. Merkes asked about the large water consumption decrease and fixed costs that still need to be covered, how to strategize to stay competitive, and look at what we have to do.

Steam Plant – the final resolution with bondholders will probably be in 2012 and currently the EPA environmental is on hold until there is an agreement on terms. Co-General Manager/Engineering and Operations Sturm will be providing figures to the Common Council on costs to heat the building for next year.

Fiber – There was discussion regarding Item H, what rate limit means and staff indicated it has to do with upload speed and how to limit this. Technical Services Engineer Teale reported Lakeland College will not be moving forward with a marketing plan but will explore some other options.

Customer Service – There was discussion regarding water conservation. Customer and Utility Services Manager Rodriguez stated programs have not been added to our rate case at this point.

Business Operations Accountant Hubertus asked that we maintain PCI compliance with in-house credit card payments.

Comm. Guidote inquired about a grievance policy; Mrs. Krause reported it will be included on the agenda for the September 28 meeting.

Financial – Other funding sources and staff experiences with grants were discussed. Our background is driven on organization courses to determine what we could be eligible for, but we don't have the background on actually writing grants.

Information Systems – Comm. Fahrback questioned what a server farm would entail. There was also further discussion on what cooperative IT services we are considering; Mr. Teale indicated services are more day-to-day, based on needs.

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

Item VI. The motion by Comm. Guidote, seconded by Comm. Roush, was unanimously approved on roll call to adjourn at 6:40 p.m.

By: JOSEPH P. GUIDOTE
Secretary

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



Neenah - Menasha Professional Fire Fighters, Inc.

International Association Of Fire Fighters Local 275

Mike Janke, President
Nate Monfort, Vice-President
Jamie Leonard, Secretary
George Van Schyndel, Treasurer

To: The Cities of Neenah and Menasha

From: Neenah-Menasha Professional Fire Fighters, Inc., Local 275

Date: October 17, 2011

Re: Bargaining Requests

The following are bargaining requests for the upcoming contract negotiations. The requests are listed along with the pertinent Article numbers under the current bargaining agreement.

1. **Article 6** – Section A - The current language to be amended with a mutually agreed upon change with the Chief.
2. **Article 12** – Section C – 4th line in section - strike Health Care Plan coverage and replace with Health Reimbursement Account
3. **Article 26** – Section A – Indicate a **0% wage increase** for the year 2012 and a **1% wage increase** beginning January 1, 2013 and a **2% wage increase** beginning October 1, 2013.

Section C. – Indicate \$621 for first responder pay for the years of 2012 and 2013.

4. **Article 32** – Section A – 5th line in section - strike two (2) replace with five (5) years.

Section B – 2nd line in section – Change dates to December 31, 2013.

5. The collective bargaining agreement between the cities of Neenah and Menasha and IAFF Local 275 will expire on **December 31, 2013**.
6. Appendix A – Health Insurance – Shall maintain current premium contributions. 2012 & 2013: 5% of the monthly premium of the POS 500, 2.5% of the POS 1000 and 0% of the POS 2000 Plan.
7. **Side Letter No. 7** – The current language to be amended to a mutually agreed upon change including a formula on how vacation time is factored which is already being utilized.



CITY OF NEENAH
CITY OF MENASHA



Office of the City Attorney / Personnel Department
Third Floor, Menasha City Hall
140 Main Street • Menasha WI 54952
Phone (920) 967-5117 • Fax: (920) 967-5273
PAMELA CAPTAIN
City Attorney / Personnel Director

Dept. of Legal & Administrative Services
Office of the City Attorney
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-751-4606 • e-mail: jgodlewski@ci.neenah.wi.us
JAMES G. GODLEWSKI
City Attorney / HR Director

October 24, 2011

Mike Janke
President, Local 275
IAFF, Neenah-Menasha Firefighters
125 E. Columbian Ave.
Neenah, WI 54956

Re: Initial Offer, Cities of Neenah and Menasha to Local 275; 2012 Contract

Dear Mike:

This letter is intended to be the Cities' initial proposal for modification to the collective bargaining agreement between the Cities of Neenah & Menasha and the Local 275, IAFF, Neenah-Menasha Firefighters. The City reserves the right to add to or delete any of these offers at any time. Any provision for which modifications are not set forth in this or subsequent offers shall remain unchanged in the contract.

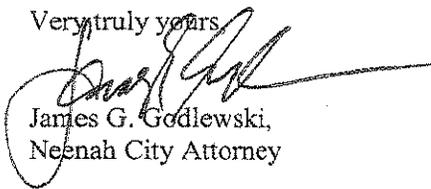
1. **Article 9, ¶A.(1)a.:** Clarify that temporary military leave applies to both monthly and annual duty tours.
2. **Article 12, ¶ B – Sick Leave Administration:** Clarify the definition of immediate family is intended to be the same as under the Family and Medical Leave Act. Also establish a second tier sick leave payout on retirement for new employees hired after 1/1/2012 consistent with the second tier payout for other city employees, which is 50% of total accumulation to a maximum of 720 hours.
3. **Article 12, ¶C – Banked Sick Leave Account:** Eliminate this paragraph for new employees hired on or after January 1, 2012.
4. **Article 19 – Health & Dental Insurance:** Eliminate references to City of Menasha plans as those are no longer available for employees. Eliminate ¶D, Vision Plan, as that was only available under Menasha Plans.
5. **Article 19, ¶ A and Appendix 1 – Health Insurance:** The Cities propose to increase employee premium contribution by 5% points for each health insurance plan. Detailed summaries of these plan changes will be distributed later.
6. **Article 19 ¶ B and Appendix 2 – Dental Insurance:** The Cities also propose to add a 10% employee premium contribution for dental insurance.
7. **Article 19 ¶ G – Retiree Dental Insurance Coverage:** In order to bring the fire department into line with other City departments, modify retiree dental coverage to provide coverage for only the COBRA period.

8. **Article 19 ¶H – Change in Plans:** Eliminate this paragraph, as plan structure is now a prohibited subject of bargaining.
9. **Article 27: Pension Contribution:** Require employees to pay the public safety employees required contribution to the Wisconsin State Retirement Fund as outlined in Wis. Stat. §40.05(1)(a).
10. **Article 29, ¶C, second paragraph:** Clarify that tuition reimbursement only applies to registration and associated costs of courses & seminars directly related to firefighting.
11. **Sideletter No. 5:** Eliminate the first category of school credits as the last employee in that category has retired. Clarify current practice that employees hired on or after 1/1/1997 are not eligible for Associates Degree school credit pay.
12. **Sideletter No. 7: Light Duty:** Amend the language of the sideletter to provide a procedure for conversion of vacation time to light duty compensation.
13. **Sideletter No. 9: No Reopener:** Eliminate as expired on December 31, 2011.
14. **Contract Term & Wages:** The City proposes a one-year contract with a fair and equitable wage increase in 2012.
15. **Contract Wages, Wage Addendums:** Modify the addendums for firefighters hired before 1/1/2003 to only provide for the year 6 steps, since the prior steps will never be used.

The City reserves the right to amend, add, delete or modify these proposals as negotiations continue leading to a successor agreement. The making or withdrawal of proposals is not intended to waive any existing rights of the City.

We look forward to completing these negotiations in a quick and amicable manner.

Very truly yours,


James G. Godlewski,
Neenah City Attorney


Pamela Captain
Menasha City Attorney

cc: Fire Chief Al Auxier
Deputy HR Director Heather Barber

Debbie Galeazzi

From: Chris Klein
Sent: Tuesday, October 18, 2011 11:11 AM
To: Common Council
Subject: Manitowoc Mayor Cuts in Budget

<http://www.htrnews.com/article/20111018/MAN0101/110180513/31-layoffs-included-proposed-Manitowoc-budget?odyssey=tab|topnews|img|FRONTPAGE>

Chris Klein
District 1 Alderman
920-740-7641
cklein@ci.menasha.wi.us

Debbie Galeazzi

From: Steve Krueger
Sent: Wednesday, October 19, 2011 4:10 AM
To: Don Merkes
Cc: Daniel Zelinski; Jim Englebert; Kevin Benner; Mark Langdon; Michael Taylor.; Stan Sevenich; Chris Klein; Steve Krueger; Debbie Galeazzi
Attachments: The Fox-2.jpg

I have come to the conclusion that the unambiguous indication has shown that no one has the correct mindset to produce the critically needed influx of people into our community. I'm not sure if malaise has penetrated the collective frame of mind or if there is an absence of knowledge how to melt and market people's needs with their wants in order to attract fresh residents and businesses to Menasha.

Even though amusing, some of the pubescent writings vocalized through marionettes indicates a void of true initiatives on all levels. I refuse to idly sit by as the hot potato of culpability gets tossed around in the hope that blame for the lack of insight and responsiveness will land in someone else's political seat come election time.

Attached is what I am personally going to undertake in order to market and promote Menasha (concept cover). If anybody would like to climb on board contact me...and since there has been a huge vacuum with the local media sources on full and truthful reporting on governmental activities in the area, I'm contemplating including a political section to the magazine.

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

January 2011

The

FOX

GEOGRAPHIC

**Attracting Urban
Wildlife**

Page 6

**Geo-Caching at
its Finest**

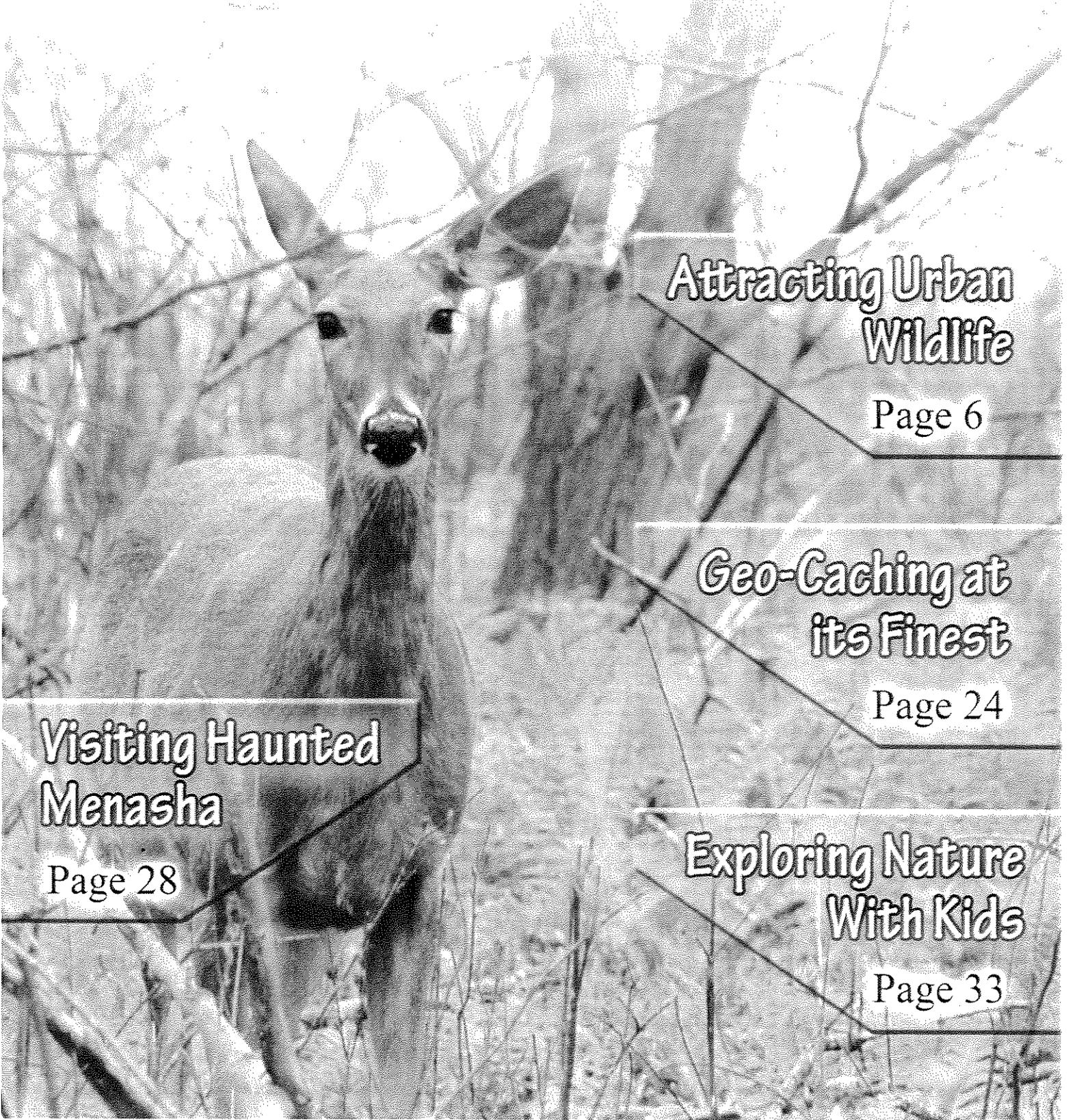
Page 24

**Visiting Haunted
Menasha**

Page 28

**Exploring Nature
With Kids**

Page 33



Debbie Galeazzi

From: Steve Krueger
Sent: Friday, October 28, 2011 12:31 AM
To: Debbie Galeazzi
Cc: Don Merkes; Daniel Zelinski; Jim Englebert; Kevin Benner; Mark Langdon; Michael Taylor.; Stan Sevenich; Chris Klein; Aaron Zemlock
Subject: downtown trick-or-treat

Congratulations are in order for every individual whose efforts made the downtown trick-or-treat an enormous success! The brief snapshot exemplifies the unlimited possibility Menasha has when every single person and business work in harmony to create an attractive atmosphere to invite families to participate in the heartbeat of our community. The Mayor, participating city workers, local businesses and Farm Market vendors deserve a resounding round of applause for a job well done!

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



Memorandum

TO: Common Council
From: Greg Keil, CDD *gk*
Date: November 3, 2011
RE: Fire Station #2 Update

I have had several conversations with representatives of the Pfefferle Companies, owners of the land parcels to the south of Fire Station #2. They are planning on razing the existing structures to clear the site for redevelopment. They are interested in incorporating the fire station site into the redevelopment area, and have expressed an interest in obtain an option to purchase the property from the city. I expect they will make this request of the city sometime later this month. I have also requested quotes for the demolition of Fire Station #2, and those will likewise be available later this month.

As you may recall, the building sustained substantial damage as a result of a windstorm in May. The cost to repair the damage has been estimated at around \$32,000. The Plan Commission has considered alternatives for the site and has recommended that the site should be cleared and that the lot should be marketed for an appropriate use.

A copy of the facilities assessment conducted on the building in 2002 by the architectural firm Bray and Associates is attached for your reference.

CITY OF MENASHA
FACILITIES ASSESSMENT
PROJECT NO. 2550
EXISTING BUILDING EVALUATION

FIRE STATION NO. 2

ARCHITECTURAL

1. The purpose of this report is to document the building condition and give a general assessment of the structure and building components both interior and exterior and to identify building code and ADA accessibility issues.
2. Building Type/Use
 - a. The Menasha Fire Station No. 2 is a single-story building with a basement, except under the apparatus room. The fire station has three (3) apparatus bays, an office area, eating and sleeping quarters, and toilet facilities on the first floor. The basement has an exercise area, recreation area, storage, and the mechanical room.
 - b. The building was constructed in 1963.
3. Site Description
 - a. The site is located on the corner of Appleton Road (State Highway 47) and Airport Road. The size of the site is 16,000 SF and the building footprint is 4,950 SF. The front of the building faces Airport Road with a setback of 45'.
 - b. There are five (5) paved parking stalls at the front of the building and a concrete drive to the apparatus bays.
4. Evaluation of Structure and Systems
 - a. There are no ADA compliant toilet facilities in the building.
 - b. There is evidence of exterior wall movement in the apparatus room at the northwest corner and at the west exit door.
 - c. There are two (2) stairways serving the basement. The stairway at the southeast corner is an open exterior stairway with no roof. It was noted that there are water leak issues at this location.
 - d. The interior walls and finishes are generally in good serviceable condition. There are areas in the apparatus room that are soiled from diesel exhaust.
5. Recommendations / Improvements
 - a. Provide ADA compliant toilet facilities.
 - b. Repair the areas of wall movement in the apparatus room.
 - c. Identify the water leak source at the southeast stairway and correct the condition.
 - d. Improve the energy efficiency of the exterior walls.
 - e. It was noted that the roof needs to be replaced.

PLUMBING

1. Barrier Free Requirements

- a. None of the plumbing fixtures in the toilet rooms or locker rooms are accessible to the handicapped.
- b. The electric water cooler in the lounge is not barrier free.
- c. There are no handicapped accessible showers.

2. General Maintenance Condition

- a. The condition of the plumbing fixtures was good. There were no indications of faucets dripping and leaks. The fixtures will require constant maintenance and replacement.
- b. The present water distribution piping did not show signs of leaks and external corrosion. The piping was in good condition and was insulated.
- c. The domestic hot water system was in good condition. However, there did appear to be corrosion. There were no insulating unions that separated piping of dissimilar metals.

3. Recommendations and Conclusions

- a. Utilities
 - 1.) The present sanitary building sewer has capacity for expansion and a new sanitary building sewer would not be required.
 - 2.) The present water supply is not large enough for expansion. Any major additions would require a new water service.
 - 3.) Any major additions would require new storm building sewers. The storm sewer system will have to be re-worked through retention basins to avoid direct discharge to the site.
- b. The plumbing fixtures do not comply with current Water Conservation Standards, but would be acceptable unless major renovations are planned.
- c. We would recommend a uni-sex barrier free toilet room and a handicapped accessible shower in each locker room.
- d. The present hot water systems is not energy efficient and does not have capacity for expansion. A new energy efficient hot water system would be required.
- e. Any renovation to the present kitchen would require a grease separator.

HVAC SYSTEMS

1. Summary

- a. If this facility is to continue to be used, improvements to the Apparatus Room ventilation system should be made.
- b. Although the cast iron furnace itself will last indefinitely, the multizone system has some comfort issues (high summer humidity levels) that are inherent to this type of system. Rather than replacing major components, if they fail in the future, we would recommend replacing the system with individual furnaces.

2. Condition of Existing Systems

- a. ASHRAE lists the life expectancy of air cooled condensing units and gas fired duct furnaces as being 15 years. This equipment is 37 years old and beyond its useful life expectancy.

- b. Little can go wrong with a cast iron furnace. Refractory tiles need to be replaced periodically and the cast iron heating sections need to have their joints caulked to prevent air leakage. The gas burner, a standard component, has an expected life of 15 years.

3. Code and Operational Issues

- a. A review of the original HVAC plans indicates that the systems were originally designed to provide airflow and outdoor air ventilation rates that will meet today's codes. A qualified Testing and Balancing Contractor should be hired to measure and adjust all systems to assure that code required outdoor air and exhaust ventilation rates are in fact being maintained.

4. Recommendations

- a. The present gravity ventilators that exhaust the Apparatus room should be converted to power exhaust.
- b. The gas fired make-up air units in the Apparatus room air presently being cycled from room thermostats. When the units are off, no make-up air is being brought in, regardless of CO levels. A carbon monoxide sensing system should be installed that will allow the system to function whenever CO levels rise.
- c. A vehicle exhaust system, similar to Plymovent, should be installed to directly exhaust diesel fumes from the apparatus tailpipes.
- d. Summer humidity is difficult to control with a multizone system. During the summer, the "hot deck" becomes a mixture of return air and humid outdoor air that bypasses the cooling coil. If the present condensing unit or gas burner were to fail, we would recommend investigating replacing the present system with four single zone high efficiency gas fired furnaces with air cooled condensing units.

ELECTRICAL

1. Wiring Devices

- a. Recommendations
 - 1.) Change standard receptacles in the apparatus area to be GFI type.
 - 2.) Provide GFI receptacles in the bathroom areas for cleaning purposes.
 - 3.) Provide six additional receptacles in the dayroom area to eliminate the use of power strips. Circuit these six receptacles among two 20 amp circuits.
 - 4.) Kitchen: Replace existing outlets with GFI protected outlets and also provide two additional receptacles connected to a 20 amp circuits due to the limited number of receptacles in the kitchen area.
 - 5.) Locker room receptacle: Change receptacle to be GFI protected.
 - 6.) Change standard receptacles in basement area to GFI type.

2. Panelboards

- a. Recommendations
 - 1.) The minimum of 3' of clearance in front of the panels is not obtained, since you have to stand on the cover of the sump pump to work on the electrical gear. This existing electrical gear should be relocated to accommodate the clearance as indicated in the NEC section 110-26.

3. Interior Lighting Fixtures

a. Recommendations:

- 1.) Replace the existing T12 fluorescent lighting with newer energy efficient T8 type.
- 2.) Provide wire guards on light fixtures in the apparatus bay.
- 3.) Map light: Provide a fluorescent light over this map to provide for brighter light quality.
- 4.) Replace the existing light fixtures in the sleeping area with new.
- 5.) The exit lights should be changed from incandescent and fluorescent type to more energy efficient LED type. Manufacturers indicate that the LED of this type of fixture will last 10-20 years.
- 6.) Exercise area: Change the incandescent lighting to fluorescent lighting.

P:/Proj./2550/Design/Feas/Rp51jw18

CITY OF MENASHA
FACILITIES ASSESSMENT
PROJECT NO. 2550
EXISTING BUILDING EVALUATION

DEPARTMENT INTERVIEWS - FIRE DEPARTMENT

Purpose: Develop a space needs program of square feet required for each department and each space within the department. Obtain general staff input and comments.

Representatives: Patrick O'Brien, Fire Chief
Steve DeLeeuw, Deputy Chief

Discussion / Notes:

- Issues at station #2:
 - Additional space is needed in the kitchen and dining/recreation areas.
 - The dormitory is larger than needed.
 - A conference room would be desirable; the office area is small.
 - The apparatus room should be expanded to the west.
- A new vehicle exhaust system is planned to be installed at each station.
- The department is responsible for their own building maintenance.
- It was suggested that property for a future station should be acquired as early as possible.
- The department does provide First Responders. The department does not provide EMS (Emergency Medical Service). This is provided by Gold Cross.

P:/Proj/2550/Design/Feas/Rp51jw20

FACILITIES ASSESSMENT FOR
 CITY OF MENASHA
 MENASHA, WISCONSIN
 PROJECT NO. 2550

Bray Associates Architects, Inc.
 Sheboygan, Wisconsin

March 7, 2002 / Revised March 14, 2002

FIRE STATION #2 - Square Footage Assessment

Area	Existing SF	Proposed SF	Comments
First Floor			
Vestibule	65	65	
Office	160	160	
Toilet	20	80	
Kitchen	80	120	
Dining / Day Room	385	400	
Dormitory	715	600	
Lockers	390	390	
Toilet	100	100	
Shower	60	60	
Mud Shower	25	25	
Apparatus	2,385	2,385	
Subtotal	4,385	4,385	

Area	Existing SF	Proposed SF	Comments
Basement			
Storage / Exercise	570	570	
Boiler	390	390	
Recreation / Storage	805	805	
City Files	390	390	
Subtotal	2,155	2,155	

Total Net Square Feet 6,540 6,540

Existing Gross Square Feet 7,425 7,425

Grossing Factor for Proposed (1.15)

Note: Interior insulation was added in living areas.

Option #4 - Health Department

Remodel at Public Protection - Apparatus Room	Total \$	396,000.00
Fire Department Relocates		

Option #5 - Senior Center

Update / Remodel	\$	256,000.00
Addition		<u>252,000.00</u>
Total \$		508,000.00

Option #6 - Memorial Building

Update	\$	473,000.00
Addition		<u>326,000.00</u>
Total \$		799,000.00

Option #7 - Fire Station #2

Update / Remodel	Total \$	246,000.00
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Option #8 - Public Protection - Police / Fire

Update / Remodel	\$	1,378,000.00
Additions		<u>567,000.00</u>
Total \$		1,945,000.00

Option #9 - Public Protection - Police

Update / Remodel (less area for Health)	Total \$	1,375,000.00
Fire Department Relocates		

Option #10 - Public Protection - Police

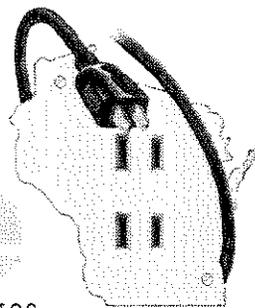
Update / Remodel (less area for Health)	\$	958,000.00
Addition		<u>513,000.00</u>
Fire Department Relocates	Total \$	1,471,000.00

A Coalition
to preserve
Wisconsin's
Reliable and
Affordable
Electricity

Customers First!

the Wire

Plugging you in to electric industry changes



608/286-0784 • P.O. Box 54 • Madison, WI 53701 • www.customersfirst.org • NOVEMBER 2011 • Vol. 16, No. 11

Transmission project on federal fast track

A major interstate transmission project that includes about 150 miles of new line in Wisconsin is one of seven that a group of federal agencies say they've put on a fast track for regulatory approvals.

In October, the Department of Energy (DOE) announced that it and eight other federal agencies are expediting review of the segment of the CapX2020 transmission projects proposed to run from Hampton and Rochester, Minnesota, to La Crosse.

The approximately 125-mile project is to include a single-circuit 345-kilovolt line crossing the Mississippi River into Wisconsin at Alma and proceeding to a substation at the Village of Hol-

men. The line's capacity would be equivalent to the largest currently operating in this state.

Two routes have been proposed for the Wisconsin portion of the line. One would follow the Mississippi and the other would head straight east from Alma to a point near Arcadia then turn south to Holmen. Application for a Certificate of Public Convenience and Necessity was filed with the Wisconsin Public Service Commission in January. Regulatory applications for the Minnesota elements of the project were filed in August 2007.

In mid-October, the DOE issued a press release saying it was "announcing job-creating grid modernization pilot projects" and listing

Hampton-Rochester-La Crosse as one of seven projects nationwide on which the administration would "accelerate permitting and construction."

"The projects will serve as pilot demonstrations of streamlined federal permitting and increased cooperation at the federal, state, and tribal levels," the DOE said.

"Adding necessary transmission infrastructure will integrate renewable electricity sources into the grid, accommodate the growing number of electric vehicles on America's roads, help avoid blackouts, restore power more quickly when outages occur, and reduce the need for new power plants," the DOE said.

Regulatory hearings on the Wisconsin portion of the project are to be held early in 2012, with a decision by June 4. 💡

Railroad buyout draws rate scrutiny

The Burlington Northern Santa Fe Railroad Company (BNSF) sold for about \$7.6 billion more than its book value last year, and federal regulators are looking into the question whether shippers of bulk material like power-plant fuel, and ultimately, their customers, can be made to cover that premium through shipping rates.

The U.S. Surface Transportation Board (STB) this fall launched an inquiry into the 2010 purchase of the BNSF by Warren Buffett's Berkshire Hathaway.

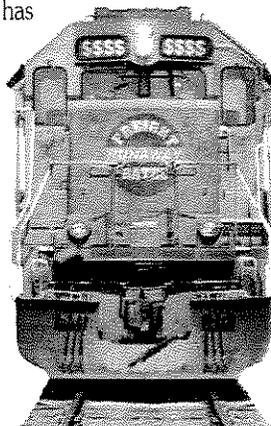
Ruling at the end of September on a petition by the Western Coal Traffic League, the STB announced it is soliciting public comment to open a proceeding that will determine whether the multi-billion dollar premium paid above book value can appropriately be factored in as a component of rates charged to shippers.

Glenn English, CEO of the National Rural Electric Cooperative Association and chair of the railroad reform group CURE (Customers United for Rail Equity) said BNSF has been "attempting to exploit loopholes" by building the premium cost into its rate calculations.

CURE, in which the *Customers First!* Coalition is an active participant, and the NRECA have filed comments in support of the Western Coal Traffic League's (WCTL) petition.

WCTL contends that including the \$7.6 billion premium in the railroad company's net investment base for federally regulated Uniform Rail Costing System purposes effectively establishes a higher rate floor.

The result, according to WCTL, is twofold: It raises the rate threshold that could trigger the STB granting relief to shippers, and it reduces the number of shippers who would have some prospect of success in asking the STB to review rate-related complaints. 💡



Still crazy after all these years

More than a decade ago, Wisconsin electricity customers dodged a very large bullet.

A weak transmission infrastructure flirting with unreliability, early signs from other states that electric restructuring wasn't living up to its promises, and political leaders willing to see—whether or not they liked the idea of restructuring—that a period of prudent delay was called for, combined to let Wisconsin discreetly climb down off the bandwagon.

Good idea. A quick search of our archives shows we first wrote in the spring of 2006 about Maryland's dream of electric restructuring turning into a nightmare. The shocking situation of those days is now merely an unsatisfactory one. And if the runaway bandwagon hasn't altered course 180 degrees, it certainly lurched in that direction this fall.

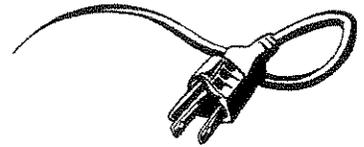
Continued on page 2...

THE WIRE is a monthly publication of the *Customers First!* Coalition—a broad-based alliance of local governments, small businesses and farmers, environmental groups, labor and consumer groups, retirees and low-income families, municipal electric utilities, rural electric cooperatives, wholesale suppliers, and an investor-owned utility. *Customers First!* is a coalition dedicated to preserving Wisconsin's reliable and affordable electricity.

If you have questions or comments about THE WIRE or the *Customers First!* Coalition, please call 608/286-0784.



KEEPING CURRENT



With CFC Executive Director Matt Bromley

The concept of using utility rates for economic development incentive purposes has attracted the attention of state lawmakers and utility regulators.

Back in May, legislation was introduced to authorize the Public Service Commission of Wisconsin (PSC) to approve temporary discounted electric rates for large energy users that meet certain criteria. The bills (Senate Bill 102 / Assembly Bill 145) received public hearings in both legislative chambers and Governor Walker included the legislation as part of his call for a special legislative session focused on creating jobs.



Bromley

Meanwhile, the state's utility regulators gave the go-ahead to Wisconsin Power & Light to apply an economic development tariff for one of its biggest users of electricity, Mercury Marine. Under the contract, the utility would provide the Fond du Lac-based boat motor manufacturer with a 24.5-percent discount on its electric bills in the first year and a declining discount percentage over the remaining five-year contract contingent on the company sustaining a base level load.

It's understandable that in tough economic times, policy makers look for ways to attract and retain jobs. Certainly energy costs are one factor that a current or prospective employer considers when deciding if, and where, to expand. But, as was expressed in this column earlier this year, providing certain customers a discount on utility rates must be done carefully and applied narrowly so the costs of the discounts are not borne by other ratepayers.

In testimony before the Senate and Assembly utilities committees, the *Customers First!* Coalition (CFC) questioned whether legislation to allow discounted rates is needed. The CFC pointed to the many tools the PSC has available to help Wisconsin utilities reduce the energy costs for large industrial companies. These tools are designed and implemented within the framework of our current statutory and regulatory requirements that all utility rates be fair, just, and nondiscriminatory.

The CFC recognizes that despite the ample statutory authority already provided to the PSC to incentivize economic growth through innovative rate design, lawmakers may continue to see a need for a legislative response. Therefore, the CFC provided the committees with specific recommendations for economic development rate legislation that would minimize the risk that other ratepayers would subsidize the costs of the discount. The CFC's position statement and specific design criteria are available at: <http://www.customersfirst.org/legislative.html>. 

Still crazy

Continued from page 1...

An October column by Jay Hancock of the *Baltimore Sun* describes how Maryland regulators for all practical purposes ordered the state's biggest utilities to put out requests for proposals to build major new generation assets, enter long-term contracts to buy the power they produce, and fold the costs of the new plants into retail customers' bills.

This is in response to inadequate in-state generation contributing to unacceptably high prices: so it makes sense, right?

Yes, but in a world Maryland said goodbye to back in the 1990s. Restructuring was supposed to move incumbent utilities out of the generation business and into the business of delivering energy produced by a legion of en-

trepreneurs eagerly competing to sell power at rock-bottom prices.

For a variety of reasons, many of those entrepreneurs went out of business or never showed up in the first place. Result: little competition, tight supply, high prices. If the Maryland Public Service Commission's action isn't precisely a return to the traditional, vertically integrated utility business model, it's a mighty convincing move in that direction.

Don't take our word for it. Treat yourself to Jay Hancock's column, a gem of a five-minute course in the expectations and disappointments of electric restructuring. Find it at http://articles.baltimoresun.com/2011-10-03/business/bs-bz-hancock-bge-reregulation-20111003_1_electricity-deregulation-maryland-suppliers-plants. 

Transmission cost allocations reaffirmed

After a lengthy rehearing process, federal regulators last month reaffirmed their approval for transmission cost allocation proposals assigning responsibility for the costs of widespread upgrades to the nation's transmission grid. Some stakeholders aren't convinced the allocation proposals are fair.

Those concerns came through clearly in testimony presented at an October 13 congressional hearing.

A group called the Coalition for Fair Transmission Policy (CFTP) told the House Committee on Energy and Power that the costs of new transmission lines—many of which are expected to be built from the Great Plains to the Eastern Seaboard—must be allocated proportionally to the benefit customers receive.

The CFTP, comprising mainly large utilities with service areas from Michigan to the East Coast and the South, is specifically concerned with how federal regulators will define "benefits."

CFTP representative Steve Traneth testified that the Federal Energy Regulatory Commission (FERC) has left the door open to "extremely broad definitions that result in unfounded conclusions that everyone benefits from new transmission and all should pay."

Another witness was Glenn English, former Oklahoma congressman and CEO of the National Rural Electric Cooperative Association. English noted that in trying to head off beneficiaries of new transmission escaping its costs altogether—"free riders"—the FERC assumes the authority to allow a utility to charge transmission costs to entities that aren't even receiving transmission services from that utility.

If that provision stands, he said, "There is no logical end" to where the FERC could assign costs.

Making the argument for urgency in getting things built was Lauren Azar, former member of the Public Service Commission of Wisconsin

and now senior adviser to U.S. Energy Secretary Steven Chu.

"To propel this nation forward in the global economy we must build a grid for the 21st century and we must build it fast. While in some corners of this nation we have the grid of the late 20th century, in others it is only the early 20th century," Azar said.

A long way to catch up, and depending on who you listen to, a long way to go in getting things right. 💡

Save the date!

The *Customers First!* Coalition annual spring POWER Breakfast comes early in 2012. It's scheduled for February 15 at the Madison Concourse Hotel. Details will follow in future editions.

California blackout could bring heavy fines

A 12-hour blackout affecting customers in three southern California counties and parts of Arizona and Mexico last month could put San Diego Gas and Electric and Arizona Power on the hook for millions of dollars.

We say that based on the \$25 million fine levied against Florida Power and Light in 2008 after an employee foul-up triggered a blackout affecting more than 900,000 customers. Federal regulators were demonstrating seriousness about exercising the new reliability enforcement powers they acquired after the big August 2003 blackout in eight Northeastern states. Some observers think they may want to make another such demonstration.

There is some doubt, however, as to who has liability.

It seems to be established that an Arizona Public Service worker caused a short that tripped off a major transmission line into California. If only it had ended there.

Instead, the drop in voltage caused the San Onofre nuclear plant to disconnect to protect its own systems. San Diego County was left without any external

power sources and local generators tripped off in response. Well over 1.4 million customers in that county alone went dark.

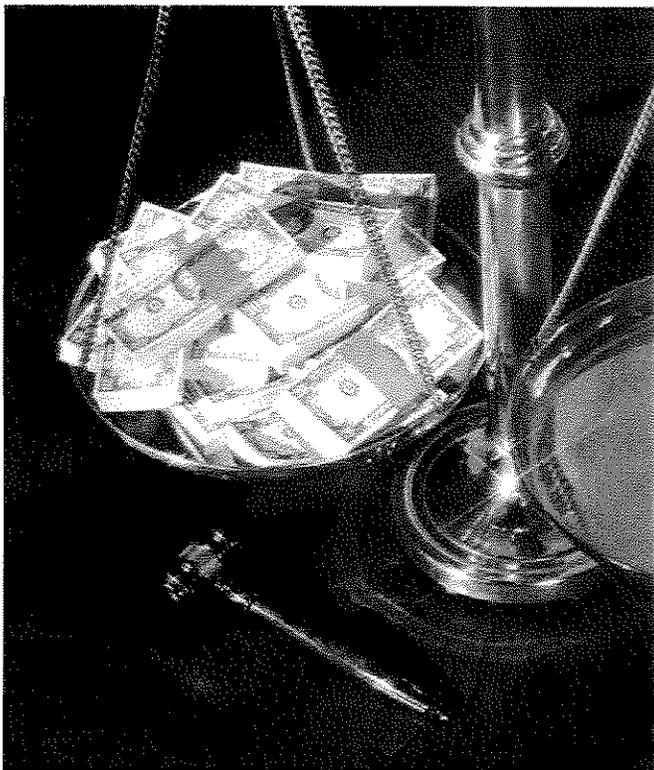
An investigation is underway to determine liability. The *North County Times* of Escondido said the probe would likely examine "potential problems with employee training, poor execution of safety protocols, or bad equipment maintenance."

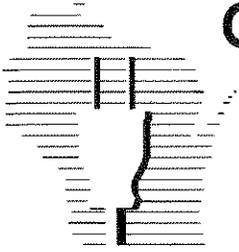
The newspaper also quoted a utility law expert saying it's too soon to tell who is on the hook, because if the stresses caused by the original incident exceeded the design capabilities of the various systems down the line, they may not be liable.

Whatever the regulators decide, lawsuits are already in the works. 💡

Energy saver tip

No doubt you've heard about shifting summertime use of clothes dryers and dishwashers to nighttime to avoid heating up your house and making the air conditioning work harder. It works in cold weather, too, when a little extra heat overnight can be a favor to your furnace. Besides, it's never a bad idea to shift some usage to hours when your utility probably doesn't have to meet peak demand. 💡





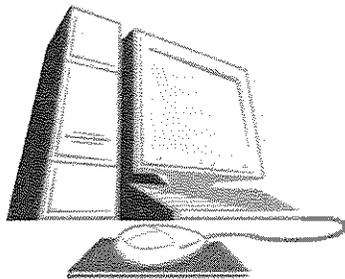
Customers First!

P.O. Box 54
Madison, WI 53701

A Coalition

to preserve
Wisconsin's
Reliable
and Affordable
Electricity

Be sure
to check out the
Customers First!
website at



www.customersfirst.org



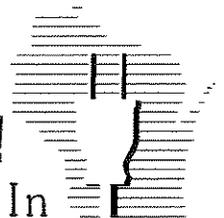
Quotable Quotes

"The market has failed to deliver many of deregulation's promises. It's time for Maryland to take control of its energy fate and move in the opposite direction, if only a little."

—Columnist Jay Hancock lamenting the unsettled and unsatisfactory state of utility restructuring, in the Baltimore Sun, October 3, 2011

Help us share our messages with others. If you know of businesses or organizations that would like to learn more about protecting Wisconsin's reliable and affordable electricity, please feel free to copy and share with them all or part of this newsletter, or you can call 608/286-0784 to arrange an informational meeting.

Customers First!
Plugging Wisconsin In





2012 DR. MARTIN LUTHER KING, JR. ESSAY CONTEST ANNOUNCED



"Whatever affects one directly, affects all indirectly. I can never be what I ought to be until you are what you ought to be. This is the interrelated structure of reality."

-Dr. Martin Luther King, Jr.

Young writers who are inspired by Dr. King's life and his vision of uniting people for the good of all are invited to enter the 2012 Dr. Martin Luther King, Jr. Essay Contest.

Essay contest winners will have the opportunity to read their essays at the 21st annual Dr. Martin Luther King, Jr. Celebration to be held on Monday, January 16, 2012 at 6:30 p.m. in the Lawrence University Memorial Chapel on College Avenue in Appleton. Winners in four brackets will be awarded \$50 from Toward Community: Unity in Diversity, a \$25 gift certificate from IndUS of the Fox Valley, and a \$10 gift certificate to Harmony Café.

The program theme for this year's celebration is, "**Martin Luther King, Jr.: His Life & Legacy.**" Dr. Dorothy Cotton, keynote speaker for the event, worked closely with Dr. King and served on his executive staff. She will share lessons from the historic civil rights movement and her experiences while working for Dr. King.

Contest Guidelines:

- Legacy is defined as "anything handed down from the past as from an ancestor or predecessor." Teachers, administrators and parents are asked to encourage students to write an essay on the following theme: ***"What did Dr. Martin Luther King, Jr. hand down to you, and what are you going to do with it?"***
- Contest categories by grade are: 2nd and 3rd, 4th through 6th, 7th through 9th, and 10th through 12th.
- Submissions may be in essay or poetry form and should not exceed one page. Do not write names on essays.
- Students should submit their essay along with a separate sheet of paper containing the writer's name, address, telephone number, school, and grade.
- Please do not use staples to attach the name and essay sheets.
- A panel of judges will critique the essays. Originality will be a critical factor in the judging process.

To Apply:

- Contest deadline is **4:30 p.m. Friday, December 2, 2011.**
- Submit entries to:
2012 King Essay Contest, c/o United Way Fox Cities, 1455 Midway Road, Menasha, WI 54952
- Call Gayle Hardt at (920) 954-7211 with questions or if you need to arrange for drop off of an essay before 4:30 on December 2nd.
- Winners will be notified by phone.

The Dr. Martin Luther King, Jr. Celebration is an interfaith, multicultural event sponsored by Toward Community: Unity in Diversity, Lawrence University, and a number of area churches, religious organizations, businesses, social service agencies and individuals. The King Celebration has been a unifying tradition in the Fox Valley since 1992. It is free and open to the public.

PLEASE SUBMIT NOMINATIONS



2012 Jane LaChapelle McCarty

Unity in Diversity Award

The 2012 Dr. Martin Luther King, Jr. Award Committee is accepting nominations for the 2012 Jane LaChapelle McCarty Unity in Diversity Award. This honor will be awarded to an individual in our community who has made great strides in bringing different people in the community together in the spirit of Dr. Martin Luther King, Jr. If you know someone who has upheld the dream of Dr. King by working on or celebrating diversity in big or small ways in our community, please consider nominating that person.

The award will be announced at the 21st annual Dr. Martin Luther King, Jr. Celebration on Monday, January 16, 2012 at 6:30 p.m. at the Lawrence University Memorial Chapel in Appleton. The keynote speaker for this 21st anniversary celebration is Dr. Dorothy Cotton who worked with Dr. King for over a decade. You will be inspired as she presents **"Martin Luther King, Jr.: His Life & Legacy."**

DEADLINE FOR ENTRY:

Mail or email by Tuesday, January 4, 2012

Nomination must be one page and submitted to:

JLM Unity Award

Attention: Rev. Roger Bertschausen

PO BOX 1791 Appleton, WI 54912 or email fvuufmin@fvuuf.org

If you have any questions, please do not hesitate to contact

Rev. Roger Bertschausen at (920) 731-0849.



The award was renamed in 2005 after Jane LaChapelle McCarty, a beloved community member, passed away in 2004 following a courageous battle with cancer. Jane truly lived in unity with diversity in our community. Jane was a founding member of Toward Community: Unity in Diversity. She also sought out opportunities to get to know others in our community from diverse backgrounds. Jane would go out of her way to make a new family feel welcome, often inviting them to dine at her warm and inviting home. She worked with a quiet and strong resolve to help educate others about diversity.



TOWARD
COMMUNITY:
UNITY IN DIVERSITY

Mission

Toward Community: Unity in Diversity builds connections and community among groups and individuals in the Fox Valley through celebration, education, and advocacy for the broad spectrum of human diversity.

October 24, 2011

Dear Supporter & Friend,

For the past 21 years, The Fox Cities Dr. Martin Luther King, Jr. Celebration, sponsored by Toward Community and the Lawrence University Office of Multicultural Affairs, would not have existed without the support of many Fox Valley organizations. This year's Dr. Martin Luther King, Jr. Celebration will take place on the 2012 Dr. Martin Luther King, Jr. Holiday on **Monday, January 16, 2012** at the Lawrence University Memorial Chapel on College Avenue in Appleton, beginning at 6:30 p.m.



This year's keynote speaker is Dr. Dorothy Cotton who is a speaker, singer, peacemaker and a visionary. She was the **Education Director for the Southern Christian Leadership Conference** for twelve years. Working closely with Dr. King, Dorothy served on his executive staff and was part of his entourage to Oslo, Norway, where he received the Nobel Peace Prize. She served as the Vice President for Field Operations for the **Dr. M.L.K. Jr. Center for Nonviolent Social Change** in Atlanta. At the Southern Christian Leadership Conference in 1967, Dr. King said, "Dorothy Cotton's bravery, insight and steadfastness have been invaluable to the Movement."

Currently she is involved in the expansion of the **National Citizenship School** in conjunction with Civic Organizing, Inc. of Minnesota. Dorothy's upcoming book will focus on lessons from the historic citizenship education program and her work with Dr. Martin Luther King, Jr.

Other moments to look forward to:

- Tim Dorsey will move audiences with his extensive vocal range which will showcase his natural gift for vocal styling.
- Dr. Martin Luther King, Jr. essay contest winners will be reading their winning essays. *Please share the enclosed flyer about the contest with students grades 2-12 and encourage them to enter.*
- The Jane LaChapelle McCarty Unity in Diversity Award will be given to someone on this evening. A flyer containing details about this special award is enclosed as well. I encourage you to nominate someone you think should be recognized for their dedication to diversity by their efforts and strides to bring different people together in our community.

Please consider supporting this 21st Anniversary event by having either you or your organization become a sponsor of the 2012 Dr. Martin Luther King, Jr. Celebration. Supporting individuals and organizations will be recognized in the program bulletin. Please see the reverse side of this letter for funding opportunities. If you or your organization would like to support this celebration, please make the check payable to *Toward Community* and mail to *Toward Community MLK c/o FCRMC, 128 N Oneida Street, Appleton, WI 54911* by **December 30, 2011**. This is our print deadline so please get your check in before December 31, 2011. If you would like to commit your organization's name for the program, please contact me and we will consider adding your name with a verbal confirmation.

For more information, you can reach me at (920) 475-4405. You may also email me at FCDRLK@gmail.com with questions. We deeply appreciate your commitment to working toward unity and acceptance.

Peace,

Kathy Flores
Chair, Dr. Martin Luther King, Jr. Service Committee



TOWARD
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UNITY IN DIVERSITY

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**SPONSORSHIP
2012 DR. MARTIN LUTHER KING, JR. CELEBRATION
JANUARY 16, 2012**

Please check your sponsorship level:

Supporter

_____ \$25 _____ \$50 _____ \$100

Sponsor

_____ \$250 _____ Other

Major Sponsor

_____ \$500

20th Anniversary Leadership Sponsor

_____ \$1,000

NAME OF PERSON OR ORGANIZATION TO BE LISTED IN PROGRAM:

CONTACT INFORMATION:

Name: _____

Address: _____

City, State, ZIP: _____

Phone & Email: _____

Make the check payable to *Toward Community* and mail to *Toward Community MLK c/o FCRMC, 128 N Oneida Street, Appleton, WI 54911* by **December 30, 2011.**



William J. Hammett
Court Commissioner

Robert E. Bellin

Jeffrey T. Oswald

Jeffrey P. Kippa

Natalie Sturicz-Heiges

HAMMETT, BELLIN & OSWALD, LLC

ATTORNEYS AT LAW

www.hbollc.com

675 Deerwood Avenue
Neenah, WI 54956

Telephone (920) 720-0000

Fax (920) 720-7970

October 11, 2011

Attorney Pamela A. Captain
Office of the City Attorney
140 Main Street
Menasha, WI 54952

Re: Notice of City's Exercise of Right to Repurchase Parcel #2, Lot 16, Menasha, Wisconsin

Dear Attorney Captain:

Please note that we represent Mr. Thomas G. Schanke with respect to the above-referenced matter. As I believe you are already aware, Mr. Schanke rejects the City's Notice of Exercise of Right to repurchase. By correspondence dated May 5, 2011 to Mayor Don Merkes, Mr. Schanke's attorney, Christine Wanless set forth numerous reasons why the City has no right to repurchase Lot 16 and why any offer to purchase would be rejected by Mr. Schanke.

Without reiterating each point in that letter, please take notice that Paragraph 12, B, in Section D of the Agreement to which you refer in your letter dated September 16, 2011, is invalid and unenforceable. The alleged right to repurchase fails to comply with Wisconsin's Statute of Frauds, and it is therefore void. Moreover, the provision constitutes an impermissible restraint on alienation, and any validity it may have had at any point was extinguished or waived.

Second, even if the provision had been enforceable at some time, the City promised not to enforce it, and our client acted in reliance on that promise. Thus, in addition to legal theories, there are multiple equitable theories which effectively nullify any operation of the provision or right to repurchase as alleged by the City. We have additional concerns that the City would be taking actions to interfere with Mr. Schanke's right to own and enjoy private property in the City of Menasha. We are obviously aware of the City's agreement with The Ponds of Menasha, LLC. However, we note that Phases I through III are not contingent or dependent upon acquisition of Lot 16.

RECEIVED OCT. 13 2011

Attorney Pamela A. Captain

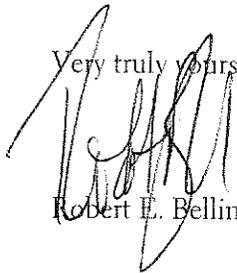
Page 2

October 11, 2011

In essence, it appears that the City intends to take actions to acquire private property from Mr. Schanke solely to give the property to another private developer. Such actions standing alone are repugnant to the American belief in the fundamental right of private property. However, it looks even worse when the City agreed to pay the private developer 10% of the AAV for completed properties on our client's lot.

Should you wish to discuss Mr. Schanke's rejection of the City's offer, do not hesitate to contact me directly.

Very truly yours,

A handwritten signature in black ink, appearing to read "REB", is written over the typed name "Robert E. Bellin".

Robert E. Bellin

REB/ser

cc: Common Council (via email)
Mayor Don Merkes (via email)
Mr. Thomas Schanke
Mr. Michael Schanke

Don Merkes

From: dorn4@new.rr.com
Sent: Tuesday, November 01, 2011 10:14 AM
To: Kevin Benner; Don Merkes; Debbie Galeazzi
Subject: Menasha Pool

There is concern that Menasha Pool may be closed due to budget issues. As a citizen of the City of Menasha I ask that you carefully consider the impact the pool has on our community. The Menasha Pool is an asset for our city. Many residents currently use this facility, if it were to close, many of our residents will have to go to surrounding cities. As mother of two, I have used the pool on many occasions along with many of my children's parents. When we decided to move to Menasha, this was one of the amenities we were looking for. The pool offer's recreational benefits for our youth and gives them a safe place to spend their summer days. We need to give our children a healthy way to spend their summer days, outside and away from Tv and video games.

When my children were young we took them to Swimtasctics and the YMCA for lessons, needless to say they actually did not learn to swim until they took lessons at the Menasha Pool. Our pool provides lessons at a reasonable cost & is open to the entire community with an excellent staff to meet the needs of our children. The Menasha Pool is also the place of employment for many of our high school students and college students that are home for summer break. My daughter was fortunate to work the concessions stand this past summer. It was a wonderful opportunity for her to learn the responsibility of a job and be an asset to our community. She took pride in working at the Menasha Pool.

As a mother and resident of our city, I ask that you carefully review what will be best for Menasha and our growth in the community. Families need a place to spend time together that is both cost effective and convenient, and our pool offers both. Please keep our pool open!

Sincerely,
Debra Dorn

Don Merkes

From: Karl Volkman [karl@karlvolkman.com]
Sent: Tuesday, November 01, 2011 7:44 AM
To: Don Merkes
Subject: Pool

Good Morning Don,

I was told that there may be some discussion about the cost of maintaining the City Pool.

Please support keeping the pool open. Finding creative ways to market the pool may actually increase the revenue from the pool.

As a Realtor and resident of Menasha it is has been a challenge to overcome objections people have about moving to Menasha. We should promote it not eliminate it.

Karl Volkman

Debbie Galeazzi

From: Leslie B. Miller-Ceszynski [lesliebridget@yahoo.com]
Sent: Thursday, November 03, 2011 9:41 AM
To: Debbie Galeazzi
Subject: Menasha Pool

We buy season passes for the pool every summer and utilize them several times a week. I grew up on Second Street in Menasha and can't imagine not having the Menasha pool as a place to take my children in the summer.

Leslie B. Miller-Ceszynski

Debbie Galeazzi

From: Vicki Bokelman [vbokelman@att.net]
Sent: Sunday, October 30, 2011 10:13 AM
To: Debbie Galeazzi
Subject: Menasha pool

Please forward this message to the correct alderman for support of the Menasha pool:

I am a mother of 2 children ages 13 and 9.

We have held a pool pass since my oldest has been 2 years old.

We live a block away from the pool and we use the pool pretty much every sunny summer day!

The pool has given both of my children the enjoyment of swimming in a clean and well run pool. Both children enjoy meeting their friends there . This is a very affordable activity for us being that I am a stay at home mom and we live on one low income.

In the past my children have also taken swimming lessons that were again affordable and well done.

The pool is a safe environment and our children deserve a place in the community that provides this.

Please keep the Menasha pool open for all of our youth (and their parents!)

Thanks,
Vicki Bokelman
vbokelman@att.net
729-0245

Debbie Galeazzi

From: Peggy Heller [PHeller@new.rr.com]
Sent: Saturday, October 29, 2011 2:29 PM
To: Debbie Galeazzi
Subject: Menasha Pool

I've enjoyed many mornings at the Menasha Pool during the early AM swim. It's a beautiful setting looking out on the lake, run by caring, well trained people. The prices are also a nice low cost option for something fun to do in the summer. The pool provides jobs for local young people, which is nice. I hope it isn't in danger of being closed.

Peggy Heller
1156 Fieldview Drive
Menasha WI 54952

Debbie Galeazzi

From: janet gorden [jg81583@yahoo.com]
Sent: Monday, October 31, 2011 3:28 PM
To: Debbie Galeazzi
Subject: Pool

I think it is very important to keep the pool open. My family gets a summer pass and we love to go as often as we can.

Janet Gorden

Debbie Galeazzi

From: Charlotte Foth [charlotte54952@gmail.com]
Sent: Tuesday, November 01, 2011 3:52 PM
To: Debbie Galeazzi; Steve Krueger; Charlotte Foth
Subject: Menasha Pool

Dear Common Council Members: Last year at around this time I spoke at the council about what a wonderful facility we have in our Menasha Pool. I am here again to let you know how much this pool means to our community. My children worked at the pool when they were young. It was their first job. Now their children take swimming lessons there. They love their swim instructors and at the same time are learning water safety which in our area is of primary concern. I swim at the pool each morning for the adult swim and the health benefits can't be beat. The morning swimmers have formed a wonderful bond and take such pride in our beautiful pool looking over the waters of Lake Winnebago. So now we have three generations going to the pool for fun and exercise in my family alone. Think of the many others.

Please also consider the jobs you are creating for our youth. If we went to reduced hours, the only money saved would be for staffing. These kids are hard working and really need these jobs. They work hard to provide exercise, fitness and conditioning for everyone in our community. Additionally, with our weather, the pool is closed many days already in our too-short summer. If you reduced it more, it would seriously affect where kids, adults, seniors, and entire families can go.

I have confidence in our common council to value what has been such an important resource for our taxpayers. The pride we all took at the the very first day the pool was opened is still being realized today. Thank you.
Charlotte Foth

Debbie Galeazzi

From: Jodi Van Rossum [mjvr@tds.net]
Sent: Tuesday, November 01, 2011 9:58 PM
To: Chris Klein
Cc: Debbie Galeazzi
Subject: pool

Hello,

I am a Willow Lane resident and a regular morning swimmer at the Menasha Pool. My kids use the pool regularly as well. I encourage you to support the pool and it's many benefits to our community.

Thanks for your time,
Jodi Van Rossum

Debbie Galeazzi

From: Jeramie Korth [korthj@mjsd.k12.wi.us]
Sent: Tuesday, November 01, 2011 2:38 PM
To: Debbie Galeazzi
Subject: Menasha Pool

Debbie,

I handed out a slip to my class today to discuss the Menasha Pool and get the opinion of the students. Out of 18 students, they all were extremely worried that the pool may possibly shut down. About half of the students use the pool on a regular basis and would miss it a tremendous amount if it were gone. I also asked them how many are able to go to other places such as Wisconsin Dells and Great America. Few said they have been there more than once and said the Menasha Pool is the place they are able to go most often. My point is that the Menasha Pool is accessible and affordable to our students.

Sincerely,

Mr. Korth's 6th Grade Connections Class

--

“Success is like anything worthwhile. It has a price. You have to pay the price to win and you have to pay the price to get to the point where success is possible. Most important, you must pay the price to stay there.”

Go Bluejays!

Jeramie Korth
Head Football Coach
Assistant Track Coach
Weight Room Coordinator

MENASHA HISTORICAL SOCIETY NEWS

November 2011

Our October meeting on Genealogy was enjoyed by those who were present although it was a small representation of only 21 guests and members. The Board of Directors spend a lot of preparation time and sometimes financial costs are incurred to present you with informational, interesting programs by bringing in guest speakers and it is very disappointing when such a small group of people are in attendance. Delicious refreshments, appropriately displayed on the Halloween decorated table, were supplied by Debbie Peterson, Lucy Bruch, Bob/Colleen Smarzinski, and Wes/Carol Zimmer. We thank you all.

NOVEMBER 10th KOREAN VETERANS WAR EXPERIENCES -7:00 p.m.
ELISHA D. SMITH PUBLIC LIBRARY
CO. E ROOM (lower level)

THREE MENASHA RESIDENTS WILL BE FEATURED IN A 60 MINUTE DOCUMENTARY FILM ON THEIR KOREAN WAR EXPERIENCES AND WILL ALSO BE IN ATTENDANCE THAT EVENING. A COPY OF THE DOCUMENTARY WILL BE GIVEN FREE TO ANYONE MAKING A \$10 - OR GREATER - CONTRIBUTION TO THE SOCIETY. CONSIDER BRINGING A NEIGHBOR, FRIEND OR RELATIVE TO THIS EVENING OF REMEMBRANCES.

WELCOME

Nancy Grogan Kennedy, who is living in Iowa City, IA, recently visited our resource/mini-museum hoping to gather information about The Woodenware and Marathon as her grandfather and father were employed there. During her visit she purchased a membership to our society along with 1 of our historical books. Kathryn Babbitz attended our October meeting and became a member.

INFORMATION WANTED

The Menasha Historical Resource Center has very little history on our paper companies, that were the source of the city's existence, and have now become non-existent, (Marathon, American Can, Geo. Banta Publishing, Gilbert, The Woodenware, Whiting, etc.) If anyone has any information, or if you know of someone who might have, please contact us so that we may preserve that historical information and will then be available to people's inquiries.



A FRIENDLY REMINDER TO PAY YOUR DUES

THE MENASHA MEMORIAL BUILDING

The Memorial Building was built and dedicated in 1928 to the soldiers and sailors who gave their lives in the service of their country. It was the first community building in the area and was meant to be used by organizations and/or the city for various types of activities.

At the time, swimming was allowed in the river at the end of Park Street. There was a raft at the shore line and another a few yards out. There were dressing rooms and showers in the east side of the building for the swimmers to use. Old-timers remember when they would go there just for the showers.

As one entered the building, there was a soda fountain to the left. When there was something going on in the building someone was always available to serve a cold drink or some ice cream.

The small room to the Northwest was a fully equipped kitchen which could be used for making and serving lunches by the people who rented the upstairs for parties, etc.

Over the years things changed. Swimming was no longer allowed, so the East side of the building became a game room with ping pong tables and other facilities. The veterans played cards there on certain days.

Of course, the upstairs was the biggest attraction. In the early thirties, teen dances were held three nights a week. Records were played downstairs and some way piped upstairs. Disc jockeys, as we know them, had not yet come into being. Dancers were charged five cents to dance all evening, and their hands were stamped so they could go up and down and in and out. The doors to the balconies on the north side were open in good weather so dancers could go outside to cool off. Or they could go down the steps, across the bridges and onto the little island. That was a romantic spot on moonlight nights! The non-dancers usually were the ones who made use of that option.

The Park Dept. was always in charge of the building. At one time tennis players could get permits for court use there as the Park and Recreation Dept. had its offices in the building. Much later, the Health Dept. had its office in the East wing.

Besides dancing, the upstairs has been used for many things over the years –golf lessons, square dancing, aerobics and other kinds of classes, lectures, music programs, meetings and assorted get-togethers. It could be rented for a nominal fee by anyone who had a legitimate use for it. Many weddings are held in Smith Park and the bridal couple rent part of the lower level for the bride and her attendants to dress there.

Today the Recreation Dept. uses the building for its many activities and there is a day-care program during the school term. The East wing is used to house the Menasha Historical Society Resource Center & mini-museum providing Menasha residents and visiting guests with information and memories of our historic past.

The city fathers were ahead of their time in providing a building such as this for the use of the citizens of Menasha. However, it has not been without its opponents as there was a time when its usefulness was questioned but it appears to have been a good investment after all.



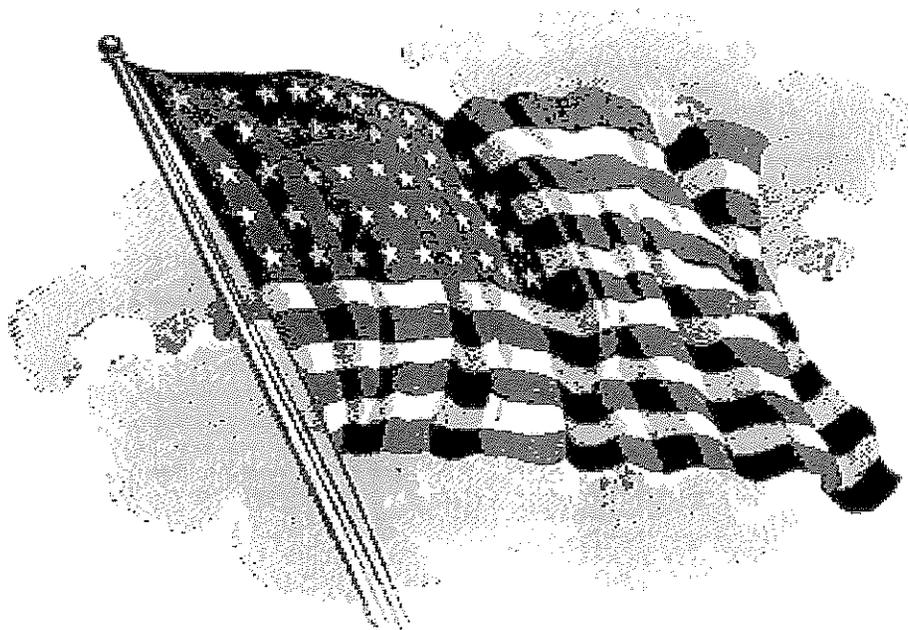
FLAG FOLDING TRADITION HAS DEEP MEANINGS

The military honor guard pays meticulous attention to correctly folding the American flag 13 times before handing it to the next of kin at the burial of a veteran. The following are 11 of the 13 reasons why:

- The first fold of our flag is a symbol of life.
- The second fold is a symbol of our belief in eternal life.
- The third fold is made in honor and remembrance of the veterans departing our ranks who gave their life in the defense of our country to attain peace throughout the world.
- The fourth fold represents our weaker nature, for as American citizens trusting in God, it is to Him we turn to in times of peace as well as in times of war.
- The fifth fold is a tribute to our country.
- The sixth fold is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States of America.
- The seventh fold is a tribute to our Armed Forces.
- The eighth fold is a tribute to the one entered into the valley of the shadow of death, that we might see the light of day and to honor mother, for whom it flies on Mother's Day.
- The ninth fold is a tribute to womanhood.
- The tenth fold is a tribute to the father.

When the flag is completely folded, the stars are uppermost reminding us of our nations motto, "In God We Trust." When the flag is folded and tucked in, it reminds us of those in the Armed Forces of the United States who have fought to preserve for us the rights, privileges, and freedoms we enjoy today.

There are some traditions and ways of doing things that have deep meaning.



THE MEANING OF VETERANS DAY

Veterans Day is an annual United States holiday honoring military veterans. It is a federal holiday that is observed on November 11. It is also celebrated as Armistice Day or Remembrance Day in other parts of the world and falls on November 11, the anniversary of the signing of the Armistice that ended World War I.

(Major hostilities of World War I were formally ended at the 11th hour of the 11th day of the 11th month of 1918 with the German signing of the Armistice.)

The holiday is commonly printed as Veteran's Day or Veterans' Day in calendars and advertisements. While these spellings are grammatically acceptable, the United States government has declared that the attributive (no apostrophe) rather than the possessive case is the official spelling.



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PROCLAMATION

Congratulating the 2011 Best of the Valley
Post Crescent Readers Choice Award winners

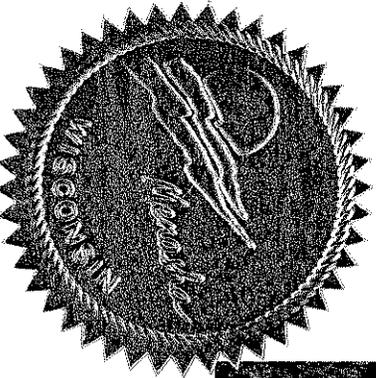
WHEREAS, Best of the Valley is the Post-Crescent readers votes for the best businesses in the Fox Valley in four categories: professional services, entertainment and leisure, food and spirits, health and professional services and retail and personal services; and

WHEREAS, Best of the Valley had over 11,750 ballots cast by readers for their favorite places and services; and

WHEREAS, Best of the Valley voters chose several Menasha establishments as their favorite places to visit.

NOW, THEREFORE, BE IT PROCLAIMED, that I, Donald Merkes, Mayor of the City of Menasha, do hereby congratulate and recognize our Menasha business winners in the 2011 Best of the Valley Post Crescent Readers Choice Awards:

- BJ Clancy's
- Express Convenience Centers
- Gunderson Cleaners
- J. Dog Studios
- Kwik Trip
- Manderfield's Bakery
- Mihm's Charcoal Grill
- Mr. Taco
- Shopko
- Solea Mexican Grill
- Subway
- Tom's Drive In
- UW-Fox Valley
- Walgreens
- Watters Plumbing Inc.



Dated this 2nd day of November, 2011

Donald Merkes, Mayor



Menasha Health Department Annual Report 2010

The mission of the Menasha Health Department is to promote public health, protect consumers, and encourage a healthy living environment in response to the needs of the community and school district. This report is a summary of public health/school health services provided in 2010.

Public Health

Public health services in 2010 consisted of communicable disease control, city-wide older adult health program, nursing assessment and guidance for residents of all ages, and information and referral to other agencies. The total number of client visits in 2010 was 3388. Changing demographics in city residents (increase in low income families and non-English speaking) requires increased involvement with individuals and families to address greater and more complex needs. As the economy continued on a downward spiral, the poverty level in the city increased. Many residents struggled to meet basic needs for their families and themselves. The health department participated with other community providers on the Convoy of Hope project in August 2010 held on the grounds of Maplewood Middle School. Families spent the day obtaining a variety of services at no cost. The health department provided adult tetanus boosters and information on adult and childhood vaccines.

As a public health agency, the health department works to improve the health of the community. In 2010, a variety of health education and training sessions were provided in the community. Some of the topics were emergency preparedness which included CPR, First Aid training; communicable disease prevention; cardiovascular risk reduction; and continued H1N1 awareness. Car seat checks also are continued to be provided for infants and toddlers.

The health department actively participates in the Fox Cities Healthcare Partnership. The major project of this group in 2010 was the continuation of the Walk to Win program with the emphasis on school age children. As background information, in 2002, the Fox Cities HealthCare Partnership, made up of Health Officers from the Cities of Neenah, Menasha, Appleton, and Oshkosh Health Departments, as well as from the Winnebago, Calumet, and Outagamie County Health Departments, and representatives from ThedaCare and Affinity Health Care Systems, met to develop an action plan for community wellness programs. The partnership determined that based on key findings from "Behavioral Risk Factor Surveillance System in the Fox Cities – Final Report 2001", the greatest area of need for programming in the Fox Cities community is the area of "weight/diet/exercise". This key finding became the key focus of the work of the Fox Cities Healthcare Partnership in 2003.

In 2003, the Fox Cities HealthCare Partnership developed the Fox Valley-wide initiative entitled "Walk to Win". The primary goal of "Walk To Win" was to improve community health by establishing the habit of regular exercise among more sedentary community members. "Walk To Win" was a true collaboration from the onset bringing together health organizations, including two competing health care systems as well as public health departments from the Cities of Neenah, Menasha, Appleton, Oshkosh, Counties of Winnebago, Outagamie, and Calumet. The YMCA-Fox Cities was also a vital partner in this endeavor. All focused on making a lasting difference in individuals within our Fox Cities community through a program that would encourage non-participating citizens to

develop a life-long habit, one day at a time, through a walking program, over a three-month period. Survey results for 2003 are the following:

Participants registered	5,916
Participants who completed 100 miles	2,125

These statistics far exceeded the original projections for this program for 2003. It's interesting to note that 81% of registrants were female with 18% being male.

In 2004, the Fox Cities Health Care Partnership implemented the 2nd annual "Walk to Win", continuing its focus on adults, but initiating involvement of children, ages 5 to 17 years of age. Children were encouraged to set individual walking goals of 25, 50, or 75 miles in 3 months. If they reached their goal in 3 months, they were eligible for incentives, i.e. T-shirts, as well as grand prize drawings.

2004 Statistics:	<u>Adults</u>	
	Participants registered	3,838
	Participants completing goals	1,331
	<u>Children</u>	
	Participants registered	1,378
	Participants completing goals	985

In 2005, the Fox Cities HealthCare Partnership implemented the 3rd annual "Walk to Win", continuing its focus on adults and children, but enhancing outreach to school-aged children. Children were again encouraged to set individual walking goals of 25, 50, or 75 miles in 3 months.

2005 Statistics:	<u>Adults</u>	
	Participants registered	2,423
	Participants completing goals	562
	<u>Children</u>	
	Participants registered	1,742
	Participants completing goals	1,742

In 2006, the Fox Cities HealthCare Partnership implemented the 4th annual "Walk to Win", continuing its focus on children and adults, but increasing outreach to the many school districts in the tri-county area.

2006 Statistics:	<u>Adults</u>	
	Participants registered	1,432
	Participants completing goals	1,096
	<u>Children</u>	
	Participants registered	1,412
	Participants completing goals	1,319

In 2007, the Fox Cities HealthCare Partnership implemented the 5th annual "Walk to Win", continuing its focus on all ages of individuals, but including increased outreach to schools and businesses. With the assistance of the Activate Fox Cities Leadership Group, marketing and outreach efforts were greatly enhanced.

2007 statistics:	Online Registrants	3,627
	Group Registrants	2,205

School Registrants	5,243
Business Registrants	1,576
Other Registrants	<u>97</u>
Total Registrants	12,748

In 2008, the “Walk to Win” program began its 6th year. The program continued to focus on motivating people to make exercise a habit. Adults and school-age children were challenged to do, at a minimum 30 minutes of moderate intensity physical activity at least 5 days a week.

2008 Statistics:	Online Registrants	1474
	Business Registrants	1620
	School Registrants	<u>2894</u>
	Total Registrants	5943

In 2009, the “Walk to Win” program continued its mission of motivating individuals to make exercise/activity a daily habit.

2009 Statistics:	Online Registrants	1107
	Business Registrations	262
	School Registrants	<u>2920</u>
	Total Registrants	4289

83% (3571) completed the program

2010 Statistics:	Online Registrants	597
	Business Registrations	852
	School Registrants	<u>2493</u>
	Total Registrants	3942

87% (3434) completed the program

The health department continues to participate in the regional public health preparedness consortia established in 2002. The purpose of the consortia is to have the capability to respond to a public health emergency either from an act of terrorism or a widespread communicable disease outbreak such as pandemic flu. In 2010, the health department conducted a drill of its mass clinic plan by holding a seasonal flu clinic for all families in the MJSD. The health department continues to recruit volunteers and currently has 172 members for emergency situations. Many participated in the November mass influenza clinic. Annual training on different emergency protocols is offered to all volunteers.

The following communicable diseases were reported:

		<u>2008</u>	<u>2009</u>	<u>2010</u>
Chlamydia	} Sexually	56	66	64
Gonorrhea	} Transmitted Diseases	4	8	8

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Campylobacter Enteritis	3	3	6
Cryptosporidiosis	0	1	1
E-Coli	2	0	1
Giardiasis	3	2	2
Hepatitis A	1	0	0
Hepatitis B	1	1	1
Hepatitis C	5	6	10
Hepatitis E	0	0	1
Legionellosis	0	0	1
Lyme Disease	1	1	10
Mumps	0	0	0
Non tuberculous Mycobacterial Disease	3	1	4
Pertussis	1	1	2
Salmonellosis	1	0	2
Strep pneumoniae invasive disease	1	2	2
Streptococcal Disease (Invasive Group A)	0	0	2
Streptococcus group B	0	0	1
Varicella (chickenpox)	0	4	2

The Menasha Health Department has 2 immunization clinics per month. Following is a summary of immunization information:

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Number of participants (Regular scheduled clinics)	593	2639	2358
Number of immunizations given	1222	3540	3208
			(Includes 1646 doses of H1N1)
Number of Hepatitis A doses – Adult	7	2	61
Number of Hepatitis B doses - Adult	93	13	69
Number of Employee and other Adult Flu Shots (includes city, utility and school district employees, and their spouses)	218	220	490
Number of Senior Citizen Flu Shots	131	81	74

Different types of screenings are provided throughout the year either through public health nursing services, the prevention program, or 60+ adult health services. The following screenings were provided:

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Blood Pressure (public health)	101	289	164
TB Skin Tests	77	81	169
Urine Screening (High School Wrestlers)	35	37	27

60+ Health Screenings

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Skin Cancer	27	24	47
Blood Pressure	355	314	262
Urine	19	7	8
Colorectal	15	7	9
Hearing	9	5	0
Anemia	25	19	5
Wellness Panel	96	85	83
Hand Massage/Massage	27	20	22
Healthy Aging (New in 2009)	6} combined with		8
	walking program		
Exercise Class (New in 2009)		109	241
Walking Program	34	14	17

* Coordinated with Theda Care Labs.

Environmental Health

The environmental health program consists of an inspection program of eating, drinking, and retail food establishments, and investigations of complaints of human health hazards. The sanitarian is also in charge of the weights and measures program for the city.

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Inspections: Eating and Drinking Establishments	131	142	169
Retail Food Establishments	51	49	51
Vending Machines (Food)	23	22	21
Temporary Food Stands	46	51	52
Pools and Pool Sampling	7	9	13
Mobile Home Park	1	1	1
Weights/Measures	372	378	374

		<u>2008</u>	<u>2009</u>	<u>2010</u>
	Asbestos (Contract with DNR)	12	14	17
	Non-DNR Asbestos	3	6	6
	Tattoo Establishments	1	0	3
	City of Neenah contract (Food Establishments)			33
Human Hazard Investigations:	Air Quality	20	17	13
	Lead Hazards	8	6	7
	Radon Kits	6*	183	121
	Housing	39	31	71
	Animal Issues/Animal Feces	53	42	28
	Sewage	6	9	11
	Solid Waste (Garbage)	42	29	28
	Other: Rodents, etc.	17	24	21
	Animal Bites (follow-up)	43	38	42

*No radon grant funding in 2008

School Health

The Menasha School District contracts with the Menasha Health Department for school nursing services. In addition to vision, hearing, scoliosis, and dental screenings, the nurses provide individual health assessments including health counseling, monitor the health and coordination of health services for students with special health care needs, and provide classroom instruction on dental health, human growth and development including prevention of sexually transmitted diseases, and various other health related topics. There are five school health aides – 3 are assigned to elementary buildings, 1 is assigned to the middle school and 1 is assigned to the high school. They provide service over the lunch period primarily dispensing medications, monitoring diabetic students, providing first aid, and caring for ill children. Health department staff also provide CPR/FIRST AID certification that is now required for school employees. All school buildings are equipped with AEDs (automatic external defibrillators). Each school has an identified emergency response team trained by health department staff. Emergency training drills are done three times during the school year in each school.

A fluoride varnish program established in 2008 for preschoolers using grant funds was conducted again in 2010.

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Number of individual contacts for assessment, health procedures, health teaching, etc.	2557*	8928	9250
Number of individual health conferences (IEP meetings, core team meetings, etc.)	34	74	67

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Vision screenings	1609	1778	1822
Number referred	91	134	149
Hearing screenings	1181	1216	1197
Number referred	62	39	28
Scoliosis screenings	177	212	209
Number referred	7	14	12
Dental screenings	1579	1681	1675
Number referred	293	287	254
Educational presentations	123	109	158
Number attending	2428	3620	5888
Fluoride Varnish	402	619	596

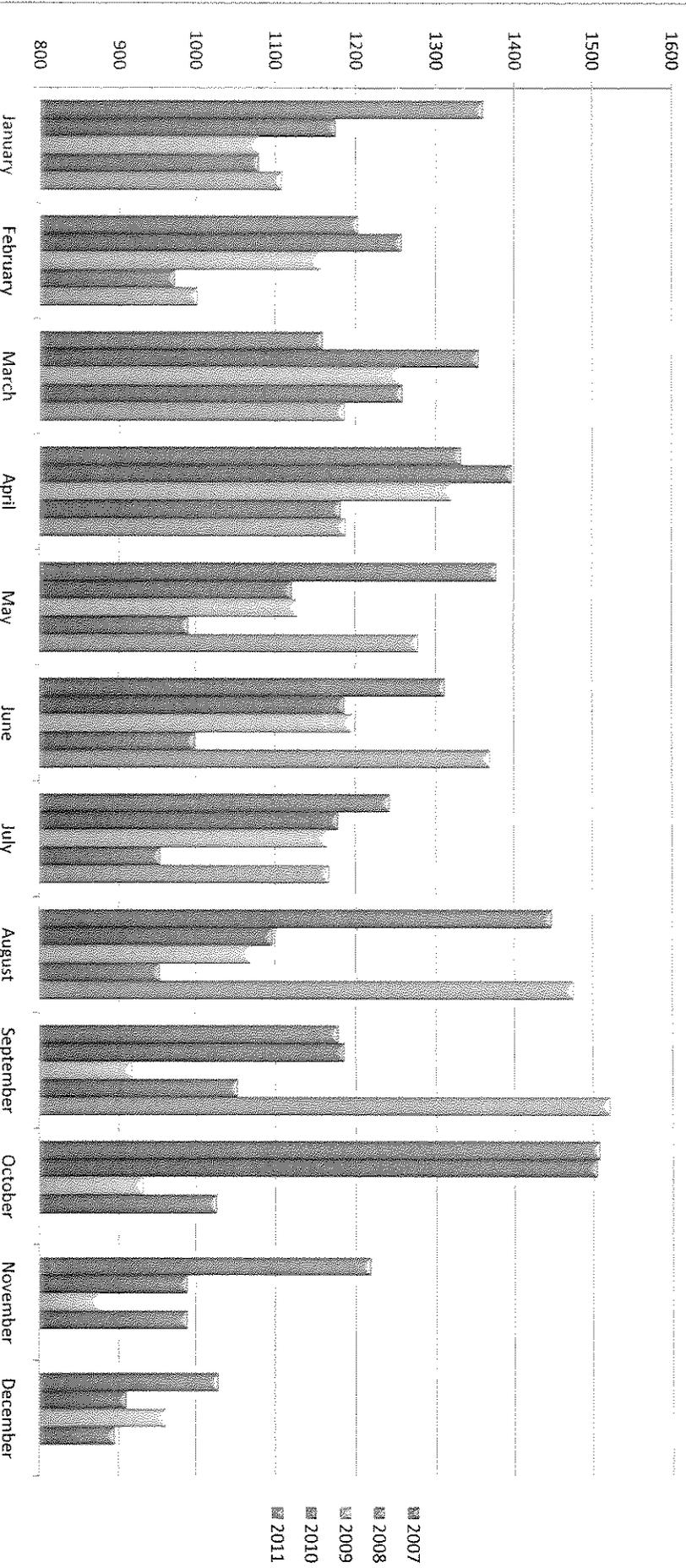
*Number does not reflect total contacts (change in computer data base program).

The normal staffing pattern in the health department consists of a fulltime PH director, a fulltime sanitarian/sealer of wts. and measures, 2 fulltime public health nurses, 1 full-time public health aide, 2 part-time PHN, 1 part-time dental hygienist, 5 part-time school health aides, 2 limited part-time vision/hearing screeners, and 1 limited part-time Hispanic interpreter.

The funding sources for the health department consist of grants, fees for service, license fees, school health contractual arrangements, donations, and city tax levy monies. Total expenditures for 2010 were \$671,868. The local tax levy provided \$236,904 with the remaining \$434,964 coming from all other sources of funding combined.

	2007	2008	2009	2010	2011
January	1359	1175	1079	1079	1108
February	1203	1257	1156	972	1002
March	1159	1354	1255	1258	1185
April	1331	1397	1319	1181	1187
May	1377	1121	1128	991	1278
June	1311	1186	1195	999	1369
July	1243	1178	1165	954	1167
August	1448	1097	1070	953	1475
September	1178	1185	917	1053	1521
October	1508	1505	931	1027	
November	1218	989	875	989	
December	1028	909	961	894	

Menasha Senior Center Attendance



Wisconsin Local Health Department Survey, 2009



August 2011

Population Health Information Section
Office of Health Informatics
Division of Public Health
Wisconsin Department of Health Services

Foreword

The Wisconsin Department of Health Services (DHS) is mandated by section 251.05, Wisconsin Statutes, to collect information annually from local health departments (LHDs) for use in a local public health data system. The 2009 Local Health Department Survey was conducted within DHS by the Office of Policy and Practice Alignment, Wisconsin Division of Public Health (DPH).

The Office of Policy and Practice Alignment distributed the 2009 survey to local health officers online via the Health Alert Network (HAN), which allowed the LHDs to submit their responses electronically. The survey was available on the HAN beginning June 2, 2010 and the final survey was completed on October 8, 2010. DPH Regional Office staff reviewed survey responses for errors and inconsistencies.

The information presented in this report is based on local health department responses to the 2009 annual survey. Included are tables showing financial data (revenues, expenses, local tax levies and per capita expenditures) and LHD staffing for 2009. All 92 LHDs in Wisconsin in 2009 responded to both the financial survey and the staffing survey. At the end of the report are copies of the survey instruments and the definitions provided to LHDs as a reference for their responses.

As noted above, all data shown are self-reported by the LHDs, with data verification provided by DPH Regional Office staff. Jennifer Ullsvik of the DPH Southern Regional Office compiled the data from the online survey. Mary Young, Director of the DPH Southern Regional Office, reviewed the report draft.

This report was compiled by Yiwu Zhang in the Population Health Information Section (PHIS) of the Office of Health Informatics, DPH. Pat Nametz edited the report. Oskar Anderson, Director of the Office of Health Informatics, provided overall direction.

This report and other health statistics for Wisconsin are available online at <http://dhs.wisconsin.gov/stats>. Comments, suggestions and requests for further information may be addressed to individual Regional Office Directors (<http://www.dhs.wisconsin.gov/localhealth/counties/regional.htm>) or to:

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Suggested Citation:

Wisconsin Department of Health Services, Division of Public Health, Office of Health Informatics, Population Health Information Section. *Wisconsin Local Health Department Survey, 2009* (P-45704-09). August 2011.

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Local Health Department Revenues and Expenses

LHD	Population	Fiscal Agent ***	Revenues		Expenses		Tax Levy **		
			Total	Per Capita	Total	Per Capita	Total	Per Capita	% of Total Exp.
STATE TOTAL	5,688,040		\$81,387,247	\$14.3	\$153,750,480	\$27.0	\$81,258,764	\$14.3	52.9%
ADAMS	22,112	No	\$386,756	\$17.5	\$669,389	\$30.3	\$282,633	\$12.8	42.2%
ASHLAND	17,055	No	\$339,791	\$19.9	\$422,594	\$24.8	\$81,053	\$4.8	19.2%
BARRON	48,200	No	\$774,475	\$16.1	\$1,175,781	\$24.4	\$297,201	\$6.2	25.3%
BAYFIELD	16,411	No	\$560,697	\$34.2	\$747,280	\$45.5	\$194,796	\$11.9	26.1%
BROWN	222,646	Yes	\$1,505,653	\$6.8	\$3,612,838	\$16.2	\$2,107,185	\$9.5	58.3%
De Pere	22,780	No	\$174,913	\$7.7	\$402,790	\$17.7	\$227,877	\$10.0	56.6%
BUFFALO	14,292	No	\$340,914	\$23.9	\$469,294	\$32.8	\$128,380	\$9.0	27.4%
BURNETT	16,911	Yes	\$351,744	\$20.8	\$730,357	\$43.2	\$378,613	\$22.4	51.8%
CALUMET	35,402	No	\$332,303	\$9.4	\$905,980	\$25.6	\$573,677	\$16.2	63.3%
CHIPPEWA	62,286	Yes	\$873,703	\$14.0	\$1,604,344	\$25.8	\$757,831	\$12.2	47.2%
CLARK	34,900	No	\$351,495	\$10.1	\$731,732	\$21.0	\$401,203	\$11.5	54.8%
COLUMBIA	56,423	No	\$455,706	\$8.1	\$750,992	\$13.3	\$360,185	\$6.4	48.0%
CRAWFORD	17,674	Yes	\$66,175	\$3.7	\$313,119	\$17.7	\$246,944	\$14.0	78.9%
DANE	473,622	Yes	\$5,998,692	\$12.7	\$15,510,093	\$32.7	\$9,650,208	\$20.4	62.2%
DODGE	81,437	No	\$659,898	\$8.1	\$1,116,357	\$13.7	\$468,868	\$5.8	42.0%
DOOR	30,529	No	\$347,546	\$11.4	\$1,012,011	\$33.1	\$700,693	\$23.0	69.2%
DOUGLAS	44,448	No	\$528,068	\$11.9	\$1,389,006	\$31.3	\$860,938	\$19.4	62.0%
DUNN	43,683	No	\$763,161	\$17.5	\$747,280	\$17.1	\$460,457	\$10.5	61.6%
EAU CLAIRE	99,019	Yes	\$1,989,042	\$20.1	\$4,585,830	\$46.3	\$2,669,900	\$27.0	58.2%
FLORENCE	5,346	No	\$113,903	\$21.3	\$197,353	\$36.9	\$83,178	\$15.6	42.1%
FOND DU LAC	102,151	Yes	\$1,788,201	\$17.5	\$2,815,635	\$27.6	\$1,008,249	\$9.9	35.8%
FOREST	10,483	No	\$201,571	\$19.2	\$417,180	\$39.8	\$254,551	\$24.3	61.0%
GRANT	51,688	Yes	\$729,464	\$14.1	\$1,168,610	\$22.6	\$439,146	\$8.5	37.6%
GREEN	36,603	No	\$411,005	\$11.2	\$511,289	\$14.0	\$102,062	\$2.8	20.0%
GREEN LAKE	19,728	Yes	\$255,567	\$13.0	\$567,295	\$28.8	\$311,728	\$15.8	54.9%
IOWA	24,351	No	\$150,342	\$6.2	\$390,151	\$16.0	\$238,759	\$9.8	61.2%
IRON	7,096	No	\$252,429	\$35.6	\$393,669	\$55.5	\$190,006	\$26.8	48.3%
JACKSON	20,305	No	\$199,442	\$9.8	\$430,461	\$21.2	\$231,019	\$11.4	53.7%
JEFFERSON	66,730	No	\$716,423	\$10.7	\$1,483,262	\$22.2	\$271,095	\$4.1	18.3%
Watertown	23,165	Yes	\$493,792	\$21.3	\$675,432	\$29.2	\$181,640	\$7.8	26.9%
JUNEAU	27,774	Yes	\$500,164	\$18.0	\$970,279	\$34.9	\$470,115	\$16.9	48.5%

* No county health department.

** Tax levy is the difference between revenues and expenses.

*** Agency is a fiscal agent for a multi-jurisdictional consortium for public health programs or services other than public health preparedness.

County health departments appear in capital letters. Municipal health departments are indented.

The population count reflects the population in each department's jurisdiction. Populations of county LHDs in counties with municipal health departments do not include the populations of those municipalities.

Populations shown are estimates provided by the Wisconsin Department of Administration for January 1, 2009.

Local Health Department Revenues and Expenses

Table 1. Local Health Department Revenues and Expenses, Wisconsin 2009 (continued)

LHD	Population	Fiscal Agent ***	Revenues		Expenses		Tax Levy **		
			Total	Per Capita	Total	Per Capita	Total	Per Capita	% of Total Exp.
KENOSHA	162,243	Yes	\$4,663,965	\$28.7	\$6,741,143	\$41.5	\$2,077,178	\$12.8	30.8%
KEWAUNEE	21,488	No	\$171,576	\$8.0	\$384,188	\$17.9	\$216,031	\$10.1	56.2%
LA CROSSE	113,318	Yes	\$2,559,229	\$22.6	\$4,249,949	\$37.5	\$1,808,695	\$16.0	42.6%
LAFAYETTE	16,600	No	\$194,853	\$11.7	\$569,048	\$34.3	\$326,000	\$19.6	57.3%
LANGLADE	21,844	No	\$320,909	\$14.7	\$757,072	\$34.7	\$435,313	\$19.9	57.5%
LINCOLN	30,781	No	\$490,287	\$15.9	\$950,400	\$30.9	\$562,943	\$18.3	59.2%
MANITOWOC	85,065	No	\$942,539	\$11.1	\$2,027,781	\$23.8	\$1,085,242	\$12.8	53.5%
MARATHON	136,376	Yes	\$2,222,002	\$16.3	\$4,739,958	\$34.8	\$2,520,959	\$18.5	53.2%
MARINETTE	45,019	No	\$411,401	\$9.1	\$850,983	\$18.9	\$439,582	\$9.8	51.7%
MARQUETTE	15,516	No	\$224,056	\$14.4	\$478,820	\$30.9	\$254,764	\$16.4	53.2%
MENOMINEE	4,655	No	\$28,674	\$6.2	\$91,255	\$19.6	\$62,581	\$13.4	68.6%
MILWAUKEE*									
Cudahy	18,650	Yes	\$594,534	\$31.9	\$873,672	\$46.8	\$261,905	\$14.0	30.0%
Franklin	33,700	No	\$176,352	\$5.2	\$572,003	\$17.0	\$390,406	\$11.6	68.3%
Greendale	13,950	No	\$88,727	\$6.4	\$334,018	\$23.9	\$334,016	\$23.9	100.0%
Greenfield	36,300	No	\$206,178	\$5.7	\$563,343	\$15.5	\$583,416	\$16.1	103.6%
Hales Corners	7,646	No	\$74,427	\$9.7	\$205,492	\$26.9	\$147,176	\$19.2	71.6%
Milwaukee City	584,000	No	\$16,576,376	\$28.4	\$25,641,710	\$43.9	\$15,712,864	\$26.9	61.3%
North Shore	37,189	Yes	\$201,140	\$5.4	\$532,747	\$14.3	\$294,394	\$7.9	55.3%
Oak Creek	32,600	No	\$205,932	\$6.3	\$648,424	\$19.9	\$442,492	\$13.6	68.2%
St. Francis	8,936	No	\$78,430	\$8.8	\$172,949	\$19.4	\$170,750	\$19.1	98.7%
Shorewood/ Whitefish Bay	27,180	Yes	\$162,702	\$6.0	\$262,531	\$9.7	\$206,942	\$7.6	78.8%
South Milwaukee	21,250	Yes	\$289,669	\$13.6	\$593,743	\$27.9	\$438,514	\$20.6	73.9%
Wauwatosa	45,800	No	\$160,532	\$3.5	\$1,385,048	\$30.2	\$1,216,354	\$26.6	87.8%
West Allis	64,629	Yes	\$944,373	\$14.6	\$2,477,954	\$38.3	\$1,678,292	\$26.0	67.7%
MONROE	44,620	No	\$550,377	\$12.3	\$883,841	\$19.8	\$366,475	\$8.2	41.5%
OCONTO	39,455	No	\$464,954	\$11.8	\$822,745	\$20.9	\$357,791	\$9.1	43.5%
ONEIDA	39,129	No	\$976,648	\$25.0	\$1,351,314	\$34.5	\$476,859	\$12.2	35.3%
OUTAGAMIE	115,330	No	\$1,262,689	\$10.9	\$1,893,761	\$16.4	\$631,072	\$5.5	33.3%
Appleton	72,400	Yes	\$672,956	\$9.3	\$1,505,890	\$20.8	\$832,934	\$11.5	55.3%
OZAUKEE	87,173	No	\$474,310	\$5.4	\$1,338,175	\$15.4	\$860,038	\$9.9	64.3%
PEPIN	7,777	No	\$296,026	\$38.1	\$458,614	\$59.0	\$186,000	\$23.9	40.6%

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Local Health Department Revenues and Expenses

Table 1. Local Health Department Revenues and Expenses, Wisconsin 2009 (continued)

LHD	Population	Fiscal Agent ***	Revenues		Expenses		Tax Levy **		
			Total	Per Capita	Total	Per Capita	Total	Per Capita	% of Total Exp.
PIERCE	40,704	No	\$1,224,763	\$30.1	\$1,769,707	\$43.5	\$585,860	\$14.4	33.1%
POLK	46,231	Yes	\$1,573,854	\$34.0	\$2,335,166	\$50.5	\$863,277	\$18.7	37.0%
PORTAGE	70,785	No	\$1,219,695	\$17.2	\$2,329,315	\$32.9	\$1,109,620	\$15.7	47.6%
PRICE	16,173	No	\$633,117	\$39.1	\$1,136,170	\$70.3	\$612,520	\$37.9	53.9%
RACINE *									
Central Racine	57,934	No	\$369,757	\$6.4	\$758,359	\$13.1	\$387,270	\$6.7	51.1%
Racine City	82,344	No	\$1,116,939	\$13.6	\$2,887,503	\$35.1	\$1,954,153	\$23.7	67.7%
Western Racine	56,102	No	\$333,926	\$6.0	\$644,740	\$11.5	\$360,518	\$6.4	55.9%
RICHLAND	18,345	No	\$188,088	\$10.3	\$298,574	\$16.3	\$110,486	\$6.0	37.0%
ROCK	160,635	No	\$1,215,137	\$7.6	\$3,167,750	\$19.7	\$2,300,154	\$14.3	72.6%
RUSK	15,697	No	\$321,859	\$20.5	\$443,748	\$28.3	\$126,512	\$8.1	28.5%
ST. CROIX	79,905	No	\$783,861	\$9.8	\$1,626,984	\$20.4	\$843,123	\$10.6	51.8%
SAUK	61,338	Yes	\$854,678	\$13.9	\$1,323,085	\$21.6	\$491,256	\$8.0	37.1%
SAWYER	17,846	No	\$301,105	\$16.9	\$472,000	\$26.4	\$170,895	\$9.6	36.2%
SHAWANO	42,780	No	\$401,546	\$9.4	\$704,937	\$16.5	\$311,643	\$7.3	44.2%
SHEBOYGAN	117,566	No	\$1,198,236	\$10.2	\$3,238,154	\$27.5	\$2,039,918	\$17.4	63.0%
TAYLOR	20,177	No	\$368,456	\$18.3	\$613,166	\$30.4	\$302,100	\$15.0	49.3%
TREMPEALEAU	28,534	No	\$417,595	\$14.6	\$737,019	\$25.8	\$395,189	\$13.8	53.6%
VERNON	29,910	No	\$351,341	\$11.7	\$659,184	\$22.0	\$307,843	\$10.3	46.7%
VILAS	23,389	Yes	\$459,309	\$19.6	\$724,590	\$31.0	\$227,160	\$9.7	31.4%
WALWORTH	101,808	No	\$684,061	\$6.7	\$1,140,818	\$11.2	\$456,757	\$4.5	40.0%
WASHBURN	17,798	No	\$440,557	\$24.8	\$748,501	\$42.1	\$357,003	\$20.1	47.7%
WASHINGTON	131,066	Yes	\$925,370	\$7.1	\$1,975,483	\$15.1	\$1,050,113	\$8.0	53.2%
WAUKESHA	383,190	No	\$1,765,680	\$4.6	\$3,840,895	\$10.0	\$2,075,215	\$5.4	54.0%
WAUPACA	54,401	No	\$1,041,100	\$19.1	\$1,679,900	\$30.9	\$578,899	\$10.6	34.5%
WAUSHARA	25,438	Yes	\$616,358	\$24.2	\$1,111,130	\$43.7	\$494,772	\$19.5	44.5%
WINNEBAGO	55,767	No	\$1,145,018	\$20.5	\$1,925,467	\$34.5	\$807,375	\$14.5	41.9%
Menasha	17,437	No	\$379,173	\$21.7	\$629,888	\$36.1	\$157,831	\$9.1	25.1%
Neenah	25,800	No	\$274,270	\$10.6	\$590,775	\$22.9	\$294,457	\$11.4	49.8%
Oshkosh	65,900	No	\$521,608	\$7.9	\$968,426	\$14.7	\$446,818	\$6.8	46.1%
WOOD	77,171	No	\$960,932	\$12.5	\$1,992,792	\$25.8	\$1,031,859	\$13.4	51.8%

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Local Health Department Staff

Table 2. Local Health Department Staff, Wisconsin 2009

LHD	Population	Total Staff	Staff per 10,000 Pop.	Administrator Staff	Public Health Nurse Staff	Other Professional Staff	Para-professional Staff	Support Staff
STATE TOTAL	5,688,040	2,626	4.6	223	704	924	391	384
ADAMS	22,112	17	7.7	1	4	7	3	2
ASHLAND	17,055	21	12.3	7	4	1	3	6
BARRON	48,200	12	2.5	1	6	3		2
BAYFIELD	16,411	16	9.7	1	5	5	1	4
BROWN	222,646	44	2.0	5	15	12	4	8
De Pere	22,780	6	2.6	1	2	2	0	1
BUFFALO	14,292	13	9.1	2	2	4	0	5
BURNETT	16,911	10	5.9	1	4	3	1	1
CALUMET	35,402	19	5.4	2	6	4	1	6
CHIPPEWA	62,286	31	5.0	2	7	8	4	10
CLARK	34,900	10	2.7	2	4	1	0.5	2
COLUMBIA	56,423	11	1.9	2	5	2	1	1
CRAWFORD	17,674	7	4.0	1	3	0	1	2
DANE	473,622	237	5.0	16	74	53	72	22
DODGE	81,437	18	2.2	3	6	4	4	1
DOOR	30,529	36	11.8	1	7	21	4	3
DOUGLAS	44,448	15	3.4	2	4	4	2	3
DUNN	43,683	21	4.8	1	5	9	1	5
EAU CLAIRE	99,019	65	6.6	6	15	21	16	7
FLORENCE	5,346	6	11.2	1	0	3	1	1
FOND DU LAC	102,151	85	8.3	1	22	47	8	7
FOREST	10,483	9	8.6	1	1	4	0	3
GRANT	51,688	36	7.0	2	5	21	3	5
GREEN	36,603	16	4.4	1	4	7	0	4
GREEN LAKE	19,728	8	4.1	1	3	4	0	0
IOWA	24,351	14	5.7	1	7	2		4
IRON	7,096	9	12.7	1	1	5	0	2
JACKSON	20,305	10	4.9	2	3	3		2
JEFFERSON	66,730	30	4.5	2	8	4	12	4
Watertown	23,165	10	4.3	1	2	4	2	1
JUNEAU	27,774	17	6.1	2	4	6	1	4

* No county health department.

Staffing information includes both health department employees and contracted personnel.

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Local Health Department Staff

Table 2. Local Health Department Staff, Wisconsin 2009 (continued)								
LHD	Population	Total Staff	Staff per 10,000 Pop.	Administrator Staff	Public Health Nurse Staff	Other Professional Staff	Para-professional Staff	Support Staff
KENOSHA	162,243	56	3.5	5	21	19	4	7
KEWAUNEE	21,488	10	4.7	1	3	4	0	2
LA CROSSE	113,318	90	7.9	1	11	39	27	12
LAFAYETTE	16,600	8	4.8	1	4	1	1	1
LANGLADE	21,844	17	7.8	2	6	6	0	3
LINCOLN	30,781	25	8.1	2	8	11	0	4
MANITOWOC	85,065	27	3.2	2	11	5	6	3
MARATHON	136,376	51	3.7	4	18	19	3	7
MARINETTE	45,019	35	7.8	1	14	15	1	4
MARQUETTE	15,516	9	5.8	1	2	4	0	2
MENOMINEE	4,655	1	2.1	1	0	0	0	0
MILWAUKEE*								
Cudahy	18,650	14	7.5	1	4	4	2	3
Franklin	33,700	11	3.3	1	7	2	0	1
Greendale	13,950	11	7.9	1	5	3	0	2
Greenfield	36,300	10	2.8	1	4	2	0	3
Hales Corners	7,646	7	9.2	1	2	2	1	1
Milwaukee City	584,000	262	4.5	39	47	103	57	16
North Shore	37,189	9	2.4	1	4	3		1
Oak Creek	32,600	10	3.1	2	4	2	2	0
St. Francis	8,936	7	7.8	1	1	2	2	1
Shorewood/ Whitefish Bay	27,180	6	2.2	1	1	3	0	1
South Milwaukee	21,250	14	6.6	1	4	5	2	2
Wauwatosa	45,800	19	4.1	2	6	7	1	3
West Allis	64,629	37	5.7	5	10	11	5	6
MONROE	44,620	16	3.6	2	5	3	2	4
OCONTO	39,455	14	3.5	1	3	6	3	1
ONEIDA	39,129	27	6.9	3	7	11	0	6
OUTAGAMIE	115,330	74	6.4	1	10	54	6	3
Appleton	72,400	47	6.5	3	8	9	24	3
OZAUKEE	87,173	29	3.3	2	20	5	0	2
PEPIN	7,777	14	18.0	1	4	4	2	3

* No county health department.
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Local Health Department Staff

Table 2. Local Health Department Staff, Wisconsin 2009 (continued)								
LHD	Population	Total Staff	Staff per 10,000 Pop.	Administrator Staff	Public Health Nurse Staff	Other Professional Staff	Para-professional Staff	Support Staff
PIERCE	40,704	40	9.8	1	10	15	0	14
POLK	46,231	36	7.8	2	7	18	3	6
PORTAGE	70,785	31	4.4	1	14	8	5	3
PRICE	16,173	18	11.1	1	6	2	2	7
RACINE*								
Central Racine	57,934	9	1.6	1	4	2	1	1
Racine City	82,344	38	4.6	5	9	17	1	6
Western Racine Co.	56,102	16	2.9	1	5	4	3	3
RICHLAND	18,345	12	6.5	1	2	1	6	2
ROCK	160,635	40	2.5	5	15	13		7
RUSK	15,697	16	10.2	1	1	9	0	5
ST. CROIX	79,905	26	3.3	2	6	11	4	3
SAUK	61,338	41	6.7	4	8	19	2	8
SAWYER	17,846	18	10.1	2	3	4	2	7
SHAWANO	42,780	11	2.6	1	4	2	1	3
SHEBOYGAN	117,566	54	4.6	4	16	17	5	12
TAYLOR	20,177	17	8.4	1	2	7	4	3
TREMPEALEAU	28,534	12	4.2	1	3	4	1	3
VERNON	29,910	16	5.3	1	6	3	3	3
VILAS	23,389	11	4.7	1	2	4	3	1
WALWORTH	101,808	22	2.2	1	9	4	3	5
WASHBURN	17,798	10	5.6	1	4	1	0	4
WASHINGTON	131,066	36	2.7	4	11	3	10	8
WAUKESHA	383,190	78	2.0	5	21	33	9	10
WAUPACA	54,401	30	5.5	4	5	14	3	4
WAUSHARA	25,438	16	6.3	1	7	3	2	3
WINNEBAGO	55,767	33	5.9	1	10	11	4	7
Menasha	17,437	14	8.0	1	4	1	8	0
Neenah	25,800	13	5.0	1	5	1	4	2
Oshkosh	65,900	53	8.0	2	5	43	1	2
WOOD	77,171	33	4.3	2	8	12	4	7

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Local Health Department FTEs

Table 3. Local Health Department FTE (Full-Time Equivalent) Staff, Wisconsin 2009

LHD	Population	Total FTEs	FTEs per 10,000 Pop.	Administrator FTEs	Public Health Nurse FTEs	Other Professional FTEs	Para-professional FTEs	Support FTEs
STATE TOTAL	5,688,040	1855.1	3.3	205.7	540.8	532.4	283.8	292.5
ADAMS	22,112	8.2	3.7	1.0	2.2	2.3	1.4	1.3
ASHLAND	17,055	14.5	8.5	1.4	3.0	1.1	3.0	6.0
BARRON	48,200	12.0	2.5	1.0	6.0	3.0		2.0
BAYFIELD	16,411	10.6	6.5	1.0	2.5	3.1	0.5	3.5
BROWN	222,646	40.7	1.8	5.0	12.7	11.5	4.0	7.6
De Pere	22,780	4.5	2.0	1.0	1.6	1.1	0.0	0.8
BUFFALO	14,292	5.1	3.5	1.2	2.1	0.9	0.0	0.9
BURNETT	16,911	7.7	4.6	1.0	3.0	2.2	0.9	0.6
CALUMET	35,402	11.6	3.3	2.0	4.4	1.8	0.1	3.3
CHIPPEWA	62,286	19.8	3.2	2.0	5.9	3.9	1.8	6.3
CLARK	34,900	12.5	3.6	2.0	4.0	1.0	4.0	1.5
COLUMBIA	56,423	9.8	1.7	2.0	4.8	1.8	0.8	0.4
CRAWFORD	17,674	5.5	3.1	1.0	3.0	0.0	0.3	1.3
DANE	473,622	148.9	3.1	16.0	40.0	52.2	26.0	14.8
DODGE	81,437	61.8	7.6	1.3	5.4	1.9	52.3	1.0
DOOR	30,529	14.8	4.8	1.0	5.8	3.9	1.9	2.3
DOUGLAS	44,448	11.4	2.6	1.5	4.0	2.5	0.9	2.5
DUNN	43,683	17.6	4.0	1.0	4.6	6.7	0.8	4.5
EAU CLAIRE	99,019	51.0	5.1	5.4	13.7	17.5	7.2	7.3
FLORENCE	5,346	2.9	5.3	1.0	0.0	0.8	0.0	1.0
FOND DU LAC	102,151	31.5	3.1	1.0	14.5	5.8	5.5	4.7
FOREST	10,483	5.9	5.6	1.0	1.0	1.7	0.0	2.2
GRANT	51,688	26.0	5.0	2.0	4.2	14.9	0.4	4.5
GREEN	36,603	7.8	2.1	1.0	3.2	0.8	0.0	2.8
GREEN LAKE	19,728	6.6	3.4	1.0	2.8	2.9	0.0	0.0
IOWA	24,351	5.1	2.1	1.0	2.2	0.7	0.0	1.2
IRON	7,096	5.2	7.4	1.0	1.0	1.7	0.0	1.5
JACKSON	20,305	7.9	3.9	2.0	2.4	2.2	0.0	1.3
JEFFERSON	66,730	20.4	3.1	2.0	7.5	3.0	3.9	4.0
Watertown	23,165	7.8	3.3	1.0	1.0	3.7	1.1	1.0
JUNEAU	27,774	9.0	3.3	2.0	2.9	1.8	0.5	1.9

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Local Health Department FTEs

Table 3. Local Health Department FTE Staff, Wisconsin 2009 (continued)								
LHD	Population	Total FTEs	FTEs per 10,000 Pop.	Administrator FTEs	Public Health Nurse FTEs	Other Professional FTEs	Para-professional FTEs	Support FTEs
KENOSHA	162,243	46.5	2.9	4.2	13.2	18.4	4.0	6.7
KEWAUNEE	21,488	5.0	2.3	1.0	1.0	2.0	0.0	1.0
LA CROSSE	113,318	79.3	7.0	1.0	11.0	35.1	21.2	11.0
LAFAYETTE	16,600	7.0	4.2	1.0	3.8	0.2	1.0	1.0
LANGLADE	21,844	12.9	5.9	2.0	6.0	2.9	0.0	2.1
LINCOLN	30,781	12.8	4.2	1.0	6.6	2.6	0.0	2.6
MANITOWOC	85,065	23.1	2.7	2.0	9.7	4.2	4.8	2.4
MARATHON	136,376	39.1	2.9	4.0	12.0	14.6	2.0	6.5
MARINETTE	45,019	14.6	3.2	1.0	4.0	5.3	1.0	3.3
MARQUETTE	15,516	8.0	5.2	1.0	2.0	3.0	0.0	2.0
MENOMINEE	4,655	0.7	1.4	0.7	0.0	0.0	0.0	0.0
MILWAUKEE*								
Cudahy	18,650	12.4	6.7	1.0	4.0	2.4	2.0	3.0
Franklin	33,700	6.4	1.9	1.0	4.1	0.3	0.0	1.0
Greendale	13,950	4.5	3.3	1.0	2.0	0.3	0.0	1.2
Greenfield	36,300	7.0	1.9	1.0	3.0	1.0	0.0	2.0
Hales Corners	7,646	2.3	3.0	1.0	0.8	0.2	0.0	0.3
Milwaukee City	584,000	245.0	4.2	39.0	47.0	86.0	57.0	16.0
North Shore	37,189	5.9	1.6	1.0	3.0	1.1	0.0	0.8
Oak Creek	32,600	6.9	2.1	2.0	2.6	0.6	1.7	0.0
St. Francis	8,936	2.8	3.1	1.0	1.0	0.3	0.4	0.1
Shorewood/ Whitefish Bay	27,180	4.2	1.5	1.0	0.5	1.7	0.0	1.0
South Milwaukee	21,250	6.2	2.9	1.0	3.0	0.8	0.3	1.2
Wauwatosa	45,800	13.9	3.0	2.0	5.5	4.4	0.1	1.9
West Allis	64,629	30.4	4.7	4.8	8.4	8.8	2.7	5.8
MONROE	44,620	11.6	2.6	2.0	4.6	2.0	0.0	3.0
OCONTO	39,455	11.0	2.8	1.0	3.0	4.1	2.1	0.8
ONEIDA	39,129	17.9	4.6	2.0	4.9	6.0	0.0	5.0
OUTAGAMIE	115,330	23.9	2.1	1.0	8.5	6.4	5.5	2.5
Appleton	72,400	42.6	5.9	3.0	6.1	7.5	24.0	2.0
OZAUKEE	87,173	17.1	2.0	2.0	8.1	5.0	0.0	2.0
PEPIN	7,777	5.6	7.2	1.0	2.1	0.8	0.0	1.7

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Local Health Department FTEs

Table 3. Local Health Department FTE Staff, Wisconsin 2009 (continued)								
LHD	Population	Total FTEs	FTEs per 10,000 Pop.	Administrator FTEs	Public Health Nurse FTEs	Other Professional FTEs	Para-professional FTEs	Support FTEs
PIERCE	40,704	23.9	5.9	1.0	7.7	4.7	0.0	10.6
POLK	46,231	29.1	6.3	2.0	6.4	14.0	1.6	5.1
PORTAGE	70,785	22.1	3.1	1.0	11.2	5.7	2.3	1.9
PRICE	16,173	15.5	9.6	1.0	4.9	1.3	1.3	7.0
Racine*								
Central Racine	57,934	7.1	1.2	1.0	2.8	2.0	1.0	0.4
Racine City	82,344	35.2	4.3	5.0	9.0	14.8	0.9	5.5
West Racine	56,102	9.8	1.7	1.0	3.0	2.8	1.2	1.8
RICHLAND	18,345	4.5	2.4	1.0	2.0	0.1	0.2	1.2
ROCK	160,635	36.8	2.3	5.0	14.4	10.8	0.0	6.6
RUSK	15,697	5.4	3.4	1.0	0.1	3.3	0.0	1.0
ST. CROIX	79,905	21.1	2.6	2.0	5.5	8.2	3.1	2.3
SAUK	61,338	25.1	4.1	3.5	3.9	11.0	0.4	6.3
SAWYER	17,846	6.9	3.9	1.1	3.0	0.8	0.1	2.0
SHAWANO	42,780	10.4	2.4	1.0	4.0	1.8	0.6	3.0
SHEBOYGAN	117,566	32.7	2.8	4.0	13.0	6.4	2.0	7.3
TAYLOR	20,177	7.1	3.5	1.0	1.5	2.8	0.1	1.6
TREMPEALEAU	28,534	11.0	3.9	1.0	2.5	3.5	1.0	3.0
VERNON	29,910	9.2	3.1	1.0	5.0	1.1	0.0	2.1
VILAS	23,389	8.9	3.8	1.0	2.0	3.1	1.8	1.0
WALWORTH	101,808	16.5	1.6	1.0	5.5	4.0	1.0	5.0
WASHBURN	17,798	7.5	4.2	0.5	4.0	1.0	0.0	2.0
WASHINGTON	131,066	22.2	1.7	4.0	9.3	2.0	1.9	5.0
WAUKESHA	383,190	41.8	1.1	5.0	19.3	4.7	5.3	7.7
WAUPACA	54,401	20.0	3.7	3.2	3.6	9.8	0.4	3.0
WAUSHARA	25,438	14.4	5.7	1.0	6.4	3.0	1.0	3.0
WINNEBAGO	55,767	27.6	5.0	1.0	9.8	8.2	3.6	5.0
Menasha	17,437	8.2	4.7	1.0	3.2	1.0	3.0	0.0
Neenah	25,800	8.1	3.1	1.0	4.1	1.0	0.5	1.5
Oshkosh	65,900	11.7	1.8	1.0	4.3	4.4	0.5	1.5
WOOD	77,171	24.9	3.2	1.0	7.1	9.1	2.2	5.4

* No county health department.
Staffing information includes both health department employees and contracted personnel.
County health departments appear in capital letters. Municipal health departments are indented.
The population count reflects the population in each department's jurisdiction. Populations of county LHDs in counties with municipal health departments do not include the populations of those municipalities.
Populations shown are estimates provided by the Wisconsin Department of Administration for January 1, 2009.

Local Health Department Service Levels

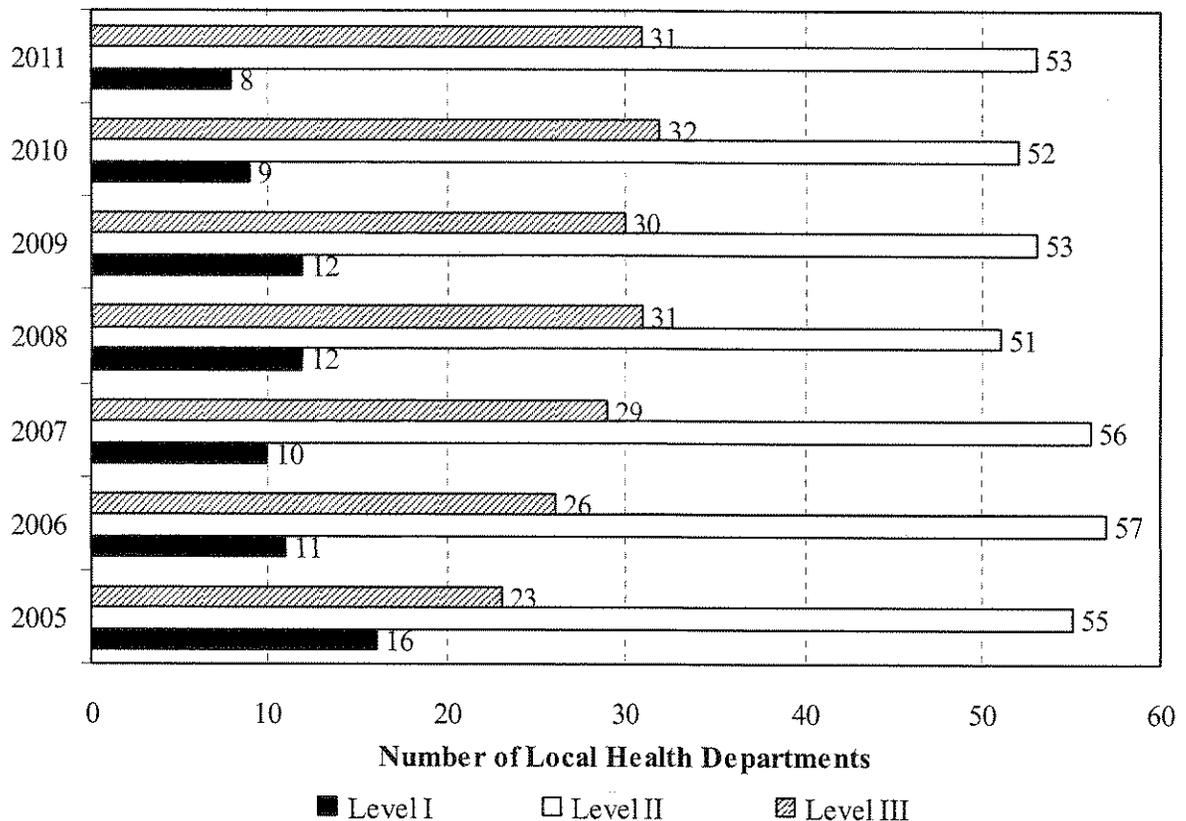
Table 4. Local Health Departments by Level of Services, Wisconsin, FY 2005-2011

	2005	2006	2007	2008	2009	2010	2011
Level I	16	11	10	12	12	9	8
Level II	55	57	56	51	53	52	53
Level III	23	26	29	31	30	32	31

Source: Chapter 140 reviews (unpublished data), Office of Policy and Practice Alignment, Division of Public Health, Wisconsin Department of Health Services.

Note: Wisconsin administrative code (DHS 140, Required Services of Local Health Departments) specifies required services for each of three levels of local health departments. Under s. 251.05 (2), Wis. Stats., all local health departments are to provide at least Level I services, while Level II and Level III local health departments are to provide additional services. Refer to the Appendix in this report, page 21, for the details of Level I, II, and III service levels. (Wisconsin Statutes 251.05 is available at: http://www.lawserver.com/law/state/wisconsin/wi-laws/wisconsin_laws_251-05.) In some years, several local health departments were below Level I and were excluded from the table.

Chart. Local Health Departments by Level of Services, Wisconsin FY 2005-2011



Source: Chapter 140 reviews (unpublished data), Office of Policy and Practice Alignment, Division of Public Health, Wisconsin Department of Health Services.

Local Health Department Financial Survey, Calendar Year 2009	
1. LOCAL AGENCY INFORMATION	
Name of Local Health Department	
Name of Person Completing Survey	
Position of Person Completing Survey	
Telephone of Person Completing Survey	
E-mail of Person Completing Survey	
2. CONSORTIA INFORMATION	
Are you a fiscal agent for a multi-jurisdictional consortium for public health programs or services?	___ Yes ___ No
3. REVENUES. Please report the revenues received by your agency in calendar year 2009. Include only your agency's share of consortia funds. Exclude all home health care and personal care funds.	
a. Federal Revenue Dollars	
b. State Revenue Dollars	
c. Fees for Services	
d. Donations reported as part of your annual budget	
e. Grants from Non-governmental Sources	
TOTAL AGENCY REVENUES. This should be the total of all the above revenues. Do not include local tax levy.	
4. EXPENSES. Please report the expenses incurred by your agency in calendar year 2008. Include only your agency's share of consortia expenses. Exclude all home health care and personal care expenses. See definitions.	
a. Personnel Expense Dollars	
b. Contracted Personnel and Services	
c. Other Expenses	
TOTAL AGENCY EXPENSES	
5. LOCAL TAX LEVY If not provided, the following information will be used to calculate your agency's local tax levy by taking the difference between total revenues and total expenses and adjusting for carry-over, etc.	
a. 2008 Carry-Over Amount	
b. 2009 Unspent Revenues	
c. 2009 Local Tax Levy	

Survey Instrument

Local Health Department Financial Survey — Definitions/Examples			
	Category	Definition	Examples
REVENUES	Federal dollars	Federal grant from the Federal Government directly or as a pass through from State Government. For bioterrorism consortia funds: include only your individual agency's share of these funds.	MCH Block Grant, PHHS - Block Grant, CDC Breast and Cervical Cancer, WIC
	State dollars	State GPR funds granted to local governments.	Childhood Lead, Well Woman funds, POCAN, Tobacco
	Fees for service	Payments received from a party for services provided. Do not report any revenues for home health care or personal care.	License fees, Insurance payments, Medicare/Medicaid
	Donations	Monies received as a donation/gift. Only include if it is reported as part of your agency's annual budget.	Estate gift
	Grants from non-Governmental sources	Grants received from a nongovernmental unit.	CAP fund, United Way, RWJ Foundation, Kellogg Foundation
EXPENSES may include the following:	Personnel	Costs associated with employees including salary/wages and benefits. Do not report any expenses for home health care or personal care.	
	Contracted Personnel and Services	Costs associated with contracted personnel (workers not considered to be agency employees) and other contracted services. Do not report any expenses for home health care or personal care.	
	Examples of "Other"	Rent, utilities, insurance costs.	
		Any expenditures that meet your agency's definition of a capital expenditure.	
	All other expenses not included in any other area.		

Survey Instrument

Local Health Department Staffing Survey 2009		
LOCAL AGENCY INFORMATION		
Name of Local Health Department		
Name of Person Completing Survey		
Position of Person Completing Survey		
Telephone of Person Completing Survey		
E-mail of Person Completing Survey		
How many Health Department Staff or Contracted Personnel are bilingual or function as a translator at certain times? This is NOT their primary classification but they have the capability. Indicate only the Number of Staff (whole number only), if applicable.	Health Department Staff	Contracted Personnel
How many Health Department Staff members belong to the following age groups? Indicate only the Number of Staff (whole number only).	Health Department Staff	# of Staff
	Under 40 Years of Age	
	40 – 49	
	50 – 59	
	60 Years and Older	
How many Health Department Staff members belong to the following race/ethnic groups? Indicate only the Number of Staff (whole number only).	Health Department Staff	# of Staff
	White non-Hispanic	
	Hispanic	
	Black or African American	
	American Indian or Alaska Native	
	Asian	
	Native Hawaiian or Other Pacific Islander	
	Other races	
Two or more races		

Survey Instrument

STAFFING INFORMATION Staffing Function	Health Department Staff Only		Contracted Personnel Only	
	FTEs	Number of Staff (whole numbers only)	FTEs	Number of Staff (whole numbers only)
Administrator				
Support Staff				
Computer Specialist				
Registered Sanitarian				
Other Environmental Health Professional				
Epidemiologist				
Emergency Preparedness Coordinator				
Public Health Nurse				
Registered Nurse				
Licensed Practical Nurse				
Nurse Practitioner				
Certified Dietitian				
Public Health Nutritionist				
Dietetic Technician				
Physician				
Dentist				
Dental Hygienist				
Public Health Educator				
Laboratory Professional				
Laboratory Technician				
Bilingual Health Aide/Interpreter/Translator				
Other Public Health Professional				
Other Public Health Paraprofessional				
Total Number of Staff				

Health Department Staff Only	# of Staff
CY2009 New Employees	
CY2009 Retirees	
Eligible to Retire	

Definitions: Local Health Department Staffing Survey	
Health Department Staff and Contracted Personnel	<p>Who is Health Department Staff? A general rule is that anyone who performs services for you is your employee <i>if you can control what will be done and how it will be done.</i></p> <p>Who is an Independent Contractor? A general rule is that you, the payer, have the <i>right to control or direct only the result of the work</i> done by an independent contractor, and <i>not the means and methods of accomplishing the result.</i></p>
FTEs and Staff	<p>The number of FTEs is the number of full-time equivalents that your agency allocated to that position. This number can be a fraction if you have part-time people. The number of staff is the number of actual people your agency had in that position. This will always be a whole number. Count staff if there was someone in that position at any time during the year. For example, if you have 1 full-time person and 1 half-time person, you have 1.5 FTEs and 2 staff. If you have 3 full-time people, you have 3 FTEs and 3 staff. The number of FTEs will be less than or equal to the number of staff. The only exception would be if you had unfilled allocated FTEs for the entire year: the number of FTEs could then be greater than staff.</p>
Administrator	<p>This includes the Director; Health and Human Services Director; Public Health Deputy Director or Supervisor; Health Officer, as defined by Wisconsin Statutes, Chapter 251 and HFS 139; and other personnel who direct, supervise, plan, organize, control, and/or coordinate public health services, education, and policy in public health agencies.</p> <p>http://www.legis.state.wi.us/statutes/Stat0251.pdf http://www.legis.state.wi.us/rsb/code/dhs/dhs139.pdf</p>
Support Staff	<p>This classification represents workers who are generally considered support staff, provide assistance in general areas of agency operations and management. They are not specific to public health.</p>
Computer Specialist	<p>Computer Specialist Manages specialized technical aspects of computer operation, applications, operating systems and hardware.</p>
Registered Sanitarian	<p>As defined by Wisconsin Administrative Code Chapter HFS 160. http://www.legis.state.wi.us/rsb/code/dhs/dhs160.pdf</p>
Other Environmental Health Professional	<p>Applies biological, chemical and public health principles to control, eliminate, improve, and/or prevent environmental health hazards, in areas including food processing and service, sanitation, and water, air and soil contamination.</p>

Survey Instrument

Epidemiologist	Investigates and describes the determinants and distribution of disease, disability, and other health outcomes and develops the means for their prevention and control; investigates, describes, and analyzes the efficacy of programs and interventions.
Public Health Nurse	As defined by Wisconsin Administrative Code Chapter DHS 101.03(149). Applies nursing and public health principles to assess, develop, implement and evaluate care plans and health programs related to health promotion, disease prevention, and health protection services for individuals, families and the community. (149) "Public health nurse" means a registered nurse who has completed a baccalaureate degree program approved by the national league for nursing for public health nursing preparation or post-registered nurse study which includes content approved by the national league for nursing for public health nursing preparation.
Registered Nurse	Registered nurse working in a LHD who does not meet the requirements of DHS 139. http://www.legis.state.wi.us/rsb/code/dhs/dhs139.pdf
Licensed Practical Nurse	As defined by Wisconsin Statutes, Chapter 441 http://www.legis.state.wi.us/statutes/Stat0441.pdf
Nurse Practitioner	As defined by Wisconsin Statutes, Chapter 441. http://www.legis.state.wi.us/statutes/Stat0441.pdf
Certified Dietitian	As defined by Wisconsin Statutes, Chapter 448. http://www.legis.state.wi.us/statutes/Stat0448.pdf
Public Health Nutritionist	Public Health Nutritionist: A person who is a certified dietitian (Stat. 448.70(1m)) and who meets qualification requirements specified by the department rule s.DHS139 to conduct a public health nutrition program. A public health nutrition program means the development, implementation and evaluation of population-based strategies by public health nutritionists to assure effective interventions related to nutrition and physical activity behaviors, the nutrition environment, and food and nutrition policy.
Dietetic Technician	Works under the close supervision of a certified dietitian or PH nutritionist to provide routine technical support services in public health agency clinics, including nutrition education, screening, record keeping and outreach. As defined by Wisconsin Statutes, Chapter 448. http://www.legis.state.wi.us/statutes/Stat0448.pdf
Physician	Identifies persons or groups at risk of illness or disability and develops, implements and evaluates programs or interventions designed to prevent treat or ameliorate such risks. May provide direct medical services within the context of such programs. As defined by Wisconsin Statutes, Chapter 448.01(5) http://www.legis.state.wi.us/statutes/Stat0448.pdf
Dentist	As defined by Wisconsin Statutes, Chapter 447 http://www.legis.state.wi.us/statutes/Stat0447.pdf
Dental Hygienist	As defined by Wisconsin Statutes, Chapter 447 http://www.legis.state.wi.us/statutes/Stat0447.pdf
Public Health Educator	Designs, implements, evaluates, and provides consultation on educational programs and strategies to support and modify health-related behaviors of individuals, families, organizations and communities and to promote the

Survey Instrument

	effective use of health programs and services.
Laboratory Professional	Plans, designs and implements laboratory procedures to identify and quantify agents in the environment which may be hazardous to human health, biological agents believed to be involved in the etiology of diseases in animals or humans or other physical, chemical or biologic hazards.
Laboratory Technician	Plans, performs and evaluates laboratory analyses and procedures and is not elsewhere classified.
Bilingual Health Aide/Interpreter/Translator	A public health worker from an indigenous community who is trained on-the-job to work under the close supervision of public health professionals to provide public health services, including interpretation for clients who do not speak English.
Other Public Health Professional	Any professional staff not included above: please list and define in the appropriate text box with a number and title of each position.
Other Public Health Paraprofessional	Any paraprofessional staff not included above: please list and define in the appropriate text box with a number and title of each position.

FTEs (Health Department Staff)

Number of Staff – whole numbers only (Health Department Staff)

FTEs (Contracted Personnel)

Number of Staff – whole numbers only (Contracted Personnel)

APPENDIX
Wisconsin Division of Public Health
Five Required Services of All LHDs
Local Health Departments: Levels I, II, III

Five Required Services of all LHDs:

1. Communicable disease surveillance, prevention and control
2. Generalized public health nursing program
3. Health promotion
4. Disease prevention
5. Human health hazard prevention and control

Plus: Full-time health officer
Board of Health

Level I Local Health Department Rule Requirements for Services:

1. Provide (or arrange for) all five basic public health services to the community
 - Communicable disease surveillance, prevention and control
 - Generalized public health nursing (PHN) program
 - Health promotion
 - Disease prevention
 - Human health hazard prevention and control
2. Voluntarily adhere to the framework for the generalized PHN program
3. Reports:
 - Submit annual report for the preceding calendar year if required by the local governing body
 - Submit annual survey of data that responds to the format as prescribed in the public health data system
 - Submit report of activities of the LHD for the preceding year that describes progress and performance toward achieving the objectives that the LHD has identified as part of its community assessment process.
4. Optional Services:
 - May provide any services of a Level II or Level III LHD (e.g., agent status)

Level II Local Health Department Rule Requirements for Services:

1. Provide (or arrange for) all five basic public health services to the community
 - Communicable disease surveillance, prevention and control
 - Generalized public health nursing program
 - Health promotion
 - Disease prevention
 - Human health hazard prevention and control
2. As required under DHS 140.05(1)(b), a Level II local health department shall provide or arrange for **at least 7 programs or services that address at least 5 health priorities in the current state health plan** (*Healthiest Wisconsin 2010*) and show evidence for all of the following:
 - Each objective is selected through a process based on assessed need, community involvement and participation; the process results in formal recognition that the objective is a public health priority for the community.
 - The LHD identifies resources or services it will commit to achieving the objectives.
 - Contemporary public health practices of proven merit are being used to provide services to the community to achieve the objectives.

Appendix

- The LHD has established a process whereby it will evaluate and report to the community on progress and performance toward achieving the objectives.
3. Voluntarily adhere to the framework for the generalized PHN program.
 4. Reports:
 - Submit annual report for the preceding calendar year if required by the local governing body
 - Submit annual survey of data that responds to the format as prescribed in the public health data system
 - Submit a report, in a format prescribed by the DHS, on activities of the LHD for the preceding calendar year, including a narrative that describes the progress and performance toward achieving the objectives identified as part of its community health assessment and that are linked to the current state health plan.
 5. Optional Services:
 - May provide any services of a Level III LHD (e.g., agent status)

Level III Local Health Department Rule Requirements for Services:

1. Provide (or arrange for) all five basic public health services to the community
 - Communicable disease surveillance, prevention and control
 - Generalized public health nursing program
 - Health promotion
 - Disease prevention
 - Human health hazard prevention and control
2. In addition, as required under DHS 140.06 (1)(b), a Level III local health department shall provide or arrange for **at least 14 programs and services that address at least 7 health priorities in the current state health plan** (*Healthiest Wisconsin 2010*) and show evidence for all of the following:
 - Each objective is selected through a process based on assessed need, community involvement and participation; the process results in formal recognition that the objective is a public health priority for the community.
 - The LHD identifies resources or services it will commit to achieving the objectives.
 - Contemporary public health practices of proven merit are being used to provide services to the community to achieve the objectives.
 - The LHD has established a process whereby it will evaluate and report to the community on progress and performance toward achieving the objectives.
3. Voluntarily adhere to the framework for the generalized PHN program.
4. Voluntarily adhere to the framework for an environmental health program.
5. Reports:
 - Submit annual report for the preceding calendar year if required by the local governing body
 - Submit annual survey of data that responds to the format as prescribed in the public health data system
 - Submit a report, in a format prescribed by the DHS, on activities of the LHD for the preceding calendar year, including a narrative that describes the progress and performance toward achieving the objectives identified as part of its community health assessment and that are linked to the current state health plan.

Special Note: Designation of Local Health Departments DHS 140.07

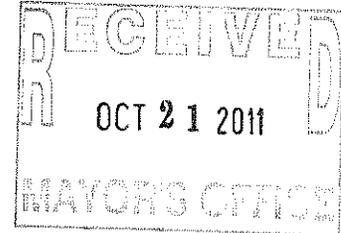
This section requires the Department to formally review the operations of all local health departments in a county or municipality at least every five years. The review shall result in a written finding as to whether the requirements for a Level I, II, III local health department have been met. These written findings shall address recommendations regarding staffing, functions, and practices. It also should address the timeframe for correction (not to exceed one year), technical resources to assist the LHD, and formal re-review to assure that deficiencies have been corrected.



Michael G. Ellis
SENATE PRESIDENT

WISCONSIN STATE SENATE

October 18, 2011



Kristin Sewall
Deputy City Clerk
City of Menasha
140 Main St.
Menasha, WI 54952

Dear Kristin:

Thank you for sharing the Menasha Common Council resolution opposing the transfer of carrier routes from Menasha Post Office to the Neenah Post Office.

I share the Common Council's concern on the transfer. I have taken the liberty of enclosing a copy of the letter I sent to Congressman Tom Petri regarding the issue. The Council's resolution is appreciated and will be kept in mind by me as the issue continues to develop.

Thanks again for sharing the resolution.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael G. Ellis".

MICHAEL G. ELLIS
State Senator
19th Senate District

Enclosure

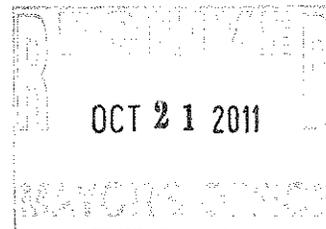


Michael G. Ellis

SENATE PRESIDENT

WISCONSIN STATE SENATE

October 18, 2011



The Honorable Thomas Petri
United States Representative
2462 Rayburn House Office Building
Washington DC 20515-4906

Dear Representative Petri:

I am writing to express my concern regarding the United States Postal Service's proposal to transfer the carrier routes from the Menasha Post Office to the Neenah Post Office.

To date, the Postal Service has not shared information regarding potential cost savings associated with the shift. Postal employees have raised concerns about the increased costs that will accrue with the shift due to mileage and loading time factors. The building parking lot and loading area at the Neenah facility may not be large enough to handle the staffing and activities associated with the transfer of the carrier routes.

The current Menasha Post Office is a vital anchor to downtown Menasha. A full-service functioning post office is essential to the continued economic vitality of downtown Menasha and the businesses and individuals that rely on the Menasha Post Office's services.

I respectfully request your consideration of these concerns and your thorough review of the proposed transfer.

Thank you for your attention to this important community issue.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael G. Ellis".

MICHAEL G. ELLIS
State Senator
19th Senate District

cc U.S. Senator Herb Kohl
U.S. Senator Ron Johnson

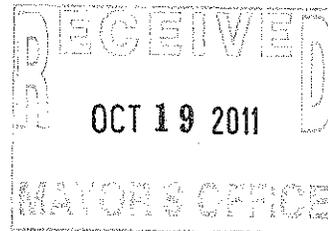
Robert P. Stone
CVSO

Judy A. Steckbauer
Deputy CVSO

Winnebago County
Veterans' Service Office
211 N. Commercial St.
Neenah, WI 54956

Telephone: (920)729-4820
Fax: (920)720-3625

October 14, 2011



Attn: Mayor's Office
City Of Menasha
140 Main Street
Menasha WI 54952

Dear Mayor, Staff and Council Members

It is my honor and privilege to invite you to the 70th Anniversary, Pearl Harbor Commemoration, on Wednesday, December 7, 2011 at 7:55 am. At the EAA, Eagle Hanger, Oshkosh WI. (7:55 a.m. the time of the First Attack)

The event is a collaboration of the AMVETS Post 7, Winnebago County Veterans Services, and other Winnebagoland Veterans Organizations.

This is your opportunity to "Remember Pearl Harbor" and pay tribute to the "Greatest Generation". Guest Speakers will include a Retired US Navy Veteran and the President of the "Old Glory" Honor Flight, Special Guest of Honor a Pearl Harbor Survivor, and Veterans of WWII to present day.

This event is free and open to the public! If you have any questions please call (920) 729-4820 or email nsowatzke@co.winnebago.wi.us . Hope to see you there!

Sincerely,

Nancy J. Taylor-Sowatzke
Winnebago County Veterans Services-Benefits Specialist
And Pearl Harbor Event Coordinator



MAY WE ALWAYS REMEMBER
DECEMBER 7, 1941
AND THOSE MEN WHO GAVE THEIR LIVES
FOR THE FREEDOM WE HAVE TODAY

**PEARL HARBOR DAY SERVICE-DECEMBER 7, 2011
EAA, Eagle Hanger, Oshkosh**

Assembly of Colors	All Patriotic Council
Invocation	David Thiede, District 6, VFW Chaplain
Laying of the Wreath	Lynn Beck , AMVETS Auxiliary President Ron Griffin, AMVETS Post 7, Commander
Pledge of Allegiance	Brittini Duprey, Oshkosh West H.S. US Army Delayed Entry Recruit
Star Spangled Banner & Patriotic Songs	Oshkosh West Boys Choir Herb Berendsen, Director
Welcome & Introduction Special Guest Recognition	Ralph Beck, Dept Commander, AMVETS Clyde Stephenson – Pearl Harbor Survivor, U.S.S. California, PFC USMC
<i>Address of the President December 8, 1941</i>	Representatives, Boy Scouts, Oshkosh
<i>Roll Call of Wisconsin Sailors and Soldiers Lost at Pearl Harbor</i>	Representatives, Boy Scouts, Oshkosh
<i>History of Pearl Harbor To Present Day</i>	Jim Romnek US Navy, Master Chief Petty Officer, Retired
<i>Old Glory Honor Flight Experience</i>	Drew MacDonald President, Old Glory Honor Flight
Patriotic Songs	Ellen Schmidt, Soloist
Appreciations	AMVETS & Robert P. Stone, Winnebago County
Benediction Rifle Guard Echo Taps	VFW Chaplain United Veterans Honor Guard, Butch Kuehl Jacob Ahles, St Mary's Central H.S. and Jacob Sowatzke Menasha H.S.

“LEST WE FORGET”

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, October 17, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:06 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Acting PC Brunn, FC Auxier, CDD Keil, C/T Stoffel, PRD Tungate, PHD Nett, PP Homan, Clerk Galeazzi and the Press.

DEPT. HEAD EXCUSED: DPW Radtke

D. PUBLIC HEARING

None

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

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

Daryl Jones, 900 Keyes Street. Support trails in the City; encourage Council to accept DOT Grant

Attorney Robert Bellin, Attorney for Thomas & Michael Schanke. Resolution approved by RDA.

Jack Fry, 318 Willow Lane. Support trails in the City; encourage Council to accept DOT Grant

Luann Martini, 2016 Dreamfield Lane. Support trails in the City.

Linda Stoll, 1525 Rue Reynard Road. Support trails in the City.

Dick Sturm, 1203 Greenwood Court. Support trails in the City.

Mike Kading, 669 Appleton Road. Support trails in the City.

Ron Pruss, 217 Lake Street. Complaint about calls to Police Dept.

Nancy Brown-Keller, Appleton. Support trails in the City.

Debra Dorn, 2021 Deer Haven, Drive. Support trails in the City.

Luke Schiller, 389 Nassau Street. Support trails in the City.

Lisa Hopwood, 1028 Manitoba Street. Support trails in the City.

Rebecca Nichols, 402 Elm Street. Support trails in the City; encourage Council to accept DOT Grant

Kip Golden, 1009 Tana Lane. Support trails in the City.

Kristi Lynch, 330 Winnebago Avenue. Support trails in the City.

Larry Baier, 1016 Lugano Street. Support trails in the City.

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, 10/3/11

b. Administration Committee, 10/5/11; Special meeting

c. Board of Public Works, 10/3/11

d. Information Technology Steering Committee, 9/27/11

e. NM Fire Rescue, Joint Finance & Personnel Committee: 10/10/11

f. Plan Commission, 10/4/11

Communications:

g. Ald. Sevenich; 10/12/11; Rally at Menasha Post Office

h. CA/HRD Captain, 10/6/11; Police Chief Position

i. Customers First! Newsletter, The Wire, October 2011

j. Letter to Legislation; 10/5/11; Resolution opposing USPS transfer of carrier routes

k. PRD Tungate, 10/13/11; Update on New Eastside Neighborhood Park

l. Menasha Historical Society Newsletter, October 2011

m. East Central WI Regional Planning Commission, 10/13/11; Province Terrace Trail

n. Resident Jack Fry, 10/13/11; Trail Grant

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- o. Resident Mary Nebel, 10/10/11; Trail Grant
- p. Resident Sadie Schroeder, 10/10/11; Trail Grant
- q. Mayor Merkes, 10/11/11; Trail usage information
- r. Public Works Facility, September 2011 Disposal Violations
- s. WI Dept. of Administration, 10/10/11; Final estimates of population for City of Menasha

Moved by Ald. Sevenich, seconded by Ald. Langdon to receive Minutes & Communications A-S
Discussion: Ald. Taylor & Sevenich, Comm. G, rally at Menasha Post Office.
Motion carried on voice vote.

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, 10/3/11
- 2. Special Common Council, 10/10/11

Administration Committee, 10/3/11; recommends approval of:

- 3. Joint Powers Agreement, Winnebago County Emergency 911 System, Dec. 1, 2011 -Nov. 30, 2012, and authorize signature

Board of Public Works, 10/3/11; recommends approval of:

- 4. Payment – ACC Planned Service; Contract No. 2011-01; Public Protection Facility HVAC Equipment Replacement: \$58,166.08 (Payment No. 2)

Plan Commission, 10/4/11; recommends approval of:

- 5. The sale of the Melissa Street Substation and grant of easement to WPPI as described in Items 6 & 7 below.
- 6. The certified survey map creating the Melissa Street Substation parcel
- 7. The ingress/egress easement to the Melissa Street Substation

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

- 8. Approval of the donation of the ambulance from Gold Cross Ambulance to Neenah-Menasha Fire Rescue, and approved appropriate costs for maintenance and repainting, for use by their Dive Team

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

H. ITEMS REMOVED FROM CONSENT AGENDA

None

I. ACTION ITEMS

- 1. Accounts payable and payroll for the term of 10/6/11 to 10/13/11 in the amount of \$ 515,627.68

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

Motion carried on roll call 8-0.

- 2. Counter-Offer No. 2, Riverside Builders Inc (Dr. Vernon Larsen), lots at 81 & 87 Racine Street and 504 Broad Street

Moved by Ald. Klein, seconded by Ald. Zelinski to accept Counter-Offer No. 2

Discussion ensued on the City's Counter-Offer to Riverside Builders.

Ald. Klein withdrew his motion.

Moved by Ald. Klein, seconded by Ald. Taylor to hold this item.

Item is held.

- 3. Approval of solar project for Fire Station 36

Moved by Ald. Sevenich, seconded by Ald. Krueger to approve solar project for Fire Station 36.

FC Auxier handed out a chart explaining the cost of the project and where funds will come from.

No tax dollars will be used for this project.

Motion carried on roll call 8-0.

I. ACTION ITEMS, cont'd.

4. Authorization to Execute WisDOT State/Municipal Agreement for a Local Transportation Enhancement Project – Province Terrace Trail

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve authorization to execute WisDOT State/Municipal Agreement for a local transportation enhancement project – Province Terrace Trail. General discussion ensued on cost of the project; concerns on where City's portion of project will come from; importance of trail system.

Moved by Ald. Krueger, seconded by Ald. Sevenich to amend that Menasha's 20% contribution would not exceed \$78,652 and the total of other project expenditures not exceed \$22,000.

Motion on amendment carried on roll call 6-2.

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

Ald. Englebert, Benner – no

Motion as amended carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. O-14-11 An Ordinance Relating to Regulation of Firearms and Explosives(Recommended by Administration Committee)(2nd Introduction)(Introduced by Mayor Merkes)

Moved by Ald. Englebert, seconded by Ald. Langdon to adopt O-14-11.

CA/HRD Captain explained the change in State Statute and how it relates to the change in City Ordinances.

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

2. O-15-11 An Ordinance Relating to Carrying Concealed Weapons(Recommended by Administration Committee)(2nd Introduction)

No action required.

3. Substitute Amendment #1 to O-15-11-An Ordinance Relating to Carrying Concealed Weapons (Introduced by Ald. Englebert)

Moved by Ald. Englebert, seconded by Ald. Benner to adopt Substitute Amendment #1 to O-15-11.

General discussion ensued on type of signage and having City staff make the signs.

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

4. O-16-11 An Ordinance Relating to Disorderly Conduct(Recommended by Administration Committee) (2nd Introduction) (Introduced by Mayor Merkes)

Moved by Ald. Benner, seconded by Ald. Englebert to adopt O-16-11.

CA/HRD Captain explained the importance of having local ordinance be consistent with State Statute.

Motion carried on roll call 8-0.

5. O-17-11 An Ordinance Relating to Council Procedures (Introduced by Ald. Taylor)(Recommended by Administration Committee)(2nd Introduction)

Moved by Ald. Taylor, seconded by Ald. Langdon to adopt O-17-11.

Motion carried on roll call 8-0.

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

No Action

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

No Action

8. R-37-11 - Resolution authorizing the issuance and sale of up to \$872,956 sewerage system revenue bonds, series 2011, and providing for other details and covenants with respect thereto, and approval of related \$872,956 financial assistance agreement (Introduced by Mayor Merkes)

Moved by Ald. Sevenich, seconded by Ald. Langdon to adopt R-37-11.

Motion carried on roll call 8-0.

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J. ORDINANCES AND RESOLUTIONS, cont'd.

9. R-38-11 - Resolution authorizing the issuance and sale of up to \$233,307 water system revenue bonds, series 2011, and providing for other details and covenants with respect thereto, and approval of related \$259,230 financial assistance agreement (Introduced by Mayor Merkes)

Moved by Ald. Sevenich, seconded by Ald. Langdon to adopt R-38-11.

Motion carried on roll call 8-0.

K. APPOINTMENTS

1. Accept resignation letter from Paul Brunette from the Library Board

Moved by Ald. Sevenich, seconded by Ald. Langdon to accept resignation letter from Paul Brunette

Motion carried on voice vote.

2. Mayor's appointment to the Library Board

- a. Becky Nichols, 402 Elm St., for the term of October 17, 2011 – July 1, 2013

Moved by Ald. Sevenich, seconded by Ald. Benner to approve appointment of Becky Nichols to Library Board.

Motion carried on voice vote.

3. Mayor's appointment to the Board of Review

- a. Patricia Rudolph, 1605 Northridge Ct., for the term of October 17, 2011 to July 1, 2016

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve appointment of Patricia Rudolph to Board of Review.

Motion carried on voice vote.

L. HELD OVER BUSINESS

None

M. CLAIMS AGAINST THE CITY

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Jack Fry, 318 Willow Lane. Thanked Council for their due diligence on moving forward on the trails.

O. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Benner to adjourn at 8:00 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Special Common Council
Third Floor Council Chambers
140 Main Street, Menasha
October 20, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:04 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

ABSENT: Alderman Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, CDD Keil, C/T Stoffel and Clerk Galeazzi

D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Attorney Robert Bellin, Representing Thomas & Michael Schanke. Disagree with R-39-11

E. ACTION ITEMS

1. R-39-11 A Resolution Declaring Property to be Blighted and Authorizing the Redevelopment Authority to Acquire and Assist in the Redevelopment of the Property

Moved by Ald. Englebert, seconded by Ald. Sevenich to adopt R-39-11

CA/HRD Captain reviewed the resolution and clarified some of the wording.

General discussion ensued on the definition of blight and how it pertains to the vacant lots; discussion on City owned and privately owned lots; discussion on Redevelopment Authority's role in the development.

Moved by Ald. Krueger, seconded by Ald. Klein to amend to remove the privately owned property from the list of blighted properties.

General discussion ensued on the impact of removing privately owned lots.

Motion on amendment carried on roll call 6-1.

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

Ald. Englebert – no

Motion to adopt R-39-11 as amended carried on roll call 5-2.

Ald. Klein, Taylor, Sevenich, Langdon, Englebert – yes

Ald. Krueger, Zelinski – no

Moved by Ald. Krueger, seconded by Ald. Sevenich to reconsider the motion

Motion to reconsider carried on roll call 6-1.

Ald. Klein, Taylor, Sevenich, Langdon, Krueger, Englebert – yes

Ald. Zelinski.– no

Motion to adopt R-39-11 as amended was on the floor.

Motion to adopt R-39-11 as amended carried on roll call 6-1.

Ald. Klein, Taylor, Sevenich, Langdon, Krueger, Englebert – yes

Ald. Zelinski.– no

2. Development Agreement between the City of Menasha and Redevelopment Authority
Moved by Ald. Englebert, seconded by Ald. Sevenich to approve Development Agreement.

Motion carried on roll call 6-1.

Ald. Klein, Taylor, Sevenich, Langdon, Krueger, Englebert – yes

Ald. Zelinski.– no

F. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Langdon to adjourn at 7:10 p.m.

Motion carried on voice vote.

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

SECOND AMENDMENT to the LEASE AGREEMENT
Between Morton Martin I LLC, Dumke and Associates, LLC and the City of Menasha
DATED March 17, 2008
AMENDED December 21, 2010

THIS SECOND AMENDMENT TO THE LEASE AGREEMENT, executed in Menasha, Wisconsin on this ____ day of **November**, 2011, is made effective between Morton Martin I LLC, OLH, LLC and the City of Menasha and is made with reference to the Lease Agreement dated March 17, 2008 and First Amendment to the Lease Agreement dated December 21, 2010.

1. Assignment of Lease. Dumke and Associates, LLC assigns its rights, title and interest under the LEASE AGREEMENT and any amendments thereto to OLH, LLC.
2. Add to paragraph 2. **Term: (d) 2012 Renewal Term**. This Lease Agreement shall recommence on January 1, 2012 and end December 31, 2013.
3. Extend the First Amendment to the Lease Agreement dated December 21, 2010, Rental rate of \$4.00 per square foot for 2 more years.
4. Adding the option for the City of Menasha to purchase the leased premises after 1 year (between January 1, 2013 – December 31, 2013) either by land contract or by outright purchase with 120 day advance notice given to Landlord. The City of Menasha has the option to purchase this condo unit consisting of 2,770 square feet for \$246,000.00.
5. **City of Menasha has permission to post property consistent with Sec. 11-2-2(a)(2) of the Code of Ordinance of the City of Menasha (Concealed Carry)**.
6. All other terms and conditions set forth in the initial agreement dated March 17, 2008 and First Amendment to the Lease Agreement, unless inconsistent with the above changes shall remain the same.
7. Landlord reserves the right to serve a 120 day written notice to the City of Menasha to vacate property at any time during this lease extension.

IN WITNESS WHEREOF, the undersigned have executed the Amendment as of the date first written above:

Morton Martin I, LLC
()

Donald Merkes, Mayor
City of Menasha

Dumke and Associates, LLC
()

OLH, LLC assumes Dumke and Associates, LLC rights, title and interest under the LEASE AGREEMENT and any amendments thereto.

OLH, LLC
()

SUBJECT: DISCIPLINE & GRIEVANCE PROCEDURE

1. This Procedure is established for an employee to use for matters concerning discipline, termination or workplace safety. An employee subject to a contractual grievance procedure shall follow the contractual grievance procedure to the extent those procedures cover the matters referenced in this procedure (for example, Police Union). This procedure does not create a legally binding contract. The City of Menasha reserves all rights and this procedure does not create a contract of employment. Employees of the City of Menasha are employed at-will and may resign with or without reason. ~~The City of Menasha may terminate the employment relationship at any time with or without reason and without violation of applicable law.~~
2. Definitions:
 - A. For purposes of this policy, workplace safety means the conditions of employment related to physical health and safety of employees, as long as such conditions are not unenforceable under federal or state law, related only to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
 - B. A "grievant" is an employee as defined by state statutes governing this grievance procedure.
 - C. Termination means a separation from employment by the employer for disciplinary or quality of performance reasons.
3. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen. Accordingly, employees should first discuss complaints or questions with their immediate supervisor.
4. If the problem cannot be resolved with the employee's immediate supervisor, a written grievance may be filed with the department head, or designee in the absence of the department head, no later than five (5) working days from the date that the employees first became aware, or should have reasonably been aware of the condition or circumstance giving rise to the grievance. The department head, or designee, may schedule a meeting to review the matter within ten (10) working days of receiving the grievance. The department head, or designee, will provide a written response within ten (10) working days of receiving the grievance or within ten (10) working days of the meeting, whichever is later. In the event that the department head is also the immediate supervisor, the written grievance shall be filed with the Human Resources Director and the same time periods for response will apply.
5. The written decision provided in paragraph 4. above shall be final unless the employee files a written request with the Human Resources Director no later than five (5) working days of the date of the response required by paragraph 4. above. The Human Resource Director, or designee in the absence of the Director, may schedule a meeting to review the matter within ten (10) working days. The Human Resources Director, or designee, will provide a written response within ten (10) working days of receiving the grievance or within ten (10) working days of the meeting, whichever is later. In the event that the Human Resources Director has already reviewed the matter as required by paragraph 4. above, the provisions of this paragraph do not apply and the next step is before an impartial hearing officer.

6. The written decision shall be final unless the employee files a written request with the Human Resources Director no later than five (5) working days of the date of the response under paragraph 5 above for a hearing before an impartial hearing officer (IHO). The City will provide an examiner who shall not be a City of Menasha employee. The employee may be represented at the hearing by an attorney at the employee's own expense. The hearing shall be conducted as soon as practicable and may or may not be transcribed, subject to the IHO's discretion. Subject to the IHO's discretion, witnesses may also present information but only in person and under oath or affirmation, and written documents may also be submitted. The appealing party carries the burden of production of evidence and the burden of proof which shall be a preponderance of the evidence. The sole issue before the IHO shall be: Based on the evidence presented, is the written decision of the Human Resources Director, or designee, arbitrary and capricious? The examiner shall provide a written decision.
7. The decision of the impartial hearing officer shall be final unless the employee files with the City Clerk a request for the decision to be reviewed by the Common Council of the City of Menasha no later than five (5) working dates of the date of the decision issued under paragraph 6. above. The Council shall review the matter as soon as practicable and in accordance with its procedures for public participation. The Council shall examine any records produced at the hearing before the IHO and determine whether a rational basis exists for the IHO's written decision. Findings of fact shall be upheld unless they are clearly erroneous. The Council shall not conduct a de novo hearing, nor substitute its judgment for that of the hearing examiner. A simple majority vote of the Council membership shall decide the appeal and shall be final.
8. Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute termination of the grievance. Failure of management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. Time limits may be extended by agreement in writing of the parties at any step of the procedure.

CERTIFIED SURVEY MAP

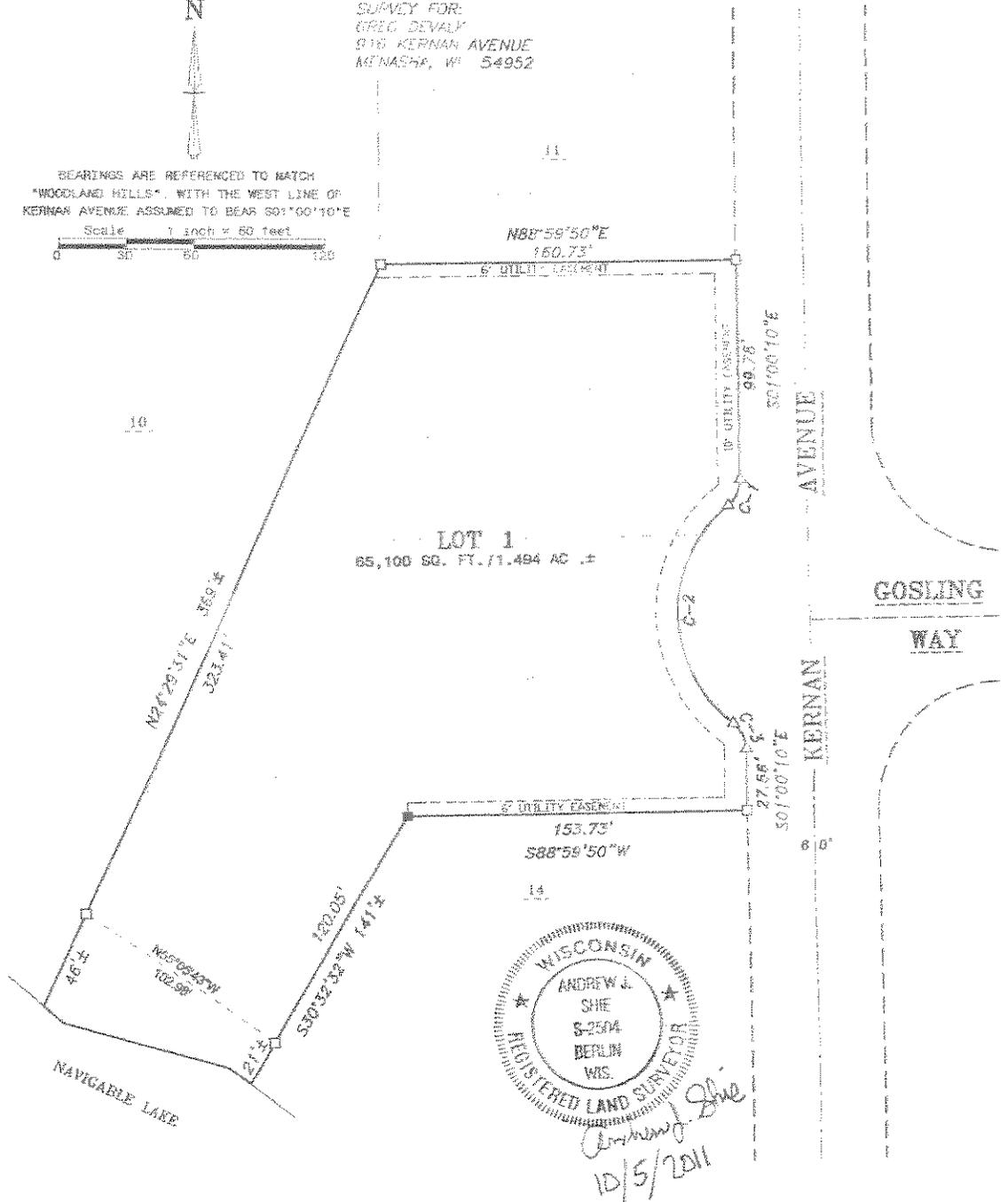
LOTS 12 AND 13 OF "WOODLAND HILLS", BEING PART OF THE NW 1/4 OF THE NW 1/4 OF FRACTIONAL SECTION 17, AND PART OF THE NE 1/4 OF THE NE 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 20 NORTH, RANGE 18 EAST, CITY OF MENASHA, CALUMET COUNTY, WISCONSIN.



SURVEY FOR:
GREG DEVALK
818 KERNAN AVENUE
MENASHA, WI 54952

BEARINGS ARE REFERENCED TO MATCH "WOODLAND HILLS", WITH THE WEST LINE OF KERNAN AVENUE ASSUMED TO BEAR S01°00'10"E

Scale 1 inch = 60 feet
0 30 60 120



FOX VALLEY LAND SURVEYING



2909 W. TILLMAN ST.
APPLETON, WI 54914
(920) 474-5025 (Office)
(920) 410-3379 (Cell)
email: foxvalleylandsurveying@gmail.com
website: foxvalleylandsurveying.com
PROJECT NO. 201818-1
SHEET 1 OF 2

CURVE TABLE

Curve	Radius	Delta	Length	Chord Bearing	Chord
1	18.00'	51°22'35"	13.45'	S24°41'08"W	13.00'
2	63.50'	102°45'09"	113.88'	S01°00'10"E	99.22'
3	18.00'	51°22'34"	13.45'	S28°41'27"E	13.00'

LEGEND

- 1-1/4" O.D. IRON PIPE SET - 18" LONG, WEIGHING 1.150 LBS./LIN. FT.
- 1-1/4" O.D. IRON PIPE FOUND
- △ 1-1/4" REBAR FOUND
- () RECORDED AS

CERTIFIED SURVEY MAP

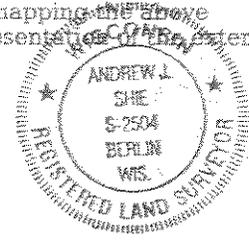
Lots 12 and 13 of "Woodland Hills", being part of the NW 1/4 of the NW 1/4 of Fractional Section 17, and part of the NE 1/4 of the NE 1/4 of Fractional Section 18, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.

SURVEYOR'S CERTIFICATE:

I, Andrew J. Shie, Registered Land Surveyor, hereby certify that I have surveyed, divided and mapped, at the direction of Greg DeValk, Lots 12 and 13 of "Woodland Hills", being part of the NW 1/4 of the NW 1/4 of Fractional Section 17, and part of the NE 1/4 of the NE 1/4 of Fractional Section 18, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin.

I have fully complied with Chapter 236.34 of the Wisconsin Statutes, the Subdivision Ordinances of the City of Menasha in surveying, dividing, and mapping the above described property. This certified survey map is a correct representation of the exterior boundaries of the lands surveyed and the division thereof.

Andrew J. Shie 10/5/2011
Andrew J. Shie, WI. Land Surveyor, S-2504 Date



OWNERS, DOCUMENTS, AND TAX PARCEL NUMBERS AT THE TIME OF THIS CERTIFIED SURVEY MAP.

<u>Owner(s)</u>	<u>Document(s)</u>	<u>Tax Parcel Number(s)</u>
Gregory T. & Jami L. DeValk	460649	7-00700-12 7-00700-13

OWNERS CERTIFICATE:

As owner, I hereby certify that I caused the land described herein to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map. I also certify that this Certified Survey Map is required to be submitted to the following for approval:
City of Menasha

<u>Gregory T. DeValk</u>	<u>Date</u>	<u>Jami L. DeValk</u>	<u>Date</u>
Owner		Owner	

State of Wisconsin)
Winnebago County) SS

Personally came before me on the _____ day of _____, 20____, the above named owner to be the person who executed the foregoing instrument and acknowledge the same.

Notary Signature _____ Date _____
Commission expires on _____

TREASURER'S CERTIFICATE

I hereby certify that there are no unpaid taxes or special assessments on any of the lands on this certified survey map.

<u>City Treasurer</u>	<u>Date</u>	<u>County Treasurer</u>	<u>Date</u>
-----------------------	-------------	-------------------------	-------------

CITY OF MENASHA APPROVAL CERTIFICATE

I hereby certify that the City of Menasha has approved this certified survey map.

Community Development Member _____ Date _____



Memorandum

TO: Chief Al Auxier
FROM: Office Manager Tara Theisen
DATE: October 19, 2011
RE: 2012 Medical Evaluations

This year the City of Neenah is implementing Health Risk Screenings for employees covered by their health insurance plan in 2012. Due to the City of Neenah being self funded with their health insurance they are starting this program to help them trying to keep the costs of their health insurance low. The intent of this program is to educate employees about their health, to make good decisions and choices for their healthcare and also rewards them for participating in the Health Risk Screening. When speaking to HR Deputy Director Barber about this program, we explored the option of how we could utilize this vendor, who will perform the lab work for their program, and tie it in with our program and see if there is a cost savings.

Currently, we send out RFP's for one vendor and they place a bid for the lab work, physical and other required testing for our firefighters. When exploring the opportunity of working with the City of Neenah's vendor and comparing actual costs of what we paid for the lab work portion of our physicals I am estimating we will be saving \$3,500 by splitting the lab work and the other testing of the physicals.

A request for RFP's was sent out to Theda Care At Work, Affinity Occupational Health and Aurora Occupational Health. They were instructed to bid on the physical and other related test portion of our physicals and were required to accept the lab work results provided from the City of Neenah's vendor for the lab work. Theda Care At Work and Affinity Occupational Health submitted bids for our 2012 program. Both vendors submitted quotes and a spreadsheet showing the costs are attached for review. It is my recommendation to approve the lab work through the City of Neenah's Vendor, Concert Health Resources and to approve the remainder of the physical process through Affinity Occupational Medicine for a total cost of \$17,763.00.

2012 Medical RFP Comparison

Test	Theda Care		Affinity	
	Cost	Total Cost	Cost	Total Cost
Physical	\$67.00	\$4,355.00	\$55.80	\$3,627.00
Respirator Exam	\$31.05	\$2,018.25	\$22.50	\$1,462.50
PFT	\$34.00	\$2,210.00	\$28.80	\$1,872.00
Audiogram	\$17.00	\$1,105.00	\$14.40	\$936.00
EKG	\$85.50	\$5,557.50	\$83.70	\$5,440.50
Chest Xray	\$188.10	\$188.10	\$135.00	\$135.00
Total		\$15,433.85		\$13,473.00
HRA Through Neenah		\$4,290.00		\$4,290.00
Grand Total		\$19,723.85		\$17,763.00

HEALTH RISK ASSESSMENTS & WELLNESS PROPOSAL

Vendor	Option 1	Option 2	Option 3	Option 4	Option 5
					
HRV Services Questionnaire Online or paper (Paper quoted) Included \$10 (bio-impedance method) Venipuncture	Paper HRA Included Included Venipuncture	Online or paper (Paper quoted) Included Included Venipuncture	Paper Included Included Venipuncture	Online or paper (Paper quoted) Included Included Venipuncture	
CHOLESTEROL Cholesterol (fasting) HDL, LDL Venipuncture	Included Included w/Panel A* Included w/Panel B**	Included Included Included	Included Not included (see below) Not included (see below) Included	Included Included Included	
CREATININE Creatinine (fasting) Venipuncture	Panel A includes glucose, ALT, creatinine, cholesterol, triglycerides, HDL, LDL	Total cholesterol, HDL, LDL & triglycerides BUN, creatinine, uric acid, AST, ALT, alk phos, protein, albumin, total bilirubin, globulin, calcium, LDH	Total cholesterol, HDL, LDL & triglycerides N/A	Total cholesterol, HDL, LDL & triglycerides BUN, creatinine, uric acid, AST, ALT, alk phos, protein, albumin, total bilirubin, globulin, calcium, LDH	
ADDITIONAL BLOOD DRAW Minimum 21 participants \$600 minimum site charge if less than 10 participants/site.	15 participants/session	20 participants/session	Screening minimums may apply	16/participants/session	
QUEST \$61 non-Fox Cities locations	\$61/100	\$64.00	\$37.50	\$69.35	
Health risk reports are available for all participants. \$18	Health risk reports are available for all participants. \$20	Health risk reports are available for all participants. \$18	Health risk reports are available for all participants. \$15	Health risk reports are available for all participants. \$25 (engaged par) or \$15 (not engaged)	
Includes venipuncture blood draw, HRA questionnaire, personal health reports. \$61/person - 15 or more/session \$71/person - 7-14/session	Includes venipuncture blood draw, paper HRA questionnaire and reports. Price is for at least 20 at a location. Price includes the \$6/paper.	Approximately six participants/hr = \$10 labor. 30 minutes of set up and take down per examiner will be needed. Additional cost for paper health report - \$17.50 (mailed home).	Two options available: 1) \$69.35 for HRA and biometrics or 2) \$6.75/per eligible for HRA, biometrics and telephonic coaching. Minimum screening quantity is 16/screening session. Price includes online web portal and six service hours to use for anything (presentations, health fairs, etc.). Affinity has waived all set-up fees and additional charges for any off-hour screenings (before 5 am, after 5 pm and Saturday screenings)		

HEALTH RISK ASSESSMENTS & WELLNESS PROPOSAL

Vendor	Option 1	Option 2	Option 3	Option 4	Option 5
HRA Services Health Coaching	 Option 1 \$18 CHR will work with company after HRAs to determine best coaching strategy moving forward. Onsite or telephonic available. Recommends "Staying Connected Program."	 Option 2 \$75/hour Free online coaching available through Ceridian's Lifeworks online iCanChange programs - iCanQuit, iCanRelax, iCanChange, iCanThrive. Additional coaching: \$75/hour. (~3 people/yr). Outlook will work with company after HRAs are completed to determine the best coaching strategy moving forward. Onsite or telephonic available.	 Option 3 Varies (see below) Multiple options available. Personal health program - onsite. Eight hours week, includes reporting, campaigns, educational presentation, communication, \$2,323/month (approx. \$67/hour). Ad hoc coaching - \$72/hour - coaches would vary each time.	 Option 4 \$60/hour \$60/hour for report delivery and ongoing coaching = approx. \$15 for a 15 minute review. A Health Information Center is included at no charge. This is a wall-mounted education display that Aurora maintains monthly.	 Option 5 \$50/hour Onsite or telephonic available. Onsite: \$50/hour for a wellness specialist. \$55/hour (typically can conduct 3 reviews per hour) plus travel and mileage fees. Telephonic: high risk - \$150/par; medium risk - \$100/par; low risk - \$65/par. Participants enrolled but not engaged billed at \$15.
Company Report	Group report plus tracking changes in multi-year participants included. Additional reports available at no extra cost.	Employers will have online access to the aggregate group reports indicating company's overall risks & wellness program interests. Outlook will come onsite to review report and provide recommendations.	Employers will receive an aggregate group report. TheadaCare will come onsite to review report and provide recommendations.	Aggregate report available. HR Insight tool included in pricing. HR Insight is an internet-based financial analysis tool.	Employers will receive an aggregate group report. Vendor will come onsite to review and provide recommendations.
Total/Considered Participants	Varies depending on services	Varies depending on services	Varies depending on services	Varies depending on services	Varies depending on services
Additional Services	\$105.00 Yes	\$111.00 Yes	\$74.00 Yes	\$82.50 + shipping + visit cost Yes	\$122.35 Yes
Online/Telephonic Scheduling	Yes	Yes	Yes	Yes	Yes

Please refer to full service proposals for more detail.

NOTE: Company logos are for information purposes only. Agents are independent and are not affiliated with the company.

Our standard of care and legal duty to the insured in providing insurance products and services is to follow the instructions of the insured in good faith.

This constitutes only a summary of the Health Risk Assessments proposal involved. The actual contract or plan document must be consulted to determine the governing contractual provisions, limitations, or exclusions. There is no guarantee, expressed or implied by Associated Financial Group or vendors of plan provisions or level of payment.



Fee Schedule for NMFR
Effective January 1, 2012

MEDICAL EVALUATIONS	
Service	NMFR Preferred Customer Rate
Complete Physical - Standard components of the physical cannot be broken out and priced individually. Standard Components Include: <ul style="list-style-type: none"> • Comprehensive health history • Blood pressure, pulse, height and weight • Examination with occupational health physician • Eye and ear exam • Mouth and throat exam • Neck exam • Tinels and phalen exam • Neurological exam • Strength and flexibility evaluation. • Lung and heart exam • Range of motion evaluation • Dip UA • Titmus vision acuity test • Medical clearance to participate in the fitness program • Review of indicated age and gender related cancer screens, with identification of unmet screening needs and arrangements made for necessary screenings provided through their private health plan 	\$55.80
OSHA Respirator Questionnaire Form Review <i>Waived if a respiratory physical is conducted</i>	\$22.50
Pulmonary function test	\$28.80
Audiogram	\$14.40
TB skin test	\$14.40
Urinalysis	\$27.90
*CBC with differential	\$45.00
*Comprehensive metabolic panel	\$72.00
EKG	\$83.70
Stress / Cardiology Treadmill with EKG <i>Performed only if deemed medically necessary by the physician</i>	\$315.00
Cardiac Scoring - Affinity recommends substituting the Stress/Cardiology Treadmill with EKG with the Cardiac Scoring Test. This test would only be conducted only if determined medically necessary. Based on previous years, we can estimate that approximately 2 - 3 may be conducted.	\$135.00
Exercise Tolerance Test - Affinity recommends adding this test to all firefighter evaluations.	\$72.00
PA Chest X-Ray (2 views) with Interpretation <i>Performed upon hire and every five years after</i>	\$135.00
Venipuncture (blood draw for labs)	\$12.60
Job analysis - this service is optional and available upon request of NMFR. Affinity can use the current job descriptions provided by NMFR	\$180.00

** Please note that the CBC and comprehensive metabolic panels are only recommended as standard component of a baseline evaluation. Annual CBC and comprehensive metabolic screenings should be conducted upon discretion of the Fire Chief based on the likelihood and frequency of hazardous materials exposure. Therefore, costs for subsequent year panels may be less.*



Fee Schedule for NMFR
Effective January 1, 2012

FITNESS PROGRAM	
Service	NMFR Preferred Customer Rate
Initial evaluation including: • Medical history review • Body composition, muscular strength and endurance, flexibility and biomechanical testing. • Orthopedic screen to identify any muscular imbalances or deficiencies, as well as potential rotator cuff issues, shoulder impingement and range of motion.	\$35.10
Exercise tolerance test – graduated treadmill test utilizing the equipment available at either the NMFR stations or an Affinity Occupational Health clinic	\$72.00
Three personal training/coaching sessions conducted on-site at NMFR stations including: • Warm- up / cool-down • Strength training • Flexibility training • Cardiovascular conditioning • Healthy back exercise program • Safety and injury prevention • Rehabilitation (if necessary)	\$35.10 per session
Reassessment - measure outcomes and set future goals for personal enhancement. Reassessment will include all of the tests administered during the initial evaluation.	\$35.10
Additional personal training sessions	\$45.00

WELLNESS PROGRAM	
Service	NMFR Preferred Customer Rate
Affinity telephonic coaching for employees identified as medium or high risk through the HRA. Includes an initial outreach call and up to nine individual telephonic counseling sessions. <i>Estimated that only approximately 10% - 15% of NMFR staff will require this service</i>	\$135.00
Health promotion resource materials - <i>WellNews</i> monthly newsletter, bulletin board kits, posters, interactive displays, and additional healthy lifestyle tools.	No charge
On-site wellness class and presentations	\$90.00

Additional pricing for services not listed above is available upon request

Proposed Budget for NMFR
Effective January 1, 2012

	Service	Cost	Estimated Participation	Estimated Total Cost
MEDICAL EVALUATION	Complete Physical Exam	\$55.80	65	\$3,627.00
	OSHA Respirator Questionnaire Form Review <i>Waived if a respiratory physical is conducted</i>	\$22.50	65	\$1,462.50
	Pulmonary function test	\$28.80	65	\$1,872.00
	Audiogram	\$14.40	65	\$936.00
	TB skin test	\$14.40	65	\$936.00
	Urinalysis	\$27.90	65	\$1,813.50
	*CBC with differential	\$45.00	65	\$2,925.00
	*Comprehensive metabolic panel	\$72.00	65	\$4,680.00
	EKG	\$83.70	65	\$5,440.50
	Cardiac Scoring - Affinity recommends substituting the Stress/Cardiology Treadmill with EKG with the Cardiac Scoring Test. This test would only be conducted only if determined medically necessary. Based on last year's program we can estimate that approximately 2 - 3 may be conducted.	\$135.00	3	\$405.00
PA Chest X-Ray (2 views) with Interpretation <i>Performed upon hire, every five years or when required upon results of PFT</i>	\$135.00	Baseline, every five years or when required upon results of PFT	Will vary depending on number of new hires or those required upon PFT results	
Venipuncture (blood draw for labs)	\$12.60	65	\$819.00	
FITNESS	Initial evaluation including: • Medical history review • Body composition, muscular strength and endurance, flexibility and biomechanical testing. • Orthopedic screen to identify any muscular imbalances or deficiencies, as well as potential rotator cuff issues, shoulder impingement and range of motion.	\$35.10	65	\$2,281.50
	Exercise tolerance test – graduated treadmill test utilizing the equipment available at either the NMFR stations or an Affinity Occupational Health clinic.	\$72.00	65	\$4,680.00
	Three personal training/coaching sessions conducted on-site at NMFR stations including: • Warm- up / cool-down • Strength training • Flexibility training • Cardiovascular conditioning • Healthy back exercise program • Safety and injury prevention • Rehabilitation (if necessary)	\$35.10 per session	65	\$6,844.50
	Reassessment - measure outcomes and set future goals for personal enhancement. Reassessment will include all of the tests administered during the initial evaluation.	\$35.10	65	\$2,281.50
	Additional coaching sessions	\$45.00	10	\$450.00
WELLNESS	Affinity telephonic coaching for employees identified as medium or high risk through the HRA. Includes an initial outreach call and up to nine individual telephonic counseling sessions. <i>Estimated that only approximately 10% - 15% of NMFR staff will require this service</i>	\$135.00	6	\$810.00
	On-site wellness class and presentations	\$90.00	3	\$270.00

* Please note that the CBC and comprehensive metabolic panels are only recommended as standard component of a baseline evaluation. Annual CBC and comprehensive metabolic screenings should be conducted upon discretion of the Fire Chief based on the likelihood and frequency of hazardous materials exposure. Based upon previous years' programming and recommendations, all firefighting personnel have had these tests conducted annually.

TOTALS

Estimate 1 - cost when current employees are due for chest x-rays	\$51,039.00
Estimate 2 - cost when current employees do not require chest x-rays	\$42,534.00

Assumes all employees have had baseline testing. May vary slightly if exposure indicates the need to administer a CBC or Comprehensive Metabolic Panel.

Baseline cost for a new hire (includes all components of the Medical Evaluation and all Fitness components)	\$939.60
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CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 10/14/11-11/3/11 Checks # 31300-31515	\$ 1,190,371.46
Payroll Checks for 10/20/11-11/3/11	<u>287,450.58</u>
Total	\$ 1,477,822.04

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: 10/14/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MINNESOTA LIFE INSURANCE COMPANY	31300	10/14/2011		100-0000-204.07-00	2,449.74	November, 2011
					2,449.74	
ONE COMMUNICATIONS	31302	10/14/2011		100-0402-513.22-01	7.03	October, 2011
				100-0201-512.22-01	5.71	October, 2011
				100-0000-123.00-00	14.97	October, 2011
				100-0203-512.22-01	14.23	October, 2011
				100-0304-562.22-01	23.22	October, 2011
				100-1001-514.22-01	74.61	October, 2011
				100-0401-513.22-01	33.57	October, 2011
				731-1022-541.22-01	26.56	October, 2011
				100-0903-531.22-01	47.53	October, 2011
				743-0403-513.22-01	17.36	October, 2011
				100-0601-551.22-01	174.13	October, 2011
				100-0101-511.22-01	9.14	October, 2011
				100-0702-552.22-01	29.01	October, 2011
				100-0703-553.22-01	48.22	October, 2011
				100-0202-512.22-01	15.06	October, 2011
				100-0801-521.22-01	269.17	October, 2011
				100-1002-541.22-01	44.58	October, 2011
				100-0920-531.22-01	14.05	October, 2011
				100-1008-541.22-01	3.71	October, 2011
				100-0502-522.22-01	42.82	October, 2011
			207-0000-123.00-00	32.79	October, 2011	
			100-0000-123.00-00	286.57	October, 2011	
				1,234.04		

3,683.78

AP Check Register
Check Date: 10/20/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACC PLANNED SERVICE INC	31303	10/20/2011	6019	472-0501-522.82-01	24,508.60	HVAC Equip Upgrade Public Protection Bldg
				472-0000-201.04-00	887.18	HVAC Equip Upgrade Public Protection Bldg
				472-0801-521.82-01	33,845.20	HVAC Equip Upgrade Public Protection Bldg
				Total for check: 31303	59,240.98	
ACCENT BUSINESS SOLUTIONS INC	31304	10/20/2011	20233	100-1001-514.24-01	433.03	Contract 2nd Floor Copier
				Total for check: 31304	433.03	
ADVANTAGE POLICE SUPPLY INC	31305	10/20/2011	1749	100-0801-521.30-15	4,172.00	Police Vests
				Total for check: 31305	4,172.00	
ALL-SPORT TROPHY	31306	10/20/2011	44779	100-0702-552.30-18	55.00	Ribbons
				Total for check: 31306	55.00	
AT&T	31307	10/20/2011	920R09453010	100-1001-514.22-01	113.90	Sept 5-Oct 4, 2011
				601-1020-543.22-01	292.50	Sept 5-Oct 4, 2011
				Total for check: 31307	406.40	
BADGER HIGHWAYS CO INC	31308	10/20/2011	155100	625-1010-541.30-18	98.36	Asphalt
				100-1003-541.30-18	98.37	Asphalt
		10/20/2011	155154	100-1003-541.82-02	33,047.27	Asphalt
		10/20/2011	155165	100-1003-541.82-02	1,312.41	Asphalt
		10/20/2011	155169	100-1003-541.82-02	480.00	Tack Coat
			Total for check: 31308	35,036.41		
KYLE BENZ	31309	10/20/2011	SCHOLARSHIP	822-0413-554.30-16	250.00	2011 Semester Hattie F Minor Scholarshi
				Total for check: 31309	250.00	

AP Check Register
Check Date: 10/20/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BERGSTROM	31310	10/20/2011	114642	731-1022-541.38-03	69.53	Test Actuator
			Total for check: 31310		69.53	
BRAZEE ACE HARDWARE	31311	10/20/2011	015191	100-1001-514.30-13	18.98	Wastebasket/Ultra Dawn
			Total for check: 31311		18.98	
BRUCE MUNICIPAL EQUIPMENT INC	31312	10/20/2011	4110043	741-0000-193.00-00	219,880.00	2011 Vactor 2110 Plus-16
			Total for check: 31312		219,880.00	
CDW	31313	10/20/2011	ZTM8727	743-0403-513.30-15	599.70	Emergency Replacement SQL2 Server
			Total for check: 31313		599.70	
CON-COR COMPANY INC	31314	10/20/2011	87282	625-1010-541.30-18	374.50	Water Swivel
			Total for check: 31314		374.50	
CULLIGAN WATERCARE SERVICES	31315	10/20/2011		100-1001-514.20-01	17.85	Rental/October Service
				731-1022-541.30-13	5.95	Rental/October Service
			Total for check: 31315		23.80	
DIGICORPORATION	31316	10/20/2011	115928	100-1008-541.29-01	198.00	Signs & Laminates
			Total for check: 31316		198.00	
DNTLWORKS EQUIPMENT CORPORATION	31317	10/20/2011	18962	100-0916-531.30-15	3,304.00	Patient Chair/Case
			Total for check: 31317		3,304.00	
FONDY AUTO ELECTRIC	31318	10/20/2011	A83449	731-1022-541.38-03	115.59	Capacitor/21SI ALT
			Total for check: 31318		115.59	

AP Check Register
Check Date: 10/20/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FOX VALLEY TRUCK	31319	10/20/2011	495102	731-1022-541.38-03	43.72	Pump Kit
			Total for check: 31319			43.72
GENE FREDERICKSON TRUCKING & EXCAV	31320	10/20/2011	RETURN BOND	100-0000-201.03-00	2,000.00	Return Bond/626 Fifth
			Total for check: 31320			2,000.00
GALLS	31321	10/20/2011	511648752	100-0801-521.29-05	83.00	Filler Panel/Bracket
			Total for check: 31321			83.00
GAT SUPPLY INC	31322	10/20/2011	00221904	100-1008-541.30-18	36.00	Red LED Red Flare
			00222102	100-1003-541.30-18	112.50	Brick Texture Mat
				100-1009-541.30-18	112.50	Brick Texture Mat
Total for check: 31322				261.00		
HENES & HENES LTD	31323	10/20/2011	30826	100-0402-513.21-07	300.00	Transcript Fees Board of Review 6/2/11
			Total for check: 31323			300.00
INTERSTATE BATTERY OF GREEN BAY	31324	10/20/2011	90071112	731-1022-541.38-03	172.90	MT-78 & MTP-34
			Total for check: 31324			172.90
STEWART JACKSON	31325	10/20/2011		743-0403-513.33-01	11.25	September Travel Expenses
			Total for check: 31325			11.25
PATRICK JAMES	31326	10/20/2011		743-0403-513.33-01	58.95	August Travel Expenses
				743-0403-513.33-01	288.00	September Travel Expenses
			Total for check: 31326			346.95

AP Check Register
Check Date: 10/20/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LEVENHAGEN CORPORATION	31327	10/20/2011	043710A-IN	731-1022-541.30-18	400.80	Ultra Red 2
	Total for check: 31327				400.80	
MATTHEWS TIRE & SERVICE CENTER	31328	10/20/2011	40272	731-1022-541.38-02	31.01	Flat Repair
	40273	10/20/2011	40273	731-1022-541.38-02	51.00	Used Tire/Valve/Mount
	Total for check: 31328				82.01	
KELLY MCCARTHY BUILDERS &	31329	10/20/2011		263-0306-562.70-01	5,238.50	CDBG
	Total for check: 31329				5,238.50	
MENARDS-APPLETON EAST	31330	10/20/2011	66213	100-0703-553.30-18	19.90	Paint Buckets
	Total for check: 31330				19.90	
MENASHA EMPLOYEES CREDIT UNION	31331	10/20/2011	20111020	100-0000-202.05-00	14,393.00	PAYROLL SUMMARY
	Total for check: 31331				14,393.00	
MENASHA JOINT SCHOOL DISTRICT	31332	10/20/2011	MOBILE HOME	100-0000-412.00-00	6,257.58	October Mobile Home
	Total for check: 31332				6,257.58	
MENASHA POLICE DEPARTMENT	31333	10/20/2011		100-0801-521.30-18	3.15	Petty Cash Reimbursement Supplies
				100-0801-521.34-04	4.00	Petty Cash Reimbursement Training/Other Expense
				100-0801-521.33-03	50.90	Petty Cash Reimbursement Travel/Meals/Lodging
	Total for check: 31333				58.05	
MENASHA UTILITIES	31336	10/20/2011		100-1001-514.22-03	24.74	901 Airport Road/Elec
				100-1001-514.22-05	12.11	901 Airport Road/Water
				100-1001-514.22-06	6.25	901 Airport Road/Storm
				100-0801-521.22-03	20.83	430 First/Electric
				731-1022-541.22-06	62.50	981 Plank Road/Storm
			100-1008-541.22-03	170.15	Electric	

AP Check Register
Check Date: 10/20/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	31336...	10/20/2011...	...	100-1008-541.22-05	50.09	Water
				601-1020-543.22-03	22.15	Electric
				100-0704-552.22-03	292.75	Electric
				100-0704-552.22-05	431.92	Water
				731-1022-541.22-03	886.53	Electric
				731-1022-541.22-05	333.13	Water
				731-1022-541.22-06	767.50	Storm
				266-1028-543.22-06	73.12	Storm
				100-0801-521.22-03	1,438.21	Electric
				100-0801-521.22-05	247.98	Water
				100-0801-521.22-06	62.71	Storm
				100-0000-123.00-00	1,041.47	Electric
				100-0000-123.00-00	179.58	Water
				100-0000-123.00-00	45.41	Storm
				100-0601-551.22-03	3,611.95	Electric
				100-0601-551.22-05	587.57	Water
				100-0601-551.22-06	103.75	Storm
				207-0707-552.22-05	224.23	Water
				100-1019-552.22-03	162.04	Electric
				100-1019-552.22-05	12.11	Water
				100-0000-123.00-00	6.15	Electric
				100-0703-553.22-03	1,376.11	Electric
				100-0703-553.22-05	40.70	Water
			100-0703-553.22-06	280.61	Storm	
			100-0305-562.22-06	7.50	Storm	
		10/20/2011	003770	100-1008-541.25-01	193.74	Garfield & Washington Replace Signal Light
		10/20/2011	003771	625-0401-513.25-01	1,053.10	Storm Water, August 2011
		10/20/2011	003772	601-1021-543.25-01	17,083.29	Sewer Charge, August 2011
			Total for check: 31336		30,911.98	
MENDOZA, JOSE	31337	10/20/2011	MENDOZA	100-0000-201.10-00	100.00	Deposit Exc Permit 10620 Jose Mendoza
			Total for check: 31337		100.00	

AP Check Register
Check Date: 10/20/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MORTON SAFETY	31338	10/20/2011	612384	731-1022-541.30-18	218.55	218.55 Safety Equipment/New Hire
			Total for check: 31338		<u>218.55</u>	
NEENAH-MENASHA MUNICIPAL COURT	31339	10/20/2011		100-0000-201.03-00	328.00	Bond/MEPD 11-225
				100-0000-201.03-00	328.00	Bond/MEPD 11-310
				100-0000-201.03-00	202.00	Bond/MEPD #11-3357
				100-0000-201.03-00	139.00	Bond/MEPD #11-327
				100-0000-201.03-00	139.00	Bond/MEPD #11-3195
			Total for check: 31339		<u>1,136.00</u>	
OUTAGAMIE COUNTY	31340	10/20/2011	90283	100-0805-521.25-01	2,090.00	Lodging May-August, 2011
			Total for check: 31340		<u>2,090.00</u>	
PACKER CITY INTERNATIONAL	31341	10/20/2011	3-212700092	731-1022-541.38-03	12.22	12.22 Air Filter
			Total for check: 31341		<u>12.22</u>	
PSS WORLD MEDICAL INC	31342	10/20/2011	81115472	100-0903-531.30-18	108.23	108.23 Medical Supplies
			Total for check: 31342		<u>108.23</u>	
QUALITY PRINTING COMPANY INC	31343	10/20/2011	A24324	100-0703-553.29-01	731.00	731.00 Daily Launch Envelopes
			Total for check: 31343		<u>731.00</u>	
ROLAND MACHINERY EXCHANGE	31344	10/20/2011	21066473	731-1022-541.29-04	5,823.73	5,823.73 Repair
			Total for check: 31344		<u>5,823.73</u>	
DIANE SCHABACH	31345	10/20/2011		207-0707-552.21-06	10,875.00	10,875.00 Harbormaster Contract
			Total for check: 31345		<u>10,875.00</u>	

AP Check Register
Check Date: 10/20/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SKID & PALLET	31346	10/20/2011	028124	100-0703-553.30-18	40.00	Mulch
	Total for check: 31346				40.00	
R A SMITH NATIONAL INC	31347	10/20/2011	103200	100-0703-553.21-02	664.00	Gilbert Mill Site DevelopEngineering
	Total for check: 31347				664.00	
SPORTS GRAPHICS	31348	10/20/2011	91511CAP	100-0801-521.19-03	12.40	Caps
	Total for check: 31348				12.40	
STAPLES ADVANTAGE	31349	10/20/2011	3161318599	100-1002-541.30-10	9.97	Office Supplies
				100-0702-552.30-10	4.30	Office Supplies
				100-0304-562.30-10	9.87	Office Supplies
				100-1001-514.30-10	167.10	Office Supplies
				625-1002-541.30-10	3.32	Office Supplies
Total for check: 31349				194.56		
TREEO'S TREE SERVICE INC	31350	10/20/2011	2549	100-0706-561.20-06	195.00	Grind Stumps
	Total for check: 31350				195.00	
TWIN CITY MONUMENT	31351	10/20/2011	TWIN CITY	100-0000-201.03-00	725.00	Replace Ck 31291 Error
	Total for check: 31351				725.00	
UNIFIRST CORPORATION	31352	10/20/2011	097 0096443	731-1022-541.20-01	111.69	Mats/Shirts/Coveralls
	Total for check: 31352				111.69	
UNITED WAY FOX CITIES	31353	10/20/2011	20111020	100-0000-202.09-00	113.16	PAYROLL SUMMARY
	Total for check: 31353				113.16	
VERIZON WIRELESS	31354	10/20/2011	2637671856	601-1020-543.22-01	122.42	Sept 3 - Oct 2 Charges

AP Check Register
Check Date: 10/20/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VERIZON WIRELESS...	31354...	10/20/2011...	2637671856...	625-1010-541.22-01	122.42	Sept 3 - Oct 2 Charges
				100-0703-553.22-01	(28.94)	Sept 3 - Oct 2 Charges
			Total for check: 31354		215.90	
WE ENERGIES	31355	10/20/2011		100-0903-531.22-04	9.34	316 Racine Street
				100-0703-553.22-03	7.86	Electricity/North St
			Total for check: 31355		17.20	
WIL-KIL PEST CONTROL	31356	10/20/2011	1915475	100-1019-552.21-06	26.00	Racine St. Tender House
		10/20/2011	1915981	100-1019-552.21-06	104.00	Racine & Tayco St Bridge
			Total for check: 31356		130.00	
WINNEBAGO COUNTY CLERK OF COURTS	31357	10/20/2011		100-0000-201.03-00	150.00	Bond/MEPD #11-3331
				100-0000-201.03-00	150.00	Bond/MEPD #11-3351
			Total for check: 31357		300.00	
WINNEBAGO COUNTY REGISTER OF DEEDS	31358	10/20/2011		263-0306-562.70-01	30.00	356 Grandview Avenue
			Total for check: 31358		30.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31359	10/20/2011	20111020	100-0000-202.06-00	260.00	PAYROLL SUMMARY
			Total for check: 31359		260.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31360	10/20/2011	20111020	100-0000-202.07-00	271.05	PAYROLL SUMMARY
			Total for check: 31360		271.05	

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<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>
WISCONSIN SUPPORT COLLECTIONS	31361	10/20/2011	20111020	100-0000-202.03-00	1,317.32	PAYROLL SUMMARY
			Total for check: 31361		<u>1,317.32</u>	
					<u>410,450.57</u>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	31362	10/27/2011	1115078	731-1022-541.30-18	20.34	Shop Supplies
		10/27/2011	1115351	731-1022-541.30-18	334.84	Shop Supplies
		10/27/2011	1115353	731-1022-541.30-18	151.14	Shop Supplies
		10/27/2011	1115355	731-1022-541.30-18	143.38	Shop Supplies
			Total for check: 31362		649.70	
AIRGAS NORTH CENTRAL	31363	10/27/2011	105782879	731-1022-541.21-06	68.22	Cylinder Balances
		10/27/2011	105804686	731-1022-541.30-18	65.47	Oxygen/Hazardous Material
		10/27/2011	105804687	731-1022-541.30-18	33.00	Wht Custom Bl
			Total for check: 31363		166.69	
CITY OF APPLETON	31364	10/27/2011	201352	100-0302-542.25-01	15,683.00	Valley Transit/Oct. 2001
			Total for check: 31364		15,683.00	
ARING EQUIPMENT CO INC	31365	10/27/2011	391239	731-1022-541.38-03	114.80	Hour Counter
		10/27/2011	391254	100-1003-541.30-15	155.11	Slope Meter
			Total for check: 31365		269.91	
ASSOCIATED APPRAISAL CONSULTANTS	31366	10/27/2011	11496	100-0402-513.30-11	(24.84)	Overpaid Ck #30693
		10/27/2011	11795	100-0402-513.21-09	4,841.67	September Professional Services
		10/27/2011	11796	100-0402-513.30-11	4.40	September Professional Services
		10/27/2011	11796	100-0402-513.21-04	59.76	Internet Posting 6640 Parcels
			Total for check: 31366		4,880.99	
BADGER HIGHWAYS CO INC	31367	10/27/2011	155198	100-1003-541.82-02	17,369.95	Asphalt
		10/27/2011	155279	601-1020-543.30-18	6,238.60	Asphalt
		10/27/2011	155279	100-1003-541.82-02	25,791.17	Asphalt
		10/27/2011	155303	601-1020-543.30-18	2,091.23	Asphalt
		10/27/2011	155303	100-1003-541.82-02	1,200.00	Tack Coat
		Total for check: 31367		52,690.95		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAHCALL RUBBER CO INC	31368	10/27/2011	550448-001	731-1022-541.38-03	463.34	Return Line/Hose/Valve
			552687-001	731-1022-541.38-03	915.86	Hoses
			552687-002	731-1022-541.38-03	367.43	Roll Forms/Crimp Fittings
			Total for check: 31368			
BECK ELECTRIC INC	31369	10/27/2011	H117	100-0703-553.24-03	42.50	Jefferson Park
			H118	100-0703-553.24-03	108.43	Smith Park
			H119	601-1020-543.21-06	65.00	Third/Kargas Lift Station
			H120	731-1022-541.24-03	296.48	Gate Repair
Total for check: 31369				512.41		
CAREW CONCRETE & SUPPLY CO INC	31370	10/27/2011	885768	625-1010-541.30-18	222.50	Concrete
			886509	100-1004-541.30-18	563.45	Concrete
			Total for check: 31370			
CDW GOVERNMENT INC	31371	10/27/2011	ZWD8813	100-0801-521.30-10	21.67	RAM Memory/Two MDCs
			ZWP2093	100-0801-521.30-10	63.88	RAM Memory/Two MDCs
			Total for check: 31371			
COMMUNITY HOUSING COORDINATOR	31372	10/27/2011	151	100-0304-562.21-06	1,800.00	Housing Plan
			152	263-0306-562.70-01	790.27	CDBG Program
			Total for check: 31372			
CRESCENT ELECTRIC SUPPLY COMPANY	31373	10/27/2011	087-354725-00	100-0703-553.30-18	77.80	Curtis Reed Square
			Total for check: 31373			
CUMINGS ELECTRIC	31374	10/27/2011	CUMINGS	100-0000-422.02-00	56.00	Dup Permit 4538-11-10E 337 Grandview
			Total for check: 31374			
DIGICORPORATION	31375	10/27/2011	116065	100-0000-134.00-00	(96.40)	Envelopes & Letterhead

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DIGICORPORATION...	31375...	10/27/2011...	116065...	100-0702-552.29-01	231.40	Envelopes & Letterhead
		10/27/2011	116066	100-0000-134.00-00	(65.40)	Envelopes & Letterhead
		10/27/2011	116067	100-0304-562.29-01	156.40	Envelopes & Letterhead
				100-0000-134.00-00	(19.74)	Business Cards
				100-1001-514.29-01	50.58	Business Cards
			100-0304-562.29-01	101.16	Business Cards	
			Total for check: 31375		358.00	
DLT SOLUTIONS LLC	31376	10/27/2011	4117357A	743-0403-513.24-04	3,975.89	AutoCAD Subscriptions AutoCAD Support
			Total for check: 31376		3,975.89	
DUMKE & ASSOCIATES &	31377	10/27/2011		100-0903-531.29-06	2,077.50	Rental/316 Racine Street
			Total for check: 31377		2,077.50	
FERRELLGAS	31378	10/27/2011	1050221660	266-1027-543.21-06	57.69	Cylinders
			Total for check: 31378		57.69	
FONDY AUTO ELECTRIC	31379	10/27/2011	A83886	731-1022-541.38-03	249.37	Auto Parts
			Total for check: 31379		249.37	
FUN PROS LLC	31380	10/27/2011	2008-495	100-0000-201.15-00	250.00	Halloween/Downtown Square
			Total for check: 31380		250.00	
GAT SUPPLY INC	31381	10/27/2011	09222102	100-1003-541.30-18	5.10	Freight
				100-1009-541.30-18	5.09	Freight
			Total for check: 31381		10.19	

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GOOD ARMSTRONG TRAINING & CONSULTIN	31382	10/27/2011	10784	100-0904-531.34-02	200.00	Training/Todd Drew
			Total for check: 31382		200.00	
GRAINGER INC	31383	10/27/2011	9646090655	100-1001-514.30-13	31.73	Label/Roll
			Total for check: 31383		31.73	
GRAPHIC TICKETS & SYSTEMS	31384	10/27/2011	1122	100-0801-521.29-01	979.00	Envelopes/Parking Books
			Total for check: 31384		979.00	
HORN PRECAST	31385	10/27/2011	4012	625-1010-541.30-18	88.00	Risers
			Total for check: 31385		88.00	
INTERSTATE BATTERY OF GREEN BAY	31386	10/27/2011	181480	731-1022-541.38-03	272.85	Batteries
		10/27/2011	90071387	731-1022-541.38-03	452.80	Paris
			Total for check: 31386		725.65	
JX ENTERPRISES INC	31387	10/27/2011	G-212650002	731-1022-541.38-03	23.50	Kit
		10/27/2011	G-212780023	731-1022-541.38-03	40.52	Heated Mirror
			Total for check: 31387		64.02	
KAEMPFER & ASSOCIATES INC	31388	10/27/2011	16224	601-1020-543.21-02	1,471.72	Project E145-01.07 Professional Services
		10/27/2011	16225	601-1020-543.21-02	181.54	Project E145-07.01 Professional Services
		10/27/2011	16226	601-1020-543.21-02	557.96	Project E145-09.01 Professional Services
		10/27/2011	16227	601-1020-543.21-02	1,496.25	Project E145-10.01 Professional Services
		10/27/2011	16228	601-1020-543.21-02	1,750.93	Project E145-10.09 Professional Services
		Total for check: 31388		5,458.40		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KJ WASTE SYSTEMS INC	31389	10/27/2011		266-1027-543.21-06	682.00	Recycle/Container Rental
				Total for check: 31389	682.00	
KUNDINGER FLUID POWER INC	31390	10/27/2011		50155800	180.26	Hose Assembly/Parkrimp
				Total for check: 31390	180.26	
MENARDS-APPLETON EAST	31391	10/27/2011		100-0703-553.24-03	131.52	RV Antifreeze
				100-0703-553.30-18	71.00	Elastomeric
				100-0703-553.30-18	(11.94)	Return Paint Buckets
				Total for check: 31391	190.58	
MENASHA EMPLOYEES CREDIT UNION	31392	10/27/2011		100-0000-202.05-00	1,607.00	PAYROLL SUMMARY
				Total for check: 31392	1,607.00	
MENASHA UTILITIES	31393	10/27/2011		003782	307.05	Sept Bulk Water Sale
				STREET LIGHTING	15,390.80	September, 2011
				Total for check: 31393	15,697.85	Public Street Lighting
MODERN BUSINESS MACHINES	31394	10/27/2011		100-1001-514.24-04	280.50	Contract
				26262371	157.09	Contract
				Total for check: 31394	437.59	
MONROE TRUCK EQUIPMENT INC	31395	10/27/2011		662363	97.96	Valve/In-Line Check
				Total for check: 31395	97.96	
MS CONCRETE LLC	31396	10/27/2011		100-1003-541.82-02	1,596.00	Concrete Apron & Sidewalk
				Total for check: 31396	1,596.00	
NEENAH-MENASHA MUNICIPAL COURT	31397	10/27/2011		100-0000-201.03-00	139.00	Bond/MEPD #11-212

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NEENAH-MENASHA MUNICIPAL COURT...	31397...	10/27/2011...	...	100-0000-201.03-00	124.60	Bond/MEPD #11-294
				100-0000-201.03-00	139.00	Bond/MEPD #11-331
			Total for check: 31397		402.60	
CITY OF NEENAH	31398	10/27/2011		100-0501-522.25-01	257,692.00	Fire/Rescue Services
			Total for check: 31398		257,692.00	
NETWORK HEALTH SYSTEM INC	31399	10/27/2011	276278	100-0202-512.21-05	344.00	Employee Physical/Drug September, 2011
			Total for check: 31399		344.00	
NIELSON COMMUNICATIONS	31400	10/27/2011	FV11-26817	731-1022-541.21-06	230.00	FAA & FCC
			Total for check: 31400		230.00	
OFFICE DEPOT	31401	10/27/2011	2084930	100-0202-512.30-10	75.90	Office Supplies
				100-0000-201.15-00	11.74	Farm Market
			Total for check: 31401		87.64	
OGDEN PLUMBING & HEATING INC	31402	10/27/2011	64715	100-0920-531.24-03	932.61	Senior Ctr Water Heater
			Total for check: 31402		932.61	
PACKER CITY INTERNATIONAL	31403	10/27/2011	3-212780052	731-1022-541.38-03	37.62	Mirror
			Total for check: 31403		37.62	
REDI-WELDING CO	31404	10/27/2011	14284	731-1022-541.30-18	559.42	Plow Frame/Tubing
			Total for check: 31404		559.42	
ROCK COUNTY CLERK OF COURTS	31405	10/27/2011		100-0000-201.03-00	250.00	Bond/Menasha #11-3414
			Total for check: 31405		250.00	

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DR TERESA RUDOLPH	31406	10/27/2011		100-0903-531.21-05	150.00	November Services
			Total for check: 31406		150.00	
J A SEXAUER	31407	10/27/2011	253261077	100-0703-553.24-03	217.50	Deadbolt & Knob
			Total for check: 31407		217.50	
SUNGARD PUBLIC SECTOR INC	31408	10/27/2011	42218	100-0403-513.24-04	2,678.00	Contract Maintenance
			Total for check: 31408		2,678.00	
THEDACARE	31409	10/27/2011		100-0801-521.21-05	168.00	Venipuncture
			Total for check: 31409		168.00	
UNIFIRST CORPORATION	31410	10/27/2011	097 0096905	731-1022-541.20-01	111.69	Uniforms/Towels/Mats/Mops
			Total for check: 31410		111.69	
WC INDUSTRIAL SUPPLY COMPANY	31411	10/27/2011	0015468-IN	731-1022-541.38-03	91.80	Flange
		10/27/2011	0015477-IN	731-1022-541.38-03	55.11	Flange
		10/27/2011	0015488-IN	731-1022-541.38-03	123.12	Bearings
			Total for check: 31411		270.03	
WE ENERGIES	31412	10/27/2011		100-1001-514.22-04	24.65	901 Airport Rd
				100-0703-553.22-04	8.41	2170 Plank Rd/Gas Charges
				100-0000-123.00-00	36.21	N-M Fire
				100-1001-514.22-04	147.26	City Hall
				100-0801-521.22-04	50.01	Police
				100-0920-531.22-04	8.99	Senior Center
			100-0601-551.22-04	143.75	Library	
			100-0703-553.22-04	106.18	Parks	
			100-0704-552.22-04	27.20	Pool	
			207-0707-552.22-04	26.92	Marina	

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WE ENERGIES...	31412	10/27/2011	...	731-1022-541.22-04	89.95	PWF
			Total for check: 31412		669.53	
WIL-KIL PEST CONTROL	31413	10/27/2011	12273211	100-0920-531.20-07	305.55	Annual Service Fee
			Total for check: 31413		305.55	
WINNEBAGO COUNTY TREASURER	31414	10/27/2011	LF117763	100-1016-543.25-01	11,987.90	September Landfill Fees
				100-1017-543.25-01	4,532.59	September Landfill Fees
			Total for check: 31414		16,520.49	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31415	10/27/2011	20111027	100-0000-202.06-00	260.00	PAYROLL SUMMARY
			Total for check: 31415		260.00	
WISCONSIN DEPT OF JUSTICE	31416	10/27/2011	G3228	100-0202-512.21-06	35.00	
			Total for check: 31416		35.00	
WISCONSIN SUPPORT COLLECTIONS	31417	10/27/2011	20111027	100-0000-202.03-00	440.23	PAYROLL SUMMARY
			Total for check: 31417		440.23	
YMCA OF THE FOX CITIES	31418	10/27/2011		100-0000-201.13-00	367.46	Close Account Balance
			Total for check: 31418		367.46	
CORE COMMERCIAL INC	31419	10/27/2011		492-0304-562.21-06	28,832.00	Broker Commission
			Total for check: 31419		28,832.00	
					426,771.90	

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ALL-SPORT TROPHY	31420	11/3/2011	44764	100-0601-551.30-16	6.00	PROGRAM SUPPLIES
			Total for check: 31420		6.00	
AMAZON	31422	11/3/2011	023281396231	100-0601-551.30-14	697.50	LIBRARY MATERIALS
		11/3/2011	023653405202	100-0601-551.30-14	59.98	LIBRARY MATERIALS
		11/3/2011	032577365320	100-0601-551.30-14	49.98	LIBRARY MATERIALS
		11/3/2011	057271465650	100-0601-551.30-14	8.94	LIBRARY MATERIALS
		11/3/2011	057272886462	100-0601-551.30-14	47.97	LIBRARY MATERIALS
		11/3/2011	057276471530	100-0601-551.30-14	67.96	LIBRARY MATERIALS
		11/3/2011	05727829586	100-0601-551.30-14	61.72	LIBRARY MATERIALS
		11/3/2011	194230988885	100-0601-551.30-14	48.00	LIBRARY MATERIALS
		11/3/2011	194238984589	100-0601-551.30-14	30.00	LIBRARY MATERIALS
		11/3/2011	194239318431	100-0601-551.30-14	19.97	LIBRARY MATERIALS
		11/3/2011	245260207183	100-0601-551.30-14	118.89	LIBRARY MATERIALS
		11/3/2011	245262775529	100-0601-551.30-14	129.93	LIBRARY MATERIALS
		11/3/2011	245268750755	100-0601-551.30-14	37.99	LIBRARY MATERIALS
		11/3/2011	272963079520	100-0601-551.30-14	49.98	LIBRARY MATERIALS
		11/3/2011	272963782423	100-0601-551.30-14	20.00	LIBRARY MATERIALS
		11/3/2011	272965699804	100-0601-551.30-14	17.49	LIBRARY MATERIALS
		11/3/2011	272969506489	100-0601-551.30-14	19.97	LIBRARY MATERIALS
		11/3/2011	272969674891	100-0601-551.30-14	10.76	LIBRARY MATERIALS
		11/3/2011	272969842830	100-0601-551.30-14	19.97	LIBRARY MATERIALS
		11/3/2011	275390083565	100-0601-551.30-14	13.59	LIBRARY MATERIALS
		11/3/2011	27539020251	100-0601-551.30-14	5.49	LIBRARY MATERIALS
		11/3/2011	275393079741	100-0601-551.30-14	773.29	LIBRARY MATERIALS
		11/3/2011	275393553128	100-0601-551.30-14	39.48	LIBRARY MATERIALS
		11/3/2011	275394102515	100-0601-551.30-14	12.36	LIBRARY MATERIALS
		11/3/2011	275397196395	100-0601-551.30-14	63.46	LIBRARY MATERIALS
		11/3/2011	275397360340	100-0601-551.30-14	9.99	LIBRARY MATERIALS
			Total for check: 31422		2,434.66	

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AT&T ADVERTISING SOLUTIONS	31423	11/3/2011	11022011	100-0601-551.22-01	158.40	TELEPHONE UTILITY
				Total for check: 31423	158.40	
AUDIOGO	31424	11/3/2011	430928	100-0601-551.30-14	412.33	LIBRARY MATERIALS
			431549	100-0601-551.30-14	41.24	LIBRARY MATERIALS
			Total for check: 31424	453.57		
BADGER MAILING & SHIPPING SYSTEMS	31425	11/3/2011	39155	100-0601-551.30-11	100.61	POSTAGE SUPPLIES
			Total for check: 31425	100.61		
BAKER & TAYLOR INC	31428	11/3/2011	2026204118	100-0601-551.30-14	240.70	LIBRARY MATERIALS
			2026206412	100-0601-551.30-14	724.71	LIBRARY MATERIALS
			2026207955	100-0601-551.30-14	71.01	LIBRARY MATERIALS
			2026213175	100-0601-551.30-14	37.74	LIBRARY MATERIALS
			2026216378	100-0601-551.30-14	25.64	LIBRARY MATERIALS
			2026222355	100-0601-551.30-14	429.53	LIBRARY MATERIALS
			2026227770	100-0601-551.30-14	45.33	LIBRARY MATERIALS
			2026233200	100-0601-551.30-14	17.05	LIBRARY MATERIALS
			2026234729	100-0601-551.30-14	166.75	LIBRARY MATERIALS
			2026234801	100-0601-551.30-14	14.55	LIBRARY MATERIALS
			2026240987	100-0601-551.30-14	647.65	LIBRARY MATERIALS
			2026245268	100-0601-551.30-14	660.09	LIBRARY MATERIALS
			2026251417	100-0601-551.30-14	16.42	LIBRARY MATERIALS
			2026251635	100-0601-551.30-14	89.43	LIBRARY MATERIALS
			2026255658	100-0601-551.30-14	368.15	LIBRARY MATERIALS
			2026261859	100-0601-551.30-14	460.27	LIBRARY MATERIALS
			2026263704	100-0601-551.30-14	96.78	LIBRARY MATERIALS
2026272959	100-0601-551.30-14	88.99	LIBRARY MATERIALS			
2026274796	100-0601-551.30-14	349.82	LIBRARY MATERIALS			
2026276540	100-0601-551.30-14	34.14	LIBRARY MATERIALS			
2026287381	100-0601-551.30-14	132.54	LIBRARY MATERIALS			
2026291092	100-0601-551.30-14	44.13	LIBRARY MATERIALS			
2026299577	100-0601-551.30-14	85.12	LIBRARY MATERIALS			

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BAKER & TAYLOR INC...	31428...	11/3/2011	2026299825	100-0601-551.30-14	407.15	LIBRARY MATERIALS
			5011623947	100-0601-551.30-14	153.45	LIBRARY MATERIALS
			5011646119	100-0601-551.30-14	62.46	LIBRARY MATERIALS
			164700920	100-0601-551.30-14	17.99	LIBRARY MATERIALS
			164700921	100-0601-551.30-14	46.75	LIBRARY MATERIALS
			164799560	100-0601-551.30-14	46.78	LIBRARY MATERIALS
			165321620	100-0601-551.30-14	20.15	LIBRARY MATERIALS
			165699740	100-0601-551.30-14	17.99	LIBRARY MATERIALS
			166245670	100-0601-551.30-14	102.73	LIBRARY MATERIALS
			166245680	100-0601-551.30-14	20.37	LIBRARY MATERIALS
Total for check: 31428					5,742.36	
BRILLIANCE AUDIO INC	31429	11/3/2011	IN0620556	100-0601-551.30-14	178.65	LIBRARY MATERIALS
			Total for check: 31429			
CDW GOVERNMENT INC	31430	11/3/2011	ZQF2669	100-0601-551.30-10	125.51	OFFICE SUPPLIES
			ZQG3099	100-0601-551.30-10	125.88	OFFICE SUPPLIES
			ZRV2566	100-0601-551.30-10	68.05	OFFICE SUPPLIES
			ZTK3294	100-0601-551.30-10	121.81	OFFICE SUPPLIES
			ZWH0710	100-0601-551.30-10	125.45	OFFICE SUPPLIES
			Total for check: 31430			
CENTER POINT LARGE PRINT	31431	11/3/2011	963211	100-0601-551.30-14	22.17	LIBRARY MATERIALS
			964645	100-0601-551.30-14	22.17	LIBRARY MATERIALS
			Total for check: 31431			
COMMUNICATION SUPPORT	31432	11/3/2011	7416759	100-0601-551.24-03	300.00	BLDG REPAIR MAINTENANCE
			Total for check: 31432			

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CYNTHIA DUGAN	31433	11/3/2011	11022011	100-0000-441.19-00	15.00	COLLECTION FEE REFUN
				Total for check: 31433	15.00	
ELISHA D SMITH PUBLIC LIBRARY	31434	11/3/2011	11022011	100-0601-551.30-14	333.00	LIBRARY MATERIALS
				SH9384	280.00	PROGRAM SUPPLIES
				Total for check: 31434	613.00	
ENERGY CONTROL & DESIGN INC	31435	11/3/2011	0063710-IN	100-0601-551.24-03	904.71	BLDG REPAIR MAINTENANCE
				Total for check: 31435	904.71	
MICHAEL FREDERICK	31436	11/3/2011	543819	100-0601-551.30-14	50.00	LIBRARY MATERIALS
				Total for check: 31436	50.00	
GALE	31437	11/3/2011	17327070	100-0601-551.30-14	107.96	LIBRARY MATERIALS
				17341463	80.77	LIBRARY MATERIALS
				1735095	38.93	LIBRARY MATERIALS
				Total for check: 31437	227.66	
KITZ & PFEIL INC	31438	11/3/2011	0827609590	100-0601-551.24-03	16.16	BLDG REPAIR MAINTENANCE
				0830140213	5.47	BLDG REPAIR MAINTENANCE
				0831140030	11.49	HOUSEKEEPING SUPPLIES
Total for check: 31438	33.12					
KONE INC	31439	11/3/2011	150561228	100-0601-551.24-03	434.00	BLDG REPAIR MAINTENANCE
				220728588	401.28	BLDG REPAIR MAINTENANCE
Total for check: 31439	835.28					
LAPPEN SECURITY PRODUCTS INC	31440	11/3/2011	LSPQ20244	100-0601-551.24-03	1,525.00	BLDG REPAIR MAINTENANCE

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LAPPEN SECURITY PRODUCTS INC...	31440...	11/3/2011	LSPQ20815	100-0601-551.24-03	152.50	BLDG REPAIR MAINTENANCE
			Total for check: 31440		1,677.50	
	31441	11/3/2011	16793	100-0601-551.30-14	104.80	LIBRARY MATERIALS
			Total for check: 31441		104.80	
LIBRARY VIDEO COMPANY	31442	11/3/2011	W01461460001	100-0601-551.30-14	657.09	LIBRARY MATERIALS
			Total for check: 31442		657.09	
	31443	11/3/2011	415261	100-0601-551.34-03	17.75	STAFF IN-SERVICE MEAL
	11/3/2011	415828	100-0601-551.30-16	27.00	PROGRAM SUPPLIES	
	11/3/2011	416521	100-0601-551.30-16	11.40	PROGRAM SUPPLIES	
			Total for check: 31443		56.15	
MIDWEST TAPE	31444	11/3/2011	2615354	100-0601-551.30-14	153.90	LIBRARY MATERIALS
		11/3/2011	2621328	100-0601-551.30-14	138.90	LIBRARY MATERIALS
		11/3/2011	2627973	100-0601-551.30-14	62.96	LIBRARY MATERIALS
		11/3/2011	2633675	100-0601-551.30-14	373.78	LIBRARY MATERIALS
			Total for check: 31444		729.54	
NATIONAL ELEVATOR INSPEC SERVICES	31445	11/3/2011	0036625	100-0601-551.24-03	75.00	BLDG REPAIR MAINTENANCE
			Total for check: 31445		75.00	
NEOPOST USA INC	31446	11/3/2011	47052869	100-0601-551.30-11	96.00	POSTAGE SUPPLIES
			Total for check: 31446		96.00	
OFFICE DEPOT CREDIT PLAN	31447	11/3/2011	1108310030429	100-0601-551.30-10	19.66	OFFICE SUPPLIES
			Total for check: 31447		19.66	

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OLYMPIA BOOK CORP	31448	11/3/2011	343116	100-0601-551.30-14	2,665.11	LIBRARY MATERIALS
			Total for check: 31448		<u>2,665.11</u>	
	31449	11/3/2011	510505	100-0601-551.30-14	557.14	LIBRARY MATERIALS
			Total for check: 31449		<u>557.14</u>	
PROQUEST LLC	31450	11/3/2011	60318231	100-0601-551.30-14	2,604.00	LIBRARY MATERIALS
			Total for check: 31450		<u>2,604.00</u>	
	31451	11/3/2011	1082157509	100-0601-551.30-14	33.75	LIBRARY MATERIALS
			1082210764	100-0601-551.30-14	57.75	LIBRARY MATERIALS
			1082212130	100-0601-551.30-14	60.00	LIBRARY MATERIALS
			1082234986	100-0601-551.30-14	45.00	LIBRARY MATERIALS
			1082260112	100-0601-551.30-14	30.00	LIBRARY MATERIALS
			1082290064	100-0601-551.30-14	298.40	LIBRARY MATERIALS
			1082315581	100-0601-551.30-14	90.00	LIBRARY MATERIALS
			Total for check: 31451		<u>614.90</u>	
RECORDED BOOKS LLC	31452	11/3/2011	74383129	100-0601-551.30-14	263.40	LIBRARY MATERIALS
			74393091	100-0601-551.30-14	99.00	LIBRARY MATERIALS
			Total for check: 31452		<u>362.40</u>	
UNIQUE BOOKS INC	31453	11/3/2011	356224	100-0601-551.30-14	209.67	LIBRARY MATERIALS
			356225	100-0601-551.30-14	204.53	LIBRARY MATERIALS
			356226	100-0601-551.30-14	1,165.08	LIBRARY MATERIALS
			356227	100-0601-551.30-14	146.69	LIBRARY MATERIALS
			356228	100-0601-551.30-14	131.50	LIBRARY MATERIALS
			Total for check: 31453		<u>1,857.47</u>	

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UNIQUE MANAGEMENT SERVICES INC	31454	11/3/2011	215491	100-0000-441.19-00	304.30	COLLECTION AGENCY FEE
			Total for check: 31454		<u>304.30</u>	
UPSTART	31455	11/3/2011	4362465	100-0601-551.30-16	42.40	PROGRAM SUPPLIES
			Total for check: 31455		<u>42.40</u>	
WINNEFOX AUTOMATED LIBRARY SYSTEM	31456	11/3/2011	1731	100-0601-551.24-01	3,528.94	OFFICE EQUIP REPAIR MAINT
			Total for check: 31456		<u>3,528.94</u>	
WINNEFOX LIBRARY SYSTEM	31457	11/3/2011	4258	100-0601-551.30-14	49.00	LIBRARY MATERIALS
			Total for check: 31457		<u>49.00</u>	
WISCONSIN DEPT OF SAFETY & PROF SVC	31458	11/3/2011	272971	100-0601-551.24-03	50.00	BLDG REPAIR MAINTENANCE
			Total for check: 31458		<u>50.00</u>	
MODERN BUSINESS MACHINES	31459	11/3/2011	26262184	100-0601-551.24-04	386.18	SPEC EQUIP REPAIR/MAINT
			Total for check: 31459		<u>386.18</u>	
ACC PLANNED SERVICE INC	31460	11/3/2011	5897	100-0501-522.24-03	241.81	Cross Connection
				100-0801-521.24-03	362.72	Cross Connection
				100-0801-521.24-03	591.34	Police Dept/Disconnect
				100-0501-522.24-03	394.22	Police Dept/Disconnect
				100-0501-522.24-03	43.55	Police Dept/Leak
			100-0801-521.24-03	43.55	Police Dept/Leak	
			Total for check: 31460		<u>1,677.19</u>	
ACCURATE	31461	11/3/2011	1115453	731-1022-541.30-18	12.28	Battery Lugs
			1115467	731-1022-541.38-03	27.55	Headlamp/Mini Lamp
			1115540	731-1022-541.38-03	122.32	Battery Cables/Lugs

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ACCURATE...	31461...	11/3/2011	1115689	731-1022-541.30-18	56.75	Stock & Shop Supplies
			Total for check: 31461		218.90	
BATTERIES PLUS-502	31462	11/3/2011	508-141809	731-1022-541.30-18	7.59	Batteries
			Total for check: 31462		7.59	
BECK ELECTRIC INC	31463	11/3/2011	H121	100-1008-541.24-04	65.00	3rd & Tayco Loop detectors
		11/3/2011	H123	100-1008-541.24-04	265.41	Washington & River St Replace Broken Base
		11/3/2011	H124	100-1008-541.30-18	5.10	Ahnaij Street Repair
		11/3/2011	H125	100-1008-541.24-04	162.50	Ahnaij Street Repair
				100-1008-541.24-04	97.50	Washington & Garfield Replace traffic lights
			Total for check: 31463		595.51	
BERGSTROM	31464	11/3/2011	13904	731-1022-541.38-03	18.95	Screws
			Total for check: 31464		18.95	
BUBRICK'S	31465	11/3/2011	509450	100-0801-521.30-10	150.72	Office Supplies
		11/3/2011	511083	100-0801-521.30-10	345.21	Office Supplies
			Total for check: 31465		495.93	
CARDMEMBER SERVICE	31468	11/3/2011		731-1022-541.38-03	12.55	Cotter Pin PEC Manufacturing
				100-0601-551.30-13	40.44	Michigan Company Lib Sweeper Handle
				100-0903-531.24-03	26.46	Propane Products Health Gen Hinge
				743-0403-513.34-04	12.95	Online Tech Database Experts Exchange LLC
				743-0403-513.30-15	3,997.50	1/2 Payment IT Software Business Oriented Soft
				743-0403-513.24-04	1,148.00	Main/Replace SPAM BlockerBarracuda Networks Inc
				100-0702-552.30-18	27.34	WM Supercenter
				100-0703-553.30-18	14.50	Motomart
				100-0703-553.34-02	300.00	Wisconsin Park.Recreation
				100-0201-512.30-10	3.99	State Bar of Wisconsin
				100-0201-512.34-04	9.35	City of Madison Parking

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CARDMEMBER SERVICE...	31468...	11/3/2011...	...	100-0903-531.34-02	179.00	PESI Healthcare Seminar Registration
				100-0903-531.33-02	15.00	BB CF Fox Valley LIFE Study Rept Breakfast
				100-0903-531.30-18	202.38	Staywell-Krames Medical Kit/Manuals
				100-0601-551.33-02	130.00	Wisconsin Library Assoc
				100-0601-551.30-14	278.95	Barnes & Noble
				743-0403-513.30-15	(123.52)	TEKGUN LLC Return of Cable Printer
				743-0403-513.30-15	(59.58)	Amazon MkiPlace PMTS Return of Dry Erase Board
				743-0403-513.30-15	18.77	Office Max Cable Management Markers
				743-0403-513.30-15	53.99	Office Max Dry Erase Board/IT Intern
				100-0203-512.30-10	40.99	Best Buy
				743-0403-513.30-15	(40.00)	Best Buy Used Gift Card/Recycle
				743-0403-513.30-10	28.98	Office Max Batteries & Label Tape
				743-0403-513.34-03	78.11	Best Western, Hudson GIPAW Conference
				743-0403-513.30-10	44.95	Amazon MkiPlace PMTS LCD Display Cleaning Pack
				743-0403-513.30-15	27.35	Zoro Tools Inc Velcro Tape
				100-0801-521.34-03	45.00	Fox Valley Humane Assoc Animal Behavior Training
				100-0801-521.32-01	150.00	Nat Tactical Officers Ass
				100-0801-521.30-15	126.80	American Flag & Gift Honor Guard Donation Acct
				100-0801-521.30-15	200.99	Lowe's Convection Oven/MWC
				100-0801-521.30-18	91.50	NSC Northern Safety Co Ear Muff/Dewalt 10 Base
				100-0801-521.30-10	383.47	Zelmar Online Google Dictaphone/Headset
				100-0801-521.30-15	429.83	Newegg.com Hard Drive/Camera
				100-0801-521.29-05	71.00	Stay Online C Cord
				100-0601-551.30-19	299.99	Wreath Factory
				100-0601-551.33-02	155.00	WI Library Association
				100-0601-551.33-03	100.00	WI Library Association
				100-0601-551.33-03	231.25	Zuppa's
				100-0601-551.33-02	120.00	WI Library Association
				100-0601-551.33-03	17.00	WI Library Association
				100-0601-551.30-19	136.45	All Affair
					9,026.73	
					Total for check: 31468	
CAREW CONCRETE & SUPPLY CO INC	31469	11/3/2011	886781	100-1004-541.30-18	766.50	Concrete/Expansion Joint
			886782	100-1004-541.30-18	637.50	Concrete

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CAREW CONCRETE & SUPPLY CO INC...	31469...	11/3/2011	887627	100-1004-541.30-18	337.50	1012 London
				625-1010-541.30-18	337.50	1012 London
			887628	100-1004-541.30-18	675.00	9th & Milwaukee
			887889	100-1004-541.30-18	826.68	209 Kaukauna
			Total for check: 31469		3,580.68	
COMMUNITY HOUSING COORDINATOR	31470	11/3/2011		100-0304-562.21-06	1,800.00	Contract October 2011
					Total for check: 31470	1,800.00
FAITH TECHNOLOGIES INC	31471	11/3/2011	458357	100-0801-521.24-03	464.08	Police Dept/Mens Bathroom
					Total for check: 31471	464.08
RICHARD GATZA	31472	11/3/2011		CART DOWNGRADE 100-0000-441.13-00	4.50	Refuse Cart Exchange
				Total for check: 31472	4.50	
GRAPHIC TICKETS & SYSTEMS	31473	11/3/2011	1125	100-0801-521.20-01	1,228.58	Parking Ticket Supplies
					Total for check: 31473	1,228.58
GREEN BOYZ	31474	11/3/2011		100-0801-521.20-06	95.00	Weed Control & Fertilizer Police Dept
					Total for check: 31474	95.00
GUNDERSON UNIFORM & LINEN RENTAL	31475	11/3/2011	1429265	100-0801-521.30-13	31.11	Towels/Mats
			1431009	100-0801-521.30-13	31.28	Mat & Towel Cleaning
					Total for check: 31475	62.39
JOHN'S SAW SERVICE	31476	11/3/2011		731-1022-541.38-03	56.29	Cable/Chasis
				Total for check: 31476	56.29	

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JX ENTERPRISES INC	31477	11/3/2011	G-2122800019	731-1022-541.38-03	113.05	Switch Battery Disc
				Total for check: 31477	113.05	
LAKE AND POND SOLUTIONS CO	31478	11/3/2011	14468	100-0703-553.30-18	569.60	Light Lenses/Gaskets
				Total for check: 31478	569.60	
LAKE PARK VILLAS HOMEOWNERS ASSN	31479	11/3/2011		100-0703-553.21-06	2,455.57	Lake Park Villas Project
				100-0703-553.22-03	197.40	Lake Park Villas Project
				100-1012-541.22-03	35.87	Lake Park Villas Project
				625-1010-541.22-03	991.21	Lake Park Villas Project
Total for check: 31479	3,680.05					
LEGACY DISTRIBUTION	31480	11/3/2011	3069	731-1022-541.30-18	293.85	Gloves/Hip Boot
				Total for check: 31480	293.85	
LEVENHAGEN CORPORATION	31481	11/3/2011	043983A-IN	100-0000-131.00-00	25,572.18	Gas/Diesel
				Total for check: 31481	25,572.18	
MARSHALL & ILSLEY TRUST COMPANY NA	31482	11/3/2011	4019589	100-0202-512.21-06	260.00	Plan Admin Services
				Total for check: 31482	260.00	
MATTHEWS TIRE & SERVICE CENTER	31483	11/3/2011	216098	731-1022-541.38-02	589.76	Tires
				Total for check: 31483	589.76	
MCNEILUS TRUCK & MFG COMPANY	31484	11/3/2011	1708330	731-1022-541.38-03	55.09	Belt/Tire
				Total for check: 31484	55.09	
MENARDS-APPLETON EAST	31485	11/3/2011	70913	100-0702-552.30-18	7.96	Flag Tape
				100-0703-553.30-18	3.98	Flag Tape

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MENARDS-APPLETON EAST...	31485...	11/3/2011	71067	266-1028-543.30-18	121.23	Rakes
	Total for check: 31485				133.17	
MENASHA EMPLOYEES CREDIT UNION	31486	11/3/2011	20111103	100-0000-202.05-00	14,221.00	PAYROLL SUMMARY
	Total for check: 31486				14,221.00	
MENASHA EMPLOYEES CREDIT UNION	31487	11/3/2011	20111103	100-0000-202.10-00	131.44	PAYROLL SUMMARY
	Total for check: 31487				131.44	
MENASHA UTILITIES	31489	11/3/2011		100-1008-541.22-03	294.77	Electric
				100-0000-123.00-00	14.81	Electric
				100-1012-541.22-03	82.46	Electric
				100-0305-562.22-03	19.89	Electric
				100-0305-562.22-06	15.00	Storm
				100-0304-562.22-03	25.95	Electric
				100-1013-541.22-03	52.21	Electric
				100-1013-541.22-06	187.49	Storm
				207-0707-552.22-03	950.04	Electric
				207-0707-552.22-05	81.40	Water
				207-0707-552.22-06	31.87	Storm
				100-0703-553.22-03	1,475.24	Electric
				100-0703-553.22-05	1,271.90	Water
				100-0703-553.22-06	200.61	Storm
				100-1001-514.22-03	1,268.88	Electric
				100-1001-514.22-05	436.95	Water
				743-0403-513.21-04	3,061.36	Outside Services
			100-1014-543.22-06	12.50	Storm	
			100-1019-552.22-03	138.12	Electric	
			100-1019-552.22-05	95.98	Water	
			601-1020-543.22-03	23.54	Electric	
Total for check: 31489				9,740.97		

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MONOPRICE INC	31490	11/3/2011	5177764	743-0403-513.21-04	247.12	Network Cables	
				Total for check: 31490	247.12		
MORTON SAFETY	31491	11/3/2011	618518	601-1020-543.30-18	55.74	Monkey Grip Sfty Cuff	
				100-1016-543.30-18	55.74	Monkey Grip Sfty Cuff	
			Total for check: 31491		111.48		
N&M AUTO SUPPLY	31492	11/3/2011	376256	731-1022-541.38-03	(110.18)	Brake Pads	
				376972	731-1022-541.30-18	38.39	Aerosol
				378847	731-1022-541.38-03	106.09	Oil/Air Filters/Solenoid
				379140	731-1022-541.38-03	5.13	Caliper Housing Bolt
				379253	731-1022-541.38-03	4.96	Coolant Hose
				380268	731-1022-541.38-03	89.34	Fuel Filter
				380362	731-1022-541.38-03	14.64	Oil Filter
				380435	731-1022-541.38-03	28.08	Blower Motor
				Total for check: 31492		176.45	
NEENAH-MENASHA SEWERAGE COMMISSION	31493	11/3/2011	2011-169	601-1021-543.25-01	66,385.45	Nov 2011 Wastewater	
				2011-175	11,293.00	Nov 2011 Interest/Debt	
				Total for check: 31493	77,678.45		
NETWORK HEALTH PLAN	31494	11/3/2011	00477799	100-0000-204.08-00	134,873.31	November 2011 Employees	
				100-0000-204.11-00	12,759.77	November 2011 Retirees/Cobra	
			Total for check: 31494		147,633.08		
PACKER CITY INTERNATIONAL	31495	11/3/2011	3-212790057	731-1022-541.38-03	244.79	Air/Lube Filters/Hub Caps	
				3-212840088	14.99	Air Filter	
				Total for check: 31495	259.78		

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RENS NURSERY RETAIL	31496	11/3/2011		826-0706-561.30-18	1,439.28	Plantings
				Total for check: 31496	1,439.28	
KRISTIN SEWALL	31497	11/3/2011		100-0000-201.15-00	358.02	Farm Market Halloween Pumpkins/Candy
				Total for check: 31497	358.02	
SEH	31498	11/3/2011		625-1010-541.21-04	336.00	PermiTrackMS4
				Total for check: 31498	336.00	
ROBERT STANKE	31499	11/3/2011		OCT 100-0801-521.21-06	2,550.00	Consultant Fee/Oct
				Total for check: 31499	2,550.00	
STAPLES ADVANTAGE	31500	11/3/2011		3162332393 731-1022-541.30-10	31.33	Office Supplies
				100-0703-553.30-10	15.81	Office Supplies
				8019873109 100-1019-552.30-18	6.64	Monitor Wipes
Total for check: 31500	53.78					
TIMMER'S LANDSCAPING LLC	31501	11/3/2011		746 625-1010-541.82-02	4,950.00	820 DePere Street Drain System
				Total for check: 31501	4,950.00	
TRI-COUNTY OVERHEAD DOOR INC	31502	11/3/2011		27719 471-1013-541.24-03	3,495.00	Service Door
				Total for check: 31502	3,495.00	
UNIFIRST CORPORATION	31503	11/3/2011		097 0097391 731-1022-541.20-01	194.67	Uniforms/Towels/Mats/Mops
				Total for check: 31503	194.67	
UNITED WAY FOX CITIES	31504	11/3/2011		20111103 100-0000-202.09-00	108.16	PAYROLL SUMMARY
				Total for check: 31504	108.16	

AP Check Register
Check Date: 11/3/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VISION INSURANCE PLAN OF AMERICA	31505	11/3/2011	104599	100-0000-204.10-00	1,086.60	November 2011 Employees
				100-0000-204.10-00	(4.70)	November 2011 Cobra
				Total for check: 31505	1,081.90	
WC INDUSTRIAL SUPPLY COMPANY	31506	11/3/2011	0015528-IN	731-1022-541.38-03	79.47	Flange Block
				Total for check: 31506	79.47	
WE ENERGIES	31507	11/3/2011		100-1012-541.22-03	2,218.25	Street Lights
				Total for check: 31507	2,218.25	
WE ENERGIES	31508	11/3/2011		267-0102-581.22-04	8.38	198 River Street
				Total for check: 31508	8.38	
WIL-KIL PEST CONTROL	31509	11/3/2011	1944924	100-1019-552.21-06	26.00	Racine St Tender House Rat/Mouse/Spiders
				Total for check: 31509	26.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31510	11/3/2011	20111103	100-0000-202.06-00	220.00	PAYROLL SUMMARY
				Total for check: 31510	220.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31511	11/3/2011	20111103	100-0000-202.07-00	271.05	PAYROLL SUMMARY
				Total for check: 31511	271.05	
WISCONSIN DEPT OF JUSTICE-TIME	31512	11/3/2011	T12081	100-0801-521.21-06	615.00	Terminal MaintenanceAccess/Support
				Total for check: 31512	615.00	
WISCONSIN DEPT OF SAFETY & PROF SVC	31513	11/3/2011	273501	100-1001-514.20-04	50.00	Permit to Operate
				Total for check: 31513	50.00	

AP Check Register
Check Date: 11/3/2011

<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>
WISCONSIN SUPPORT COLLECTIONS	31514	11/3/2011	20111103	100-0000-202.03-00	1,317.32	PAYROLL SUMMARY
			Total for check: 31514		1,317.32	
ZEP SALES & SERVICE	31515	11/3/2011	30468382	731-1022-541.30-18	192.45	Lubeze Drill Chill/ZEP
			Total for check: 31515		192.45	
					349,465.21	

Owner: John Fitting

11/3/11

734 3rd St

Menasha WI 54952

920)727-0859

Pets Names and breeds:

Mason - Cat - Blue Russian

Minka - Cat - Egyptian Mau

Dakota - Cat - Mixed

Kira - Cat - Mixed

Riley - Dog - Pug, Chihuahua mix

Jade - Dog - Chihuahua, Chitzu mix

signatures for 734 3rd st. to keep 4 cats
2 dogs.

Lindsay Jantow
719 3rd St.
Menasha, WI, 54952

Dan Furrer
737 3rd St

MATTHEW MARZ
738 3rd st
MENASHA WI 54952
Mable J

John Fitting
734 3rd St
Menasha WI 54952
~~John Fitting~~

Salwaftis
722 3rd st
menasha WI 54952

Tom Sigala

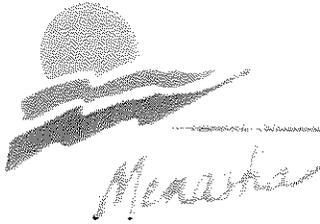
Tom Sigala
732 3rd Street
MENASHA WI 54952

John Anderson
725 3rd st
menasha WI 54952

Rachel Gabe
725 3rd st.
Menasha, WI 54952

Denny Schroeder
142 3rd St
Menasha, WI 54952


731 3rd St.
Menasha, WI 54952



MEMORANDUM

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

FROM: City Comptroller/Treasurer Stoffel

DATE: 11/01/2011

SUBJECT: Loan from Board of Commissioners of Public Lands

On the agenda for this meeting is a resolution authorizing the borrowing of \$900,000 from the Board of Commissioners of Public Lands. The purpose of the loan is to refinance the \$900,000 balloon payment due on March 1, 2012 for TIF # 6 (debt repayment schedule attached).

In order to make this payment in 2012, the City would have to either increase the property tax levy by the \$900,000 amount because TIF # 6 does not have sufficient funds available to meet this payment or do a refinancing. The loan will be for 10 years at 3.75%, very close to the interest rate the promissory notes were originally issued for. If TIF # 6 should have additional funds on hand in the future, they can be used to prepay principal and decrease future interest costs.

My recommendation would to authorize the borrowing and put in place a new debt repayment schedule for the \$900,000 balloon payment.

Series A - 2003 General Obligation
 Promissory Notes - \$4,530,000

Date of Issue:		March 1, 2003
Purpose:	\$1,300,000	TIF #6 (Pechiney Project)
	<u>\$3,230,000</u>	Public Library Renovation
	\$4,530,000	
Discount:	\$49,830.00	1.1%
Interest Rate:	2006	2.750%
	2007	3.250%
	2008	3.250%
	2009	3.250%
	2010	3.500%
	2011	3.500%
	2012	3.600%
	2013	3.700%
		Net Effective Interest Rate – 3.710976%
Bidder Accepted:		Griffin, Kubik Milwaukee (through negotiation)
Paying Agent:		Cede & Co. Depository Trust Company
Principal:		Due on March 1, 2006 and annually thereafter
Interest:		Due on March 1, 2004 and semi-annually thereafter
Callable:		Starting September ^{MARCH} 1, 2014 or on any interest payment date thereafter

Year	Principal <u>3/1</u>	Interest <u>3/1</u>	Interest <u>9/1</u>	Total <u>Interest</u>	Total <u>Payment</u>	Principal <u>Balance</u>
2004	\$ -	\$ 159,910.00	\$ 79,955.00	\$ 239,865.00	\$ 239,865.00	\$ 4,530,000.00
2005	-	79,955.00	79,955.00	159,910.00	159,910.00	4,530,000.00
2006	150,000.00	79,955.00	77,892.50	157,847.50	307,847.50	4,380,000.00
2007	150,000.00	77,892.50	75,455.00	153,347.50	303,347.50	4,230,000.00
2008	300,000.00	75,455.00	70,580.00	146,035.00	446,035.00	3,930,000.00
2009	300,000.00	70,580.00	65,705.00	136,285.00	436,285.00	3,630,000.00
2010	350,000.00	65,705.00	59,580.00	125,285.00	475,285.00	3,280,000.00
2011	400,000.00	59,580.00	52,580.00	112,160.00	512,160.00	2,880,000.00
2012	1,400,000.00	52,580.00	27,380.00	79,960.00	1,479,960.00	1,480,000.00
2013	<u>1,480,000.00</u>	<u>27,380.00</u>	<u>-</u>	<u>27,380.00</u>	<u>1,507,380.00</u>	<u>-</u>
Total	\$ 4,530,000.00	\$ 748,992.50	\$ 589,082.50	\$ 1,338,075.00	\$ 5,868,075.00	

Public Library Renovation

Year	Principal <u>3/1</u>	Interest <u>3/1</u>	Interest <u>9/1</u>	Total <u>Interest</u>	Total <u>Payment</u>	Principal <u>Balance</u>
2004	\$ -	\$ 114,010.00	\$ 57,005.00	\$ 171,015.00	\$ 171,015.00	\$ 3,230,000.00
2005	-	57,005.00	57,005.00	114,010.00	114,010.00	3,230,000.00
2006	150,000.00	57,005.00	54,942.50	111,947.50	261,947.50	3,080,000.00
2007	150,000.00	54,942.50	52,505.00	107,447.50	257,447.50	2,930,000.00
2008	200,000.00	52,505.00	49,255.00	101,760.00	301,760.00	2,730,000.00
2009	200,000.00	49,255.00	46,005.00	95,260.00	295,260.00	2,530,000.00
2010	250,000.00	46,005.00	41,630.00	87,635.00	337,635.00	2,280,000.00
2011	300,000.00	41,630.00	36,380.00	78,010.00	378,010.00	1,980,000.00
2012	500,000.00	36,380.00	27,380.00	63,760.00	563,760.00	1,480,000.00
2013	<u>1,480,000.00</u>	<u>27,380.00</u>	<u>-</u>	<u>27,380.00</u>	<u>1,507,380.00</u>	<u>-</u>
Total	\$ 3,230,000.00	\$ 536,117.50	\$ 422,107.50	\$ 958,225.00	\$ 4,188,225.00	

T.I.F. # 6 (Pechiney Project)

Year	Principal <u>3/1</u>	Interest <u>3/1</u>	Interest <u>9/1</u>	Total <u>Interest</u>	Total <u>Payment</u>	Principal <u>Balance</u>
2004	\$ -	\$ 45,900.00	\$ 22,950.00	\$ 68,850.00	\$ 68,850.00	\$ 1,300,000.00
2005	-	22,950.00	22,950.00	45,900.00	45,900.00	1,300,000.00
2006	-	22,950.00	22,950.00	45,900.00	45,900.00	1,300,000.00
2007	-	22,950.00	22,950.00	45,900.00	45,900.00	1,300,000.00
2008	100,000.00	22,950.00	21,325.00	44,275.00	144,275.00	1,200,000.00
2009	100,000.00	21,325.00	19,700.00	41,025.00	141,025.00	1,100,000.00
2010	100,000.00	19,700.00	17,950.00	37,650.00	137,650.00	1,000,000.00
2011	100,000.00	17,950.00	16,200.00	34,150.00	134,150.00	900,000.00
2012	<u>900,000.00</u>	<u>16,200.00</u>	<u>-</u>	<u>16,200.00</u>	<u>916,200.00</u>	<u>-</u>
Total	\$ 1,300,000.00	\$ 212,875.00	\$ 166,975.00	\$ 379,850.00	\$ 1,679,850.00	

RESOLUTION APPROVING APPLICATION TO BOARD OF COMMISSIONERS OF PUBLIC LANDS TO BORROW \$900,000 FROM THE STATE TRUST FUNDS. AUTHORIZING THE BORROWING AND THE ISSUANCE OF CERTIFICATES OF INDEBTEDNESS AND LEVYING A TAX IN CONNECTION THEREWITH.

The following preamble and resolutions were presented by Alderman _____ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Nine Hundred Thousand And 00/100 Dollars (\$900,000.00)** for the purpose of **refinancing 2003 bond issue** and for no other purpose.

The loan is to be payable within **10** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **3.75** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Menasha** by such loan from the state be applied or paid out for any purpose except **refinancing 2003 bond issue** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the mayor and clerk of the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The mayor and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Passed and approved this _____ day of November, 2011

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi

WB-13 VACANT LAND OFFER TO PURCHASE

1 LICENSEE DRAFTING THIS OFFER ON October 24, 2011 [DATE] IS (AGENT OF BUYER)
2 (AGENT OF SELLER/LISTING BROKER) (AGENT OF BUYER AND SELLER) **STRIKE THOSE NOT APPLICABLE**

3 **GENERAL PROVISIONS** The Buyer, Riverside Building, Inc.,
4 _____, offers to purchase the Property
5 known as [Street Address] See Lines 526 - 527
6 in the City of Menasha, County of Winnebago, Wisconsin (Insert
7 additional description, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525), on the following terms:

8 ■ PURCHASE PRICE: Seventy-Five Thousand
9 _____ Dollars (\$ 75,000.00).
10 ■ EARNEST MONEY of \$ n/a accompanies this Offer and earnest money of \$ 1,000.00
11 will be mailed, or commercially or personally delivered within 5 days of acceptance to listing broker or
12 _____
13 n/a

13 ■ THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise provided below.
14 ■ INCLUDED IN PURCHASE PRICE: Seller is including in the purchase price the Property, all Fixtures on the Property on the
15 date of this Offer not excluded at lines 18-19, and the following additional items: None

16 _____
17 _____
18 ■ NOT INCLUDED IN PURCHASE PRICE: None

20 **CAUTION: Identify Fixtures that are on the Property (see lines 290-294) to be excluded by Seller or which are rented
21 and will continue to be owned by the lessor.**

22 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are
23 included/excluded. Annual crops are not part of the purchase price unless otherwise agreed.**

24 ■ ZONING: Seller represents that the Property is zoned: C-1 General Commercial

25 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical
26 copies of the Offer.

27 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term deadlines
28 running from acceptance provide adequate time for both binding acceptance and performance.**

29 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on
30 or before November 10, 2011. Seller may keep the Property on the
31 market and accept secondary offers after binding acceptance of this Offer.

32 **CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**

33 **OPTIONAL PROVISIONS** TERMS OF THIS OFFER THAT ARE PRECEDED BY AN OPEN BOX () ARE PART OF THIS
34 OFFER ONLY IF THE BOX IS MARKED SUCH AS WITH AN "X." THEY ARE NOT PART OF THIS OFFER IF MARKED "N/A"
35 OR ARE LEFT BLANK.

36 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and
37 written notices to a Party shall be effective only when accomplished by one of the methods specified at lines 38-56.

38 (1) **Personal Delivery:** giving the document or written notice personally to the Party, or the Party's recipient for delivery if
39 named at line 40 or 41.

40 Seller's recipient for delivery (optional): City of Menasha Attention: Greg Keil

41 Buyer's recipient for delivery (optional): Vernon Larsen

42 (2) **Fax:** fax transmission of the document or written notice to the following telephone number:

43 Seller: (920) 967-5272 Buyer: (920) 722-3394

44 (3) **Commercial Delivery:** depositing the document or written notice fees prepaid or charged to an account with a
45 commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery if named at line 40 or 41, for
46 delivery to the Party's delivery address at line 49 or 50.

47 (4) **U.S. Mail:** depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the Party,
48 or to the Party's recipient for delivery if named at line 40 or 41, for delivery to the Party's delivery address at line 49 or 50.

49 Delivery address for Seller: 140 Main Street, Menasha, WI 54952

50 Delivery address for Buyer: 59 Racine Street, Menasha, WI 54952

51 (5) **E-Mail:** electronically transmitting the document or written notice to the Party's e-mail address, if given below at line
52 55 or 56. If this is a consumer transaction where the property being purchased or the sale proceeds are used primarily for
53 personal, family or household purposes, each consumer providing an e-mail address below has first consented electronically
54 to the use of electronic documents, e-mail delivery and electronic signatures in the transaction, as required by federal law.

55 E-Mail address for Seller (optional): gkeil@ci.menasha.wi.us

56 E-Mail address for Buyer (optional): valdds@sbcglobal.net

57 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller
58 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

59 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in this
 60 Offer at lines 458-464 or 526-534 or in an addendum attached per line 525. At time of Buyer's occupancy, Property shall be
 61 free of all debris and personal property except for personal property belonging to current tenants, or that sold to Buyer or left
 62 with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

63 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has no
 64 notice or knowledge of Conditions Affecting the Property or Transaction (lines 163-187 and 246-278) other than those
 65 identified in the Seller's disclosure report dated _____ n/a _____, which was received by Buyer prior to
 66 Buyer signing this Offer and which is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE**
 67 and n/a

68 _____
 69 **INSERT CONDITIONS NOT ALREADY INCLUDED IN THE DISCLOSURE REPORT**

70 **CLOSING** This transaction is to be closed no later than _____ See Addendum
 71 _____ at the place selected by Seller, unless otherwise agreed by the Parties in writing.

72 **CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing values:
 73 real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners association
 74 assessments, fuel and _____ none other _____

75 **CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.**

76 Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.
 77 Real estate taxes shall be prorated at closing based on [CHECK BOX FOR APPLICABLE PRORATION FORMULA]:

78 n/a The net general real estate taxes for the preceding year, or the current year if available (Net general real estate
 79 taxes are defined as general property taxes after state tax credits and lottery credits are deducted) (NOTE: THIS CHOICE
 80 APPLIES IF NO BOX IS CHECKED)

81 n/a Current assessment times current mill rate (current means as of the date of closing)

82 n/a Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior
 83 year, or current year if known, multiplied by current mill rate (current means as of the date of closing)

84 n/a n/a

85 **CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be**
 86 **substantially different than the amount used for proration especially in transactions involving new construction,**
 87 **extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact the local assessor**
 88 **regarding possible tax changes.**

89 n/a Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on
 90 the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5
 91 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall
 92 re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation
 93 and is the responsibility of the Parties to complete, not the responsibility of the real estate brokers in this transaction.

94 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights
 95 under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the
 96 (written) (oral) **STRIKE ONE** lease(s), if any, are terminate any and all leases prior to the closing date
 97 _____ Insert additional terms, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525.

98 n/a **GOVERNMENT PROGRAMS:** Seller shall deliver to Buyer, within _____ days of acceptance of this Offer, a list of all
 99 federal, state, county, and local conservation, farmland, environmental, or other land use programs, agreements, restrictions,
 100 or conservation easements, which apply to any part of the Property (e.g., farmland preservation agreements, farmland
 101 preservation or exclusive agricultural zoning, use value assessments, Forest Crop, Managed Forest, Conservation Reserve
 102 Program, Wetland mitigation, shoreland zoning mitigation plan or comparable programs), along with disclosure of any
 103 penalties, fees, withdrawal charges, or payback obligations pending, or currently deferred, if any. This contingency will be
 104 deemed satisfied unless Buyer delivers to Seller, within seven (7) days of Buyer's Actual Receipt of said list and disclosure, or
 105 the deadline for delivery, whichever is earlier, a notice terminating this Offer based upon the use restrictions, program
 106 requirements, and/or amount of any penalty, fee, charge, or payback obligation.

107 **CAUTION: If Buyer does not terminate this Offer, Buyer is hereby agreeing that Buyer will continue in such programs,**
 108 **as may apply, and Buyer agrees to reimburse Seller should Buyer fail to continue any such program such that Seller**
 109 **incurs any costs, penalties, damages, or fees that are imposed because the program is not continued after sale. The**
 110 **Parties agree this provision survives closing.**

111 n/a **MANAGED FOREST LAND:** All, or part, of the Property is managed forest land under the Managed Forest Law (MFL).
 112 This designation will continue after closing. Buyer is advised as follows: The MFL is a landowner incentive program that
 113 encourages sustainable forestry on private woodlands by reducing and deferring property taxes. Orders designating lands as
 114 managed forest lands remain in effect for 25 or 50 years. When ownership of land enrolled in the MFL program changes, the
 115 new owner must sign and file a report of the change of ownership on a form provided by the Department of Natural Resources
 116 and pay a fee. By filing this form, the new owner agrees to the associated MFL management plan and the MFL program rules.
 117 The DNR Division of Forestry monitors forest management plan compliance. Changes you make to property that is subject to
 118 an order designating it as managed forest land, or to its use, may jeopardize your benefits under the program or may cause
 119 the property to be withdrawn from the program and may result in the assessment of penalties. For more information call the
 120 local DNR forester or visit <http://www.dnr.state.wi.us>.

121 **FENCES:** Wis. Stat. § 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal shares
 122 where one or both of the properties is used and occupied for farming or grazing purposes.

123 **CAUTION: Consider an agreement addressing responsibility for fences if Property or adjoining land is used and**
 124 **occupied for farming or grazing purposes.**

125 **USE VALUE ASSESSMENTS:** The use value assessment system values agricultural land based on the income that would be
 126 generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural land to a
 127 non-agricultural use (e.g., residential or commercial development), that person may owe a conversion charge. To obtain more
 128 information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's Equalization
 129 Section or visit <http://www.revenue.wi.gov/>.

130 **FARMLAND PRESERVATION:** Rezoning a property zoned farmland preservation to another use or the early termination of a
 131 farmland preservation agreement or removal of land from such an agreement can trigger payment of a conversion fee equal to
 132 3 times the class 1 "use value" of the land. Contact the Wisconsin Department of Agriculture, Trade and Consumer Protection
 133 Division of Agricultural Resource Management or visit <http://www.datcp.state.wi.us/> for more information.

134 **CONSERVATION RESERVE PROGRAM (CRP):** The CRP encourages farmers, through contracts with the U.S. Department
 135 of Agriculture, to stop growing crops on highly erodible or environmentally sensitive land and instead to plant a protective
 136 cover of grass or trees. CRP contracts run for 10 to 15 years, and owners receive an annual rent plus one-half of the cost of
 137 establishing permanent ground cover. Removing lands from the CRP in breach of a contract can be quite costly. For more
 138 information call the state Farm Service Agency office or visit <http://www.fsa.usda.gov/>.

139 **SHORELAND ZONING ORDINANCES:** All counties must adopt shoreland zoning ordinances that meet or are more
 140 restrictive than Wis. Admin. Code Chapter NR 115. County shoreland zoning ordinances apply to all unincorporated land
 141 within 1,000 feet of a navigable lake, pond or flowage or within 300 feet of a navigable river or stream and establish minimum
 142 standards for building setbacks and height limits, cutting trees and shrubs, lot sizes, water runoff, impervious surface
 143 standards (that may be exceeded only if a mitigation plan is adopted) and repairs to nonconforming structures. Buyers must
 144 conform to any existing mitigation plans. For more information call the county zoning office or visit <http://www.dnr.state.wi.us/>.
 145 Buyer is advised to check with the applicable city, town or village for additional shoreland zoning restrictions, if any.

146 **BUYER'S PRE-CLOSING WALK-THROUGH** Within 3 days prior to closing, at a reasonable time pre-approved by Seller or
 147 Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no significant change
 148 in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and that any defects
 149 Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

150 **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING** Seller shall maintain the Property until the earlier of
 151 closing or occupancy of Buyer in materially the same condition as of the date of acceptance of this Offer, except for ordinary
 152 wear and tear. If, prior to closing, the Property is damaged in an amount of not more than five percent (5%) of the selling price,
 153 Seller shall be obligated to repair the Property and restore it to the same condition that it was on the day of this Offer. No later
 154 than closing, Seller shall provide Buyer with lien waivers for all lienable repairs and restoration. If the damage shall exceed
 155 such sum, Seller shall promptly notify Buyer in writing of the damage and this Offer may be canceled at option of Buyer.
 156 Should Buyer elect to carry out this Offer despite such damage, Buyer shall be entitled to the insurance proceeds, if any,
 157 relating to the damage to the Property, plus a credit towards the purchase price equal to the amount of Seller's deductible on
 158 such policy, if any. However, if this sale is financed by a land contract or a mortgage to Seller, any insurance proceeds shall
 159 be held in trust for the sole purpose of restoring the Property.

160 **DEFINITIONS**

161 ■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document or
 162 written notice physically in the Party's possession, regardless of the method of delivery.

163 ■ **CONDITIONS AFFECTING THE PROPERTY OR TRANSACTION:** "Conditions Affecting the Property or Transaction" are
 164 defined to include:

- 165 a. Proposed, planned or commenced public improvements or public construction projects which may result in special
 166 assessments or otherwise materially affect the Property or the present use of the Property.
- 167 b. Government agency or court order requiring repair, alteration or correction of any existing condition.
- 168 c. Land division or subdivision for which required state or local approvals were not obtained.
- 169 d. A portion of the Property in a floodplain, wetland or shoreland zoning area under local, state or federal regulations.
- 170 e. A portion of the Property being subject to, or in violation of, a farmland preservation agreement or in a certified farmland
 171 preservation zoning district (see lines 130-133), or enrolled in, or in violation of, a Forest Crop, Managed Forest (see lines
 172 111-120), Conservation Reserve (see lines 134-138), or comparable program.
- 173 f. Boundary or lot disputes, encroachments or encumbrances, a joint driveway or violation of fence laws (Wis. Stat. ch. 90)
 174 (where one or both of the properties is used and occupied for farming or grazing).
- 175 g. Material violations of environmental rules or other rules or agreements regulating the use of the Property.
- 176 h. Conditions constituting a significant health risk or safety hazard for occupants of the Property.
- 177 i. Underground storage tanks presently or previously on the Property for storage of flammable or combustible liquids,
 178 including, but not limited to, gasoline and heating oil.
- 179 j. A Defect or contamination caused by unsafe concentrations of, or unsafe conditions relating to, pesticides, herbicides,
 180 fertilizer, radon, radium in water supplies, lead or arsenic in soil, or other potentially hazardous or toxic substances on the
 181 premises.
- 182 k. Production of methamphetamine (meth) or other hazardous or toxic substances on the Property.
- 183 l. High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the
 184 Property.
- 185 m. Defects in any well, including unsafe well water due to contaminants such as coliform, nitrates and atrazine, and out-of-
 186 service wells and cisterns required to be abandoned (Wis. Admin. Code § NR 812.26) but that are not closed/abandoned
 187 according to applicable regulations.

188 **(Definitions Continued on page 5)**

IF LINE 190 IS NOT MARKED OR IS MARKED N/A, LINES 230-236 APPLY.

189
 190 **FINANCING CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written _____
 191 _____ [INSERT LOAN PROGRAM OR SOURCE] first mortgage
 192 loan commitment as described below, within _____ days of acceptance of this Offer. The financing selected shall be in an
 193 amount of not less than \$ _____ for a term of not less than _____ years, amortized over not less than _____ years.
 194 Initial monthly payments of principal and interest shall not exceed \$ _____. Monthly payments may
 195 also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private mortgage insurance
 196 premiums. The mortgage may not include a prepayment premium. Buyer agrees to pay discount points and/or loan origination
 197 fee in an amount not to exceed _____% of the loan. If the purchase price under this Offer is modified, the financed amount,
 198 unless otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the
 199 monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.

CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 201 or 202.

201 **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____%.
 202 **ADJUSTABLE RATE FINANCING:** The initial annual interest rate shall not exceed _____%. The initial interest
 203 rate shall be fixed for _____ months, at which time the interest rate may be increased not more than _____% per
 204 year. The maximum interest rate during the mortgage term shall not exceed _____%. Monthly payments of principal
 205 and interest may be adjusted to reflect interest changes.

206 If Buyer is using multiple loan sources or obtaining a construction loan or land contract financing, describe at lines 458-464 or
 207 526-534 or in an addendum attached per line 525.

208 **BUYER'S LOAN COMMITMENT:** Buyer agrees to pay all customary loan and closing costs, to promptly apply for a
 209 mortgage loan, and to provide evidence of application promptly upon request of Seller. If Buyer qualifies for the loan described
 210 in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no
 211 later than the deadline at line 192. **Buyer and Seller agree that delivery of a copy of any written loan commitment to
 212 Seller (even if subject to conditions) shall satisfy the Buyer's financing contingency if, after review of the loan
 213 commitment, Buyer has directed, in writing, delivery of the loan commitment. Buyer's written direction shall
 214 accompany the loan commitment. Delivery shall not satisfy this contingency if accompanied by a notice of
 215 unacceptability.**

216 **CAUTION: The delivered commitment may contain conditions Buyer must yet satisfy to obligate the lender to provide
 217 the loan. BUYER, BUYER'S LENDER AND AGENTS OF BUYER OR SELLER SHALL NOT DELIVER A LOAN
 218 COMMITMENT TO SELLER OR SELLER'S AGENT WITHOUT BUYER'S PRIOR WRITTEN APPROVAL OR UNLESS
 219 ACCOMPANIED BY A NOTICE OF UNACCEPTABILITY.**

220 **SELLER TERMINATION RIGHTS:** If Buyer does not make timely delivery of said commitment, Seller may terminate this
 221 Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written loan
 222 commitment.

223 **FINANCING UNAVAILABILITY:** If financing is not available on the terms stated in this Offer (and Buyer has not already
 224 delivered an acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of
 225 same including copies of lender(s)' rejection letter(s) or other evidence of unavailability. Unless a specific loan source is
 226 named in this Offer, Seller shall then have 10 days to deliver to Buyer written notice of Seller's decision to finance this
 227 transaction on the same terms set forth in this Offer and this Offer shall remain in full force and effect, with the time for closing
 228 extended accordingly. If Seller's notice is not timely given, this Offer shall be null and void. Buyer authorizes Seller to obtain
 229 any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.

230 **IF THIS OFFER IS NOT CONTINGENT ON FINANCING:** Within 7 days of acceptance, a financial institution or third party
 231 in control of Buyer's funds shall provide Seller with reasonable written verification that Buyer has, at the time of verification,
 232 sufficient funds to close. If such written verification is not provided, Seller has the right to terminate this Offer by delivering
 233 written notice to Buyer. Buyer may or may not obtain mortgage financing but does not need the protection of a financing
 234 contingency. Seller agrees to allow Buyer's appraiser access to the Property for purposes of an appraisal. Buyer understands
 235 and agrees that this Offer is not subject to the appraisal meeting any particular value, unless this Offer is subject to an
 236 appraisal contingency, nor does the right of access for an appraisal constitute a financing contingency.

237 **APPRAISAL CONTINGENCY:** This Offer is contingent upon the Buyer or Buyer's lender having the Property appraised
 238 at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated
 239 subsequent to the date of this Offer indicating an appraised value for the Property equal to or greater than the agreed upon
 240 purchase price. This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to
 241 Seller a copy of the appraisal report which indicates that the appraised value is not equal to or greater than the agreed upon
 242 purchase price, accompanied by a written notice of termination.

243 **CAUTION: An appraisal ordered by Buyer's lender may not be received until shortly before closing. Consider whether
 244 deadlines provide adequate time for performance.**

DEFINITIONS CONTINUED FROM PAGE 3

- 245
- 246 n. Defects in any septic system or other sanitary disposal system on the Property or out-of-service septic systems not
247 closed/abandoned according to applicable regulations.
- 248 o. Subsoil conditions which would significantly increase the cost of development including, but not limited to, subsurface
249 foundations or waste material; organic or non-organic fill; dumpsites where pesticides, herbicides, fertilizer or other toxic
250 or hazardous materials or containers for these materials were disposed of in violation of manufacturer's or government
251 guidelines or other laws regulating said disposal; high groundwater; adverse soil conditions (e.g. low load bearing
252 capacity, earth or soil movement, slides) or excessive rocks or rock formations.
- 253 p. Brownfields (abandoned, idled or under-used land which may be subject to environmental contamination) or other
254 contaminated land, or soils contamination remediated under PECFA, the Department of Natural Resources (DNR)
255 Remediation and Redevelopment Program, the Agricultural Chemical Cleanup Program or other similar program.
- 256 q. Lack of legal vehicular access to the Property from public roads.
- 257 r. Homeowners' associations, common areas shared or co-owned with others, zoning violations or nonconforming uses,
258 conservation easements, restrictive covenants, rights-of-way, easements, easement maintenance agreements, or use of
259 a part of Property by non-owners, other than recorded utility easements.
- 260 s. Special purpose district, such as a drainage district, lake district, sanitary district or sewer district, that has the authority to
261 impose assessments against the real property located within the district.
- 262 t. Federal, state or local regulations requiring repairs, alterations or corrections of an existing condition.
- 263 u. Property tax increases, other than normal annual increases; completed or pending property tax reassessment of the
264 Property, or proposed or pending special assessments.
- 265 v. Burial sites, archeological artifacts, mineral rights, orchards or endangered species.
- 266 w. Flooding, standing water, drainage problems or other water problems on or affecting the Property.
- 267 x. Material damage from fire, wind, floods, earthquake, expansive soils, erosion or landslides.
- 268 y. Significant odor, noise, water intrusion or other irritants emanating from neighboring property.
- 269 z. Substantial crop damage from disease, insects, soil contamination, wildlife or other causes; diseased trees; or substantial
270 injuries or disease in livestock on the Property or neighboring properties.
- 271 aa. Existing or abandoned manure storage facilities on the Property.
- 272 bb. Impact fees, or other conditions or occurrences that would significantly increase development costs or reduce the value of
273 the Property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
- 274 cc. The Property is subject to a mitigation plan required by DNR rules related to county shoreland zoning ordinances that
275 obligates the owner to establish or maintain certain measures related to shoreland conditions, enforceable by the county
276 (see lines 139-145).
- 277 dd. All or part of the land has been assessed as agricultural land, the owner has been assessed a use-value conversion
278 charge or the payment of a use-value conversion charge has been deferred.
- 279 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by excluding
280 the day the event occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day.
281 Deadlines expressed as a specific number of "business days" exclude Saturdays, Sundays, any legal public holiday under
282 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive
283 registered mail or make regular deliveries on that day. Deadlines expressed as a specific number of "hours" from the
284 occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by counting 24 hours
285 per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific event, such as
286 closing, expire at midnight of that day.
- 287 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would
288 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would
289 significantly shorten or adversely affect the expected normal life of the premises.
- 290 ■ **FIXTURE:** A "Fixture" is an item of property which is physically attached to or so closely associated with land so as to be
291 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage
292 to the premises, items specifically adapted to the premises, and items customarily treated as fixtures, including, but not limited
293 to, all: perennial crops; garden bulbs; plants; shrubs and trees and fences; storage buildings on permanent foundations and
294 docks/piers on permanent foundations.
- 295 **CAUTION: Exclude any Fixtures to be retained by Seller or which are rented on lines 18-19.**
- 296 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-7.
- 297 **PROPERTY DEVELOPMENT WARNING** If Buyer contemplates developing Property for a use other than the current use,
298 there are a variety of issues which should be addressed to ensure the development or new use is feasible. Municipal and
299 zoning ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or
300 uses and therefore should be reviewed. Building permits, zoning variances, Architectural Control Committee approvals,
301 estimates for utility hook-up expenses, special assessments, changes for installation of roads or utilities, environmental audits,
302 subsoil tests, or other development related fees may need to be obtained or verified in order to determine the feasibility of
303 development of, or a particular use for, a property. Optional contingencies which allow Buyer to investigate certain of these
304 issues can be found at lines 306-350 and Buyer may add contingencies as needed in addenda (see line 525). Buyer should
305 review any plans for development or use changes to determine what issues should be addressed in these contingencies.

306 n/a **PROPOSED USE CONTINGENCIES:** Buyer is purchasing the Property for the purpose of: _____
 307 _____
 308 _____

309 [insert proposed use and type and size of building, if applicable; e.g. three bedroom single family home]. The optional
 310 provisions checked on lines 314-345 shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers
 311 written notice to Seller specifying those items which cannot be satisfied and written evidence substantiating why each specific
 312 item included in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice, this Offer shall be null and void. Seller
 313 agrees to cooperate with Buyer as necessary to satisfy the contingencies checked at lines 314-350.

314 n/a **ZONING CLASSIFICATION CONFIRMATION:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's)
 315 **[STRIKE ONE]** ("Buyer's" if neither is stricken) expense, verification that the Property is zoned C-1 General
 316 Commercial and that the Property's zoning allows the Buyer's proposed use described at lines 306-308.

317 n/a **SUBSOILS:** This offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **[STRIKE ONE]** ("Buyer's" if neither
 318 is stricken) expense, written evidence from a qualified soils expert that the Property is free of any subsoil condition which
 319 would make the proposed use described at lines 306-308 impossible or significantly increase the costs of such
 320 development.

321 n/a **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** This Offer is contingent
 322 upon Buyer obtaining, at (Buyer's) (Seller's) **[STRIKE ONE]** ("Buyer's" if neither is stricken) expense, written evidence from
 323 a certified soils tester that (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must
 324 be approved, meet the legal requirements in effect on the date of this Offer to obtain a permit for a POWTS for use of the
 325 Property as stated on lines 306-308. The POWTS (septic system) allowed by the written evidence must be one of
 326 the following POWTS that is approved by the State for use with the type of property identified at lines 306-308 **[CHECK**
 327 **ALL THAT APPLY]**: conventional in-ground; mound; at grade; in-ground pressure distribution; holding tank;
 328 other: _____

329 n/a **EASEMENTS AND RESTRICTIONS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **[STRIKE**
 330 **ONE]** ("Buyer's" if neither is stricken) expense, copies of all public and private easements, covenants and restrictions
 331 affecting the Property and a written determination by a qualified independent third party that none of these prohibit or
 332 significantly delay or increase the costs of the proposed use or development identified at lines 306-308.

333 n/a **APPROVALS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **[STRIKE ONE]** ("Buyer's" if
 334 neither is stricken) expense, permits, approvals and licenses, as appropriate, or the final discretionary action by the
 335 granting authority prior to the issuance of such permits, approvals and licenses, for the following items related to Buyer's
 336 proposed use: _____
 337 _____

338 n/a **UTILITIES:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **[STRIKE ONE]** ("Buyer's" if neither
 339 is stricken) expense, written verification of the following utility connections at the listed locations (e.g., on the Property, at
 340 the lot line, across the street, etc.) **[CHECK AND COMPLETE AS APPLICABLE]**: electricity _____;
 341 gas _____; sewer _____; water _____;
 342 telephone _____; cable _____; other _____

343 n/a **ACCESS TO PROPERTY:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **[STRIKE ONE]**
 344 ("Buyer's" if neither is stricken) expense, written verification that there is legal vehicular access to the Property from public
 345 roads.

346 n/a **LAND USE APPROVAL:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) **[STRIKE ONE]** ("Buyer's" if
 347 neither is stricken) expense, a rezoning; conditional use permit; license; variance; building permit;
 348 occupancy permit; other _____ **[CHECK ALL THAT APPLY]**, and delivering
 349 written notice to Seller if the item cannot be obtained, all within _____ days of acceptance for the Property for its proposed
 350 use described at lines 306-308.

351 n/a **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) **[STRIKE ONE]** ("Seller
 352 providing" if neither is stricken) a Map of the Property dated subsequent to the date of acceptance of this Offer prepared by a
 353 registered land surveyor, within _____ days of acceptance, at (Buyer's) (Seller's) **[STRIKE ONE]** ("Seller's" if neither is stricken)
 354 expense. The map shall show minimum of _____ acres, maximum of _____ acres, the legal description of the
 355 Property, the Property's boundaries and dimensions, visible encroachments upon the Property, the location of improvements,
 356 if any, and: _____

357 **[STRIKE AND COMPLETE AS APPLICABLE]** Additional map features which may be added include, but are not limited to:
 358 staking of all corners of the Property; identifying dedicated and apparent streets; lot dimensions; total acreage or square
 359 footage; easements or rights-of-way. **CAUTION: Consider the cost and the need for map features before selecting them.**
 360 **Also consider the time required to obtain the map when setting the deadline.** This contingency shall be deemed satisfied
 361 unless Buyer, within five days of the earlier of: (1) Buyer's receipt of the map; or (2) the deadline for delivery of said map,
 362 delivers to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information
 363 materially inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency.
 364 Upon delivery of Buyer's notice, this Offer shall be null and void.

365 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land dimensions, total square footage, acreage
366 figures, or allocation of acreage information, provided to Buyer by Seller or by a broker, may be approximate because of
367 rounding, formulas used or other reasons, unless verified by survey or other means.

368 **CAUTION: Buyer should verify land dimensions, total square footage/acreage figures and allocation of acreage**
369 **information if material to Buyer's decision to purchase.**

370 **EARNEST MONEY**

371 ■ **HELD BY:** Unless otherwise agreed, earnest money shall be paid to and held in the trust account of the listing broker
372 (Buyer's agent if Property is not listed or Seller's account if no broker is involved), until applied to the purchase price or
373 otherwise disbursed as provided in the Offer.

374 **CAUTION: Should persons other than a broker hold earnest money, an escrow agreement should be drafted by the**
375 **Parties or an attorney. If someone other than Buyer makes payment of earnest money, consider a special**
376 **disbursement agreement.**

377 ■ **DISBURSEMENT:** If negotiations do not result in an accepted offer, the earnest money shall be promptly disbursed (after
378 clearance from payor's depository institution if earnest money is paid by check) to the person(s) who paid the earnest money.
379 At closing, earnest money shall be disbursed according to the closing statement. If this Offer does not close, the earnest
380 money shall be disbursed according to a written disbursement agreement signed by all Parties to this Offer. If said
381 disbursement agreement has not been delivered to broker within 60 days after the date set for closing, broker may disburse
382 the earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller;
383 (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; or (4)
384 any other disbursement required or allowed by law. Broker may retain legal services to direct disbursement per (1) or to file an
385 interpleader action per (2) and broker may deduct from the earnest money any costs and reasonable attorneys fees, not to
386 exceed \$250, prior to disbursement.

387 ■ **LEGAL RIGHTS/ACTION:** Broker's disbursement of earnest money does not determine the legal rights of the Parties in
388 relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by broker. At least 30 days prior to
389 disbursement per (1) or (4) above, broker shall send Buyer and Seller notice of the disbursement by certified mail. If Buyer or
390 Seller disagree with broker's proposed disbursement, a lawsuit may be filed to obtain a court order regarding disbursement.
391 Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of residential property with 1-4
392 dwelling units and certain other earnest money disputes. Buyer and Seller should consider consulting attorneys regarding their
393 legal rights under this Offer in case of a dispute. Both Parties agree to hold the broker harmless from any liability for good faith
394 disbursement of earnest money in accordance with this Offer or applicable Department of Regulation and Licensing
395 regulations concerning earnest money. See Wis. Admin. Code Ch. RL 18.

396 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of the
397 Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the transaction as
398 defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession data to multiple
399 listing service sold databases; and (iii) provide active listing, pending sale, closed sale and financing concession information
400 and data, and related information regarding seller contributions, incentives or assistance, and third party gifts, to appraisers
401 researching comparable sales, market conditions and listings, upon inquiry.

402 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
403 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at
404 <http://www.widocoffenders.org> or by telephone at (608) 240-5830.

405 **n/a** **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon delivery
406 of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer notice prior
407 to any deadline, nor is any particular secondary buyer given the right to be made primary ahead of other secondary buyers.
408 Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to delivery of Seller's notice
409 that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days after acceptance of this Offer. All
410 other Offer deadlines which are run from acceptance shall run from the time this Offer becomes primary.

411 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3)
412 occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in this
413 Offer except:

414 If "Time is of the Essence" applies to a date or Deadline, failure to perform by the exact date or Deadline is a breach of
415 contract. If "Time is of the Essence" does not apply to a date or Deadline, then performance within a reasonable time of the
416 date or Deadline is allowed before a breach occurs.

417 **TITLE EVIDENCE**

418 **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed
419 (or trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as
420 provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements
421 entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use
422 restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's disclosure report and
423 in this Offer, general taxes levied in the year of closing and none other

424 _____
425 _____
426 _____

427 which constitutes merchantable title for purposes of this transaction. Seller shall complete and execute the documents
428 necessary to record the conveyance at Seller's cost and pay the Wisconsin Real Estate Transfer Fee.

429 **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of the
430 purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall pay all
431 costs of providing title evidence to Buyer. Buyer shall pay all costs of providing title evidence required by Buyer's lender.

432 **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's) (Buyer's) **STRIKE**
433 **ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded after the
434 effective date of the title insurance commitment and before the deed is recorded, subject to the title insurance policy
435 exclusions and exceptions, provided the title company will issue the endorsement. If a gap endorsement or equivalent gap
436 coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 442-449).

437 **PROVISION OF MERCHANTABLE TITLE:** For purposes of closing, title evidence shall be acceptable if the required title
438 insurance commitment is delivered to Buyer's attorney or Buyer not more than 60 days after acceptance ("15" if left blank),
439 showing title to the Property as of a date no more than 15 days before delivery of such title evidence to be merchantable per
440 lines 418-427, subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements
441 and exceptions, as appropriate.

442 **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
443 objections to title within 30 days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In
444 such event, Seller shall have a reasonable time, but not exceeding 15 days ("5" if left blank) from Buyer's delivery of the
445 notice stating title objections, to deliver notice to Buyer stating Seller's election to remove the objections by the time set for
446 closing. In the event that Seller is unable to remove said objections, Buyer may deliver to Seller written notice waiving the
447 objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, Buyer shall deliver
448 written notice of termination and this Offer shall be null and void. Providing title evidence acceptable for closing does not
449 extinguish Seller's obligations to give merchantable title to Buyer.

450 **SPECIAL ASSESSMENTS:** Special assessments, if any, levied or for work actually commenced prior to the date of this
451 Offer shall be paid by Seller no later than closing. All other special assessments shall be paid by Buyer.

452 **CAUTION: Consider a special agreement if area assessments, property owners association assessments, special**
453 **charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are**
454 **one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments)**
455 **relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all**
456 **sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact**
457 **fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).**

458 **ADDITIONAL PROVISIONS/CONTINGENCIES** See Addendum A attached hereto and incorporated
459 herein.

460 _____
461 _____
462 _____
463 _____
464 _____

465 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and
466 conditions of this Offer. A material failure to perform any obligation under this Offer is a default which may subject the
467 defaulting party to liability for damages or other legal remedies.

468 If Buyer defaults, Seller may:

469 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
470 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for
471 actual damages.

472 If Seller defaults, Buyer may:

473 (1) sue for specific performance; or
474 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

475 In addition, the Parties may seek any other remedies available in law or equity.

476 The Parties understand that the availability of any judicial remedy will depend upon the circumstances of the situation and the
477 discretion of the courts. If either Party defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution
478 instead of the remedies outlined above. By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of
479 law those disputes covered by the arbitration agreement.

480 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES SHOULD**
481 **READ THIS DOCUMENT CAREFULLY. BROKERS MAY PROVIDE A GENERAL EXPLANATION OF THE PROVISIONS**
482 **OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR OPINIONS CONCERNING YOUR LEGAL**
483 **RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT CLOSING. AN ATTORNEY SHOULD BE**
484 **CONSULTED IF LEGAL ADVICE IS NEEDED.**

485 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller
486 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds and
487 inures to the benefit of the Parties to this Offer and their successors in interest.

488 **INSPECTIONS AND TESTING** Buyer may only conduct inspections or tests if specific contingencies are included as a part of
489 this Offer. An "inspection" is defined as an observation of the Property which does not include an appraisal or testing of the
490 Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel source,
491 which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or building
492 materials from the Property and the laboratory or other analysis of these materials. Seller agrees to allow Buyer's inspectors,
493 testers and appraisers reasonable access to the Property upon advance notice, if necessary to satisfy the contingencies in
494 this Offer. Buyer and licensees may be present at all inspections and testing. Except as otherwise provided, Seller's
495 authorization for inspections does not authorize Buyer to conduct testing of the Property.

496 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of the**
497 **test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other**
498 **material terms of the contingency.**

499 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed
500 unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to Seller.
501 Seller acknowledges that certain inspections or tests may detect environmental pollution which may be required to be reported
502 to the Wisconsin Department of Natural Resources.

503 **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 488-502). This Offer
504 is contingent upon a qualified independent inspector(s) conducting an inspection(s), of the Property which discloses no
505 Defects. This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing
506 an inspection of _____

507 (list any Property feature(s) to be separately inspected, e.g., dumpsite, etc.) which discloses no Defects. Buyer shall order the
508 inspection(s) and be responsible for all costs of inspection(s). Buyer may have follow-up inspections recommended in a
509 written report resulting from an authorized inspection performed provided they occur prior to the deadline specified at line 513.
510 Inspection(s) shall be performed by a qualified independent inspector or independent qualified third party.

511 **CAUTION: Buyer should provide sufficient time for the primary inspection and/or any specialized inspection(s), as
512 well as any follow-up inspection(s).**

513 This contingency shall be deemed satisfied unless Buyer, within ____ days of acceptance, delivers to Seller a copy of the written
514 inspection report(s) and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).

515 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

516 For the purposes of this contingency, Defects (see lines 287-289) do not include conditions the nature and extent of which the
517 Buyer had actual knowledge or written notice before signing this Offer.

518 **RIGHT TO CURE:** Seller (shall)(shall not) ~~STRIKE ONE~~ ("shall" if neither is stricken) have a right to cure the Defects. If
519 Seller has the right to cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of
520 Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects, (2) curing the Defects in a good and
521 workmanlike manner and (3) delivering to Buyer a written report detailing the work done within 3 days prior to closing. This
522 Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and: (1)
523 Seller does not have a right to cure or (2) Seller has a right to cure but: (a) Seller delivers written notice that Seller will not cure
524 or (b) Seller does not timely deliver the written notice of election to cure.

525 **ADDENDA:** The attached _____ Addendum A _____ is/are made part of this Offer.

526 **ADDITIONAL PROVISIONS/CONTINGENCIES** The Property's Street Addresses include; 81 Racine
527 Street, 87 Racine Street, and 504 Broad Street.

528 _____
529 _____
530 _____
531 _____
532 _____
533 _____
534 _____

535 This Offer was drafted by [Licensee and Firm] _____ Robert E. Drifka

536 _____ Drifka Group Inc. on _____ October 24, 2011

537 (x) _____ [Signature] _____ 10/25/11
538 Buyer's Signature ▲ Print Name Here ▶ Riverside Building, Inc. Date ▲

539 (x) _____
540 Buyer's Signature ▲ Print Name Here ▶ _____ Date ▲

541 **EARNEST MONEY RECEIPT** Broker acknowledges receipt of earnest money as per line 10 of the above Offer.

542 _____ Broker (By) _____

543 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER**
544 **SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON**
545 **THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.**

546 (x) _____
547 Seller's Signature ▲ Print Name Here ▶ _____ Date ▲

548 (x) _____
549 Seller's Signature ▲ Print Name Here ▶ _____ Date ▲

550 This Offer was presented to Seller by [Licensee and Firm] _____

551 _____ Drifka Group Inc. on _____ at _____ a.m./p.m.

552 This Offer is rejected _____ This Offer is countered [See attached counter] _____
553 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

ADDENDUM A TO WB-13 VACANT LAND OFFER TO PURCHASE

Dated October 24, 2011

By and Between Riverside Building, Inc. and City of Menasha

1. AS-IS: The Property to be sold "AS-IS".
2. FINAL ACCEPTANCE: Final Acceptance of this Offer and or any subsequent counter-offer(s) shall be subject to the approval of the City of Menasha Common Council.
3. FINANCING. This Offer is not subject to financing.
4. CLOSING. The closing shall be no later than 30 days after Buyer's waiver of all Buyer contingencies.
5. ENVIRONMENTAL CONCERNS. Seller shall, within ten (10) days of the acceptance date of this Offer, provide Buyer with any and all reports, assessments and data in Seller's possession relating to the environmental condition of the Property. Buyer, at Buyer's expense, may obtain within 45 days of the acceptance date of this Offer, a Phase I Environmental Audit of the property from an environmental engineer chosen by Buyer to the effect that there is no evidence of solid (including asbestos), hazardous or toxic disposal or underground storage tanks on the property. If for any reason, at Buyer's sole discretion, said study indicates any unsatisfactory condition, Buyer shall serve written notice on Seller within said 45 day period, and this Offer shall become null and void and all earnest money returned to Buyer. Should Buyer fail to serve said written notice, Seller shall deem this contingency waived.
6. SOIL AND TOPOGRAPHIC CONDITIONS. Buyer shall, at Buyer's expense, obtain a written confirmation from a qualified soil testing and engineering firm that the soil and subsoil conditions of Property are suitable to allow for construction thereon of Buyer's proposed development. If for any reason, at Buyer's sole discretion, said study indicates any unsatisfactory condition Buyer shall serve written notice on Seller within 45 days from the date of acceptance of this Offer, and this Offer shall become null and void and all earnest money shall be returned to Buyer. Should Buyer fail to serve said written notice, Seller shall deem this contingency waived.
7. GOVERNMENTAL APPROVALS, ZONING, PERMITS, LICENSES. This Offer is subject to Buyer, at Buyer's expense, obtaining from all governmental and quasi-governmental agencies and private parties all approvals, permits, and licenses, of every nature, including but not limited to; zoning, site plan approval, drainage plan, building permit, utility connections, signage including pylon, which are necessary for Buyer's intended use within 45 days from the acceptance date of this Offer. If Buyer is unable to obtain said approvals, permits, and licenses, Buyer shall serve written notice on Seller within 45 days from the acceptance date of this Offer, and this Offer shall be null and void and all earnest money returned to Buyer. Should Buyer fail to serve said written notice, Seller shall deem this contingency waived.
8. ACCESS TO PROPERTY. Seller agrees to allow Buyer and its agent's access to the property at any reasonable time after the acceptance date of this Offer, to conduct said inspections and tests contemplated by Buyer's contingencies in this Offer. Buyer agrees to indemnify and hold Seller harmless from any cost, demands, expense, damage or liabilities arising out of Buyer's work

performed on such tests and inspections. Buyer agrees to return the property to its prior condition after such testing has been completed in the event that this real estate transaction does not close.

9. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties and no modification shall be binding unless in writing and signed by all parties,
10. FAX / EMAIL SIGNATURES. Buyer and Seller agree that fax and email signatures shall be deemed to be legal and that Buyer and Seller agree that electronically reproduced contracts with signatures are a valid method to use to accept an Offer or a Counter-Offer, to amend the contract, to give notices required by the contract, and that an electronic transmission (fax and or email) is a commercial delivery system, the use of which complies with the contract. Buyer's email address is: valdds@sbcglobal.net for Buyer. Seller's email address is gkeil@ci.menasha.wi.us for Seller.