

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission, Redevelopment Authority and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 19, 2011**

**WORKSHOP -
5:30 PM
Council Members Roles and Responsibilities**

**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. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 12/5/11](#)
 - b. [Board of Public Works, 12/5/11](#)
 - c. [Housing Authority, 6/22/11](#)
 - d. [Landmarks Commission, 10/12/11](#)
 - e. NM Fire Rescue, Joint Finance & Personnel Committee; [11/22/11, 12/14/11](#)
 - f. [Parks and Recreation Board, 12/12/11](#)
 - g. Personnel Committee, [12/5/11, 12/7/11](#)
 - h. [Plan Commission, 12/6/11](#)
 - i. [Police Commission, 11/17/11](#)
 - j. [Water and Light Commission, 11/16/11](#)Communications:
 - k. [Asst. Fire Chief Mike Sipin, 12/6/11; NIMS ICS Training](#)
 - l. [Valley Transit to Mayor Merkes, 12/6/11; Third quarter State and Federal transportation refund for 2011 fixed route services](#)
- 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, 12/5/11](#)
- Administration Committee, 12/5/11; recommends approval of:
2. [Weights and Measures Proposed Fees for 2012](#)
 3. [Amendment to Listing Contract with Drifka Group Inc. for 81 & 87 Racine St. and 504 Broad St.](#)
- Board of Public Works, 12/5/11; recommends approval of:
4. [Street Use Permit – 18th Annual First Eve Fox Cities; Saturday, December 31, 2011; 10:30 PM to 12:20 AM \(Community Forward\) with the condition that all insurance and final fireworks information be submitted before going to council](#)

Plan Commission, 12/6/11; recommends approval of:

5. Lease agreement with Valley Marine Mart for property adjacent to the US Government Canal with the deletion of reference to public access to the site and modifying the lease termination to provide for 60 days notice by either party prior to the annual renewal date of the lease

Park and Recreation Board, 12/12/11; recommends approval of:

6. Reciprocity agreements with:
 - a. City of Neenah – 5 year agreement
 - b. YMCA of the Fox Cities – 3 year agreement
 - c. Town of Menasha – 1 year agreement
 - d. City of Appleton – 1 year agreement

NM Fire Rescue, Joint Finance & Personnel Committee, 12/14/11; recommends approval of:

7. Tentative agreement with Local 275 and authorize the removal of the wage re-opener language for years 2014 through 2015 provided that in any re-opener for insurance premium contributions, the Cities agree to only offer contribution changes uniform with other employee groups in the same insurance plans

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/8/11 to 12/15/11 in the amount of \$ 889,306.38
2. Poll Worker Appointments for the City of Menasha for the 2012-2013 election years, pursuant to Wis. State Statute §7.30
3. Proposed Tentative Agreements Local 603 (Police) 2009-2011 and 2012-2014
4. Motion to remove from the table offering the non-WRS contributing employees the Network Health Consumer Driven HMO plan with a deductible of \$2,000 individual/\$4,000 family for 2012 with the employee paying the deductible plus either the negotiated premium contribution or 6% if the employee is non-represented (Tabled 11/21/11)

J. ORDINANCES AND RESOLUTIONS

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. Special Use Permit and Site Plan for Student Apartment Housing at Midway Road, Parcel 7-01262-1, allowing for fiberboard cement facing on the north façade, and with the following conditions: (Held 12/5/11)
 - Developer submits a final lighting plan to Community Development staff for review and approval;
 - Developer submits a final site plan with building setbacks indicated; and,
 - Approval of Stormwater and Erosion Control Plans by Public Works/Engineering staff

M. CLAIMS AGAINST THE CITY

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

O. ADJOURN

MEETING NOTICE

**CITY HALL WILL BE CLOSED ON DECEMBER 23 & 26, 2011 AND JANUARY 2, 2012
TUESDAY, January 3, 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.**

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 5, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 7:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Benner

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

C. MINUTES TO APPROVE

1. Administration Committee, 11/21/11

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Weights and Measures Proposed Fees for 2012. (Held 11/21/11)

PHD Nett explained the proposed fees will cover the 2012 expenditures for the Weights and Measures program.

Moved by Ald. Krueger, seconded by Ald. Langdon to recommend to Common Council. General discussion ensued on what other municipalities charge businesses for this service.

Motion carried on roll call 6-1. Ald. Zelinski – no.

2. Amendment to Listing Contract with Drifka Group Inc. for 81 & 87 Racine St. and 504 Broad St.

CDD Keil explained this amendment will extend the listing contract with Drifka Group to November 2012. The amendment includes conditions for construction on the property and a repurchase option.

General discussion on the property and the repurchase option.

Moved by Ald. Sevenich, seconded by Ald. Englebert to recommend to Common Council.

Motion carried on roll call 6-1. Ald. Klein - no

E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Krueger to adjourn at 7:11 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
December 5, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:12 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Benner

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

C. MINUTES TO APPROVE

1. November 21, 2011

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Street Use Permit – 18th Annual First Eve Fox Cities; Saturday, December 31, 2011; 10:30 PM to 12:20 AM (Community Forward)

Staff's concerns are making sure all businesses affected by the street closure are notified, information on fireworks be submitted to Fire Department, and proof of liability insurance with endorsement be submitted to the City Attorney for approval. A meeting was held with the event coordinator and he is aware of the concerns of staff and the requirements before the Street Use Permit will be granted.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council with the condition that all insurance and final fireworks information be submitted before going to Council.

General discussion on submitting information on a timely basis.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 7:20 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Housing Authority
Council Chambers, City Hall – 140 Main Street
June 22, 2011
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Cliff Fischer.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Christine Kaup, Dina Mitchell, and Alternate Cliff Fischer

MEMBERS EXCUSED/ABSENT: Antoine Tines, Michael Sheleski, and Tim Maurer

OTHERS PRESENT: CDD Keil, Mary Bach

C. MINTUES TO APPROVE

1. **Minutes of the October 10, 2010 Housing Authority Meeting**

Motion by Comm. Mitchell, seconded by Comm. Kaup to approve the October 11, 2010 Housing 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. **Update on NSP Projects**

Mary Bach reported on a pending project on First Street. Additional program funding is expected.

2. **Review of Preliminary Grant Application for 2011-2012 Small Cities CDBG Grant**

Mary Bach reported that a total of \$550,000 was applied for. Of this total, \$400,000 was proposed for rehab, \$67,500 for down payment assistance, and \$82,500 for administration.

F. ACTION ITEMS

1. **Review of CDBG/HOME Rehab Requests for Funding**

Applicant HOME #112: Request for replacement of furnace. Air conditioning and water heater to be replaced at the same time.

Commissioners discussed criteria for loan eligibility for air conditioning.

Motion by Comm. Mitchell, seconded by Comm. Fischer to approve \$5,120 for furnace and air conditioning. The motion carried.

Applicant CDBG #113: Request for replacement of furnace ("no heat").

Motion by Comm. Kaup, seconded by Comm. Mitchell to approve \$2,700 for furnace. The motion carried.

Applicant CDBG #114: Home purchased in conjunction with WCHA Homebuyer Program. The home is in good condition, no rehab is needed. Request for \$6,500 in CDBG funds for acquisition.

Motion by Comm. Fischer, seconded by Comm. Kaup to approve \$6,500 for acquisition. The motion carried.

Applicant CDBG #115: Purchased foreclosure to fix up, then lost job. Plumbing had major problems with broken pipes, etc. Used savings to fix major defects so that property was livable. Emergency electrical and plumbing work needs to be completed for health and safety of owners. Plumbing: camera and repair of main drain line in basement out to road/cap off existing drain line for basement shower/two other clay pipe openings in basement. Bid: \$1,800 + permit. Electrical: fix all code violations, repair faulty switches/receptacles, remove knob and tube in attic and basement, repair dryer wiring, and add switches/receptacles as per specs. Bid: \$1,691. Total request: \$3600.

Commissioners discussed

Motion by Comm. Fischer, seconded by Comm. Kaup to approve \$3600 for plumbing/electrical repairs. The motion carried.

Applicant CDBG #116: Home is in good overall condition with the exception of the roof which needs replacement, tear off is needed. Some small areas where roof was leaking during heavy storms this spring. Chimney needs to be repaired or removed. House roof replacement bids \$5,795-\$6,500; garage roof replacement \$4,265-\$4,500. Chimney demo and install vent pipe \$500.

Motion by Comm. Mitchell, seconded by Comm. Kaup to approve up to \$7,000 for roof, chimney and vent pipe. The motion carried.

Applicant CDBG #117: Home is in good overall condition with the exception of foundation walls. Owners removed wall covering over basement walls after detecting mold issues, three walls need excavation, drain tile, waterproofing, insulation, backfill with stone, etc. Bids from \$7,250-\$16,914.

Motion by Comm. Fischer, seconded by Comm. Mitchell to approve up to \$10,000 for basement repair. The motion carried.

G. ADJOURNMENT

Motion by Comm. Fischer, seconded by Comm. Mitchell to adjourn at 7:30 p.m. The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.

CITY OF MENASHA
Landmarks Commission
1st Floor Conference Room, City Hall – 140 Main Street
October 12, 2011
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Joe Weidert at 4:30 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Kristi Lynch, Tom Grade, Mary Nebel, Joe Weidert and Ald. Stan Sevenich

LANDMARKS MEMBERS Excused: Commissioners James Taylor and Bernie Zimmerman

OTHERS PRESENT: CDD Keil

C. MINTUES TO APPROVE

1. **Minutes of the August 10, 2011 Landmarks Commission Meeting**

Moved by Ald. Sevenich, seconded by Comm. Grade to approve the minutes of the August 10, 2011 Landmarks Commission meeting as corrected.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE RESPONSIBILITES OF THE LANDMARKS COMMISSION

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. None

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

Commissioners discussed the status of the awards. CDD Keil is to forward a listing of the business names and addresses of those businesses that have yet to receive their awards.

2. **Façade Improvement Program Grant/Loan Balance**

The façade loan balance is approximately \$11,000.

3. **Future Landmarks Commission Activities/Projects**

Commissioners discussed:

- Assisting business owners with façade planning and improvement projects
- Potential involvement with the Menasha lock tender's house renovation
- Updating the Bridge Tower Museum display
- Creating articles for the city newsletter

4. **Renovation Seminar Action Plan**

It was the consensus of commissioners not to pursue the organization of a renovation seminar at this time.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Comm. Lynch to adjourn at 5:18 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting
November 22, 2011 – 5:30 p.m.
Hauser Room – City of Neenah

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

Excused: Ald. Ramos.

Also Present: Chief Auxier, CA Godlewski, CA Captain, Director Easker and Office Manager Theisen.

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

Public Forum: There were no members from the public present.

Approval of Meeting Minutes: The Committee reviewed the meeting minutes from October 25, 2011. **MSC Krueger/Klein to approve the October 25, 2011 meeting minutes, all voting aye.**

Budget Report: The Committee reviewed the October 2011 budget report. Ald. Sevenich asked about the Special Operations overtime. Chief Auxier explained how these wages are reimbursed from the State. **MSC Krueger/Ahles to accept the October 2011 budget report and place on file, all voting aye.**

Monthly Activity Report: The Committee reviewed the October 2011 Activity Report. Ald. Klein asked about utilizing non-fire trucks for EMS calls. Chief Auxier said there are concerns with the current staffing. We have crews of three and if we get an EMS call we have to send 1 to 2 people on the EMS call and then if there is a fire call there would be a delay in response since the crew would have to wait until the EMS crew is back from their call to respond to the fire. We need to keep our crews together and if we started splitting them up we would have longer response times. He also explained how we have looked at our operations and have made changes to decrease the usage of our vehicles to save fuel. **MSC Krueger/Stevenson to accept the October 2011 Activity Report and place on file, all voting aye.**

Dive Team Update: Chief Auxier said we are at \$72,000 of the \$90,000 goal of fundraising for the Dive Team. There are more fundraising efforts being planned in early 2012 with the Peterson family. We have completed the first two phases of training. The last phase is ice and cold-water training and this will be completed in early 2012. We have started ordering equipment and when that is received we will continue with training to improve diving skills. The ambulance from Gold Cross was taken in for review and there is a minor issue with it that is currently being fixed. Delivery for the vehicle will be taken on 11/23/11. Ald. Klein asked once the Dive Team is in service that some kind of ceremony is planned. Ald. Sevenich asked how the donated money is held. Chief Auxier explained that a trust fund was established and is handled through the City of Neenah

Finance Department with Tara Theisen and Mike Sipin helping track the money and expenses.

Automatic Aid Update: Chief Auxier explained how radio testing for the automatic aid. He explained that there are issues and we have been working with Baycom and have experienced issues that were not anticipated due to the age and wear and tear of the current equipment. As Baycom researches the issues they continue to find maintenance issues and has had to make repairs at antenna sites, equipment, etc. and due to the age of the equipment he has had issues with finding replacement parts. None of these equipment repairs were anticipated. Baycom feels confident that they can fix this but it will take time until the issues are worked through. Chief Auxier stated he felt confident in Baycom and that they were working hard to get the equipment working.

MSC Stevenson/Krueger to convene into closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) for the purpose of discussing status bargaining and bargaining strategy regarding Neenah-Menasha Firefighters, IAFF Local 275, all voting aye.

MSC Stevenson/Krueger to reconvene into open session, all voting aye.

Discussion of Health Insurance for 2012: Discussion was held on health insurance for 2012. Under Act 10, employee contributions for health insurance remain mandatory subjects of bargaining. Changes to employee premium contributions must be bargained and cannot be unilaterally changed by the Cities. However, the health insurance plan structures are a prohibited subject of bargaining. Two alternatives were discussed. The first one being increasing the employee's contribution to the health insurance plan of their choice by 5%. If this proposal is rejected by Local 275 members, the second alternative would be to switch all Local 275 members to the POS 2000 plan with a \$750 reduction in the HRA to \$1,250. **MSC Ahles/Krueger to recommend to the Cities of Neenah and Menasha Common Council's to adjust the health insurance plan for Local 275 employees, in the event that no agreement is reached for the 5% employee increase, that all union members would be offered the POS 2000 plan with a \$1,250 Health Reimbursement Account payment, all voting aye.**

MSC Stevenson/Krueger to adjourn at 7:50 a.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting
December 14, 2011 – 5:00 p.m.
3rd Floor Council Chambers – City of Menasha

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

Excused: Ald. Krueger

Also Present: Chief Auxier, CA Godlewski, CA Captain, Director Easker and Director Stoffel.

Public Forum: There were no members of the public present.

Approval of Minutes: The Committee reviewed the meeting minutes from November 22, 2011. **MSC Klein/Stevenson to approve the meeting minutes of November 22, 2011, all voting aye and Ald. Ramos abstained.**

Consideration of Tentative Agreement with Local 275: CA Godlewski presented the memo to the Committee on the tentative agreement, along with the signed tentative agreement with Local 275 for collective bargaining agreement between the Cities and Local 275 for years 2012 through 2015.

CA Godlewski went through all the changes involved from the old contract and with the new tentative agreement. He did note there was one change that was made earlier today, after the tentative agreement was signed and is not reflected in the memo. City officials had bargained with the Neenah Police earlier in the day and during that meeting they agreed to take language referring to a wage re-opener for years 2014 through 2015 out of the proposal for the Police contract. CA Godlewski felt we should be fair and equitable with the firefighters and recommended that this language be removed from the tentative agreement. Discussion was held on this and comparison with the Neenah and Menasha Police.

Discussion was held regarding health insurance costs and the ability to re-open negotiations for health insurance premiums for years 2014 and 2015. CA Godlewski and CA Captain assured the Committee members that this language remained in the negotiated tentative agreement with Local 275, and the proposal with the Neenah Police Department. The only addition will be that if the Cities exercise the insurance re-opener for premium contributions, any proposed change will be uniform with other employee groups in the same insurance plans.

The Committee discussed with Directors Stoffel and Easker the impact of the budget for Neenah-Menasha Fire Rescue with the tentative agreement. Both Finance Directors expressed that there would be savings, as stated in CA Godlewski's memorandum, for 2012 and 2013 and felt comfortable with the tentative agreement.

MSC Stevenson/Ramos to recommend the City of Neenah Common Council and the City of Menasha Common Council accept the tentative agreement with Local 275 and

authorize the removal of the wage re-opener language for years 2014 through 2015 and keep the health insurance re-opener language for years 2014 through 2015 provided that in any re-opener for insurance premium contributions, the Cities agree to only offer contribution changes uniform with other employee groups in the same insurance plans, all voting aye.

5:30 p.m. CA Godlewski, CA Captain and Director Easker left the meeting.

Dive Team Update: Chief Auxier updated the Committee with the current status of training and fundraising with the dive team. Discussion was held on the additional four firefighters that were added to initial dive team training because NMFR was give four additional spots for training, at no additional cost. He noted that ice training is being scheduled in February with Dive Team International. In researching when we would be able to get the four additional people trained, to have them at the same level of the current 12 members, Dive Team International stated there would be time for them to train the additional four members before the ice training in February. Chief Auxier discussed the benefits and additional costs associated with having four additional members trained. The Committee discussed the additional \$8,900 cost and felt it would be beneficial to have 4 additional members trained and this would give us a 16 member dive team, as long as we remain within our original \$90,000 budget that was established.

Ald. Sevenich asked if there would be annual re-certification expenses for dive team members. Chief Auxier stated that the certifications are a one-time cost and there are no future re-certifications needed. Once everyone is certified the only additional costs in the future would be equipment maintenance costs.

Ald. Klein asked if the overtime costs associated for training were part of the Fire Department budget. Chief Auxier clarified that these costs are taken out of the money raised for the dive team and are not taken out of the current budget.

Chief Auxier also re-affirmed to the Committee that NMFR and the Peterson family's goal is to reach the \$90,000 that we set for a budget. Even with the additional costs associated with training the four additional personnel we will have money left for maintenance costs for future years.

Discussion was held regarding a future contract with Dive Team International. Chief Auxier said this contract and a review of expenses and donations will be reviewed at the next meeting.

MSC Klein/Ramos to adjourn at 5:45 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, 3rd Floor City Hall
140 Main Street, Menasha
December 12, 2011
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D. Sturm at 6:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

1. MEMBERS PRESENT: Chr. Dick Sturm, Ron Suttner, Lisa Hopwood, Luke Schiller, Sue Pawlowski and Nancy Barker (excused for part of the meeting)

MEMBERS EXCUSED: Ald. Mark Langdon

MEMBERS ABSENT:

OTHERS PRESENT: PRD Tungate (excused for part of the meeting) and PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the November 15, 2011 Park Board Meeting**
Moved by R. Suttner, seconded by N. Barker to approve the November 15, 2011 Park Board meeting minutes. Motion carried 6-0.

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

Five (5) minute time limit for each person.

1. None.

E. REPORT OF DEPARTMENT HEAD/STAFF/OR CONSULTANTS

1. **Department Report – PRD Tungate**
PRD Tungate reported that the Holiday Hayride held on December 2nd was very successful.
2. **Park, Pool and Vandalism Report – PS Maas**
PS Maas reported that staff is working on picnic table and bleacher repair. Kayak docks have been removed for the season. Landscaping has also been done at Lake Park Villas. Handrail needs repair on the Riverwalk near Center Street.
3. **Friends of the Menasha Pool Update**
PRD Tungate mentioned that the Friends of the Menasha Pool are offering their input and several good ideas about rescheduling and new programming ideas for the pool. These changes must be in place before the summer program booklet goes out.

F. DISCUSSION

1. **2012 Department Fees (will also appear on January 9 agenda)**
The Board reviewed several fee changes offered by staff. Highlights include: changes to cemetery fees, a list of park equipment items typically requested during special events and raising the non-resident season pass rates at the pool. The Board will make a final fee recommendation at their January 9 meeting and they will go to the Common Council on January 16.

G. ACTION ITEMS

1. Approve Department Memorial Gift Options

Moved by S. Pawlowski, seconded by L. Hopwood to approve the department's commemorative gift program to three options; a bench, a tree or a Riverwalk gift brick. They revised the gift brick cost from \$75 to \$100. Motion carried 5-0.

2. Recommend Reciprocity Agreements with the Cities of Neenah and Appleton, Town of Menasha and YMCA of Neenah/Menasha

Moved by N. Barker, seconded by R. Suttner to approve four separate reciprocity agreements. They include: a five-year agreement with the City of Neenah, a three-year agreement with YMCA of the Fox Cities, and a one-year agreement with both the Town of Menasha and City of Appleton. A one-year agreement with the Town of Menasha was suggested because staff from both communities hope to work out a joint boat launch sticker and program for 2013. The Board opted for a one-year agreement with the City of Appleton because of the significant revenue difference between the boat launch season passes purchased by Appleton residents. Rather than change it this year, they directed staff to try and negotiate a better arrangement with Appleton starting in 2013. Motion carried 5-0.

3. Election of Officers for 2012

L. Hopwood nominated D. Sturm as chairman, seconded by S. Pawlowski. No other nominations for chairman were made.

L. Schiller nominated R. Suttner as vice-chairman, seconded by S. Pawlowski. No other nominations for vice-chairman were made.

Nominations were closed. A unanimous vote was cast for D. Sturm as chairman and R. Suttner as vice-chairman for 2012.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

I. ADJOURNMENT

Moved by R. Suttner, seconded by L. Schiller to adjourn at 7:02 p.m. Motion carried 5-0.

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 5, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 7:25 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Benner

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

C. MINUTES TO APPROVE

1. Personnel Committee, 11/21/11

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

D. ACTION ITEMS

1. Review and restructure pro-rated part-time benefit levels.

CA/HRD Captain explained the current benefit schedule offered to part-time employees. It has been requested by regular part-time employees to review and restructure the benefit levels from the current range system to a percentage of full-time benefits. This would currently affect three employees, two of which are Health Department employees. The Library has the percentage system for their regular part-time employees. To keep it fair to employees, all departments should be under the same system.

General discussion on the financial impact of the change in benefit.

Moved by Ald. Englebert, seconded by Ald. Krueger to recommend to Common Council to change the Personnel Policy handbook, Benefits Eligibility, restructuring benefit levels for regular part-time employees, working an annual average of half-time or more per week, to a pro-rated basis as a percentage of part-time employment to full-time employment. The percentage of employment which has been established by grant funding, the budget or Common Council, shall determine the benefit pro-rata. Any change in pro-rata percentage will be applied on the first payment of the following month.

General discussion ensued.

Motion failed on roll call 4-4

Ald. Taylor, Krueger, Englebert, Mayor Merkes – yes

Ald. Klein, Sevenich, Langdon, Zelinski – no

2. Possible Motion to Adjourn into Closed Session at pursuant to Wis. Stats. §19.85(1)(e)&(g): 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; 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 (Police Local 603).

Chairman Englebert explained there is no need to go into closed session. However, he would like to schedule another Personnel Committee meeting after CA/HRD Captain's meeting with the representatives of the Police Union on Wednesday December 7, 2011. It was agreed that a Special Personnel Committee meeting would be held on December 7, 2011 at 5:00 p.m.

DRAFT

E. ADJOURNMENT

Moved by Mayor Merkes, seconded by Ald. Langdon to adjourn at 7:51 p.m.
Motion carried on voice vote.

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

DRAFT

CITY OF MENASHA
SPECIAL PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 7, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 5:54 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA/HRD Captain, PC Styka, HR Spec. Taubel, Clerk Galeazzi

C. ACTION ITEMS

1. Moved by Ald. Benner, seconded by Ald. Krueger to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e)&(g): 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; 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 (Police Local 603).
Motion carried on roll call 9-0.

2. May return to Open Session following Closed Session to take action on matters discussed during Closed Session.
No Action.

D. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Benner to adjourn at 6:40 p.m.
Motion carried on voice vote.

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



MENASHA POLICE COMMISSION MEETING MINUTES
DRAFT

President Ron Duuck called the meeting to order November 17, 2011 at 4:30PM, 140 Main Street 3rd floor of City Hall, City Council chambers.

Present: Ron Duuck, Jason Dionne, Terri Reuss, Tim Styka, Marshall Spencer,
Excused absence: Tony Gutierrez

Meeting minutes

- Jason Dionne moved to accept the October 25, 2011 minutes. Terri Reuss seconded the motion. The motion was unanimously carried.

Police Chief Styka's report

- Gold Cross Ambulance Donation – Letter to Common Council requesting the acceptance of a retired ambulance to be used as an evidence vehicle. The donation was accepted by the Council.
- Affinity Health System: Letter of appreciation to Officer Picard & Lt. Hanchek
- Menasha Library: Letter of Appreciation regarding medical assistance rendered by Officer Gruss
- Conducting individual meetings with all members of the department. About half way through at this point.
- Dec 10 open house
- Chief Styka requested approval from the Commission to extend Ron Bouchard's service as a contract employee into 2012.
 - Motion by Marshall Spencer to approve Chief Styka's request.
 - Seconded by Terri Reuss and unanimously carried.

Training:

- Chris Groeschel: Understanding & Managing Searches for Missing Alzheimer's Disease Persons, FVTC
- Beverly Sawyer, Ginger Tralongo & Jennifer Groeschel: Wisconsin Open Records Act for Police, FVTC
- Joe Polzien: AACE Conference (American Association of Code Enforcement) Nashville, TN
- Roger Picard & Aaron Zemlock: Honor Guard Conference, FVTC
- Aaron Zemlock: Wisconsin Crime Prevention Practitioners Association; Lake Geneva, WI
- Jeff Jorgenson: CIT Training, NAMI Fox Valley (FVTC)
- Jeff Jorgenson: Behavioral Anchored Interviewing & Hiring CVMIC in Menasha, WI
- Paul Scheppf: First Line Supervisory Training, DOJ (online)
- Nick Oleszak: Covert GPS for Law Enforcement, MCTC; Camp Dodge, IA
- Nick Oleszak: and Nick Thorn: MTOA (Midwest Tactical Officers Association) Conference; Fort McCoy, WI
- Stephanie Gruss: FTO Certification, FVTC

Meeting schedule;

- The next bi monthly meeting will be held Wednesday, January 18 2012 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

Adjourn: Motion by Terri Reuss seconded by Jason Dionne, at 6:10pm. The motion was unanimously carried.

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

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November 16, 2011

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 5:00 P.M., with Commissioners 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; 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 Joe Guidote and Kristin Hubertus, Business Operations Accountant.

In the absence of Commission Secretary Guidote, Commission President Allwardt appointed Commissioner Zelinski as Acting 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. Roush, seconded by Comm. Zelinski, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meetings of Sept. 7, 14, 28, and Oct. 19, 2011.
- B. Approve and warrant payments summarized by checks dated Oct. 27 and Nov. 3 - 16, 2011, which includes Net Payroll Voucher Checks, Void O & M Checks #42525 & 42343, and Operation and Maintenance Voucher Checks for a total of \$707,212.95, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.

Item IV. Financial and Operations Statement – due to the meeting being a week early this month, the October and November statements will be presented at the December meeting.

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. PO #6905 to General Chemical is for the purchase of additional alum for the year, and PO #7171 is for the purchase of a backhoe loader.

After discussion, the motion by Comm. Roush, seconded by Comm. Allwardt, was unanimous on roll call to approve both purchase orders.

Item VII. Unfinished Business, Grievance Procedure – Co-General Manager/Business Operations Krause reported the procedure was approved at the last Common Council meeting with modifications. The Commission requested a final version of the procedure for the next meeting.

Item VIII. New Business, 2012 Commission Meeting Calendar – Mrs. Krause reviewed the proposed meeting schedule for next year. In addition, the request was made to have some or all of the regularly scheduled meetings during the workday.

After discussion, the motion by Comm. Roush, seconded by Comm. Merkes was unanimously approved to hold the January 25, 2012, meeting at 8:00 am, and bring the schedule back at the next meeting for further discussion.

Workforce Planning and Job Descriptions – Mrs. Krause reviewed the revised organizational charts and three job descriptions that were included in the packet to address the shifting of responsibilities to meet the needs of the organization. The job descriptions include Customer Service Manager, Distribution & Utility Services Manager, and Electric Distribution Supervisor. Dave Rodriguez, Customer and Utility Services Manager, and Jerry Sturm, Water Plant Supervisor, have announced their retirements.

During the discussion of salary ranges for the job descriptions, Comm. Zelinski requested a copy of the salary ranges in the next packet.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimous on roll call to approve the organizational changes, pay scale recommendations, and the three job descriptions.

Comm. Merkes requested a copy of the current job description for Water Plant Supervisor.

Item IX. Project Reports, Bondholder Settlement and WPPI Energy Transaction – Mayor Merkes reported there is a hearing scheduled for December 1 and to date there are no objections from the bondholder group. The expectation is that there will be a settlement by December 31.

Telecommunications Update – there was no update for this meeting.

Water Projects – Project Engineer Grenell gave an update on the progress of the scrapper replacement project; most of the material is here, but the west basin will be out of commission until the bearings arrive.

Item X. Staff Reports, Co-General Manager/Engineering and Operations – there were no additional questions to the report presented.

Project Engineer – Comm. Allwardt asked about the soda ash controls; Mr. Grenell stated work is being done on the last part and material has been ordered.

Electric and Water Distribution/Safety Report – Electric and Water Distribution Supervisor Pichler reported on the Lake Road East project. The Ponds of Menasha subdivision is on hold for installation.

Telecommunications & Substations – there were no additional questions to the report presented.

Water Plant – Water Plant Supervisor Jerry Sturm discussed the raw water color issues relating to blue-green algae.

Co-General Manager/Business Operations – Mrs. Krause announced that Lisa Miotke has been hired as the Energy Services Representative for Menasha, Oconto Falls, and New London.

Customer and Utility Services - - there were no additional questions to the report presented.

At this time Comm. President Allwardt presented a Certificate of Appreciation to Jeff Lemke, Chief Meter Technician, in recognition of his 25th anniversary with Menasha Utilities.

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

Item XII. The motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved on roll call at 6:20 p.m. to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Grievance

The motion to convene into Closed Session was withdrawn by Comm. Roush when it was agreed by all parties to discuss the grievance in open session.

Mrs. Krause reported copies of two letters received in regard to discipline received Sept. 20 when an employee referral to EAP was made, and on Oct. 28, 2011, since the referral was not acted upon and normal disciplinary action took effect were given to the Commission. Copies of the official grievance form along with the employee's related comments were also provided.

Steve Hammen, Line Foreman, presented his points of view regarding the disciplinary letters received in September and October, standard operating procedures, and the oral reprimand being grieved to Step III. He also presented copies of statements from his co-workers.

Mrs. Krause stated management does not feel the contract was violated, and EAP was offered in the first step of the process, but Mr. Hammen chose not to do it, and an oral reprimand was given which was within the bargaining contract.

Mr. Pichler; Mr. Dick Sturm; Jeff Lemke, Chief Meter Technician; Joel Heider, Line Foreman; Jason Kluess, Lineman; and LaDonna Heider all voiced their concerns related to this issue.

The motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved on roll call at 7:20 p.m. to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Grievance

The motion by Comm. Roush, seconded by Comm. Zelinski was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Regular Meeting of the Water and Light Commission at 7:45 pm. Co-General Managers Krause and Sturm and Electric and Water Distribution Supervisor Pichler re-joined the meeting.

The motion by Comm. Allwardt, seconded by Comm. Zelinski, was unanimously approved to extend the offer for an employer referral to the Employee Assistance Program (EAP) of Theda Care at Work. This referral will be made in lieu of disciplinary action for a negative attitude toward work, management, and co-workers. If he chooses not to attend, discipline will be an oral reprimand.

There being no further discussion, the motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved to adjourn at 8:00 p.m.

By: MARK L. ALLWARDT
President

DAN ZELINSKI
Acting 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 Fire Rescue

Memorandum

TO: Menasha Council Members and Mayor Merkes

FROM: Assistant Chief Mike Sipin

DATE: December 6, 2011

RE: NIMS ICS Training

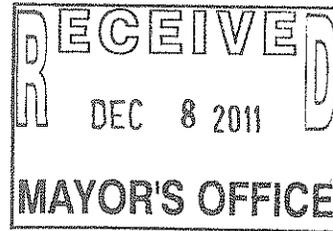
Prior to the December 5 Council meeting, a discussion between Chief Auxier and Councilman Krueger was held on the subject of NIMS/ICS training. It was proposed that in lieu of completing the NIMS/ICS training as per the 2006 Joint Resolution online, a traditional classroom session could be offered to allow council members the opportunity to complete the NIMS/ICS training.

As you may recall, there are two courses that would be required of you per the resolution. ICS-700, an Introduction to NIMS, and ICS-100, and Introduction to the Incident Management System. I have delivered this training to others within the city, and have been able to complete it within a 3-hour period, including the final exam.

The second option provides the ability for the ICS-700 course to be offered, with the ICS-100 at a future point. Each session would last no longer than 90 minutes.

If interested in either option, please email me with dates/times that would work. Once I receive some information from you, I will set a single date for the first option, and two dates for the second. I will need a minimum of 4-6 weeks in order to acquire the necessary materials from the Department of Homeland Security. My email is msipin@nmfire.org.

Should you have any further questions pertaining to this issue, please do not hesitate to contact me. Thank you.



December 6, 2011

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

Dear Mayor Merkes,

Enclosed please find a check for \$35,452.00, which is the City of Menasha's third quarter State and Federal transportation refund for 2011 fixed route services. A spreadsheet showing the total operating costs for the third quarter and the amount reimbursed is attached. The City of Menasha's reimbursement is based on the state providing 28.75% and the federal government providing 28.75% of Valley Transit's operating cost.

As always, thank you for supporting transportation services in the City of Menasha. We value our partnership with you, your staff and your town.

If you have any questions about the refund, please feel free to give me a call. My direct number is 920-832-2292.

Sincerely,

A handwritten signature in black ink that reads 'Debra A. Ebben'.

Debra A. Ebben
Administrative Services Manager



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 5, 2011
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

A moment of silence was observed for Pearl Harbor Day.

C. ROLL CALL/EXCUSED ABSENCES

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

EXCUSED: Alderman Benner

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

DEPT. HEAD EXCUSED: PRD Tungate

D. PUBLIC HEARING

1. Special Use Permit application of Daniel Gueths for outdoor storage and parking in the C1 (General Commercial) District

CDD Keil explained Mr. Gueths is requesting a Special Use Permit in order to allow for exterior storage and parking on the parcel adjacent to 7255 Manitowoc Road.

No one spoke

2. Special Use Permit application of GBW Real Estate Holdings LLC for Multi-Unit Housing in the C1 (General Commercial) District

CDD Keil explained a student housing project is being proposed west of Saber Lanes on Midway Road. A Special Use Permit is required for multi-family units in a C1 General Commercial District. The Plan Commission has approved the site plan.

Dr. Kamaljit Paul, representing Sikh Temple of the Fox Valley, 1304 Midway Road, Menasha. Talked about concerns with stormwater runoff, traffic and safety issues with only one driveway, potential noise and nuisance activity from student dormitory and lack of details about a proposed secondary pedestrian walkway or trail to the University.

Matt Cooper, 1682 Drum Corps Drive, Menasha. Talked about concerns with increased traffic in an area that already has traffic from the University.

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

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

Vince Knuth, 46 Lawson Street, Menasha. Issues with Police Department.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

a. Administration Committee, 11/21/11

b. Board of Public Works, 11/21/11

c. Board of Health, 10/12/11

d. Committee on Aging, 10/13/11

e. Landmarks Commission, 10/12/11

f. NM Fire Rescue Joint Finance & Personnel Committee, 11/22/11

g. NM Sewerage Commission, 10/26/11, 11/11/11; Special Meeting

h. NM Sewerage Commission, 10/25/11

DRAFT

- i. Parks and Recreation Board, 11/15/11
- j. Plan Commission, 11/22/11
- k. Personnel Committee, 11/9/11, 11/21/11
- l. Redevelopment Authority, 11/7/11
- m. Safety Committee, 10/6/11; City Hall
- n. Safety Committee, 10/25/11; Public Works/Parks Communications:
- o. CA/HRD Captain, 11/21/11; Daniel Gueths v. City of Menasha (case No. 11-C-336)
- p. Deputy Fire Chief DeLeeuw, 11/21/11; NIMS Training Requirements 2011
- q. Menasha Historical Society Newsletter, December 2011
- r. Menasha Police Dept. & NM Fire Rescue Open House invitation
- s. Police Chief Styka, 11/28/11; Bartender Application Form

Moved by Ald. Sevenich, seconded by Ald. Krueger to receive Minutes & Communications A-S

Discussion: Ald. Sevenich-Minutes J (Plan Commission), requested more information in packet on Special Use Permits; student housing project parking issues.

Ald. Englebert & Ald. Langdon-Comm. S (memo from PC Styka), comments on new Operator's License Application.

Motion carried on roll call 7-0.

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 11/21/11

Board of Public Works, 11/21/11; recommends approval of:

2. Payment – Terra Engineering & Construction Corporation; City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A; \$458,227.18 (Payment No. 1)

Plan Commission, 11/22/11; recommends approval of:

3. Special Use Permit and Site Plan for Student Apartment Housing at Midway Road, Parcel 7-01262-1, allowing for fiberboard cement facing on the north façade, and with the following conditions:
 - Developer submits a final lighting plan to Community Development staff for review and approval;
 - Developer submits a final site plan with building setbacks indicated; and,
 - Approval of Stormwater and Erosion Control Plans by Public Works/Engineering staff

NM Fire Rescue Finance & Personnel Committee, 11/22/11; recommends approval of:

4. Adjusting the health insurance plan for Local 275 employees, in the event that no agreement is reached for the 5% employee increase, that all union members would be offered the POS 2000 plan with a \$1,250 Health Reimbursement Account payment

Ald. Zelinski requested item 1 (Common Council Minutes) be removed from Consent Agenda.

Ald. Klein requested item 3 (Special Use Permit) be removed from Consent Agenda.

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve Consent Agenda items 2 & 4.

Motion carried on roll call 7-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Sevenich, seconded by Ald. Krueger to approve Consent Agenda item 1 (Common Council Minutes).

Discussion: Ald. Zelinski commented on motions allowed during adoption of 2011 budget, but not allowed during adoption of 2012 budget.

Motion carried on roll call 7-0.

DRAFT

H. ITEMS REMOVED FROM CONSENT AGENDA, cont'd.

Moved by Ald. Klein, seconded by Ald. Langdon to approve Consent Agenda item 3 (Special Use Permit) General discussion on concerns of residents that were mentioned during the public hearing; parking issues; questions by the Fire Department on additional phases of the project.
Moved by Ald. Krueger, seconded by Ald. Sevenich to hold.
Item held.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 11/22/11 to 12/1/11 in the amount of \$ 781,250.71
Moved by Ald. Klein, seconded by Ald. Krueger to approve accounts payable and payroll.
Motion carried on roll call 7-0.

J. ORDINANCES AND RESOLUTIONS

None

K. APPOINTMENTS

1. Accept resignation of Brian Williams from the Board of Appeals
2. Mayor's appointment to the Board of Appeals
 - a. Dave Rodriguez, 2125 Sweetbriar Ln. for the term of December 5, 2011- February 1, 2013 to fulfill the term of Brian Williams

Moved by Ald. Sevenich, seconded by Ald. Englebert to accept resignation of Brian Williams and approve appointment of Dave Rodriguez.
Motion carried on voice vote

L. HELD OVER BUSINESS

1. Payment – Sam Sommers Concrete; Contract Unit No. 2011-02; New Street Construction – Concrete Curb and Gutter/Concrete Walk; \$7,793.19 (Payment No. 3 and Final)
Moved by Ald. Taylor, seconded by Ald. Krueger to approve payment to Sam Sommers Concrete
Discussion: DPW Radtke reported that all required documents have been received.
Motion carried on roll call 7-0.

M. CLAIMS AGAINST THE CITY

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)
No one spoke.

O. ADJOURN

Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 6:56 p.m.
Motion carried on voice vote.

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



November 30, 2011

TO: Mayor Merkes
Common Council Members

FROM: Susan Nett
Public Health Director

RE: 2012 Weights and Measures Fees

The initial budgeted expenditures for 2012 for the weights and measures program was \$19587. After recalculating the expenditures following the 1% reduction in salary, the final budgeted expenditures for the weights and measures program in 2012 is \$19450, a difference of \$137. The 2012 proposed weights and measures fees will remain the same as presented at the Administration Committee meeting on November 21, 2011. Please contact me with any questions.

Weights and Measures Proposed Fees for 2012

<u>Device Category</u>	<u>2011 Fee</u>	<u>2012 Fee</u>
Scales 0 to 30 lbs.	\$48.00	\$50.00
Scales 31 to 1000 lbs.	\$89.00	\$93.00
Vehicle Scales	\$159.00	\$167.00
Point of Sale Systems	\$61.00	\$64.00
Scanner	\$89.00 (1-4 Scanners) additional \$18 per scanner for each scanner over 4	\$93.00 \$19.00 per scanner over 4
Prepack Scales	\$48.00	\$50.00
High Accuracy Scales (Pharmacy, Jewelers, Precious Metals)	\$89.00	\$93.00
Estimate only Scales	\$19.00	\$20.00
Weight Sets	\$16.00	\$17.00
Rules/Tapes	\$11.00	\$12.00
Linear (Fabric, Wire, Rope Meters)	\$46.00	\$48.00
High Speed Diesel Fuel Dispenser	\$87.00	\$91.00
Computing Pumps (Previously known as metering chambers)	\$46.00	\$50.00
Vehicle Tank and Bulk Plant Meters	\$117.00	\$123.00
Timing Devices	\$31.00	\$33.00
Taximeters	\$56.00	\$59.00
Electric Pill Counters	\$48.00	\$50.00
Recycling Machines	\$146.00	\$153.00
Specialized and Non Categorical Devices	\$48.00/hr.	Same
Annual License Processing Fee	\$96.00	Same
Re-Inspection Fee	\$100.00	Same
Late Payment Fee	\$100.00	Same
Penalty Fee for Device Non-Registration	Double the per device fee	Same

These fees fund the wts/measures program 100%



STREET USE APPLICATION

18TH ANNUAL

Event: FIRST EVE FOXCITIES

Sponsored by COMMUNITY FORWARD Inc

Responsible Person: JAMES TAYLOR

Address: PO BOX 185
MENASHA WI

Phone: 205 9216

Email Address: _____

Street Use Date:	<u>12-31-11</u>
Start Time:	<u>10:30PM</u>
End Time:	<u>12:20AM</u>
Number of Units:	_____

Street Route: (Attach Map)
Description of Use

CURTIS REED SQUARE, MILWAUKEE +
MAIN STS.

Liability Insurance has been secured in the amount of \$ 2,000.000 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company CC Services/Commercial General Liability Policy No. CP51472802
(Attached is a copy of the certificate of insurance).

Date: 11-12-11 Applicant's Signature: James Taylor

AD CA #
2427
5

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of Twenty-Five Dollars (\$25.00). Make checks payable to City of Menasha. See highlighted portion of the attached City of Menasha Municipal Code.

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised May 2010)

Scheduled Park & Recreation Board Review Date: _____

Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: 12-19-11

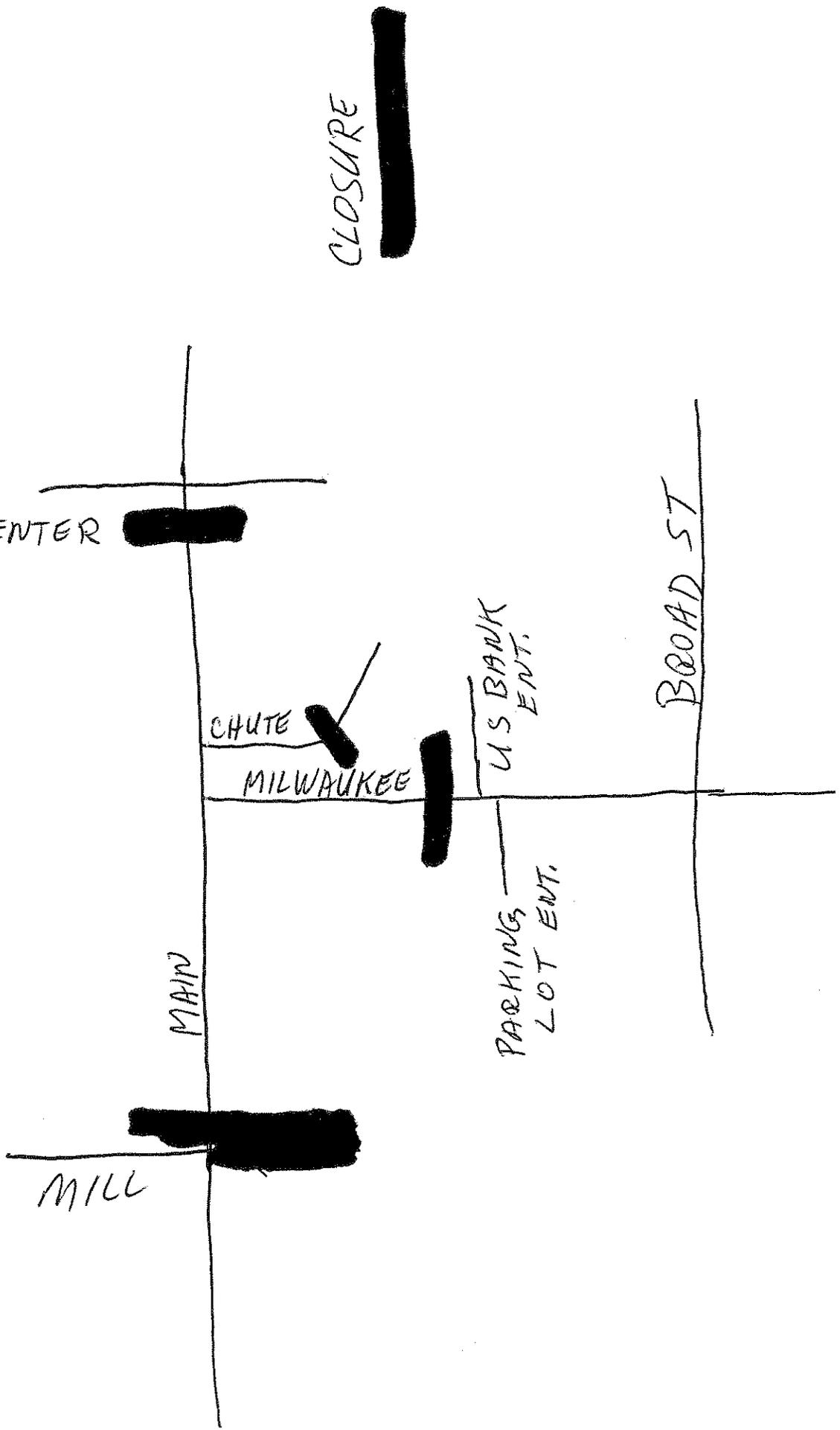
Approved: _____ Denied: _____

APPROVAL:
Police Dept. TS Fire Dept. AD Public Works Dept. MR City Attorney DC

18TH FIRST EVE FOX CITIES

12-31-11

10:30 PM - 12:20 AM





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/5/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CC Services 1705 N Towanda Ave PO Box 2020 Bloomington IL 61702-2020	CONTACT NAME: CC Services PHONE (A/C No. Ext): (309) 821-2926 E-MAIL ADDRESS: FAX (A/C No.): (309) 821-3004
INSURED Community Forward Inc. 340 Broad St. Menasha WI 54952	INSURER(S) AFFORDING COVERAGE INSURER A: Scottsdale NAIC # 0092 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: CL1112502591 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			CPS1472802	12/31/2011	1/2/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate holder is also additional insured.

CERTIFICATE HOLDER City of Menasha 140 Main Street Menasha, WI 54952	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Angela Murphy/JJ
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION - PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

CITY OF MENASHA
140 MAIN STREET
MENASHA, WI 54952

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".



Memorandum

TO: Common Council
FROM: Greg Keil, CDD *GK*
DATE: December 14, 2011
RE: Valley Marine Mart Lease

The City of Menasha had been leasing an area along the US Government Canal to Valley Marine Mart since 1995. In recent years, the lease payments became erratic and in September of this year notice was sent to Valley Marine Mart informing them that they were in default and that the lease had been terminated.

Since that time, staff has been working with the Valley Marine Mart owners to create a new lease agreement. The lease terms requested by Valley Marine Mart are attached. The substantive change from the prior lease is a reduction in the annual rent from \$1,782.00 to \$882.00. A draft of the revised lease as recommended by the Plan Commission is attached.

In addition to the lease agreement, staff is recommending a separate repayment agreement for the lease payments and the interest thereon that is in arrears. The repayment agreement would also include payments and interest for the period from when the lease was terminated to when the new lease is to take effect.

The proposed terms of the repayment agreement are based on a total of \$10,077.89 in lease and interest payments owed. This amount is to be paid in ten equal installments to be paid in the months of May, June, July, August and September of the years 2012 and 2013. Interest on the unpaid balance will accrue at a rate of four percent per annum. The lease payment accruing from the date of termination of the prior lease to the effective date of the new lease will be calculated at the new lease rate with an annual interest rate of four percent.

If the council is in agreement with the above-recommended terms, I would request a motion approving the lease agreement with an annual payment amount as may be approved by the council and authorization for staff to execute a repayment agreement under the terms described above.

VALLEY MARINE MART
100 WATER ST
MENASHA, WI 54952
PHONE: (920) 722-6379 FAX: (920) 722-8089
E-MAIL yvm@athenet.net

To: Greg Keil and the Menasha Common Council

Re: Lease of land on north side of channel on Water St.

For those of you that are not familiar with us, Valley Marine Mart has been in its present location, under the same name and doing the same thing since the early 50's. I do not think that there are too many other businesses here in Menasha that can say that. Valley Marine has always leased and used the land on the north side of the channel to park our customer's boats on that are here to be repaired and for winter storage.

That being said the land that we lease from the city is a vital part of our business. With out it we could not and can not exist. We use the dock and ramp that is there every day. We need the use of that land but the economy since 2001 has really changed the face of our business and the current amount of the lease, \$1782.00 per year, has become a burden to us as we no longer have the outdoor storage that we used to. In the 80's and 90's we used to store 20+ boats out there. This last year we stored 6 with net income of \$1764.00. With the economy, people are storing their boats in their own yard instead of paying for a spot. We are also very seasonal and the reason we do storage is to have an income to get us thru the winter.

What we would like for you to consider is taking the lease amount down to \$882.00 payable in one payment in July. In September we paid \$1500.00 towards the arrearages on the old lease. We will and pay the rest in May, June, July, August and September 2012 and 2013.

We sincerely hope you can see our side of this and that we can continue working together on this lease.



Doug Bodway
Owner

VALLEY MARINE MART LEASE

This lease is entered into between Valley Marine Mart, Inc., (hereafter referred to as "Valley Marine") as lessee, and the City of Menasha, a municipal corporation, (hereafter referred to as "City") as lessor. The terms of conditions of this lease are as follows:

1. Valley Marine shall lease premises including the property described as follows: Commencing at the southeast corner of Lot 9, Block 11, of the Original Plat of Menasha, City of Menasha, Winnebago County, Wisconsin, thence southerly along a line parallel to the east line of said Lot 9, 50 feet to the south ROW line of the vacated section of Water Street described in Doc. #743218, Winnebago County R.O.D., the point of beginning, thence continuing southerly 68 feet, more or less, to the north bank of the US Government Canal, thence westerly along the north bank of the said canal to a point intersecting with the west ROW line of Barlow Street extended from and parallel to said ROW line, thence northerly 65 feet, more or less, to a point intersecting with the south ROW line of the said vacated segment of Water Street, thence easterly 230 feet more or less to the P.O.B. Said area containing 19,590 sq. ft., more or less.
2. Valley Marine shall maintain and keep the premises in reasonable condition, including but not limited to the shore wall and structures and cutting the grass.
3. Any boats parked on premises must be parked in a neat and orderly fashion and appearance.
4. No vehicles other than boats or boat trailers may be stored or parked on leased premises.
5. The initial lease term will be from January 1, 2012 to July 1, 2013. After the initial lease term, this lease will automatically renew for successive one year terms from July 1 to June 30 unless written notice is given by either party to the other party not less than 60 days prior to the annual renewal date.
6. Upon default of any provision of this lease by Valley Marine, such as the failure of Valley Marine to insure, to make any payments due, the filing of a petition, voluntarily or involuntarily in bankruptcy, or the failure of Valley Marine to comply with any terms of this lease or its repayment agreement with the City, the City shall have the right to terminate ~~declare the lease void~~ and to remove Valley Marine from the premises in addition to any other remedy available at law or in equity.
7. Annual rent from Valley Marine to the City will be \$[insert amount] with payments to be made quarterly due on January 1, April 1, July 1 and October 1. *(Valley Marine Mart has requested that they payment be made in one annual installment on July 1)*
8. Valley Marine shall indemnify and hold harmless the City of Menasha for all claims filed as a result of the use of leased premises by Valley Marine and shall file with the City of Menasha a Certificate of Insurance showing that Valley Marine has liability insurance in at least an amount of a \$1,000,000 umbrella.

It is understood that the leased premises are part of City-owned land that is currently being considered for a number of potential uses. The existence of this lease shall not be construed such that Valley Marine receives a prescriptive right nor any other right to the use of this property for the future other than by the terms of this lease.



VACATED WATER STREET
PROPOSED LEASED AREA



MEMORANDUM

To: Mayor Merkes and Common Council

From: PRD Tungate

Date: December 15, 2011

RE: Reciprocity Agreements

On December 12, 2011 the Parks and Recreation Board took action to recommend continuing fee reciprocity agreements with three communities and the YMCA of the Fox Cities. The following is a brief summary of the discussion on each agreement.

City of Neenah: Recommend a five-year extension, both communities use each other's programs and services quite regularly. Besides the pool and park facilities rentals, Neenah no longer charges a non-resident rate.

City of Appleton: Recommend a one-year extension. The Board was concerned over the revenue (usage) discrepancy between the two communities. This is due mainly to boat launch season passes. Appleton residents save approximately \$3,200 with the current agreement. Appleton no longer has resident/non-resident rates at Reid Golf Course, which had been a benefit to Menasha residents in the past. The Board felt that the agreement should be extended one more year to give staff from both communities time to discuss ways to make the agreement more equitable.

Town of Menasha: Recommend a one-year agreement. Staff from each community have had preliminary discussions on how to offer one Menasha boat launch sticker. The challenge will be to ensure that the City, at a minimum, retains its current level of revenue through season launch pass sales.

YMCA of the Fox Cities: Recommend a three-year agreement for the pool only. Discussion focused on the YMCA doing a better job of promoting this benefit to its members. Studies have shown that most pool users will usually opt to visit a pool that is closer to their home rather than drive an extra distance to save a nominal amount of money. This could mean that we ultimately will not sell a lot of passes to YMCA members. There still is a benefit to the City to sell as many season passes as possible because these are committed revenue funds that will not diminish if we have a cool/rainy summer.

FEE RECIPROCITY USAGE 2011

Appleton Residents in Menasha (1/1/2011 – 12/31/2011)

Archery – 2	Bodies in Motion – 1	Brewer Game Fieldtrip – 2
Gymnastics/Cheer & Poms – 3	It's Game Time – 4	Junior Golf – 3
Kickball – 3	Playground Plus – 4	Youth Baseball – 3
Skateboarding Lessons – 4	Adult Tennis – 2	Youth Tennis – 9
Tiny Tots – 9	Tot Lot – 6	Boat Launch Passes – 162
Boat Slips (Jefferson) – 2	Pavilion Rentals – 17	Swimming Lessons – 9
Pool Passes – 9		
Total: 254	Revenue Difference: \$5,338.00	

Menasha Residents in Appleton

Adult Dance/ Fitness – 2	Bus Trips – 3	Park Pavilion Rentals – 13
Swim Lessons - 7	Youth Sports – 28	Swim Coupons Youth – 1
Swim Coupons Adult – 1	Swim Passes, Annual Family – 10	
Youth Tennis/Young Child/Preschool – 6		
Total: 71	Revenue Difference: \$2,393.00	

Neenah Residents in Menasha (1/1/2011 – 12/31/2011)

Bodies in Motion – 2	Gymnastics – 3	It's Game Time – 10
Youth Dance – 3	Junior Golf – 2	Kickball – 2
Kitchen Kids – 2	Youth Baseball – 1	Slimnastics – 2
Youth Tennis – 6	Tiny Tots – 4	Tot Lot – 1
Boat Launch – 8	Boat Slips (Jefferson) – 1	Pavilion Rentals – 42
Swim Lessons – 2	Pool Passes - 10	
Total: 101	Revenue Difference: \$2,396.00	

Menasha Residents in Neenah

No breakdown available. Neenah dropped all non-resident fees (except swimming pool programs and facility rentals) in 2007. They no longer track the number of non-residents that pay resident rates.

Total: **Revenue Difference: \$**

Town of Menasha Residents in City of Menasha (1/1/2011-12/31/2011)

Bodies in Motion – 2	Gymnastics – 14	It's Game Time – 8
Junior Golf – 1	Kickball – 4	Playground Plus – 4
Youth Baseball – 11	Slimnastics – 2	Youth Tennis – 6
Tiny Tots – 7	Tot Lot – 5	Feel 'n Fit – 7
Pavilion Rentals – 9		

Total: 80

Revenue Difference: \$1,797.00

City of Menasha Residents in Town of Menasha

Afternoon Adventures – 1	Camp Superhero – 2	Camp Fairytale – 1
Camp Wittmann – 4	Safety School – 1	Ceramics Workshops – 4
Dance – 11	Dance (competition) – 1	Digital Photo – 6
Flag Football – 4	Gingerbread House – 2	Holiday Candy – 1
Kiddie Camp – 2	Kidstage – 3	Little Dribblers – 4
Mothers Day A & C – 1	Movin with Music – 1	Nature Classes – 8
Playschool – 5	Preschool Movement – 1	Soccer – 8
Spring Dance – 5	Summer Games – 4	Tae Kwon Do – 2
Tennis – 2	Tumbling – 2	Wiggles and Giggles – 5
Young Chefs – 3	Zumba – 15	Zumbaatomic – 2
Pavilion Rentals – 44	Community Center Rentals - 107	

Total: 262

Revenue Difference: \$2688.00

Directors Note: The revenue difference (fees waived) is not directly proportionate to the amount of people because non-resident fees vary widely among the communities.

**AGREEMENT FOR RECIPROCITY BETWEEN
NEENAH AND MENASHA
PARK & RECREATION DEPARTMENTS
2012 - 2016**

The Park & Recreation Departments of the City of Neenah, WI and the City of Menasha, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each city's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regard to fees only.
- 2) Each city retains complete control of the policies, operation, administration and funding of the facilities and services it provides. This includes, but is not limited to, policies that allow registration priorities to city residents.
- 3) The home community will supply the reciprocating community with residency information for participant verification at the reciprocating community.
- 4) This agreement shall be in effect from January 1, 2012 through December 31, 2016. The agreement may be extended for another term by mutual agreement of both cities, or terminated, without penalty, by either city, with thirty days written notice to the other city.

Neenah P&R Commission

Menasha P&R Board

Mayor of Neenah

Mayor of Menasha

Neenah City Clerk

Menasha City Clerk

DRAFT

**Agreement for Reciprocity between the
Menasha Parks and Recreation Department
and the YMCA**

2012-2014

The City of Menasha Parks and Recreation Department and YMCA of the Fox Cities hereby agree to grant pool fee reciprocity to all YMCA members. In return, the YMCA will provide a comprehensive marketing plan for the pool with the goal of increasing season pass sales, swim lesson registration and general pool attendance. Terms of this agreement include:

1. The scope of this agreement is limited to the granting of the privilege of residency in regard to fees only to all YMCA members.
2. YMCA members must present a valid membership card to obtain the resident rate.
3. The City retains the right to establish program and facility policies at the pool. This includes, but is not limited to, allowing registration preference to City residents only.
4. The City and YMCA shall agree on the scope of the marketing plan to be prepared by the YMCA.
5. The agreement will be in effect from January 1, 2012 to December 31, 2014. The agreement may be extended for another term by mutual agreement of both parties or terminated without penalty by either party, with 15 days written notice to the other party.

City of Menasha

YMCA of the Fox Cities

AGREEMENT FOR RECIPROCITY BETWEEN
THE CITY AND TOWN OF MENASHA
PARK & RECREATION DEPARTMENTS
~2012~

The Park & Recreation Departments of the City of Menasha, WI and the Town of Menasha, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each municipality's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regard to fees only.
- 2) Each municipality retains complete control of the policies, operation, administration, and funding of the facilities and services it provides. This includes, but is not limited to, policies that allow registration priorities to municipal residents.
- 3) The City of Menasha reserves the right to charge a non-resident fee for seasonal boat launch passes, swimming lessons and pool passes.
- 4) Each municipality will verify proof of residency of participants from the other community and supply residency information for participant verification.
- 5) This agreement shall be in effect from January 1, 2012 through December 31, 2012. The agreement may be extended for another term by mutual agreement of both municipalities, or terminated, without penalty, by either municipality, with thirty days written notice to the other community.

Chairman, Town of Menasha Park Commission

Mayor, City of Menasha

Director of Parks & Recreation, Town of Menasha

City Clerk, City of Menasha

**AGREEMENT FOR RECIPROCITY BETWEEN
APPLETON AND MENASHA
FOR PARKS AND RECREATION SERVICES
2012**

The Parks and Recreation Departments of the City of Appleton, WI and the City of Menasha, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each city's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regard to fees only.
- 2) Each city retains complete control of policies, operation, administration and funding of the facilities and services it provides.
- 3) The home community will supply the reciprocating community with residency information for participant verification at the reciprocating community.
- 4) This agreement shall be in effect from January 1, 2012 through December 31, 2012. The agreement may be extended for another term by mutual agreement of both cities, or terminated, without penalty, by either city, with thirty days written notice of the other city.

Date: _____

Mayor of Appleton

Mayor of Menasha

Appleton City Clerk

Menasha City Clerk

Appleton City Attorney

Menasha City Attorney



**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) 967-3602 • Fax: (920) 967-5273
e-mail: pcaaptain@ci.menasha.wi.us
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 920-886-6106 • Fax: (920) 886-6109
e-mail: jgodlewski@ci.neenah.wi.us
JAMES G. GODLEWSKI
City Attorney / HR Director

M E M O R A N D U M

DATE: December 13, 2011
TO: Chairman Sevenich, members of the Joint Fire Finance & Personnel Committee
FROM: City Attorney / HR Director Jim Godlewski
City Attorney / Personnel Director Pam Captain
RE: Tentative Agreement for Collective Bargaining Agreement between the Cities and Firefighters Local 275, 2012-15

On December 12, 2011, the bargaining team for the Cities of Menasha and Neenah, consisting of City Attorneys Godlewski & Captain; Finance Director Easker, Fire Chief Auxier & Dep. Fire Chief DeLeeuw, reached a tentative agreement on behalf of the cities with Firefighter Local 275, IAFF for a new four (4) year contract running from 1/1/2012 through 12/31/2015. A copy of the initialed TA is attached to this memo.

The major highlights of the agreement follow:

Wisconsin Retirement System (WRS) Contributions:

- Beginning with the pay period that includes 1/1/2012, all employees hired after 7/1/2011 are mandated to contribute the same amount toward WRS as general municipal employees as determined by the Wisconsin Department of Employee Trust Funds (ETF). In 2012 this amount will be 5.9% of gross wages.
- Beginning with the pay period that includes 1/1/2012, all employees hired before 7/1/2011 will contribute 2% of gross wages to WRS.
- Beginning with the pay period that includes 1/1/2013, all employees hired before 7/1/2011 will contribute 4% of gross wages to WRS.
- Beginning with the pay period that includes 1/1/2014 and thereafter, all employees hired before 7/1/2011 will contribute the percentage of gross wages to WRS required of general municipal employees (set at 5.9% in 2012).

Wages:

- 2012: 1% increase on 1/1/2012; 1% increase on 7/1/2012 (budget impact of 1.5%, less 2% WRS contribution for net budget impact of -0.5%).
- 2013: 1% increase on 7/1/2013; 2% increase effective last pay period in Dec. 2013 (budget impact of 1.08% less additional WRS contribution of 2% for net budget impact of -0.92%)
- 2014: 3% increase effective last pay period in Dec. 2014 (budget impact of 2.615% less additional WRS contribution of approximately 1.9% for a net budget impact of 0.715%)
- 2015: 3% increase effective last pay period in Dec. 2015 (budget impact of 3.115%)

After accounting for the increase in WRS contributions by employees, the cumulative budget impact of the wage & WRS settlement is an increase of 2.15% over the four-year term of the contract, or an average of 0.54% per year.

Layoff & Recall:

The cities agree not to layoff employees through 2012. Subsequently, employees laid off (if any) will remain on a recall list for 4 years.

Insurance Contribution & HRS Participation:

- 2012: POS 500: 10%; POS 1000: 7.5%; POS 2000: 2.5%; Dental: 10% (note: same as other employees except for POS 2000 which is 2.5% points less). Cities contribute \$100 to HRA for employee participation in Health Risk Screening (HRS).
- 2013-2015: POS 500: 12.5%; POS 1000: 10%; POS 2000: 7.5%; Dental: 10%. Employees participating in the HRS will reduce premium contribution by 2.5% points.
- All references to plan design and selection will be eliminated from the contract as those have become prohibited subjects of bargaining.

Wage & Insurance Reopeners:

- Either party may reopen the contract to discuss wage and insurance premium contributions once each year in 2014 & 2015. Notice to reopen must be given in writing and made no later than 8/1 of the year before the affected year. Any impasse will be resolved through interest arbitration.

Miscellaneous items:

- The parties agreed to various miscellaneous matters that have little or no economic impact. A copy of the full tentative agreement is attached for the Committee's information.



CITY OF NEENAH
CITY OF MENASHA



Michael J. Fisher
12-12-11

SUMMARY OF VERBAL TENTATIVE AGREEMENT
REACHED BETWEEN
CITIES OF NEENAH & MENASHA
AND
LOCAL 275 IAFF

Approved Jan 12/12/11
[Signature]

December 12, 2011

1. **Duration**: Except as otherwise provided, this agreement shall be effective January 1, 2012 through December 31, 2015.
2. **Wages**:
 - 2012: 1% wage increase on 1/1; 1% wage increase on 7/1
 - 2013: 1% wage increase on 7/1; 2% wage increase effective last pay period in December 2013
 - 2014: 3% effective last pay period in December 2014
 - 2015: 3% effective last pay period in December 2015
3. **Wisconsin Retirement System**:
 - 2012: Effective the pay period that includes 1/1/2012, each employee will pay a portion of the contribution required by the Wisconsin Retirement System (WRS) equal to 2% of gross wages.
 - 2013: Effective the pay period that includes 1/1/2013, each employee will pay a portion of the contribution required by the Wisconsin Retirement System (WRS) equal to 4% of gross wages.
 - 2014 & 2015: Effective the pay period that includes 1/1/2014 and thereafter, each employee will pay a portion of the contribution required by the Wisconsin Retirement System (WRS) equal to that required by General Municipal Employees (for example, that amount was determined to be 5.8% in 2011 and will be 5.9% on 1/1/2012)
 - Effective 1/1/2012: those employees hired after 7/1/2011 will be required to pay a portion of the contribution required by the Wisconsin Retirement System equal to that required by General Municipal Employees.
4. **No Layoff**: Article 32(B) will be modified to provide no layoff of employees through December 31, 2012. Amend Art. 32(A) to provide that laid off employees will remain on recall list for ~~three~~ four (04) years.

CITIES OF NEENAH & MENASHA
Summary of Tentative Agreement
Local 275 IAFF
December 8, 2011 – Page 2

5. **Insurance Premium Contributions & Health Risk Screening Incentive:**

Employees will contribute the following percentages of the premium costs for health and dental insurance:

2012: POS 500: 10%; POS 1000: 7.5%; POS 2000: 2.5%; for employees participating in the Health Risk Screening (HRS), the Cities will contribute an additional \$100 to the employee's health reimbursement account (HRA); Dental: 10%

2013 - 2015: POS 500: 12.5%; POS 1000: 10%; POS 2000: 7.5%; for employees participating in the Health Risk Screening (HRS), the Cities will reduce the premium contribution percentage by 2.5 percentage points (POS 500: 10%; POS 1000: 7.5%; & POS 2000: 5%); Dental: 10%

NOTE: Pursuant to Wis. Stat. §111.70(4)(mc)6., the design and selection of health care coverage is a prohibited subject of bargaining. As a result, references to health & dental insurance plan structure in the contract must be eliminated from the contract to comply with state law- with Local 275 reserving its rights.

6. **Wage & Insurance Reopeners:** Modify sideletter No. 9 to provide that either party shall be entitled to request that the labor contract be reopened one time for each year, 2014 and 2015, for the limited purpose of collectively bargaining wage adjustments, described in ¶1 above, and insurance premium contributions, described in ¶5 above, for employees in the bargaining unit. The requests to reopen must be made on or before 8/1/2013 to reopen 2014 wages and premium contributions; and 8/1/2014 to reopen 2015 wages and premium contributions.

The collective bargaining agreement shall be reopened only one time in each of those years for the subsequent contract year. Requests to reopen shall be in writing. Upon receipt of such request, the collective bargaining agreement shall be opened, and the parties shall meet at mutually agreeable times and places for the purposes detailed above.

If the parties are unable to reach agreement and come to impasse with respect to the above reopener(s), such impasse shall be resolved by interest-arbitration pursuant to Wis. Stat. §111.77. In addition, the parties agree to not treat any reopener as a termination of contract.

7. **Prior agreed items:** The following items will also be included in a new collective bargaining agreement (previously agreed in prior negotiating sessions):

- a. **Article 9, ¶A.(1)a.:** Clarify that temporary military leave applies to both monthly and annual duty tours. (*Cities item no. 1*)
- b. **Sideletter No. 5:** Eliminate the first category of school credits as the last employee in that category has retired. Clarify current practice that

CITIES OF NEENAH & MENASHA
Summary of Tentative Agreement
Local 275 IAFF
December 8, 2011 – Page 3

- employees hired on or after 1/1/1997 are not eligible for Associates Degree school credit pay. (*Cities item No. 11*)
- c. **Sideletter No. 7: Light Duty:** Amend the language of the sideletter to provide a procedure for conversion of vacation time to light duty compensation. (*Cities item No. 12*) Note, light duty formula memo from Chief Auxier is attached & will constitute the language to Sideletter No. 7.
 - d. **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. (*Cities item No. 15*)
 - e. **Art 12 B.** Sick leave: add the word "dependent" before "children" in the 5th line of Art. 12, B in the definition of "immediate family".
 - f. **Art 29C.** tuition payment only applies to courses & seminars related to firefighting, not to courses needed to complete a bachelor's degree
 - g. **Replace Promotional Language.** Art 6, B: replace with agreed language, listed below.
8. **All other items:** All other provisions of the agreement between the Cities and Local 275 expiring on December 31, 2011 not modified by way of previous agreement, and/or by this offer will continue in the successor agreement

CITIES OF NEENAH & MENASHA
Memo to Joint Fire Finance & Personnel Committee
Tentative Agreement with IAFF Local 275
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CITIES OF NEENAH & MENASHA
Summary of Tentative Agreement
Local 275 IAFF
December 8, 2011 – Page 4

The following is the light duty formula language agreed to between the Chief & Local 275:



Memorandum

TO: Mike Janke, President
Local 275

FROM: Al Axtier, Chief

DATE: November 8, 2011

RE: Light Duty Formula

As we discussed this year, for employees who are working light duty and take time off (vacation, Kelly, sick leave, P.L.S.A or Comp time) the following formula shall be followed for converting their time.

When working light duty, regardless of whether it is a Workers Compensation claim or because of a personal injury, the following guidelines have been established to handle vacation time that has been scheduled or requested within the time while on Light Duty.

The first method of applying vacation if an individual has a full work period, 3-work days, is to put the person back as though he/she was on line. The vacation period would be nine consecutive days starting the first day of his normal work period and would end the ninth day after the initial starting date of the vacation. Weekend days would be counted in the nine days. For the sake of payroll the officer(s) would post the three days of vacation similar to any other vacation period posted for line personnel. Upon returning to work light duty the officer(s) would then start recording the days work as holiday days.

The formula for adjusting applying one 24-hour day of vacation time while on light duty is based on establishing a multiplier to convert vacation while working a 40 hour work week versus the established 56 hour average work week for line personnel. By taking the 40 hours and dividing by 56 hours you get a multiplier of .71 percent. $(40 \div 56 = .71)$. The officer would take 24 hours and multiply by .71 percent to get 17.04 hours $(24 \times .71 = 17.04)$. This equates to approximately two 8-hour days starting the employee's scheduled vacation day and would end the second 8-hour day after the initial day of vacation. Weekend days would not be counted in calculating the vacation time. For the sake of payroll the officer(s) would post the original day of vacation and just nothing for the second 8-hour day off. Upon returning to work light duty the officer(s) would then start recording the days work as light duty days.

The formula for adjusting applying a half day of vacation (12 hours) of vacation time while on light duty again is based on utilizing the same formula above to convert vacation while working a 40 hour work week versus the established 56 hour average for a work week for line personnel. By taking the 40 hours and dividing by 56 hours you get a multiplier of .71 percent. $(40 \div 56 = .71)$. The officer would take 12

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hours and multiply by .71 percent to get 8.52 hours, ($12 \times .71 = 8.52$). This equates to approximately one 8-hour day off when working light duty. The vacation period would be any 8-hour day off of light duty. For the sake of payroll the officer(s) would post the day for 12 hours of vacation rather than workers compensation.

The 1.04 hours associated with taking 24 hours of vacation and the .52 hours associated with taking 12 hours of vacation can be utilized any other day while working light duty. Advise the Chief, Deputy Chief or Assistant Chief as to when the time should be applied and the time off will be approved. Nothing needs to be recorded in payroll for the time off that day, just record the day as a full day of light duty.

Finally, NMFR needs to notify Human Resources of the 8-hour days that an individual will not be working light duty hours so they can notify CVMIC not to pay Workmen's Compensation for the day if it is a Workers Compensation Claim.

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The following language will replace the existing Art. 6, Par. B on promotions:

- B. The following procedure will govern all promotions within Neenah-Menasha Fire Rescue to include Fire Officer, Driver, and Shift Inspector. All examinations shall be impartial and shall relate to those matters, which will test fairly the candidate to discharge the duties of the position to be filled. The senior qualified candidate shall be promoted. For the purpose of promotions, seniority shall be based upon the date of hire with the department.

FIRE OFFICER

QUALIFICATIONS FOR PROMOTION TO THE POSITION OF FIRE OFFICER REQUIRE:

- (1) The individual with the most seniority who is qualified shall be promoted to fire officer
- (2) The completion of a minimum of ten (10) years seniority from the date of hire.
- (3) Must be certified Wisconsin State Fire Officer I
- (4) Must possess a valid Wisconsin Motor Vehicle Driver License.
- (5) Must be eligible for a minimum of twelve (12) months Move-Up experience

THE PROFESSIONAL SKILLS ASSESSMENT WILL CONSIST OF:

- (1) Letter of interest and/or application will need to be submitted
- (2) The interview shall be conducted by the fire chief or designee
- (3) The assessment will be made up of three (3) scenarios or exercises
 - a. Practical Firehouse report demonstrating records management and data entry
 - b. Simulated fire scenario
 - c. Exercise on candidates ability to handle personnel issue(s)

DRIVER

Qualifications for promotion to the position of Driver require:

- (1) Letter of interest and/or application will need to be submitted
- (2) The individual with the most seniority who is qualified/certified shall be selected for promotion to Driver
- (3) Certified Wisconsin State Fire Apparatus Driver-Pumper
- (4) Must possess a valid Wisconsin Motor Vehicle Drivers License.

THE PRACTICAL DRIVING SKILLS ASSESSMENT WILL CONSIST OF:

- (1) The skills assessment shall be conducted by the training chief or

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designee. Designee can include qualified union member.

- (2) The assessment will be made up of five (5) scenarios or exercises
 - a. An apparatus operations exercise (pumping operations)
 - b. An apparatus operations exercise (aerial operations)
 - c. A predetermined street driving evaluation (road test)
 - d. Written test conducted by Administration
 - e. Maintenance check off sheet evaluation

SHIFT INSPECTOR

QUALIFICATIONS FOR PROMOTION TO THE POSITION OF SHIFT INSPECTOR REQUIRE:

- (1) The individual with the most seniority who is qualified/certified shall be selected for promotion to Shift Inspector
- (2) Must be certified Wisconsin State Fire Inspector
- (3) Must possess a valid Wisconsin Motor Vehicle Drivers License
- (4) Eligible for a minimum of twelve (12) months Move-Up experience.

THE PROFESSIONAL SKILLS ASSESSMENT WILL CONSIST OF:

- (1) The interview shall be conducted by the assistant chief in charge of fire prevention or designee.
- (2) The Assessment will be made up of two (2) scenarios or exercises
 - a. A focused interview related to the inspection department.
 - b. Code based written exam (conducted with an open book policy and no time requirement to finish the exam)

OTHER RULES

Because of the highly technical nature of the skills required of a Shift Inspector the members promoted to this position are required to commit to a minimum of two (2) years of service in this position.

ELIGIBILITY LIST

Eligibility lists for the positions of Fire Officer, Driver, and Shift Inspector shall be established. All employees may be eligible to participate in the skills assessment process for Fire Officer, Driver, and Shift Inspector. The established eligibility list shall consist of the individuals that have successfully completed the skills assessment and meet the qualifications. The individual with the most seniority shall be promoted. Eligibility lists shall be established for a three (3) year period. Lists for the positions of Fire Officer, Driver, and Shift Inspector shall expire after (3) years and

new testing or qualification procedures will be conducted. There will be a 45 day notice before the testing occurs for any position.

EXCEPTION: In the event that the eligibility list is exhausted prior to the expiration date, a new promotional procedure will be conducted at the earliest convenient date after the vacancy in a position occurs.

In the event an employee on an eligibility list refuses a position when offered, such employee's name will be removed from the eligibility list. Such employee shall submit his/her notice in writing to the Chief of the department. Such employee will be required to re-qualify for a future position.

Where an employee desires to participate or complete the assessment process, but is unable to do so because of a serious illness or accident, the assessment may be postponed for that employee and offered at the earliest convenient date by the discretion of the Chief.

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 12/8/11-12/15/11 Checks # 31805-31923	\$ 718,973.23
Payroll Checks for 12/8/11-12/15/11	<u>170,333.15</u>
Total	\$ 889,306.38

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: 12/8/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	31805	12/8/2011	1117436	731-1022-541.38-03	38.22	LED Red Oval
		12/8/2011	1117452	100-1008-541.30-18	64.00	Black Nylon Ties
		12/8/2011	1117513	731-1022-541.30-18	57.00	Shop Equipment
		12/8/2011	1117703	731-1022-541.30-18	162.50	Heater Hose
		12/8/2011	1117708	731-1022-541.38-03	10.40	Light Bulb
			Total for check: 31805		332.12	
ALL-SPORT TROPHY	31806	12/8/2011	44843	100-0702-552.30-18	537.00	Grunski awards
			Total for check: 31806		537.00	
AMERICAN PLANNING ASSOCIATION	31807	12/8/2011		100-0304-562.32-01	365.00	
			Total for check: 31807		365.00	
BADGER HIGHWAYS CO INC	31808	12/8/2011	155814	100-1003-541.30-18	346.33	Asphalt
			Total for check: 31808		346.33	
BAHCALL RUBBER CO INC	31809	12/8/2011	554391-001	731-1022-541.38-03	434.50	
			Total for check: 31809		434.50	
MICHAEL BEST & FRIEDRICH LLP	31810	12/8/2011		267-0102-581.21-01	128.00	EPA Enforcement
			Total for check: 31810		128.00	
LARRY BONNEVILLE	31811	12/8/2011		100-0801-521.19-03	250.22	Clothing
			Total for check: 31811		250.22	
BRAUER SUPPLY & EQUIPMENT	31812	12/8/2011	112111	731-1022-541.38-03	335.00	Warning Lights
			Total for check: 31812		335.00	

AP Check Register
Check Date: 12/8/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CAREW CONCRETE & SUPPLY CO INC	31813	12/8/2011	890196	100-1008-541.30-18	83.00	Concrete
			Total for check: 31813		83.00	
FOX STAMP SIGN & SPECIALTY	31814	12/8/2011	204165	100-0203-512.30-10	32.85	Ink Pads
			Total for check: 31814		32.85	
GANNETT WISCONSIN MEDIA	31815	12/8/2011	0005978046	100-0405-513.29-02	490.93	Legals
				100-0204-512.29-02	84.38	Legals
			Total for check: 31815		575.31	
GREEN BOYZ	31816	12/8/2011		100-0801-521.20-06	95.00	Police Dept/Yard Maintain
			Total for check: 31816		95.00	
GUNDERSON UNIFORM & LINEN RENTAL	31817	12/8/2011	1419083	100-0801-521.30-13	(29.28)	Overpayment
		12/8/2011	1434628	100-0801-521.30-13	30.78	Dish Towels/Mats/Service
			Total for check: 31817		1.50	
HEARTLAND LABEL PRINTERS INC	31818	12/8/2011	157340-H	743-0403-513.21-04	12.95	DNS Hosting Website
		12/8/2011	HBS00056775	743-0403-513.21-04	55.00	
			Total for check: 31818		67.95	
HOME DEPOT CREDIT SERVICES	31819	12/8/2011	1030362	100-0703-553.24-03	9.87	
		12/8/2011	2030199	100-0920-531.24-03	9.45	Dishwasher
		12/8/2011	34215	100-0501-522.24-03	329.01	Fence
		12/8/2011	5035006	207-0707-552.30-18	9.97	Cover
				100-0703-553.30-18	10.97	Filter
		12/8/2011	7096799	100-0703-553.30-18	13.98	Filter
			100-0601-551.24-03	6.97	Miniwax	

AP Check Register

Check Date: 12/8/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HOME DEPOT CREDIT SERVICES...	31819...	12/8/2011...	7096799...	100-1001-514.30-18	4.17	Redi-Loc
			Total for check: 31819		394.39	
INFRATECH	31820	12/8/2011	PR11845	601-1020-543.82-01	1,880.00	737 Paris Street Manhole
			Total for check: 31820		1,880.00	
IRRIGATION SERVICES INC	31821	12/8/2011	2007	100-1001-514.24-03	150.00	
				100-0601-551.24-03	147.68	
			Total for check: 31821		297.68	
STEWART JACKSON	31822	12/8/2011		743-0403-513.33-01	13.50	November Expenses
			Total for check: 31822		13.50	
KONE INC	31823	12/8/2011	150578792	100-1001-514.20-04	283.00	Annual Testing
				100-0801-521.24-03	242.00	Annual Testing
			Total for check: 31823		525.00	
KUSTOM SIGNALS INC	31824	12/8/2011	452949	100-0801-521.29-05	143.04	Push Buttons
			Total for check: 31824		143.04	
LARSEN COOP COUNTRY STORE	31825	12/8/2011	292641	100-1006-541.30-15	167.70	Snow Fence Posts
			Total for check: 31825		167.70	
LEVENHAGEN CORPORATION	31826	12/8/2011	77029	207-0707-552.38-01	4,894.47	Fuel
			Total for check: 31826		4,894.47	
MANAWA TELEPHONE CO	31827	12/8/2011		743-0403-513.22-01	39.95	Internet Service
			Total for check: 31827		39.95	

AP Check Register
Check Date: 12/8/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MATTHEWS TIRE & SERVICE CENTER	31828	12/8/2011	40983	731-1022-541.38-02	222.50	Flat Repair
		12/8/2011	40984	731-1022-541.38-02	333.02	Flat Repair
		12/8/2011	40985	731-1022-541.38-02	265.00	Tire/Tire Repair
				Total for check: 31828	820.52	
MCNEILUS TRUCK & MFG COMPANY	31829	12/8/2011	1739992	731-1022-541.38-03	177.93	Strap
				Total for check: 31829	177.93	
MENARDS-APPLETON EAST	31830	12/8/2011	84922	731-1022-541.24-03	38.45	Tarp
				Total for check: 31830	38.45	
MENASHA EMPLOYEES CREDIT UNION	31831	12/8/2011	20111208	100-0000-202.05-00	1,507.00	PAYROLL SUMMARY
				Total for check: 31831	1,507.00	
POSTMASTER	31832	12/8/2011		100-0702-552.30-11	1,358.06	Winter Program
				Total for check: 31832	1,358.06	
MENASHA UTILITIES	31833	12/8/2011		100-1008-541.22-03	198.42	Electric
				100-0703-553.22-03	452.17	Electric
				100-0703-553.22-05	134.60	Water/Sewer
				100-0703-553.22-06	91.25	Storm
				100-0000-123.00-00	8.51	Electric
				100-0305-562.22-06	2.50	Storm
				100-0903-531.22-03	140.71	Electric
				100-0903-531.22-05	50.09	Water/Sewer
				601-1020-543.22-03	71.92	Electric
				207-0707-552.22-05	16.70	Water/Sewer
				100-0703-553.22-03	312.82	Electric
				100-0703-553.22-05	436.09	Water/Sewer
			Total for check: 31833	1,915.78		

AP Check Register
Check Date: 12/8/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MODERN BUSINESS MACHINES	31834	12/8/2011	26265583	100-1001-514.24-04	51.06	Images Used
			Total for check: 31834		51.06	
	31835	12/8/2011	5327869	743-0403-513.21-04	49.50	IT Equipment
		Total for check: 31835			49.50	
DAVID MOORE	31836	12/8/2011	110911DM	100-0702-552.30-18	125.00	Grunski Set Up
			Total for check: 31836		125.00	
N&M AUTO SUPPLY	31837	12/8/2011	383138	731-1022-541.38-03	35.40	Lincoln Hyd Coupler
		12/8/2011	383294	731-1022-541.38-03	66.83	Tank Heater
		12/8/2011	383305	731-1022-541.38-03	202.00	Cable/Halogen Capsule
		12/8/2011	383481	731-1022-541.38-03	19.68	Spark Plug
		12/8/2011	384078	731-1022-541.38-03	9.96	Gas Cap
		12/8/2011	384267	731-1022-541.38-03	61.99	Oil Cooler Line - Engine
		Total for check: 31837			395.86	
NEENAH-MENASHA SEWERAGE COMMISSION	31838	12/8/2011	2011-182	601-1021-543.25-01	54,279.67	Wastewater Treatment Fees
		12/8/2011	2011-188	601-1021-543.25-01	9,655.00	Dec Interest Charges NMSC
			Total for check: 31838		63,934.67	
PIGGLY WIGGLY MIDWEST LLC	31839	12/8/2011	7299019	100-0905-531.30-18	34.22	Cookies
			Total for check: 31839		34.22	
POSTAL ANNEX	31840	12/8/2011	182113	100-0801-521.30-11	17.88	
		12/8/2011	182299	100-0801-521.30-11	8.11	
		12/8/2011	182353	100-0801-521.30-11	21.68	
		12/8/2011	182902	100-0801-521.30-11	7.81	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
POSTAL ANNEX...	31840...	12/8/2011	182975	100-0801-521.30-11	7.81	
			Total for check: 31840		<u>63.29</u>	
PSS WORLD MEDICAL INC	31841	12/8/2011	81377081	100-0905-531.30-18	22.45	Spec Coll Grm Cap
			Total for check: 31841		<u>22.45</u>	
QUARLES & BRADY	31842	12/8/2011	1704711	601-1020-543.21-01	7,500.00	Clean Water Fund
			Total for check: 31842		<u>7,500.00</u>	Eligible Expense
ROAD EQUIPMENT	31843	12/8/2011	WA538152	731-1022-541.38-03	15.28	Plow Stops for Equipment
			Total for check: 31843		<u>15.28</u>	
LIZ ROSIN	31844	12/8/2011	MILEAGE	100-0903-531.33-01	13.95	November Mileage
				100-0904-531.34-01	15.44	November Mileage
			Total for check: 31844		<u>29.39</u>	
SAFEGUARD BUSINESS SYSTEMS	31845	12/8/2011	027414482	100-0202-512.30-10	116.52	Window Envelopes
			Total for check: 31845		<u>116.52</u>	
DIANE SCHABACH	31846	12/8/2011		207-0707-552.24-02	85.25	Tools & Equipment
				207-0707-552.29-01	69.63	Tools & Equipment
			Total for check: 31846		<u>154.88</u>	
SERWE IMPLEMENT CO INC	31847	12/8/2011	129338	731-1022-541.38-03	150.31	Battery Backup
			Total for check: 31847		<u>150.31</u>	
KRISTIN SEWALL	31848	12/8/2011		100-0203-512.33-01	25.65	Mileage

AP Check Register
Check Date: 12/8/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KRISTIN SEWALL...	31848...	12/8/2011...	...	100-0204-512.33-01	6.75 Mileage	
				Total for check: 31848	32.40	
SAM SOMMERS CONCRETE CO INC	31849	12/8/2011		100-0000-201.04-00	2,718.63	
				100-1003-541.82-02	5,074.56	
				Total for check: 31849	7,793.19	
SPORTS GRAPHICS	31850	12/8/2011	1111-044	100-0702-552.30-18	80.00 T-shirts	
				Total for check: 31850	80.00	
STUMPF EXCAVATING & TRUCKING LLC	31851	12/8/2011	4648	100-0703-553.30-18	250.00 Landscaping Rocks	
				Total for check: 31851	250.00	
SUPERIOR CHEMICAL CORP	31852	12/8/2011	75304	731-1022-541.30-18	367.40 Natural Solvent	
				Total for check: 31852	367.40	
SYN-TECH SYSTEMS	31853	12/8/2011	67178	731-1022-541.24-06	978.50 Modules	
				Total for check: 31853	978.50	
TERRA ENGINEERING & CONSTRUCTION	31854	12/8/2011		601-0000-201.04-00	(11,749.42) Wastewater Collection Syst	
				601-0000-196.00-00	469,976.60 Wastewater Collection Sys	
				Total for check: 31854	458,227.18	
UNIFIRST CORPORATION	31855	12/8/2011	097 0098834	100-0904-531.30-18	5.15 Lab Coat	
				731-1022-541.20-01	110.54 Uniforms/Mops/Mats	
				Total for check: 31855	115.69	
US CELLULAR	31856	12/8/2011	200267787-093	100-0201-512.22-01	36.43 November, 2011	
				100-0401-513.22-01	10.47 November, 2011	

AP Check Register
Check Date: 12/8/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
US CELLULAR...	31856...	12/8/2011...	200267787-093...	100-1019-552.22-01	10.72	November, 2011
				743-0403-513.22-01	101.90	November, 2011
				601-1020-543.22-01	5.10	November, 2011
				100-1001-514.22-01	63.78	November, 2011
				100-0601-551.22-01	6.36	November, 2011
				100-0801-521.22-01	523.08	November, 2011
				100-0919-531.22-01	46.55	November, 2011
				100-0904-531.22-01	42.35	November, 2011
				100-1002-541.22-01	133.50	November, 2011
				100-0702-552.22-01	39.04	November, 2011
				100-0703-553.22-01	123.45	November, 2011
			100-0304-562.22-01	18.99	November, 2011	
			731-1022-541.22-01	59.18	November, 2011	
			100-1008-541.22-01	9.13	November, 2011	
			601-1020-543.22-01	5.46	November, 2011	
			Total for check: 31856	1,235.49		
US POSTAL SERVICE	31857	12/8/2011		100-1001-514.30-11	190.00	First-Class Presort Permit PI, Permit #39
				Total for check: 31857	190.00	
VAN STRATEN CONSTRUCTION CO INC	31858	12/8/2011		601-0000-196.00-00	16,599.20	Phase 4 Wastewater System
				Total for check: 31858	16,599.20	
WE ENERGIES	31859	12/8/2011		100-1012-541.22-03	2,218.25	Street Lights
				100-0703-553.20-03	37.50	Energy Charges
				Total for check: 31859	2,255.75	
WE ENERGIES	31860	12/8/2011		267-0102-581.22-04	9.35	Power Plant Energy Usage
				Total for check: 31860	9.35	

AP Check Register
Check Date: 12/8/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WHELEN ENGINEERING COMPANY INC	31861	12/8/2011	R59025	100-0801-521.29-05	88.00	Strobe Power Supply
	Total for check: 31861					88.00
WIL-KIL PEST CONTROL	31862	12/8/2011		100-0920-531.20-07	305.55	Prebill for 2012 Senior Center
				100-0703-553.24-03	251.71	Prebill for 2012 Memorial Bldg
				100-0801-521.24-03	369.57	Prebill for 2012 Public Protection
				100-1001-514.20-01	206.61	Prebill for 2012 City Hall
				731-1022-541.20-07	64.00	Contract/City Garage
Total for check: 31862					1,197.44	
WINNEBAGO COUNTY CLERK OF COURTS	31863	12/8/2011		100-0000-201.03-00	850.00	Bond Report #MP11-3789
	Total for check: 31863					850.00
WINNEBAGO COUNTY TREASURER	31864	12/8/2011	ATS	310-0409-571.61-01	5,846.29	ATS
				310-0410-571.61-02	3,288.40	ATS
	Total for check: 31864					9,134.69
WISCONSIN COUNCIL 40 PER CAPITA TAX	31865	12/8/2011	20111208	100-0000-202.06-00	220.00	PAYROLL SUMMARY
	Total for check: 31865					220.00
WISCONSIN DEPT OF HEALTH SERVICES	31866	12/8/2011		100-0904-531.32-01	125.00	
	Total for check: 31866					125.00
WISCONSIN SUPPORT COLLECTIONS	31867	12/8/2011	20111208	100-0000-202.03-00	431.84	PAYROLL SUMMARY
	Total for check: 31867					431.84
					590,580.80	

AP Check Register
Check Date: 12/13/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
POSTMASTER	31868	12/13/2011		100-1001-514.30-11	190.00	Bulk Permit Fee
				100-0401-513.30-11	2,753.51	Tax Bill Postage
					<u>2,943.51</u>	
						Total for check: 31868
					<u>2,943.51</u>	

AP Check Register
Check Date: 12/15/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	31869	12/15/2011	1117921	731-1022-541.30-18	55.54	55.54 Primer
				Total for check: 31869	55.54	
	31870	12/15/2011	105990589	731-1022-541.30-18	65.54	65.54 Industrial Size Oxygen
				Total for check: 31870	65.54	
ENNIS INC	31871	12/15/2011	90203	100-1016-543.29-01	1,142.14	1,142.14 Overflow Tags
				Total for check: 31871	1,142.14	
	31872	12/15/2011	64086	100-0801-521.29-05	20.65	20.65 Face Plate/Blank Panel
				Total for check: 31872	20.65	
BRAZEE ACE HARDWARE	31873	12/15/2011	015947	100-0801-521.29-05	7.49	7.49 Tool Coax Crimp/Cutter
				Total for check: 31873	7.49	
	31874	12/15/2011	528604	100-0801-521.30-10	177.75	177.75 Office Supplies
				Total for check: 31874	177.75	
DAVIS & KUELTHAU	31875	12/15/2011	341387	100-0202-512.21-01	487.50	487.50 2009-2010 Police Negotiations
				Total for check: 31875	487.50	
	31876	12/15/2011	3213314	100-1019-552.15-09	3,401.00	3,401.00 November
					8.47	8.47 November
					132.20	132.20 November
				Total for check: 31876	3,541.67	
EARTHLINK BUSINESS	31878	12/15/2011		100-0402-513.22-01	6.95	6.95 Assessor
				100-0201-512.22-01	6.20	6.20 Attorney
				100-0000-123.00-00	14.26	14.26 Bldg Inspection

AP Check Register
Check Date: 12/15/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
EARTHLINK BUSINESS...	31878...	12/15/2011...	...	100-0203-512.22-01	12.66	Clerk
				100-0304-562.22-01	29.36	Comm Dev
				100-1001-514.22-01	76.53	City Hall
				100-0401-513.22-01	32.47	Finance
				731-1022-541.22-01	30.35	Garage
				100-0903-531.22-01	47.14	Health
				743-0403-513.22-01	16.76	IT
				100-0601-551.22-01	173.42	Library
				100-0101-511.22-01	8.90	Mayor
				100-0702-552.22-01	25.54	Recreation
				100-0703-553.22-01	47.37	Parks
				100-0202-512.22-01	15.30	Personnel
				100-0801-521.22-01	262.52	Police
				100-1002-541.22-01	45.31	Engineering
				100-0920-531.22-01	13.90	Senior Center
				100-1008-541.22-01	3.53	Sign
			100-0502-522.22-01	42.34	EOC	
			207-0000-123.00-00	30.01	Marina	
			100-0000-123.00-00	287.62	Menasha Utilities	
			Total for check: 31878	1,228.44		
FASTENAL COMPANY	31879	12/15/2011	WINEE70129	100-0703-553.24-03	13.78	Parts
			Total for check: 31879		13.78	
FOX VALLEY HUMANE ASSOCIATION	31880	12/15/2011		100-0806-532.25-01	2,831.70	October Transport Fees
			Total for check: 31880		2,831.70	
GRAY'S INC	31881	12/15/2011	29349	100-1006-541.30-15	2,290.00	Blade
			Total for check: 31881		2,290.00	

AP Check Register
Check Date: 12/15/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HORST DISTRIBUTING INC	31882	12/15/2011	16761-000	731-1022-541.38-03	74.42	Socket
			Total for check: 31882		<u>74.42</u>	
INDEPENDENT INSPECTIONS LTD	31883	12/15/2011	305513	100-0301-523.21-06	1,524.22	Nov Permits
			Total for check: 31883		<u>1,524.22</u>	
PATRICK JAMES	31884	12/15/2011		743-0403-513.33-01	30.15	October Mileage
				743-0403-513.33-01	37.80	November Mileage
			Total for check: 31884		<u>67.95</u>	
JOE'S POWER CENTER	31885	12/15/2011	115540	100-0703-553.30-15	419.95	Trimmer 36.3cc 4Mix Bike
			Total for check: 31885		<u>419.95</u>	
JX ENTERPRISES INC	31886	12/15/2011	G-213260032	731-1022-541.38-03	87.36	Solenoid
			Total for check: 31886		<u>87.36</u>	
KITZ & PFEIL INC	31888	12/15/2011		100-1001-514.30-13	(16.62)	
		12/15/2011	102114-0061	100-0703-553.30-18	5.38	Finish Nails
		12/15/2011	102414-0111	731-1022-541.30-18	7.18	Enamel
		12/15/2011	102514-0083	100-0703-553.30-18	25.19	Paint
		12/15/2011	102514-0113	100-0703-553.24-03	4.44	Misc Hardware
		12/15/2011	102714-0004	100-0704-552.24-03	5.84	Filter
		12/15/2011	102714-0137	100-0703-553.30-18	21.36	Misc Hardware
		12/15/2011	102714-0138	100-1004-541.30-18	52.47	Pipes/Elbows/Couplings
		12/15/2011	102714-0142	100-1004-541.30-18	8.09	Cement Weld Kit
		12/15/2011	102803-0017	100-0703-553.30-15	27.72	Saw Chain
		12/15/2011	102809-0044	100-1006-541.30-18	4.83	Valve/Nipples/Tape
		12/15/2011	103114-0133	731-1022-541.30-18	3.14	Dirt Devil Vac Belt
	12/15/2011	110314-0067	100-1001-514.24-03	2.51	Ceiling Track Hook	
	12/15/2011	110814-0127	100-0703-553.24-03	0.44	Misc Hardware	
	12/15/2011	110914-0040	100-0703-553.24-03	1.38	Misc Hardware	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFEIL INC...	31888...	12/15/2011	110914-0052	100-0703-553.30-18	3.86	Plug Scr Tap
				100-0903-531.30-13	29.99	Snow Shovel/Health
				100-1008-541.30-18	5.80	Repl Fuse
				100-0601-551.30-13	32.37	Ice Melt/Antifreeze
				100-0801-521.30-13	32.37	Ice Melt/Antifreeze
				100-1001-514.30-13	38.36	Ice Melt/Antifreeze
				731-1022-541.24-03	24.29	Sodium Bulb
				100-0920-531.24-03	16.00	Outlet/Cable Strap/Finish
				100-0703-553.30-18	5.84	Spray Paint
				100-0703-553.24-03	10.78	Spray Paint
			100-0920-531.24-03	7.11	Misc Hardware/COP Tee	
			Total for check: 31888	360.12		
LEVENHAGEN CORPORATION	31889	12/15/2011	0443271-IN	100-0000-131.00-00	27,826.41	Gasoline
				207-0707-552.38-01	698.10	Fuel
					28,524.51	
LINCOLN CONTRACTORS SUPPLY INC	31890	12/15/2011	10643810	100-0703-553.30-18	67.99	Type II Gas Can
					67.99	
MID-AMERICAN RESERACH CHEMICAL	31891	12/15/2011	0455561-IN	731-1022-541.30-18	171.12	Glass Cleaner
					171.12	
MATTHEWS TIRE & SERVICE CENTER	31892	12/15/2011	41018	731-1022-541.38-02	54.99	4-Link Chains
					54.99	
MENARDS-APPLETON EAST	31893	12/15/2011	86939	100-1006-541.30-15	119.94	Shovels
				100-0920-531.24-03	2.99	Supplies
				100-0601-551.24-03	58.79	Artwall Supplies
			Total for check: 31893	181.72		

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA EMPLOYEES CREDIT UNION	31894	12/15/2011	20111215	100-0000-202.05-00	13,783.00	PAYROLL SUMMARY
				Total for check: 31894	13,783.00	
MENASHA POLICE DEPARTMENT	31895	12/15/2011		100-0801-521.30-11	44.87	Petty Cash Postage
				100-0801-521.34-04	19.95	Petty Cash Training
				Total for check: 31895	64.82	
MENASHA UTILITIES	31898	12/15/2011		100-1001-514.22-03	24.44	901 Airport Road Electric
				100-1001-514.22-05	12.11	901 Airport Road Water
				100-0801-521.22-03	17.36	430 First Street Squal Outlets
				100-0601-551.22-05	192.41	440 First Street
				731-1022-541.22-06	62.50	981 Plank Road
				100-0703-553.22-05	86.59	Jlson P on Comfort St
				100-1008-541.22-03	493.29	Electric
				100-1008-541.22-05	31.31	Water
				601-1020-543.22-03	24.57	Electric
				100-0704-552.22-03	161.69	Electric
				100-0704-552.22-05	388.00	Water
				731-1022-541.22-03	1,276.72	Electric
				731-1022-541.22-05	328.00	Water
				731-1022-541.22-06	767.50	Storm
				266-1028-543.22-06	73.12	Storm
				100-0801-521.22-03	1,422.93	Electric
			100-0801-521.22-05	242.54	Water	
			100-0801-521.22-06	62.71	Storm	
			100-0000-123.00-00	1,030.40	Electric	
			100-0000-123.00-00	175.63	Water	
			100-0000-123.00-00	45.41	Storm	
			100-0601-551.22-03	3,368.76	Electric	
			100-0601-551.22-05	412.40	Water	
			100-0601-551.22-06	103.75	Storm	
			100-1019-552.22-03	381.84	Electric	
			100-1019-552.22-05	12.11	Water	

AP Check Register
Check Date: 12/15/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	31898...	12/15/2011...	...	100-0000-123.00-00	6.73	Electric
				100-0703-553.22-03	1,311.41	Electric
				100-0703-553.22-06	280.61	Storm
				100-0305-562.22-06	7.50	Storm
				100-1001-514.22-06	6.25	901 Airport Road Stormwater
				100-1012-541.22-03	19,038.18	Street Lighting
	12/15/2011	003801		601-1020-543.22-05	345.48	Bulk Water/Meter Service
	12/15/2011	003802		100-1008-541.24-04	1,091.10	Reimbursement Accident 2011-13
				Total for check: 31898	33,285.35	
MINNESOTA LIFE INSURANCE COMPANY	31899	12/15/2011	JAN 2012	100-0000-204.07-00	2,454.95	January 2012
				Total for check: 31899	2,454.95	
NIELSON COMMUNICATIONS	31900	12/15/2011	FV11-26948	731-1022-541.38-03	80.00	Antenna
				Total for check: 31900	80.00	
NPELRA	31901	12/15/2011	CAPTAIN29258	100-0202-512.32-01	160.00	Membership Renewal
				Total for check: 31901	160.00	
PACKER CITY INTERNATIONAL	31902	12/15/2011	3-213220016	731-1022-541.38-03	14.99	Air Filter
		12/15/2011	3-213250007	731-1022-541.38-03	346.00	Hose
		12/15/2011	3-213260044	731-1022-541.38-03	82.28	Lube Filter/Filter
		12/15/2011	3-213270005	731-1022-541.38-03	70.80	Swivel Tees
			Total for check: 31902	514.07		
REGISTRATION FEE TRUST	31903	12/15/2011	RRN13037080313	100-0801-521.29-05	75.00	VIN 5GZDV03177D125246
				Total for check: 31903	75.00	

AP Check Register

Check Date: 12/15/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ROAD EQUIPMENT	31904	12/15/2011	WA538295	731-1022-541.38-03	40.94	40.94 Light Switch/Junction Box
			Total for check: 31904		<u>40.94</u>	
SAFETY VISION	31905	12/15/2011	0474618-IN	731-1022-541.38-03	93.42	93.42 Rear Vision Monitor
			Total for check: 31905		<u>93.42</u>	
SCHROTH WHOLESALE SUPPLY CO	31906	12/15/2011	272354	100-1008-541.30-18	53.15	53.15 6' Pine Garland
			Total for check: 31906		<u>53.15</u>	
SANDEE SCOVRONSKI	31907	12/15/2011		100-0702-552.30-18	47.45	47.45 Program Supply
			Total for check: 31907		<u>47.45</u>	Reimbursement
SERVICE MOTOR COMPANY	31908	12/15/2011	IV11701	731-1022-541.38-03	652.55	652.55 Parts
		12/15/2011	IV12609	731-1022-541.38-03	(305.00)	(305.00) Parts
			Total for check: 31908		<u>347.55</u>	
SERVICEMASTER BUILDING MAINTENANCE	31909	12/15/2011	134356	100-0801-521.20-01	1,395.00	1,395.00 MPD Janitorial Service
		12/15/2011	134361	100-0801-521.20-01	50.00	50.00 MPD Garage Cleaning Serv
			Total for check: 31909		<u>1,445.00</u>	
J A SEXAUER	31910	12/15/2011	255657991	100-0703-553.24-03	1,263.87	1,263.87 Keys/Combinated Core
		12/15/2011	256306226	100-0703-553.24-03	1,692.23	1,692.23 Family Punch
			Total for check: 31910		<u>2,956.10</u>	
THOMPSON & ASSOCIATES LLC	31911	12/15/2011		625-0000-201.19-00	5,025.00	5,025.00 Release Site Plan
			Total for check: 31911		<u>5,025.00</u>	Improvement Guarantee

AP Check Register
Check Date: 12/15/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNIFIRST CORPORATION	31912	12/15/2011	097 0100327	731-1022-541.22-01	113.44	Uniform/Equip Cleaning
			Total for check: 31912		113.44	
UNITED WAY FOX CITIES	31913	12/15/2011	20111215	100-0000-202.09-00	108.16	PAYROLL SUMMARY
			Total for check: 31913		108.16	
US VENTURE	31914	12/15/2011	L43090	731-1022-541.21-06	12.00	Spectro V100 Water AF
			Total for check: 31914		12.00	
VERIZON WIRELESS	31915	12/15/2011	2663146794	100-0801-521.22-01	399.90	Phone Charges
			Total for check: 31915		399.90	
WAVERLY SANITARY DISTRICT	31916	12/15/2011		100-0703-553.22-05	39.20	Barker Farm Pavilion
			Total for check: 31916		39.20	
WE ENERGIES	31917	12/15/2011		100-1008-541.22-04	4.26	455 Baldwin St
				100-1001-514.22-04	24.65	901 E Airport Rd
				100-0903-531.22-04	31.14	316 Racine Street
				100-0701-533.22-03	8.50	North Street
				100-0701-533.22-03	8.90	North Street
			Total for check: 31917		77.45	
WINNEBAGO COUNTY CLERK OF COURTS	31918	12/15/2011		100-0000-201.03-00	235.00	Bond Report #11-3920
			Total for check: 31918		235.00	
WINNEBAGO COUNTY TREASURER	31919	12/15/2011	2031	100-0805-521.25-01	771.90	Inmate Expenses
		12/15/2011	LF117978	100-1016-543.25-01	13,053.28	
				100-1017-543.25-01	3,788.73	
				266-1027-543.25-03	54.00	

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WINNEBAGO COUNTY TREASURER...	31919...	12/15/2011	LF118054	266-1027-543.25-01	930.90	November 2011 Recycling
	Total for check: 31919				18,598.81	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31920	12/15/2011	20111215	100-0000-202.06-00	220.00	PAYROLL SUMMARY
	Total for check: 31920				220.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31921	12/15/2011	20111215	100-0000-202.07-00	271.05	PAYROLL SUMMARY
	Total for check: 31921				271.05	
WISCONSIN SUPPORT COLLECTIONS	31922	12/15/2011	20111215	100-0000-202.03-00	1,308.93	PAYROLL SUMMARY
	Total for check: 31922				1,308.93	
ZEP SALES & SERVICE	31923	12/15/2011	30472237	731-1022-541.30-18	242.63	Zep 45
	Total for check: 31923				242.63	
					125,448.92	



MEMO

TO: Mayor Merkes and Common Council
FROM: Debbie Galeazzi, City Clerk
SUBJECT: Poll Worker Appointments
DATE: December 13, 2011

Pursuant to Wis. State Statute §7.30 attached is a list of poll worker appointments for the 2012-2013 elections. This is a two year appointment. We received a list from the Democratic Party, but the list from the Republican Party was submitted after the deadline date of November 30, 2011. I have included those names from the Republican, but they will be used as alternate poll workers as per State Statute. A majority of the poll workers will be appointed as non-partisan.

Last Name	First Name	Address	Party Pref.
Bellmore	Cal	1701 Northridge Ct.	NP
Binder	Jane	1037 Woodland Dr.	R
Bisby	Barb	613 Eleventh Street	R
Bisby	Bob	613 Eleventh Street	R
Borchardt	Karlton	705 Ida St.	NP
Chambers	Jackie	164 Dakota Grove	NP
Chase	Jan	176 Royal Oaks Court	D
Companik	Sara	889 Kernan Avenue	NP
DeBraal	Bonnie	1048 Alva Street	NP
Drinkwine	Barbara	1037 Ninth Street	NP
Duuck	Ron	825 Kelsey Brook Ct	NP
Duuck	Sharon	825 Kelsey Brook Ct	NP
Endter	Mary	2919 Birling Court	NP
Erdmann	Sue	854 River Lea Ct.	R
Fahrbach	Bob	1208 Greendale St.	NP
Fahrbach	Jan	1208 Greendale St.	NP
Fischer	Cliff	358 Nicolet Blvd.	NP
Gallent	Gary	1049 London St.	NP
Gielau	Sue	1618 Northridge Ct	NP
Gressler	Larry	1105 Maria Ln.	NP
Gressler	Pricilla	1105 Maria Ln.	NP
Griesbach	Henry	1025 Woodland Dr.	NP
Griesbach	Mary	953 Mistflower Circle	NP
Griesbach	Teresa	944 Mistfloewr Circle	NP
Hoppe	Olivier	1036 Woodland Pl	NP
Hoytinski	Diane	729 Arthur St.	NP
Hoytinski	John	729 Arthur St.	NP
Kemps	Mary	709 Ida St.	NP
Kemps	Barbara	831 First St.	NP
Ker	George	335 Lake Road	R
Kitowski	Mary	1028 Melissa Street	NP
Konetzke	Tom	858 Emily St.	NP
Konetzke	Carol	820 John Street	NP
Konetzke	Trish	222 Lake Street	NP
Konitzer	Robert	480 Nicolet Blvd	D
Konkle	Mary	716 Appleton St.	NP
Koslowski	James	729 Ninth St.	NP
Koslowski	Joan	717 Ninth Street	NP
Kreitz	Barbara	716 John Street	R
Laeyendecker	Chris	2083 Sweetbriar Lane	NP
Martin	Kay	369 Elm St.	NP
Maxymek	Ellen	866 Fountain Way	NP
McClelland	Marge	889 Seventh St.	NP
McCullough	Kathy	1023 Stardust Dr.	NP
Nadolski	Jim	1109 Ida Street	NP
Olson	Barb	366 Elm St.	NP
Olson	Tim	366 Elm St.	NP
Piel	Bob	1053 London Street	NP
Pozolinski	Joy	746 London Street	NP
Reimer	Charlotte	952 Fourth St.	D
Ropella	Carol	617 Tenth Street	NP

Summary of Tentative Agreements for a 2009-2011 Collective Bargaining Agreement

Between

The City of Menasha

And

The Menasha Professional Police Union Local 603, AFSCME, AFL-CIO

December 19th 2011

ARTICLE IV – WAGES AND WAGE BENEFIT

Section (A) Updated to reflect the following across the board wage increases:

- 1/1/2009 – 2%
- 7/1/2009 – 1%
- 1/1/2010 – 1%
- 12/31/2010 – 1.5%
- 1/1/2011 – 1%
- 7/1/2011 – 1%
- 12/31/2011 – 1%

B. Assignments

2. *add Forensic Computer assignment to paragraph 2.*
5. In recognition of additional duties such as care of the dog, the K-9 officer shall receive step-6 pay during such assignment.

F. Health, Dental and Vision Benefits

1. Effective with this Agreement the City will provide as health insurance coverage, the choice of both Network HMO-1 and Network POS-2. The prescription drug plan will be the Network BPL 50008 – HMO Prescription Benefit Plan if the HMO-1 plan is chosen, and Network BPL 50009 Prescription Benefit Plan if the POS-2 plan is chosen. The description of the benefits levels of the HMO-1 plan and drug plan is attached as Appendix A. The description of the benefit levels of the POS-2 plan and drug plan is attached as Appendix B.

2. Effective 1/1/09 premium share for HMO-1 shall be 8% with a cap of \$130.00; Effective 1/1/10 premium share for HMO-1 shall be 9% with a cap of \$160.00; Effective 1/1/11 premium share for HMO-1 shall be 10% with a cap of \$175.00.

Effective 1/1/09 premium share for the POS-2 shall be 10% with a cap of \$200.00; Effective 1/1/10 premium share for POS-2 shall be 12% with a cap of \$225.00; Effective 1/1/11 premium share for POS-2 shall be 12% with a cap of \$250.00.

Premium share for dental and vision coverage will match that selected for health coverage. The caps will include premium share for dental and vision coverage.

ARTICLE V – WORKING CONDITIONS

2. The City shall be allowed to hire certified Officers who have worked for other Police Departments and establish that Officer within the salary structure. Such placement shall be totally within the discretion of the Chief or his/her designee. Promotional opportunities for any person so placed shall be within the complete discretion of the Chief or his/her designee. Any such placement shall only affect salary. All other fringe benefits, seniority based selection opportunities, as well as probationary status shall not be affected by such lateral transfer. The minimum years of service to qualify for a lateral entry shall be five years as a full-time certified Officer in Wisconsin or another state. Military service shall not be included.

ARTICLE XII – SETTLEMENT OF PROHIBITED PRACTICE PROBLEMS

Article Deleted.

ARTICLE XVI – TERM OF AGREEMENT

- A. This Agreement shall be effective on January 1, 2009 and shall remain in full force and effect until and including December 31, 2011, and shall be automatically renewed from year to year unless either party, pursuant to this Article has notified the other party in writing that it desires to alter or amend this Agreement at the end of the contract period.

Summary of Tentative Agreements for a 2012-2014 Collective Bargaining Agreement

Between

The City of Menasha

And

The Menasha Professional Police Union Local 603, AFSCME, AFL-CIO

December 19th, 2011

ARTICLE IV – WAGES AND WAGE BENEFIT

Section (A) Updated to reflect the following across the board wage increases:

- 1/1/2012 – 3%
- 1/1/2013 – 2%
- 12/31/2013 – 2%
- 1/1/2014 – 1%
- 7/1/2014 – 1%
- 12/31/2014 – 1%

F. Health, Dental and Vision Benefits

Employees will contribute the following percentages of the premium costs for dental, vision and health insurance:

2012: Dental 10%; Vision 10%; Health 0%

2013: Dental 10%; Vision 10%; Health 0%

2014: Dental 10%; Vision 10%; Health 0%, except that City shall be entitled to request that the labor contract be reopened for the purpose of collectively bargaining insurance premium contributions if insurance premiums increase by greater than 10% during the term of the contract. Requests to reopen shall be in writing. Upon receipt of such request, the collective bargaining agreement shall be opened, and the parties shall meet at mutually agreeable times and places for the purposes detailed above.

NOTE¹: Pursuant to §111.70(4)(mc)6, Wis. Stats., the design and selection of health care plans and the impact of the design and selection of the health care coverage plans on the wages, hours, and conditions of employment of the public safety employee are prohibited subjects of bargaining. As a result, references to health, dental & vision insurance plan structure in the contract must be eliminated from the contract to comply with state law.

NOTE²: For 2012, for health insurance coverage, the City has selected to offer to employees the Network Health Plan 1500/3000 Consumer Driven HMO Plan. Employees desiring this insurance coverage will be responsible for paying deductibles required under the plan.

H. Retirement

Effective 1/1/2012, Employees agree to pay one-third (1/3) of the employee required contribution to Wisconsin Retirement System. Effective 1/1/2013, Employees agree to pay two-thirds (2/3) of the employee required contribution to Wisconsin Retirement System. Effective 1/1/2014, Employees agree to pay the employee required contribution to Wisconsin Retirement System.

ARTICLE XVI – TERM OF AGREEMENT

A. This Agreement shall be effective on January 1, 2012 and shall remain in full force and effect until and including December 31, 2014, and shall be automatically renewed from year to year unless either party, pursuant to this Article has notified the other party in writing that it desires to alter or amend this Agreement at the end of the contract period.

¹ This note is for informational purposes only and is not part of the agreement.

² This note is for informational purposes only and is not part of the agreement.



To: Common Council

From: Kara Homan, AICP Principal Planner

Date: December 15, 2011

Re: **Student Housing Special Use Permit Application – Additional Information**

Several issues were raised regarding the proposed Student Housing project during the public hearing and following discussion at the Common Council meeting on December 5th. Community Development staff has gathered additional information to shed light onto these issues and aid Common Council in their decision making process.

Future Phasing & Fire Code Compliance

Attached, please find a concept plan for future phasing of the student housing complex, beyond the proposed Phase I. Also attached are emailed comments from Vernon Green, Assist Chief/Fire Marshal of the Neenah Menasha Fire Rescue pertaining to the official Site Plan (Phase I), as well as the concept plan. Mr. Green's comments indicate that Phase I is fire code compliant; all future phases will require review of the Fire Department prior to approval.

Parking

Phase I proposes 17 residential units, which require a minimum of 26 spaces (1.5 stalls per unit) per the Municipal Code. The site plan indicates that 55 stalls are provided, which help accommodate the greater than average parking needs for each unit (most are 4 bedroom units), as well as to help accommodate future phases of development. The location of and landscaping within and around the parking lot meet the City's site plan standards.

Pedestrian & Vehicular Access

Phase I of the project will have pedestrian and vehicular access from Midway Road. As illustrated in the attached concept plan, additional pedestrian and vehicular access is desired from University Drive. The developers have prepared an informational sheet, also attached, which indicates their belief that residents may choose to walk and leave their cars parked, in turn reducing traffic near the UW-Fox Valley Campus. Additional access will be sought for future development phases.

Stormwater Runoff

A stormwater plan was submitted to the Public Works Department as part of the Site Plan approval process. Stormwater runoff will be contained on-site and will not drain onto neighboring properties.

Kara Homan

From: VGreen@nmfire.org
Sent: Thursday, December 15, 2011 9:43 AM
To: Kara Homan
Cc: Greg M. Keil; rodfisk@gmail.com; Tim Carlson
Subject: Re: FW: UWFV - Proposed Master Plan - 12-14-2011
Attachments: 12-14-2011 SITE PLAN.pdf

Kara,

I spoke with Tim Carlson this morning regarding this project. I advised Mr. Carlson that the project as presented for "phase 1" does appear to be code complaint and does provide appropriate access in accordance with Chapter 5 of the 2009 IFC . Each additional phase will be considered independently and must meet all applicable codes and standards in place at the time of the submittal for each phase.

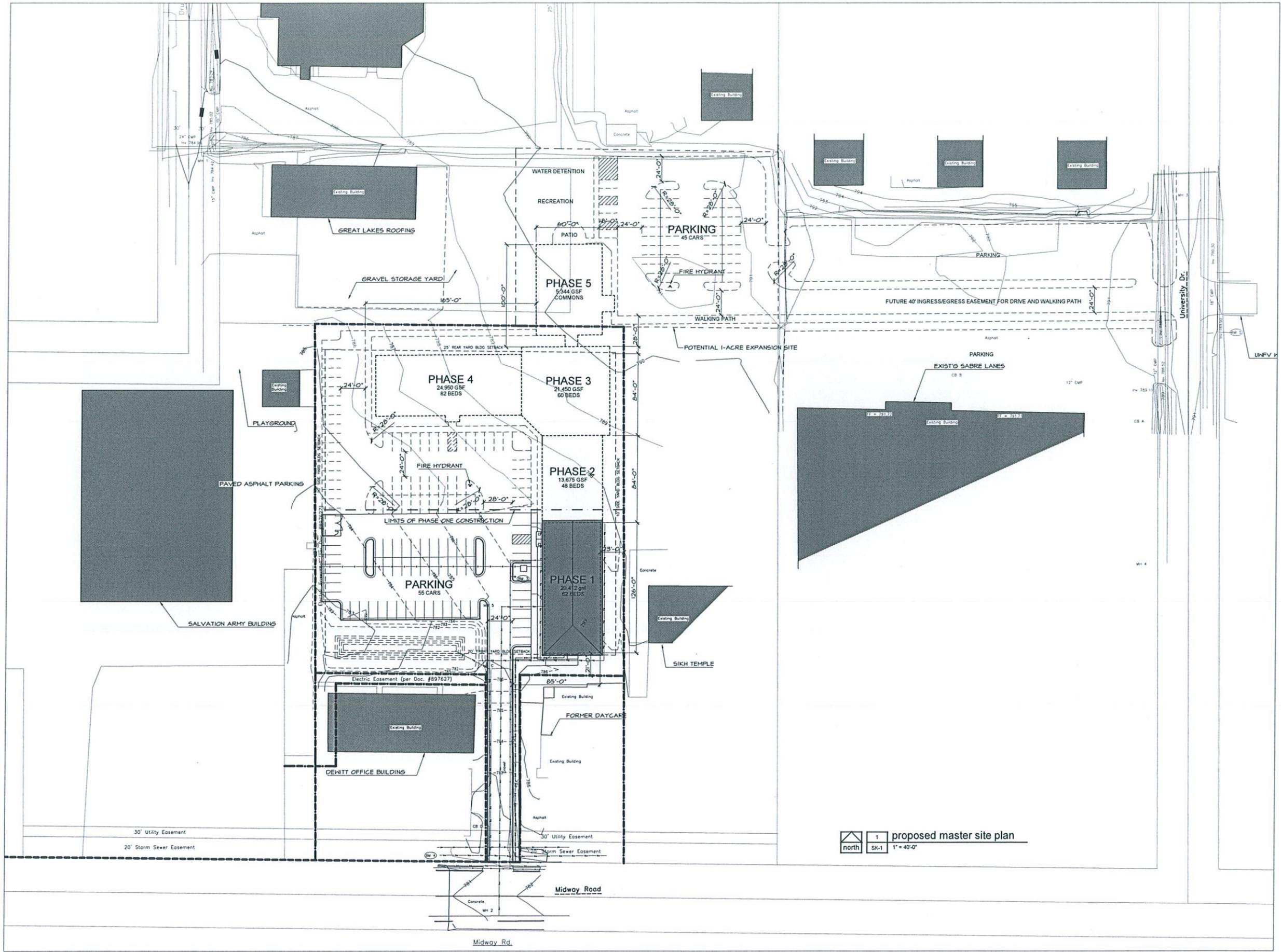
VG

Vernon A. Green
Assistant Chief / Fire Marshal
Neenah Menasha Fire Rescue
125 E. Columbian Ave.
Neenah, WI 54956
920-886-6201 Office
920-209-9506 Cell
920-886-6208 Fax
vgreen@nmfire.org

"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy"
MLK Jr. 1963

From: "Kara Homan" <khoman@ci.menasha.wi.us>
To: "Vernon Green" <vgreen@nmfire.org>
Cc: "Tim Carlson" <tim@truenortharch.com>, <rodfisk@gmail.com>, "Greg M. Keil" <gkeil@ci.menasha.wi.us>
Date: 12/14/2011 01:37 PM
Subject: FW: UWFV - Proposed Master Plan - 12-14-2011

Hi Vern-



1 proposed master site plan
SK-1 1" = 40'-0"

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true north ARCHITECTURE
TRUE NORTH ARCHITECTURE LLC
1632 West Cloverdale Drive Appleton, Wisconsin 54914
920.960.3171 fax 920.960.3171 email true@northarch.com

REVISIONS

UW-FOX VALLEY
Student Housing Apartments
MIDWAY ROAD
MENASHA
WISCONSIN

DATE	PROJECT NO.	CHECKED	TGC
14 DECEMBER 2011	10-225	TGC	TGC

DEVELOPMENT PARTNERS NEENAH, WISCONSIN
SMET CONSTRUCTION SERVICES
Our Reputation is Building
3148 Mid Valley Drive De Pere, WI 54115
www.smet.com

SHEET NO.
C-1

Fox Lodge

Private living and learning facility exclusively for students at
UW-Fox Valley

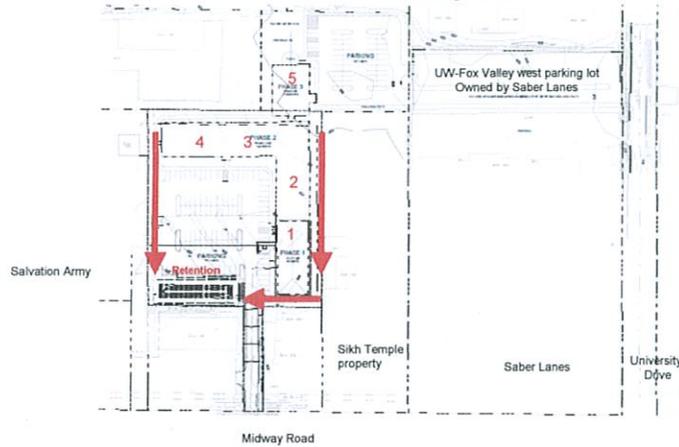


Fox Lodge

- Two independent marketing studies conclude that a right-sized living and learning facility will be designed to house 250 – 300 students at UW- Fox Valley
- Campuses of the UW-Colleges system, of which UW-Fox Valley is one, are prohibited from developing on-campus student residence facilities
- Our primary source of residents will be students who are already attending UW-Fox Valley and commuting daily to school
- Our residents will now live within convenient walking distance, little further than the west parking lot behind Saber Lanes
- Those that have cars may leave them at Fox Lodge reducing traffic in and around the UW-Fox Valley campus

Fox Lodge

Location and Neighbors



Storm water management has been engineered to direct storm water away from our neighbors and into our own retention facilities

Fox Lodge

Core living and learning center components

- Full-Time On-site Director
- Resident Code of Conduct Mirroring that of UW-Fox Valley
- Secure Facility with both access security and internal video security
- Programming, features and amenities comparable to those available at any UW on-campus residence facility
- Fox Lodge is designed and engineered by licensed professionals and is fully compliant with all applicable codes and statutes
- A high performance structure utilizing many green technologies and fully sprinklered



**Community Development Department
Plan Commission Staff Report
November 22, 2011**

Agenda Item F.2. Special Use Permit – Student Apartment Housing – Midway Road, Parcel 7-01262-15

Applicant: GBW Real Estate Holdings LLC

Requested action: Special Use Permit approval

Proposed: Construction of Multi-Unit Apartment Complex for use as Student Residence

Location: Midway Road, between 1244 and 1300 Midway Road

Existing Zoning: C-1 General Commercial

Surrounding Zoning: C-1 General Commercial (West & East), C-3 Business and Office District / C-4 Business Park District (South), and R-4 Multi-Family Residential (North)

Existing Land Use: Vacant

1. General

GBW Real Estate Holdings, LLC is proposing to construct multi-unit Student Housing Apartments on Midway Road, between 1244 and 1300 Midway Road, due to its proximity to the University of Wisconsin Fox Valley. Construction of multi-family units in the R-1 district requires a special use permit. Neighboring land uses are commercial in nature to the south, east and west; and multi-family residential to the north.

2. Site Layout

This site is zoned C-1 General Commercial which requires a special use permit for Multi-family housing. The proposed structure appears to conform with the minimum setback requirements in the C-1 District. Actual building setbacks distances are not indicated on the proposed site plan.

3. Site Access and Parking

Proposed access for the site for both pedestrian and vehicular traffic will come from Midway Road. There are 17 residential units proposed, which requires a total of 26 spaces (1.5 stalls per lot). Proposals show 55 parking stalls. This access will help accommodate increased parking needs with future phases of the development. No pedestrian access is provided to the east of the property; future phases of this development do plan for secondary pedestrian access connecting the north part of the site to the UW-Fox Valley area.

4. Site Grading, Drainage, Stormwater Management, Erosion Control, and Utilities

The site is gently sloped, and drains to the southwest. Plans have been submitted for erosion control and stormwater management, and the Public Works/Engineering Department is currently reviewing these plans. Sanitary sewer and water are available from the Town of Menasha Sanitary District; stormwater is available from the City of Menasha.

5. Landscaping and Lighting

The C-1 District calls for the installation of 15% landscaping. The proposed plan provides 20% landscaping, which is the minimum requirement in the R-4 district. No transitional landscaping is required, as the proposed R-4 use would be adjacent to other R-4 and Commercially zoned (R-1, R-3 & R-4) properties. Staff's review of the landscape plan along the perimeter of the building facing the parking lot and the street, as well as the parking lot indicate that the proposed appears to comply with minimum standards.

Plans indicate lighting will be of full cutoff design and be pointed downwards, with a CRI of greater than 50. A full lighting plan is yet to be submitted.

6. Architecture and Construction

The building is proposed to be constructed of Stone Veneer, Face Brick Veneer, and Fibercement Siding and Shakes. Building material samples have been submitted and will be available for viewing at the November 22 Plan Commission meeting. The overall building architecture provides reasonable articulation in the façade and rooflines. The building's proposed South, West and East elevations meet the 75% brick or natural stone requirement. The North façade is being proposed with fiberboard cement, as this is the location of expansion into Phase II of the project. Allowing this will require special permission from the Plan Commission.

The dumpster enclosure is proposed for the northwest corner of the property, and is proposed to achieve 75% opacity.

There is currently no proposed location for signage. The narrow frontage onto Midway Road will make it difficult to locate a sign on the road without entering into an agreement with a neighboring parcel.

7. Recommendation

Community Development staff finds that the proposed Multi-Unit Residential Apartment is compatible with surrounding land uses, as Multi-family zoning exists to the north, and Commercial zoning surrounds the remainder of the property. The proposed Site Plan appears to comply with minimum standards set forth in the City of Menasha's Site Plan requirements, with the exception of the North Façade materials. The Community Development Department **recommends approval of the Special Use Permit to construct Student Apartment Housing** at parcel 7-01262-15, and its associated Site Plan with the following conditions:

- Plan Commission authorizes the use of Fiberboard Cement on the North Elevation
- Developers submit a lighting plan that is found acceptable by and approved by Community Development Staff.
- Developers submit final site plan with actual building setbacks indicate on the site plan.
- Approval of Stormwater and Erosion Control Plans by Public Works/Engineering staff.

Prepared by: Kara Homan, AICP, Principal Planner

City of Menasha

SPECIAL ZONING APPROVAL

Owner GBW Real Estate Holdings LLC Case or Plan No. _____

Address 300 North Broadway, Suite 2B, Green Bay, WI 54303 Fee \$350

Applicant (if different than Owner) True North Architecture LLC

Address 1632 West Cloverdale Drive, Appleton, WI 54914

Zoning C-1 Parcel Number(s) 760126215

PLEASE INDICATE WHICH REQUEST IS BEING MADE

- Rezoning Special Use Flood Plain Map Amendment
 Appeal or Variance PUD Plan Approval

Description of Request: Requesting Special Exception R-4 Use in a C-1 zoning District for the Purpose of constructing privately owned and developed apartments to house students Primarily attending UW-Fox Valley and other local post-secondary schools.

Owner/Agent _____
Signature

(If applicable) Formal Hearing 12/5/2011

Informal Hearing 11/22/2011 Notice Mailed 11/15/2011

Notice Mailed 11/15/2011 Notice Mailed _____

Action Taken: _____ 20__

APPROVED DENIED

Conditions (if any): _____



November 15, 2011

RE: Special Use Permit Application for Parcel Number 6-01262-15

Dear Property Owner:

GBW Real Estate Holdings LLC (hereinafter GBW) has applied for a Special Use Permit for parcel number 6-01262-15 located on Midway Road between 1244 and 1300 Midway Road. GBW has requested the Special Use Permit in order to construct Multi-Unit housing which is proposed for use as student-occupied apartments. The subject site is zoned C-1 General Commercial District and requires a Special Use Permit for Multi-Unit housing, per Sec. 13-1-29(c)(10) of the City of Menasha Municipal Code.

The City of Menasha Plan Commission will be considering this request at an informal public hearing on Tuesday, November 22, 2011 at 3:30 p.m. or shortly thereafter in the City Hall Council Chambers at 140 Main Street, Menasha.

The City of Menasha Common Council will also be considering this request at a formal public hearing scheduled for Monday, December 5, 2011 at 6:00 p.m. or shortly thereafter in the City Hall Council Chambers, 140 Main Street, Menasha. A copy of the notice of the Common Council hearing on this proposal is attached along with an area map identifying the location of the property.

Persons interested in this matter will be given an opportunity to comment on the request; written comments will also be considered. The City of Menasha is notifying you because you own property within one hundred (100) feet of the proposed special use. If you have any questions, please contact me.

Sincerely,

Kara Homan, AICP
Principal Planner

C: Plan Commission
City Clerk Galeazzi

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by GBW Real Estate Holdings LLC for Multi-Unit Housing in the C-1: General Commercial District, as required by Sec. 13-1-29(c)(10) of the Municipal Code. This Special Use is being applied for to allow for the development of student-occupied apartments on a vacant site on Midway Road (Parcel Number 6-01262-15) located between 1244 and 1300 Midway Road, City of Menasha, Winnebago County, Wisconsin. The Plan Commission will hold its informal public hearing on Tuesday, November 22, 2011 at 3:30 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI 54952. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, December 5, 2011 at the same location. All persons interested in commenting on the application for this Special Use Permit are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

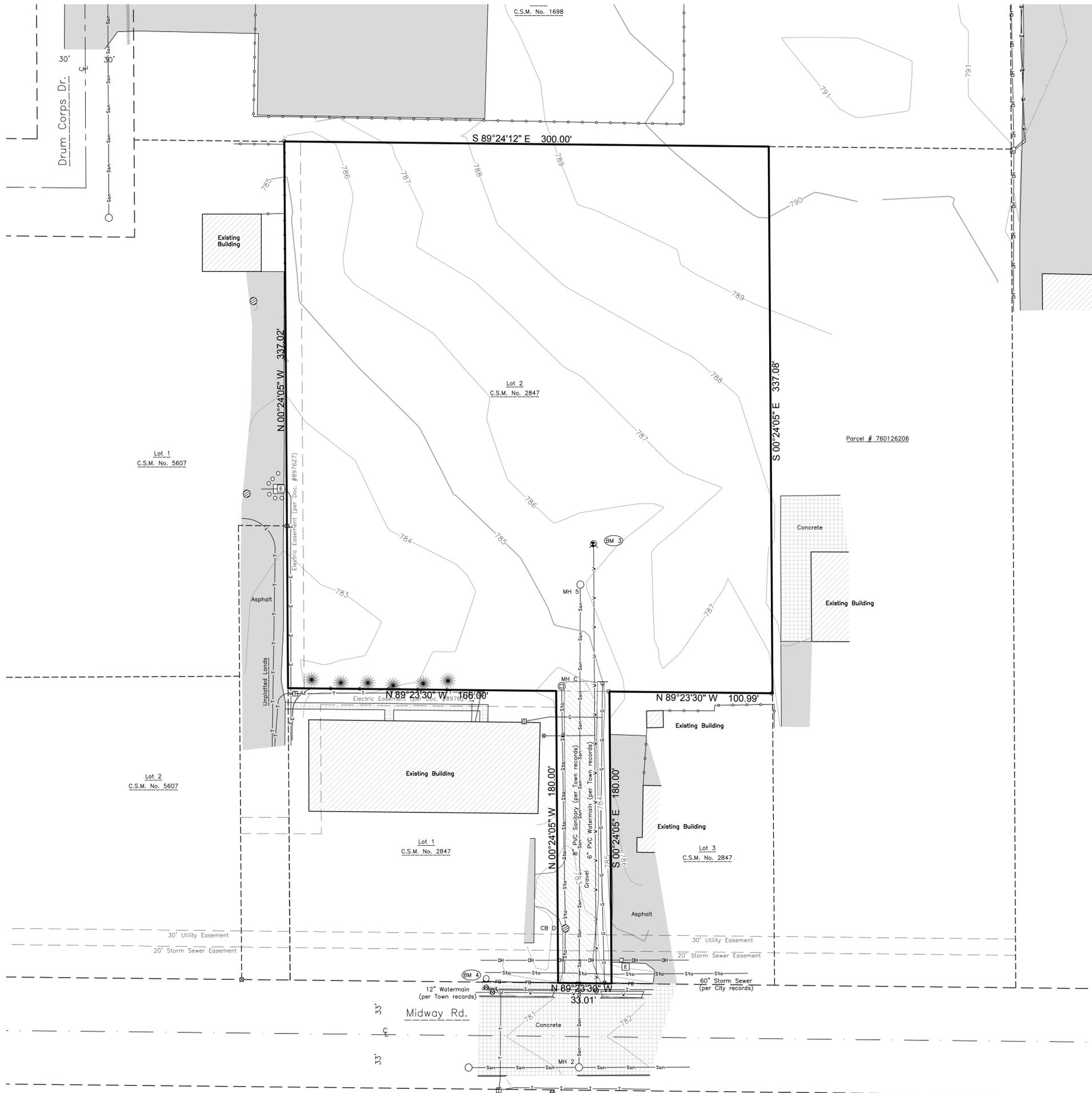
Run: Nov. 18 & 25, 2011



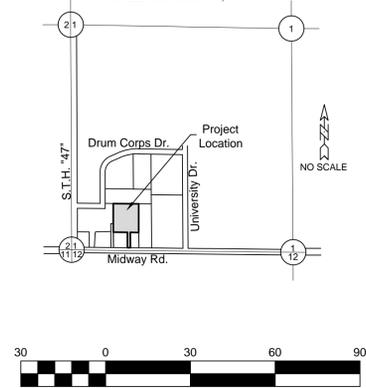
Proposed Special Use
Student Housing
Apartments

Parcel Number:
6-01262-15





LOCATION MAP
SW 1/4 SEC 1, T 20 N, R 17 E,
TOWN&CITY OF MENASHA
WINNEBAGO COUNTY, WI



LEGEND

—CATV—	Underground Cable TV	○	Sanitary MH / Tank / Base	□	Air Conditioner
—FD—	Underground Fiber Optic	○	Clean Out / Curb Stop / Pull Box	□	Telephone Pedestal
—DH—	Overhead Electric Lines	○	Storm Manhole	□	CATV Pedestal
—	Utility Guy Wire	○	Inlet	□	Gas Regulator
—San—	Sanitary Sewer	○	Catch Basin / Yard Drain	○	Sign
—Sto—	Storm Sewer	○	Hydrant	○	Post / Guard Post
—E—	Underground Electric	○	Utility Valve	○	Flag Pole
—G—	Underground Gas Line	○	Utility Meter	○	Coniferous Tree
—T—	Underground Telephone	○	Utility Pole	○	Benchmark
—V—	Water Main	○	Light Pole / Signal	○	Asphalt Pavement
—F—	Fence - Steel	○	Guy Wire / Pump	○	Concrete Pavement
—C—	Culvert	○	Electric Pedestal	○	Gravel
—500—	Index Contour	○	Electric Transformer	○	
—799—	Intermediate Contour	○	Ex Spot Elevation	○	

BENCHMARKS (Town of Menasha Records)

BM 0	Fire Hydrant, Top Nut N end of University Dr. at Water Station Elev 802.65
BM 1	Fire Hydrant, Bury Bolt N R/W Drum Corps, E of Americans Elev 794.62
BM 2	Fire Hydrant, Bury Bolt 400' SW of BM 1, W R/W Drum Corps Dr. Elev 791.10
BM 3	Fire Hydrant, Bury Bolt 270' N of Midway Rd Elev 787.73
BM 4	Fire Hydrant, Bury Bolt 700' W of University, N R/W Midway Rd. Elev 783.49
BM 5	Fire Hydrant, Bury Bolt 520' N of Midway Rd, E R/W University Dr. Elev 794.75

STRUCTURE TABLE

Sanitary		
MH 1	Rim	787.86
	8" PVC N/S	777.56
	8" PVC E	777.61
	4" PVC NE	779.26
MH 2	Rim	781.24
	10" PVC E/W	770.89
	8" PVC N	771.34
MH 3	Rim	791.36
	10" PVC N/S	780.26
MH 4	Rim	789.76
	10" PVC N/S	777.09
MH 5	Rim	785.90
	8" PVC S	773.00
Storm		
CB A	Rim	788.04
	12" PVC N/S	783.64
CB B	Rim	791.00
	6" PVC S	789.45
MH C	Rim	783.69
	12" PVC N/S	778.38
CB D	Rim	782.47
	12" PVC N/S	776.47

NOTES

Existing utilities shown are indicated in accordance with available records and field measurements. The contractor shall be responsible for obtaining exact locations & elevations of all utilities, including sewer & water from the property owners of the respective utilities. All utility the property owners shall be notified by the contractor 72 hours prior to excavation. Contact Digger's Hotline (1-800-242-8511) for exact utility locations.

This is not a boundary survey.

SURVEYOR'S CERTIFICATE

I, James R Sehloff, hereby certify that I have surveyed this property and this topographical map is a true representation thereof and shows the size and location of the property and the location of all apparent roadways. I hereby certify that said topographical survey and map were made in accordance with acceptable professional standards and that the information contained therein is, to the best of my knowledge, information and belief, a true and accurate representation thereof.

James R Sehloff, Wisconsin Registered Land Surveyor No. S-2692 Date

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true north ARCHITECTURE
TRUE NORTH ARCHITECTURE LLC
1652 West Cloverdale Drive Appleton, Wisconsin 54914
920.560.3171 fax 920.560.3171 e-mail truortharch@tds.net

REVISIONS

NO.	DATE	DESCRIPTION

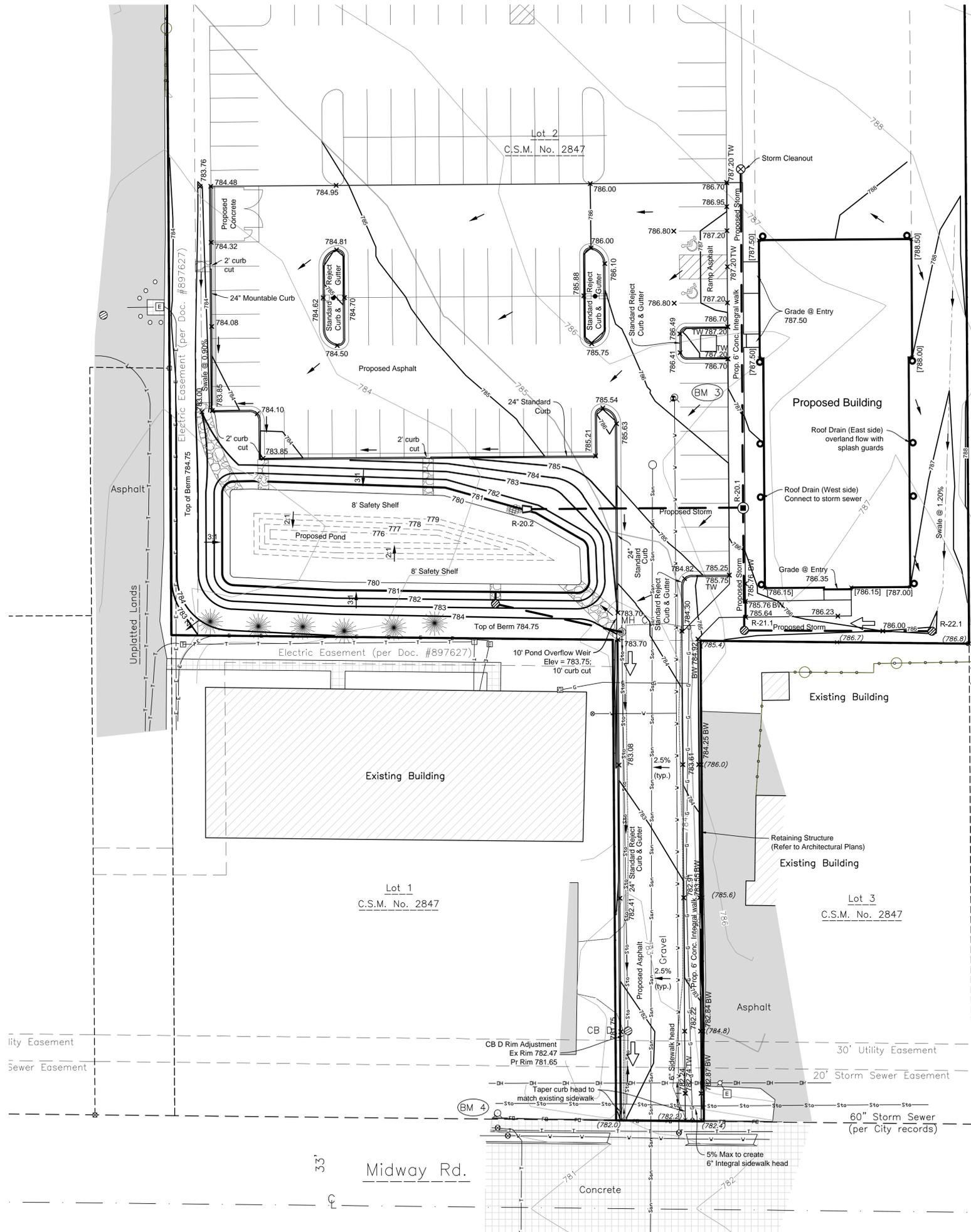
UW-FOX VALLEY
Student Housing Apartments
MIDWAY ROAD
MENASHA
WISCONSIN

DATE	11/17/2011
PROJECT NO.	10-225
DRAWN	katte
CHECKED	JRS

DEVELOPMENT PARTNERS
NEENAH, WISCONSIN
SMET
CONSTRUCTION SERVICES
300 NORTH BROADWAY SUITE 208 GREENBAY, WI 54303
www.smet.com

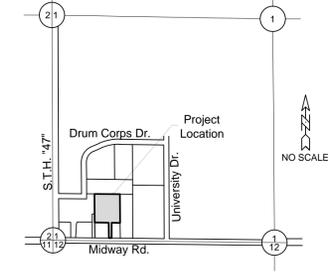
SHEET NO.
C0.1

Topographic Survey
DAVEL ENGINEERING & ENVIRONMENTAL, INC.
CIVIL ENGINEERING CONSULTANTS
1811 Racine Street Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-830-9595
www.davel.pro



Parcel # 760126206

LOCATION MAP
 SW 1/4 SEC 1, T 20 N, R 17 E,
 TOWN & CITY OF MENASHA,
 WINNEBAGO COUNTY, WI



LEGEND

— CATV —	Underground Cable TV	○	Sanitary MH / Tank / Base	□	Air Conditioner
— FD —	Underground Fiber Optic	○	Clean Out / Curb Stop / Pull Box	□	Telephone Pedestal
— DH —	Overhead Electric Lines	○	Storm Manhole	□	CATV Pedestal
— UG —	Utility Guy Wire	○	Inlet	□	Gas Regulator
— San —	Sanitary Sewer	○	Catch Basin / Yard Drain	□	Sign
— Sto —	Storm Sewer	○	Hydrant	□	Post / Guard Post
— E —	Underground Electric	○	Utility Valve	□	Flag Pole
— G —	Underground Gas Line	○	Utility Meter	□	Coniferous Tree
— T —	Underground Telephone	○	Light Pole / Signal	□	Benchmark
— W —	Water Main	○	Fence - Steel	□	Asphalt Pavement
— F —	Fence - Steel	○	Culvert	□	Concrete Pavement
— I —	Index Contour	○	Electric Pedestal	□	Gravel
— M —	Intermediate Contour	○	Electric Transformer	□	
— 608 —	Proposed Storm Sewer	○	Ex Spot Elevation	□	
— 608 —	Proposed Contour	○	Proposed Storm Manhole	□	
— 608 —	Proposed Swale	○	Proposed Curb Inlet	□	
— 608 —	Proposed Flowline Grade	○	Prop. Catch Basin / Yard Drain	□	
— 608 —	Proposed Top of Walk Grade	○	Proposed Endwall	□	
— 608 —	Proposed Back of Walk Grade	○	Proposed Roof Drain	□	
— 608 —	Finished Ground @ Foundation	○	Proposed Rip Rap	□	
— 608 —	Existing Grade	○	Prop. Drainage Direction	□	
— 608 —	Overland Overflow Path	○		□	

NOTES:

- Existing utilities shown are indicated in accordance with available records and field measurements. The contractor shall be responsible for obtaining exact locations & elevations of all utilities, including sewer and water from the owners of the respective utilities. All utility owners shall be notified by the contractor 72 hours prior to excavation. Contact Digger's Hotline (1-800-242-8511) for exact utility locations.
- The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.
- Silt fence shall be installed at the toe of all newly constructed fill slopes and shall be maintained until slope vegetation is established. Silt fence shall be installed prior to site grading.
- Inlet protection shall be installed around the upstream end of new culvert pipes and inlets, in accordance with Wisconsin DOT Standard Detail Drawing 8E10-2.
- Gravel access shall be provided to the construction site.
- Tracking of mud on existing streets shall be cleaned up daily.
- Vegetation beyond slopes shall remain.
- The contractor shall minimize the area disturbed by construction as the project is constructed. Disturbed areas shall be seeded as soon as final grade is established. Contractor shall replace topsoil and then seed, fertilize and mulch all lawn areas within 1 week of topsoil placement.
- Contractor shall remove all excess materials from the site.
- Earthwork contractors shall verify topsoil depth.
- All sediment and erosion control devices and methods shall be in accordance with the Wisconsin DNR Technical Standards.
- The contractor shall make weekly inspections and inspections within 1 day of any rainfall exceeding 0.5 inches of the sediment and erosion control devices throughout construction. The contractor shall repair or maintain erosion control devices as necessary. The inspection reports shall be made available to the owner at the end of the construction or upon demand during construction.
- The outside services are shown to stop at a point 5 feet outside the foundation wall. The Contractor shall be responsible for coordination of continuation of the services into the building to properly coincide with the interior plumbing plans, and compliance with all plumbing permits.
- Contractor is responsible for compliance with Department of Commerce, Chapter Comm 82, for lateral construction and cleanout locations.
- Updated survey and title search have not been authorized and the boundary and easements shown may be inaccurate or incomplete.
- Parking lot striping shall be 4" painted safety yellow.
- All curb shall accept drainage unless noted otherwise as reject (inverted pan).

BENCHMARKS (Town of Menasha Records)

BM 0	Fire Hydrant, Top Nut	N end of University Dr. at Water Station	Elev 802.65
BM 1	Fire Hydrant, Bury Bolt	N R/W Drum Corps. E of Americas	Elev 794.62
BM 2	Fire Hydrant, Bury Bolt	±400' SW of BM 1, W R/W Drum Corps Dr.	Elev 791.10
BM 3	Fire Hydrant, Bury Bolt	±270' N of Midway Rd.	Elev 787.73
BM 4	Fire Hydrant, Bury Bolt	±700' W of University, N R/W Midway Rd.	Elev 783.49
BM 5	Fire Hydrant, Bury Bolt	±520' N of Midway Rd, E R/W University Dr.	Elev 794.75

DRAINAGE PLAN CERTIFICATION:

I, Timothy N. Wittmann, Professional Engineer, hereby certify that this Drainage Plan will meet or exceed the requirements of the City of Menasha.

Timothy N. Wittmann, P.E. E-40111 Date

Drainage & Grading Plan

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 CIVIL ENGINEERING CONSULTANTS
 1811 Racine Street Menasha, WI 54952
 Ph: 920-991-1866 Fax: 920-830-9595
 www.davel.pro

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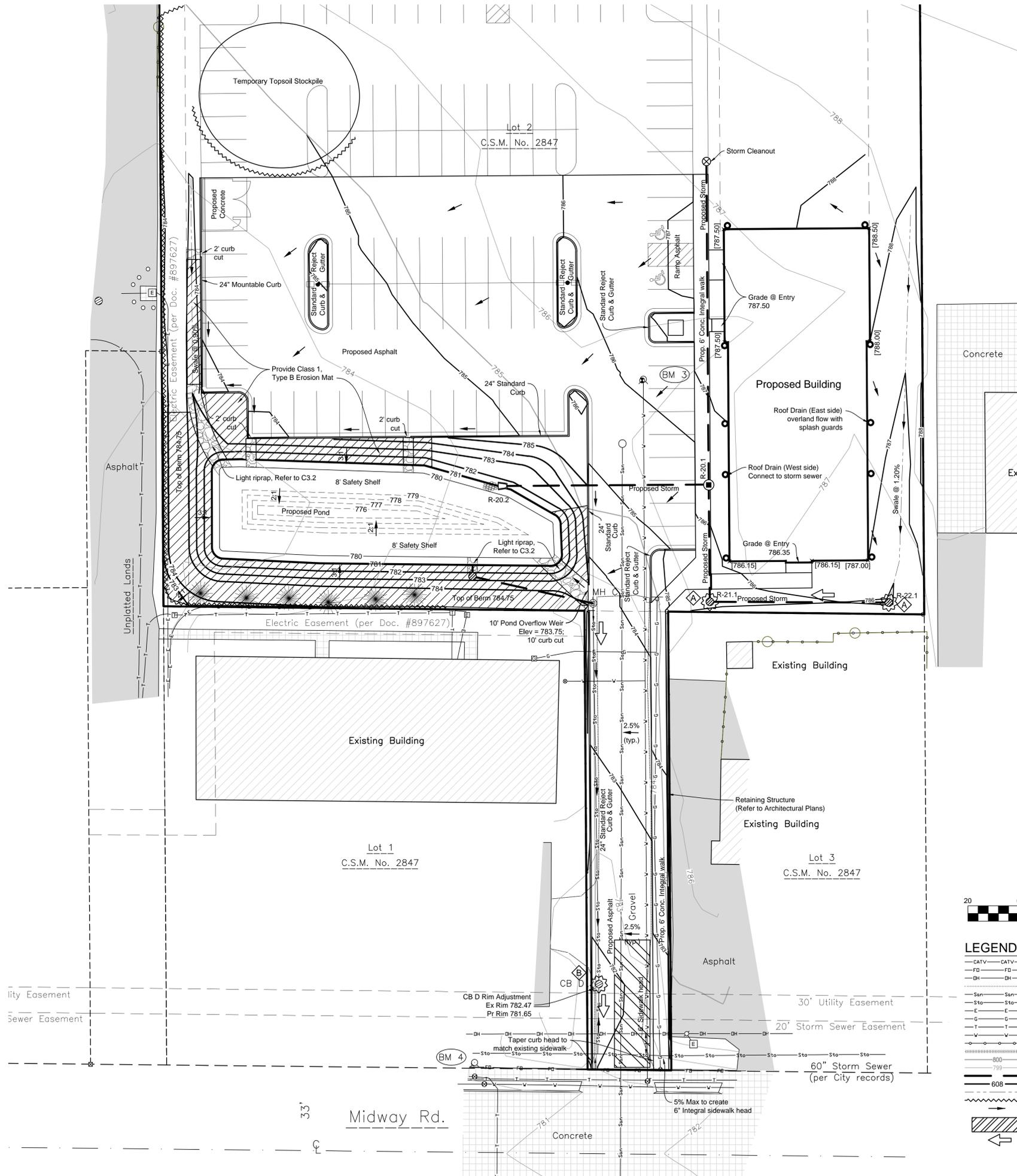
REVISIONS

UW-FOX VALLEY Student Housing Apartments
 MIDWAY ROAD
 MENASHA WISCONSIN

DATE	11/8/2011
PROJECT NO.	10-225
CHECKED	TNW
DRAWN	katte

DEVELOPMENT PARTNERS NEENAH, WISCONSIN
SMET CONSTRUCTION SERVICES
 300 NORTH BROADWAY SUITE 208 GREENBAY, WI 54303
 www.smet.com

SHEET NO.
C1.2



Parcel # 760126206

Planned Sediment and Erosion Control Practices
 All erosion control practices shall be in place prior to disturbing the site. All sediment and erosion control devices and methods shall be in accordance with DNR Technical Standards. It is the responsibility of the Contractor to minimize the area disturbed and the duration of the disturbance.

- 1) Diverting Flow
 - a) Permanent Diversion - Intended to divert runoff around disturbed areas to a location where the water can be discharged without adversely impacting the receiving area or channel. Permanent diversions will be used to route runoff to the storm sewer and the pond.
 - b) Temporary Diversion - Intended to divert runoff around disturbed areas to a location where the water can be discharged with out adversely impacting the receiving area or channel. Unlike a permanent diversion, the temporary diversion will be removed upon the completion of the project. Temporary diversions will be used up slope of any soil piles to reduce the amount of sediment transported. There are no temporary diversions proposed with this project. **All diversions shall be installed and maintained in accordance with DNR Technical Standard 1066.**
- 2) Overland Flow
 - a) Silt Fence - Intended to provide a temporary barrier to the transportation of sediment offsite. Silt fence also reduces the velocity of sheet flow, thereby reducing the erosion potential of flowing water. Silt fencing is not to be used in areas of channelized flow. **All Silt Fence shall be installed and maintained in accordance with DNR Technical Standard 1056.** It will be placed at the following locations:
 - i) along the site boundary where runoff will leave the site;
 - ii) and at the toe of soil piles if the pile will remain in place for more than seven (7) days.
 - b) Sediment Bale Barrier - Intended to intercept and detain small amounts of sediment from construction operations to prevent sediment from leaving the site. Sediment Bale Barriers are not to be used in areas of channelized flow. **All Sediment Bale Barriers shall be installed and maintained in accordance with DNR Technical Standard 1055.** Sediment Bale Barriers may be used in place of silt fence around soil stockpiles.
 - c) Mulching and Erosion Mat - Intended to reduce the amount of erosion caused by raindrop impact, high overland and concentrated flow velocities and assist the establishment of permanent vegetation. **All Erosion Mat shall be installed and maintained in accordance with DNR Technical Standards 1052 and 1053 and all Mulching with DNR Technical Standard 1058.** In addition to mulching, Erosion Mat will be used in the following areas:
 - i) on all permanent and temporary diversions;
 - ii) and on any areas with slopes greater than 4:1.
 - d) Seeding - Intended to provide a reduction of overland flow velocities and stabilize disturbed areas. Seeding will be used on all disturbed areas within seven days of the completion of the activity that will disturb the area. **All seeding shall be in accordance with DNR Technical Standard 1059.** Seed mixture 40 (per WisDOT Specifications, Section 620) shall be applied at 5 pounds per 1000 square feet for permanent seeding. If required, temporary seeding shall consist of Oats, Rye, Winter Wheat, and/or Annual Ryegrass applied at rates and during the season specified by the Technical Standard.
- 3) Trapping Sediment in Channelized Flow
 - a) Ditch Checks - Intended to settle suspended sediment in channelized flow by reducing the flow velocity. **All Ditch Checks shall be installed and maintained in accordance with DNR Technical Standard 1062.** Ditch Checks will be used where indicated on the plan. Additional ditch checks may be required in areas where erosion is occurring.
- 4) Permanent Channel Stabilization
 - a) Armored Waterway - Intended to establish a non-erosive lining in the channel to prevent erosion. This can be accomplished using riprap. All areas immediately downstream of curb cuts will be stabilized using riprap.
 - b) Vegetated Waterway - Intended to establish permanent vegetation to reduce the velocity of concentrated runoff thereby protecting the waterway from erosion. The type of erosion mat used will depend upon the velocity of the runoff in the channel and are specified in accordance with DOT Erosion Control Product Acceptability Lists (PAL). Vegetated waterways will be used in the following areas:
 - i) drainage swales as indicated on the plans;
- 5) Inlet Protection Barriers - Intended to prevent the sedimentation of storm water conveyance structures. **All Inlet Protection Barriers shall be installed and maintained in accordance with DNR Technical Standard 1060.** As required, inlet protection barriers will be used at all storm sewer inlets.
- 6) Stone Tracking Pad - Intended to reduce the amount of sediment transported onto public roads. **The Tracking Pad shall be installed and maintained in accordance with DNR Technical Standard 1057.** A tracking pad will be constructed at the site entrances as indicated on the plan.
- 7) Dust Control - Intended to reduce surface to air transport of dust during construction. **Dust control shall be controlled with use of methods provided in DNR Technical Standard 1068.** These methods include the use of polymers, seeding, and mulch.
- 8) Dewatering BMP - Intended to reduce the amount of sediment conveyed due to dewatering practices. **Dewatering practices require compliance with DNR Technical Standard 1061.** The use of geotextile bags is required to prevent sedimentation. The bags shall meet the requirements of Technical Standard 1061.

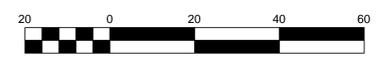
- Sequence of Construction**
- 1) Obtain plan approval and other applicable permits.
 - 2) Flag work limits. **November 2011.**
 - 3) Install all erosion control measures. **December 2011.**
 - 4) Strip topsoil prior to utility construction. Stabilize topsoil in accordance with the appropriate WDNR Technical Standard, temporary seeding is required on all disturbed soils if conditions allow. **December 2011.**
 - 5) Begin sanitary sewer service, water service, and storm sewer construction. **December 2011.**
 - 6) Construct storm water pond and stabilize embankments. **December 2011.**
 - 7) Construct building, driveways, and parking areas upon completion of the utility construction. Field inspect and add additional measures if necessary. **December 2011 - June 2012.**
 - 8) Stabilize lawn and ditch areas no later than one week after final grade is established. **No later than June 29, 2012 for entire site.**
 - 9) Watering may be necessary to establish healthy and well rooted vegetation. Temporary measures may only be removed once final site stabilization has occurred.

Note: The dates provided are approximate for proposed (phase 1) construction and subject to weather conditions and overall project schedule. Several work items as listed above may occur simultaneously with others. Future (phase 2) construction timeline has not been established.

Maintenance Plan
 The contractor is responsible for inspection and maintenance of sediment and erosion control measures until the project is completed. The inspections shall be made every seven days or within 24-hours of a rainfall event of 0.50-inch or greater. Any practices that are damaged or not working properly shall be repaired by the end of the day. Accumulated sediment shall be removed when it has reached a height of one-half the height of the structure. In addition, the following measures shall be taken:

- 1) All seeded areas will be re-seeded and mulched as necessary according to the specifications in the planned practices to maintain a vigorous, dense vegetated cover.
- 2) Remove silt fence and temporary structures only after final stabilization and vegetative cover is established.
- 3) Avoid the use of fertilizers and pesticides in or adjacent to channels or ditches.
- 4) Construction and waste materials shall be properly disposed.

Weekly inspection reports shall be maintained by the contractor. These reports shall document inspections and maintenance performed. The date and time of the inspections, the inspector's name, and the status of construction and any maintenance performed. Refer to Appendix C of the Erosion and Sediment Control Plan (report) or visit <http://dnr.wisconsin.gov/runoff/stormwater/consforms.htm> for a template. Upon request, the inspection reports shall be made available to the owner, the engineer, the City of Menasha, or the Wisconsin Department of Natural Resources.



LEGEND

-CATV	-CATV	Sanitary MH / Tank / Base	Air Conditioner
-FD	-FD	Clean Out / Curb Stop / Pull Box	Telephone Pedestal
-DH	-DH	Storm Manhole	CATV Pedestal
-	-	Inlet	Gas Regulator
-San	-San	Catch Basin / Yard Drain	Sign
-Sto	-Sto	Hydrant	Post / Guard Post
-E	-E	Utility Valve	Flag Post
-G	-G	Utility Meter	Coniferous Tree
-T	-T	Utility Pole	Benchmark
-V	-V	Light Pole / Signal	Asphalt Pavement
-	-	Guy Wire / Pump	Concrete Pavement
-	-	Electric Pedestal	Gravel
-	-	Electric Transformer	
-	-	Ex Spot Elevation	
-	-	Proposed Storm Manhole	
-	-	Proposed Curb Inlet	
-	-	Prop. Catch Basin / Yard Drain	
-	-	Proposed Rip Rap	
-	-	Proposed Ditch Check	
-	-	Proposed Inlet Protection	
-	-	Type of Inlet Protection	

Erosion & Sediment Control Plan

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 CIVIL ENGINEERING CONSULTANTS
 1811 Racine Street Menasha, WI 54952
 Ph: 920-991-1866 Fax: 920-830-9595
 www.davel.pro

DEVELOPMENT PARTNERS NEENAH, WISCONSIN

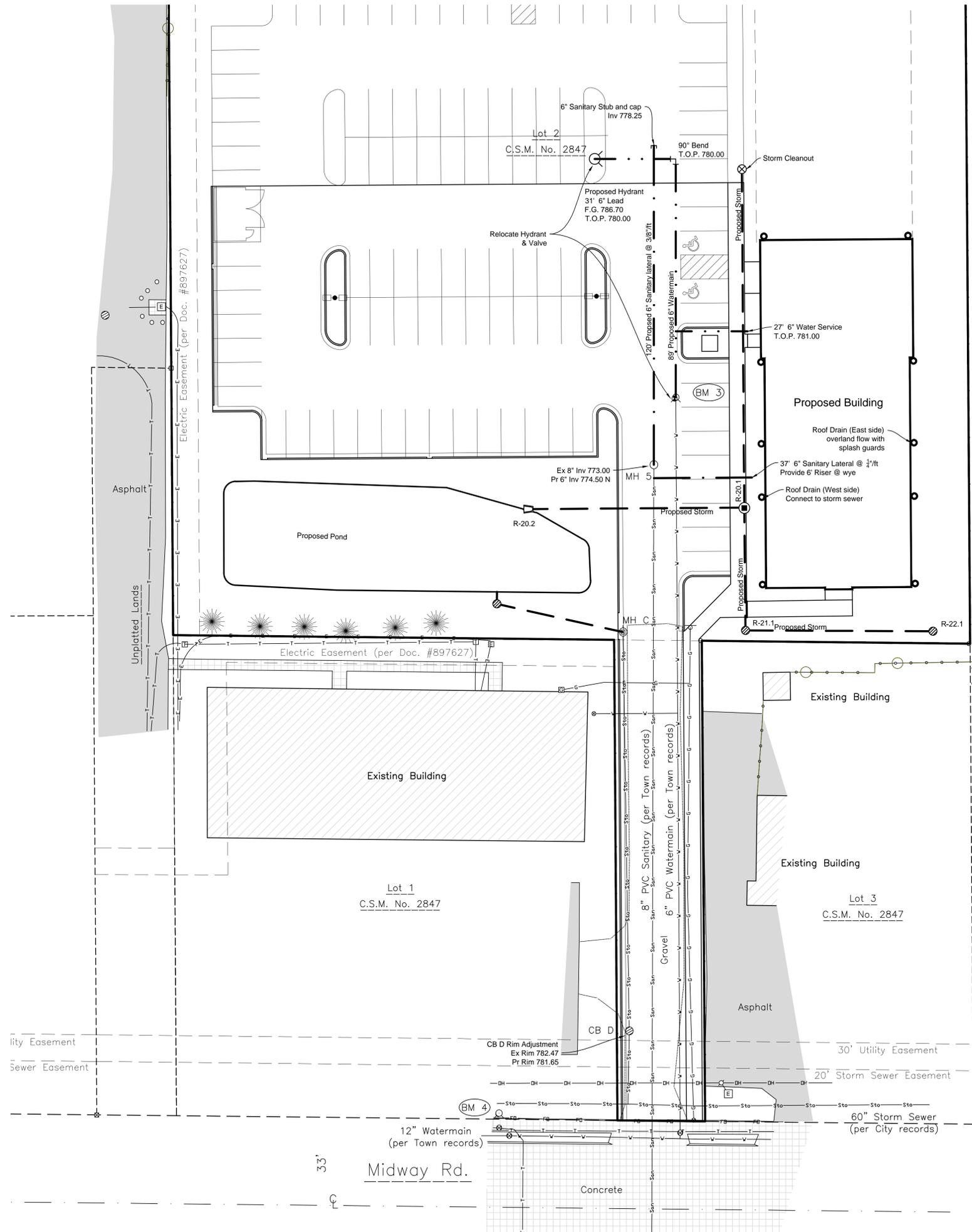
SMET CONSTRUCTION SERVICES
 300 NORTH BROADWAY SUITE 208 GREENBAY, WI 54303
 www.smet.com

true north ARCHITECTURE
 TRUE NORTH ARCHITECTURE LLC
 1652 West Cloverdale Drive Appleton, Wisconsin 54914
 920.560.3171 fax 920.560.3171 e-mail truethorthernarch@tds.net

UW-FOX VALLEY Student Housing Apartments
 MIDWAY ROAD
 MENASHA

DATE: 11/8/2011
 PROJECT NO: 10-225
 DRAWN: katie
 CHECKED: TNW

SHEET NO. **C1.3**



STORM SEWER PIPE SUMMARY								
Reach	US	DS	US Inv	DS Inv	Length	Slope	Size (in)	Node Drop
R-20.1	R-20.2		781.15	781.00	83	0.0018	15	0.00
R-21.1	R-20.1		781.40	781.30	46	0.0022	12	0.00
R-22.1	R-21.1		781.85	781.50	71	0.0050	10	0.00
cleanout	R-20.1		781.75	781.40	127	0.0028	10	0.00

STORM SEWER STRUCTURE SUMMARY								
Structure	Type	Size	Cover	Final Grade		Sump Invert	Final Grade Depth	
				Rim	Invert			
R-20.1	MH (42)	42" ID	R-1710	786.30	781.15	-	5.15	
R-21.1	Catch Basin	36" ID	R-2540	785.20	781.40	-	3.80	
R-22.1	Catch Basin	36" ID	R-2540	785.90	781.85	-	4.05	
Total =							13.00	

Parcel # 760126206



LEGEND	
— CATV —	Underground Cable TV
— FD —	Underground Fiber Optic
— DH —	Overhead Electric Lines
— San —	Sanitary Sewer
— Sto —	Storm Sewer
— E —	Underground Electric
— G —	Underground Gas Line
— T —	Underground Telephone
— W —	Water Main
— F —	Fence - Steel
— C —	Culvert
— 800 —	Index Contour
— 799 —	Intermediate Contour
— — —	Proposed Storm Sewer
— — —	Proposed Sanitary Sewer
— — —	Proposed Water Main
— — —	Proposed Swale
○	Sanitary MH / Tank / Base
⊗	Clean Out / Curb Stop / Pull Box
⊙	Storm Manhole
⊕	Inlet
⊖	Catch Basin / Yard Drain
⊗	Hydrant
⊕	Utility Valve
⊖	Utility Meter
⊗	Utility Pole
⊕	Light Pole / Signal
⊖	Guy Wire / Pump
⊗	Electric Pedestal
⊕	Electric Transformer
⊖	Ex Spot Elevation
⊗	Proposed Storm Manhole
⊕	Prop. Catch Basin / Yard Drain
⊖	Proposed Endwall
⊗	Proposed Hydrant
⊕	Proposed Valve
⊖	Proposed Curb Stop/Cleanout
⊗	Air Conditioner
⊕	Telephone Pedestal
⊖	CATV Pedestal
⊗	Gas Regulator
⊕	Sign
⊖	Post / Guard Post
⊗	Flag Pole
⊕	Coniferous Tree
⊖	Benchmark
⊗	Asphalt Pavement
⊕	Concrete Pavement
⊖	Gravel
⊗	Proposed Reducer
⊕	Proposed Plug
⊖	Proposed Tee
⊗	Proposed 90° Bend
⊕	Proposed 45° Bend
⊖	Proposed 22.5° Bend

Sewer and Water shall be constructed in accordance with the State of Wisconsin Standard Specifications for Sewer and Water Construction, and all Special Provisions of the City of Menasha.

Contractor shall locate all buried facilities prior to excavating. This plan may not correctly or completely show all buried utilities.

The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.

The Contractor shall comply with all conditions of the Erosion Control Plan and the Storm Water discharge Permit. All Erosion Control shall be done in accordance with the Plan and Wisconsin DNR Technical Standards.

The outside services are shown to stop at a point 5 feet outside the foundation wall. The Contractor shall be responsible for coordination of continuation of the services into the building to properly coincide with the interior plumbing plans, and compliance with all plumbing permits.

The Contractor is responsible for compliance with Department of Commerce, Chapter Comm 82, for lateral construction and cleanout locations.

The contractor shall coordinate with provider for electric, gas, and telecommunication service connection and relocations.

Pipe lengths are measured to center of structure. Endwalls are included in pipe length.

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Nov 08, 2011 - 02:20 PM

DEVELOPMENT PARTNERS

NEENAH, WISCONSIN

SMET CONSTRUCTION SERVICES

300 NORTH BROADWAY SUITE 208 GREENBAY, WI 54303

DATE: 11/8/2011

PROJECT NO: 10-225

CHECKED: TNW

DRAWN: katie

REVISIONS

UW-FOX VALLEY Student Housing Apartments

MIDWAY ROAD

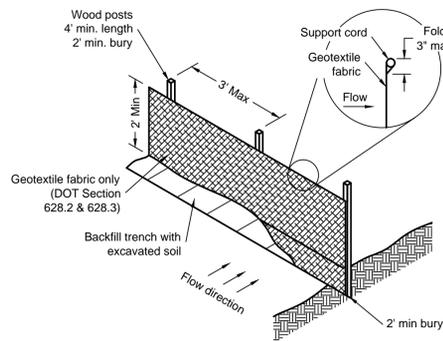
WISCONSIN

UTILITY PLAN

SHEET NO. C2.1

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 CIVIL ENGINEERING CONSULTANTS

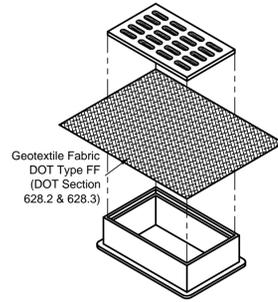
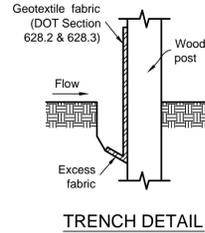
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Silt fence notes:

- Detail of construction not shown on this drawings shall conform to criteria set by authorities having jurisdiction and by DNR Technical Standard 1056.
- When possible, the silt fence should be constructed in an arc or horseshoe shape with the ends pointing upslope to maximize both strength and effectiveness.
- Attach the fabric to the posts with wire staples or wooden lath and nails.
- 8'-0" post spacing allowed if a woven geotextile fabric is used.
- Trench shall be a minimum of 4" wide and 6" deep to bury and anchor the geotextile fabric. Fold material to fit trench and backfill and compact trench with excavated soil.
- Geotextile fabric shall be reinforced with an industrial polypropylene netting with a maximum mesh spacing of 3/4" or equal. A heavy-duty nylon top support chord or equivalent is required.
- Steel posts shall be studded "tee" or "u" type with a minimum weight of 128 lbs/lineal foot (without anchor). Fin anchors shall be a minimum size of 4" diameter or 1 1/2" x 3 1/2", except wood posts for geotextile fabric reinforced with netting shall be a minimum size of 1 1/8" x 1 1/8" oak or hickory.

SILT FENCE INSTALLATION



GENERAL NOTES:

Inlet protection devices shall be maintained or replaced at the direction of the engineer.

Manufactured alternatives approved and listed on the DOT Erosion Control Product Acceptability list may be substituted.

When removing or maintaining inlet protection, care shall be taken so that the sediment trapped on the geotextile fabric does not fall into the inlet. Any material falling into the inlet shall be removed immediately.

- Finished size, including flap pockets where required, shall extend a minimum of 10' around the perimeter to facilitate maintenance or removal.
- Flap pockets shall be large enough to accept wood 2x4.

INSTALLATION NOTES:

Inlet protection Type B shall be utilized on street inlets without curb heads, once surrounding surface is in place.

TYPE B

Trim excess fabric in the flow line to within 3" of the grate.

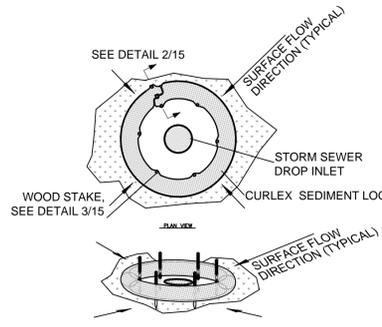
The contractor shall demonstrate a method of maintenance, using a sewn flap, hand holds, or other method to prevent accumulated sediment from entering the inlet.

GENERAL NOTES:

Inlet protection devices shall be maintained or replaced at the direction of the engineer.

Manufactured alternatives approved and listed on the DOT Erosion Control Product Acceptability list may be substituted.

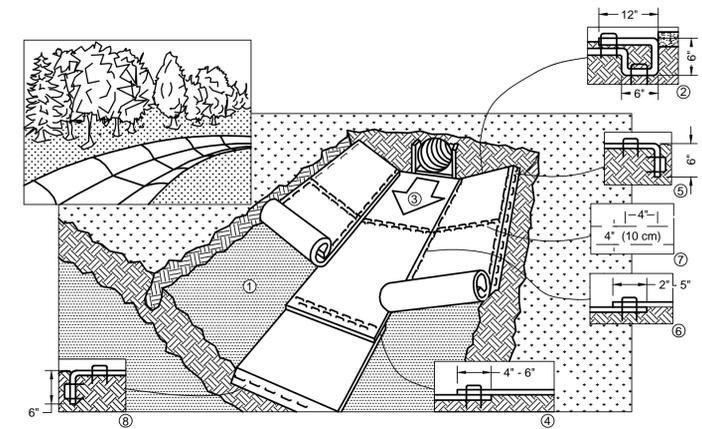
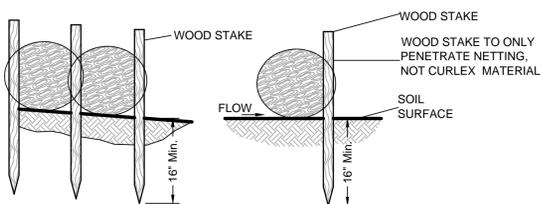
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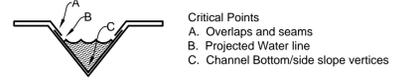
DETAIL 2/15

DETAIL 3/15

INLET PROTECTION, TYPE A

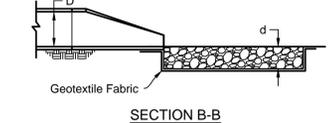
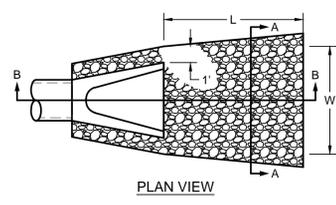


EROSION MAT CHANNEL INSTALLATION



Note:
* Horizontal staple spacing should be altered if necessary to allow staples to secure the critical points along the channel surface.

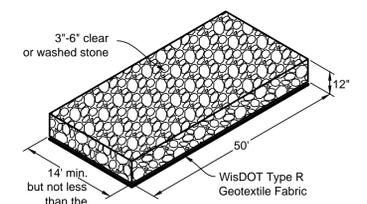
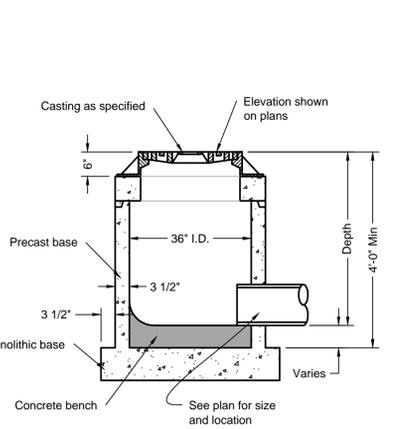
** In loose soil conditions, the use of staple or stake lengths greater than 6" (15 cm) may be necessary to properly anchor the RECP's.



D	12"	15"	18"	21"	24"	30"	36"	42"	48"	54"	60"
L	10'	12'	16'	20'	20'	25'	28'	33'	37'	40'	45'
W	11'	13'	20'	22'	24'	28'	32'	38'	42'	45'	50'
d	12"	12"	12"	18"	18"	24"	24"	24"	24"	24"	24"
Riprap	Light	Light	Light	Med.	Med.	Med.	Heavy	Heavy	Heavy	Heavy	Heavy
cu/yds	2.6	3.6	7.8	14.3	15.6	22.6	38.4	53.2	65.8	76.3	95.0

- Notes:**
- Excavate below channel outlet and widen channel outlet to the required riprap thickness for each apron. Foundation to be set to zero grade and smoothed.
 - Place geotextile fabric on bottom and sides of prepared foundation. Fabric shall extend under endwall in accordance with DOT specifications. (DOT Section 628.2 & 628.3)
 - Exercise care in placement of riprap to avoid damage to filter fabric.
 - Use riprap conforming to Wisconsin DOT specifications. (DOT Section 606.2 & 606.3)
 - Use DOT Type R geotextile fabric for light riprap. Use Type HR for medium and heavy riprap. (DOT Section 606.2, 606.3, 628.2 & 628.3)
 - Use 12" dimension for pipes less than 12" in diameter.

OUTLET PROTECTION

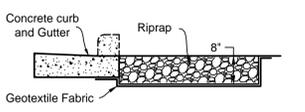


Civil Details

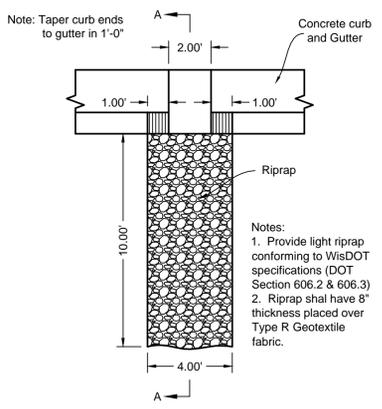
DAVEL ENGINEERING & ENVIRONMENTAL, INC.

CIVIL ENGINEERING CONSULTANTS

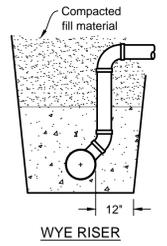
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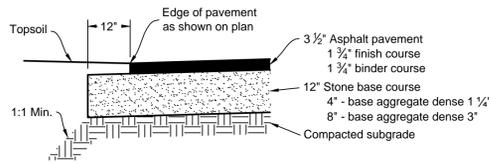
SECTION A-A



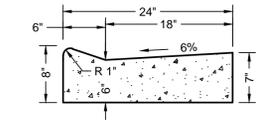
PLAN VIEW CURB CUT OPENING



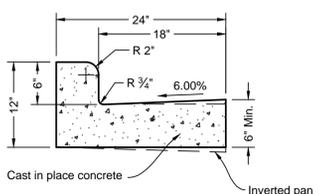
RISER DETAIL



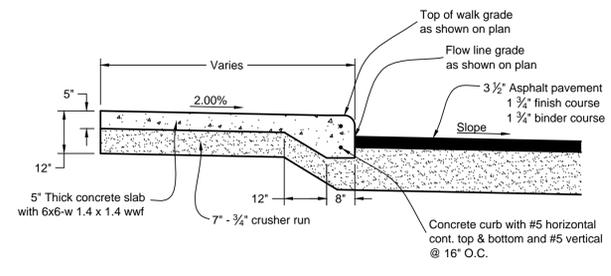
ASPHALT PAVEMENT SECTION



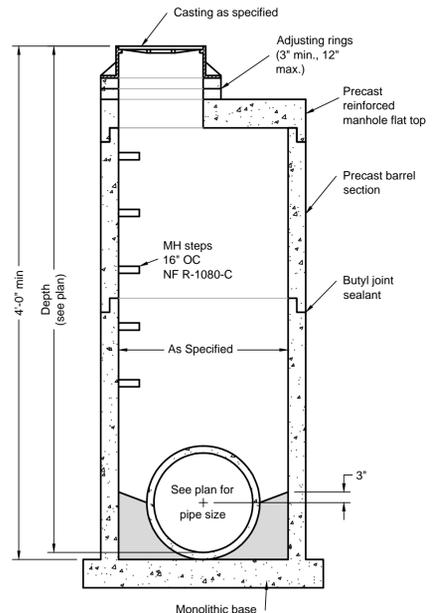
24" MOUNTABLE CURB



24" STANDARD CURB



INTEGRAL SIDEWALK / PAVEMENT SECTION



STANDARD STORM MANHOLE

NO.	DATE	DESCRIPTION

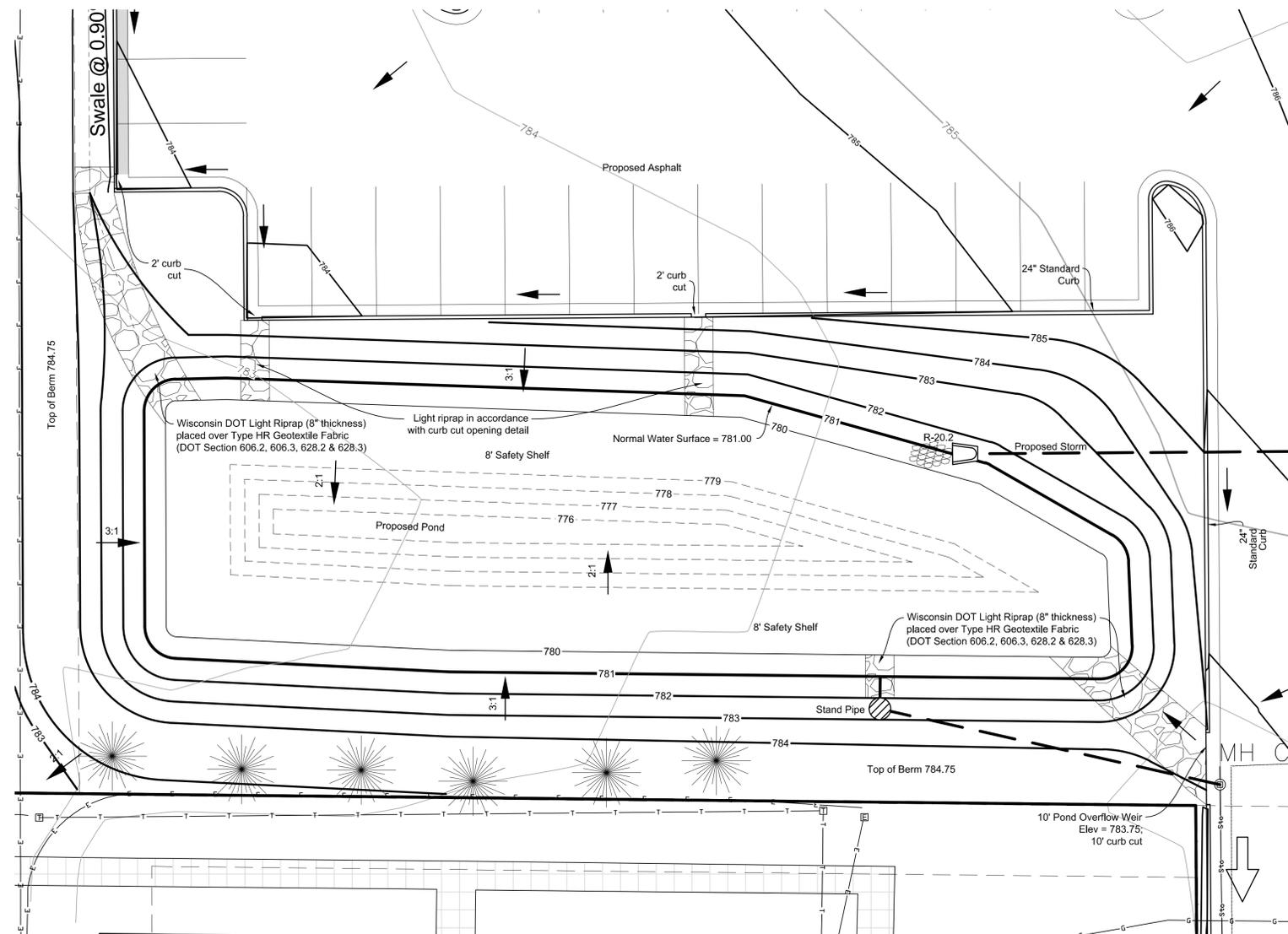
UW-FOX VALLEY
Student Housing Apartments
MIDWAY ROAD
MENASHA

DATE	11/8/2011
PROJECT NO.	10-225
CHECKED	TNW
DRAWN	katie

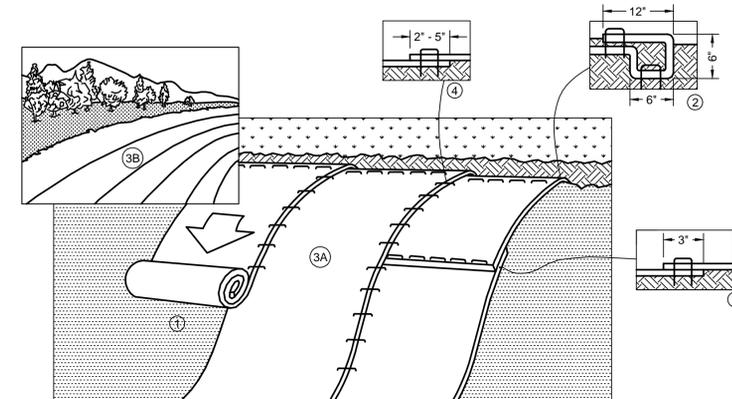
DEVELOPMENT PARTNERS
SMET CONSTRUCTION SERVICES
300 NORTH BROADWAY SUITE 28 GREENBAY, WI 54303
www.smet.com

SHEET NO.

C3.1

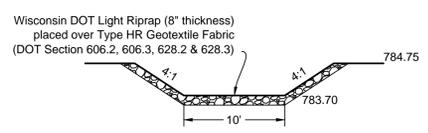


POND DETAIL

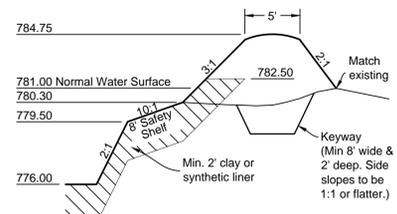


1. Prepare soil before installing Rolled Erosion Control Products (RECP's), including any necessary application of lime, fertilizer, and seed.
 2. Begin at the top of the slope by anchoring the RECP's in a 6" (15 cm) deep x 6" (15 cm) wide trench with approximately 12" (30 cm) of RECP's extended beyond the up-slope portion of the trench. Anchor the RECP's with a row of staples/stakes approximately 12" (30 cm) apart in the bottom of the trench. Backfill and compact the trench after stapling. Apply seed to compacted soil and fold remaining 12" (30 cm) portion of RECP's back over seed and compacted soil. Secure RECP's over compacted soil with a row of staples/stakes spaced approximately 12" (30 cm) apart across the width of the RECP's.
 3. Roll the RECP's (A) down or (B) horizontally across the slope. RECP's will unroll with appropriate side against the soil surface. All RECP's must be securely fastened to soil surface by placing staples/stakes in appropriate locations as shown in the staple pattern guide. When using the Dot system, staples/stakes should be placed through each of the colored Dots corresponding to the appropriate staple pattern.
 4. The edges of parallel RECP's must be stapled with approximately 2" - 5" (5 cm - 12.5 cm) overlap depending on RECP's type.
 5. Consecutive RECP's spliced down the slope must be placed end over end (shingle style) with an approximate 3" (7.5 cm) overlap. Staple through overlapped area, approximately 12" (30 cm) apart across entire RECP's width.
- Note: * In loose soil conditions, the use of staple or stake lengths greater than 6" (30 cm) may be necessary to properly secure the RECP's.
6. Detail provided by North American Green (www.nagreen.com)

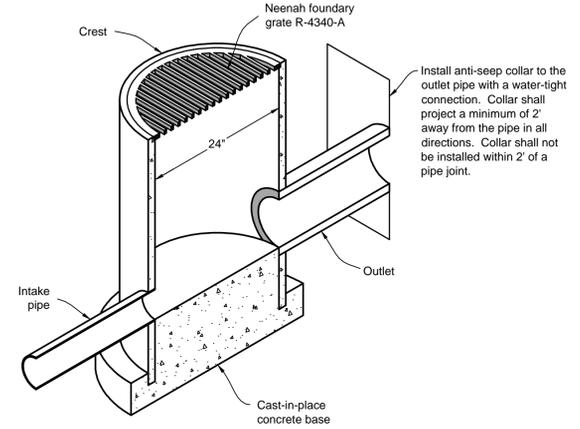
EROSION MAT SLOPE INSTALLATION



EMERGENCY SPILLWAY DETAIL



TYPICAL EMBANKMENT SECTION



STAND PIPE DETAIL

Outlet	Size, in	12
	Invert	779.50
	Slope (%)	2.00
Intake pipe	Size, in	5
	Invert	781.00
	Length, ft	4.00
Crest	Elevation	782.85
Base	Elevation	778.00

Pond Notes:

1. The base of the embankment shall be stripped of all vegetation, stumps, topsoil and other matter. Stripping shall be to a minimum of 6 inches.
2. Embankments shall be constructed with non-organic soils and compacted to 90% standard proctor according to the procedures outlined in ASTM D-698. No tree stumps, or other organic material shall be buried in the embankment. The constructed embankment height shall be increased a minimum of 5% to account for settling.
3. All pipes extending through the embankment shall be bedded and backfilled with embankment or equivalent soils. The bedding and backfill shall be compacted in lifts and to the same standard as the original embankment. Excavation through a completed embankment shall have a side slope of 1:1 or flatter.
4. Topsoil shall be spread on all disturbed areas, except for elevations below the safety shelf, as work is completed. The minimum depth of topsoil shall be 4 inches.
5. All areas disturbed by pond construction shall be seeded as work is completed. Pond side slopes above permanent pool shall be temporarily seeded with annual rye or oats immediately after pond is "roughed in." This will require topsoil application. Slopes steeper than 10:1 but less than 4:1 will require properly anchored mulch in accordance with Section 627.1 of the DOT Standard Specifications for Highway and Structure Construction. DOT Class I, Type B erosion mat will be required on slopes steeper than 4:1 (Section 628.2 & 628.3).
6. Riprap at all inflow points shall extend a minimum of 18 vertical inches below the permanent pool. (Section 606.2 & 606.3)
7. Any rock encountered shall be excavated to a depth two feet deeper than the proposed pond grade.
8. The pond shall be constructed with a Type B Liner with the following WDNr specifications (Wet Detention Pond Technical Standard 1001). Liners include; Clay, High Density Polyethylene (HDPE), Polyethylene Pond Liner (PPL) or any liner satisfying Type A Liner criteria.
 - Clay liners specifications are as follows:
 - 50% fines (200 sieve) or more.
 - Hydraulic conductivity of 1 x 10⁻⁶ cm/sec or less.
 - Average liquid limit of 16 or greater, with no value less than 14.
 - Average PI of 7 or more, with no values less than 5.
 - Clay compaction and documentation as specified in NRCS Wisconsin Construction Specification 204, Earthfill for Waste Storage Facilities.
 - Minimum thickness of 2 feet.
 - If in-situ soils meet the above requirements of the specification for a Type B Clay Liner, including a minimum saturated hydraulic conductivity of 1 x 10⁻⁶ cm/sec to a depth of 4 feet below the pond bottom, the in-situ soils then satisfy the pond liner requirements.
9. HDPE liner specifications are as follows:
 - Minimum thickness of 40 mils.
 - Design according to the criteria in Table 3 of NRCS 313, Waste Storage Facility Technical Standard.
 - Install according to NRCS Wisconsin Construction Specification 202, Polyethylene Geomembrane Lining.
10. PPL liner Specifications are as follows:
 - Minimum thickness of 30 mils.
 - Design according to the criteria in Table 3 of NRCS 313, Waste Storage Facility Technical Standard.
 - Install according to NRCS Wisconsin Construction Specification 202, Polyethylene Geomembrane Lining.
11. All liners must extend above the permanent pool up to the elevation of the 2-year, 24-hour rainfall event.

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REVISIONS

WISCONSIN

UW-FOX VALLEY Student Housing Apartments

MIDWAY ROAD

DATE: 11/8/2011

PROJECT NO: 10-225

CHECKED: TNW

DEVELOPMENT PARTNERS

NEENAH, WISCONSIN

SMET CONSTRUCTION SERVICES

300 NORTH BROADWAY SUITE 208 GREENBAY, WI 54303

www.smet.com

Printed by: katie

SHEET NO.

Storm Water Pond Detail

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 CIVIL ENGINEERING CONSULTANTS

1811 Racine Street Menasha, WI 54952
 Ph: 920-991-1866 Fax: 920-830-9595
 www.davel.pro

C3.2

ZONING CODE REQUIREMENTS:

EXISTING ZONING DISTRICT: C-1 (GENERAL COMMERCIAL DISTRICT)

PROPOSED SPECIAL EXCEPTION: R-4 USE (MULTI-FAMILY, HIGH DENSITY)

FRONT YARD SETBACK: 20 FEET

SIDE YARD SETBACK: 8 FEET EACH SIDE

REAR YARD SETBACK: 25 FEET

MAXIMUM BUILDING HEIGHT: 45 FEET - 3 STORIES /

MINIMUM LOT SIZE:

1,500SF/UNIT > 550SF x 15 = 22,500SF
 750SF/UNIT < 550SF x 2 = 1,500SF

TOTAL PHASE 1 = 24,000SF (0.55 ACRES)

1,500SF/UNIT > 550SF x 12 = 18,000SF
 750SF/UNIT < 550SF x 2 = 1,500SF

TOTAL PHASE 2 = 19,500SF (0.45 ACRES)

1,500SF/UNIT > 550SF x 22 = 33,000SF
 750SF/UNIT < 550SF x 3 = 2,250SF

TOTAL PHASE 3 = 35,250SF (0.80 ACRES)

TOTAL ALL PHASES: 78,750SF (1.80 ACRES < 2.46 ACRES)

DESIGN STANDARDS: 75% REQUIRED PRIMARY MATERIALS REQUIRED

ACTUAL: 76.5% PRIMARY MATERIALS (BRICK/STONE)
 (NORTH WALL IS TEMPORARY - NOT INCLUDED)

DUMPSTER SCREENING: MIN. 6 FOOT HIGH / 75% OPACITY

EQUIPMENT SCREENING: SCREEN ROOF/GROUND EQUIPMENT FROM VIEW

MINIMUM LANDSCAPED AREA: 20%

ADJACENT TO BUILDINGS: 36" WIDE BUFFER W/MINIMUM 25% EVERGREEN

PERIMETER: ONE CANOPY TREE (1.5" CALIPER) / 35LF
 25% REQUIRED LANDSCAPE W/MIN 25% EVERGREEN

PARKING LOT: ONE CANOPY TREE (1.5" CALIPER) / 30LF
 FIVE SHRUBS (36"H) / 30LF W/MIN 50% EVERGREEN
 MIN. 10% OF PARKING INTERIOR
 MIN. ONE CANOPY TREE PER ISLAND (100SF)
 NO TURF

OUTDOOR LIGHTING: FULL CUTOFF DESIGN AND DIRECTED DOWNWARD
 COLOR RENDITION INDEX (CRI) OF 50 OR HIGHER
 SECURITY LIGHTING FROM DUSK TO DAWN
 MAXIMUM 25 FEET HIGH POLES

PARKING LOT: MIN. 0.5 HORIZ FC / MAX. 5.0 HORIZ FC

BUILDING: MIN. 0.5 HORIZ FC / MAX. 2.0 HORIZ FC

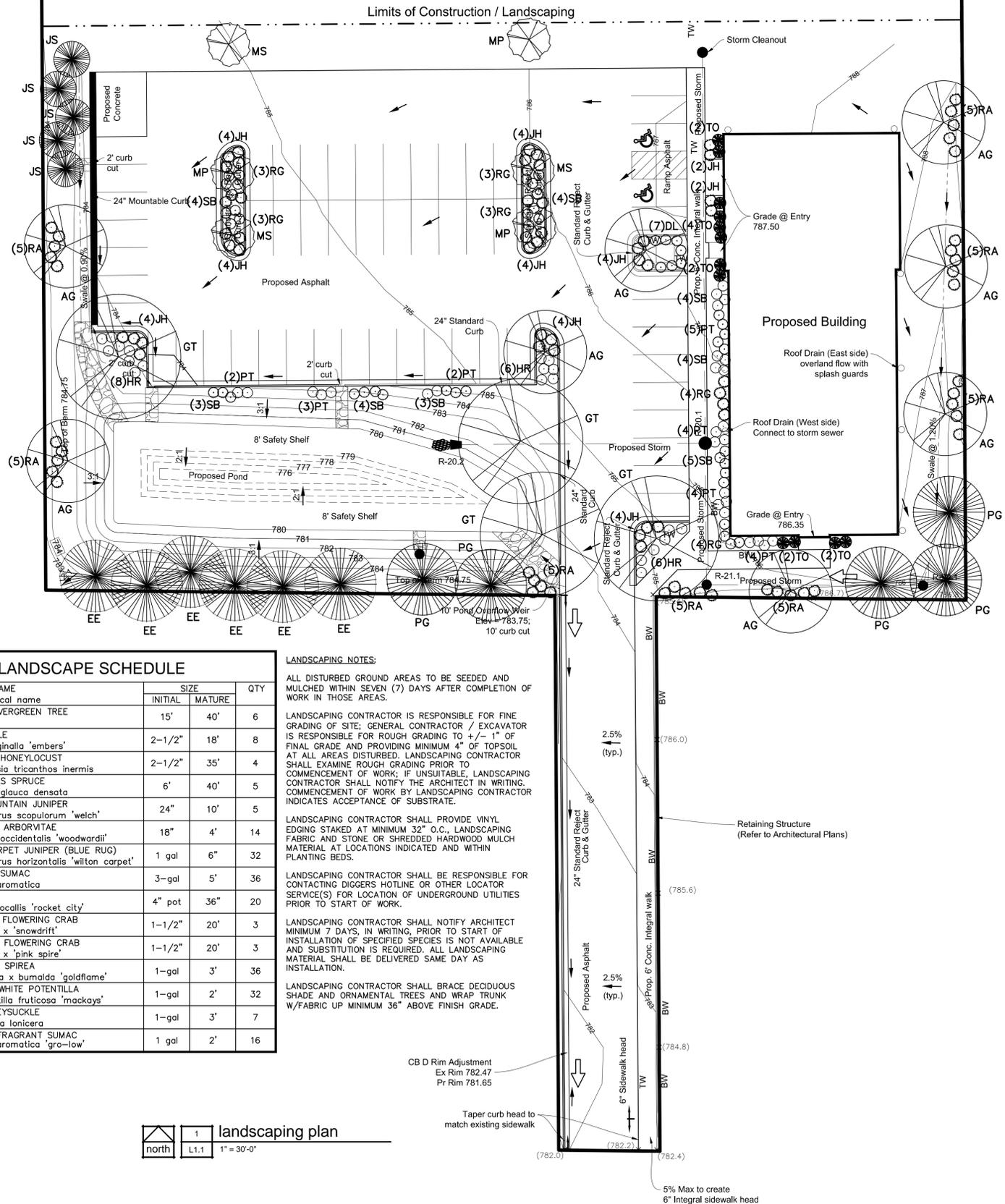
LIGHT SPILLAGE: MAXIMUM 0.50 FC

OFF-STREET PARKING: MIN 1-1/2 SPACES PER DWELLING UNIT
 1.5 x 17 = 26 SPACES / 55 SPACES PROVIDED
 ALL PHASES: 1.5 x 56 = 84 SPACES / 110 SPACES PROVIDED

STALL SIZE: 9 FEET MIN WIDTH / 171SF MIN SIZE

aisle size: 25 FEET (90-DEGREE PARKING)

MINIMUM DRIVEWAY WIDTH: 24 FEET (2-WAY TRAFFIC)



LANDSCAPE SCHEDULE

MARK	COMMON NAME botanical name	SIZE		QTY
		INITIAL	MATURE	
EE	EXISTING EVERGREEN TREE	15'	40'	6
AG	AMUR MAPLE acer ginnala 'embers'	2-1/2"	18'	8
GT	SUNBURST HONEYLOCUST gleditsia tricanthos inermis	2-1/2"	35'	4
PG	BLACK HILLS SPRUCE picea glauca densata	6'	40'	5
JS	ROCKY MOUNTAIN JUNIPER juniperus scopulorum 'welch'	24"	10'	5
TO	WOODWARD ARBORVITAE thuja occidentalis 'woodwardii'	18"	4'	14
JH	WILTON CARPET JUNIPER (BLUE RUG) juniperus horizontalis 'wilton carpet'	1 gal	6"	32
RA	FRAGRANT SUMAC rhus aromatica	3-gal	5'	36
HR	DAYLILLY hemerocallis 'rocket city'	4" pot	36"	20
MS	SNOWDRIFT FLOWERING CRAB malus x 'snowdrift'	1-1/2"	20'	3
MP	PINK SPIRE FLOWERING CRAB malus x 'pink spire'	1-1/2"	20'	3
SB	GOLDFLAME SPIREA spiroaea x bumalda 'goldflame'	1-gal	3'	36
PT	MACKAY'S WHITE POTENTILLA potentilla fruticosa 'mackays'	1-gal	2'	32
DL	BUSH HONEYSUCKLE diervilla lonicera	1-gal	3'	7
RG	GRO-LOW FRAGRANT SUMAC rhus aromatica 'gro-low'	1 gal	2'	16

LANDSCAPING NOTES:

ALL DISTURBED GROUND AREAS TO BE SEEDED AND MULCHED WITHIN SEVEN (7) DAYS AFTER COMPLETION OF WORK IN THOSE AREAS.

LANDSCAPING CONTRACTOR IS RESPONSIBLE FOR FINE GRADING OF SITE. GENERAL CONTRACTOR / EXCAVATOR IS RESPONSIBLE FOR ROUGH GRADING TO +/- 1" OF FINAL GRADE AND PROVIDING MINIMUM 4" OF TOPSOIL AT ALL AREAS DISTURBED. LANDSCAPING CONTRACTOR SHALL EXAMINE ROUGH GRADING PRIOR TO COMMENCEMENT OF WORK; IF UNSUITABLE, LANDSCAPING CONTRACTOR SHALL NOTIFY THE ARCHITECT IN WRITING. COMMENCEMENT OF WORK BY LANDSCAPING CONTRACTOR INDICATES ACCEPTANCE OF SUBSTRATE.

LANDSCAPING CONTRACTOR SHALL PROVIDE VINYL EDGING STAKED AT MINIMUM 32" O.C.. LANDSCAPING FABRIC AND STONE OR SHREDDED HARDWOOD MULCH MATERIAL AT LOCATIONS INDICATED AND WITHIN PLANTING BEDS.

LANDSCAPING CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE OR OTHER LOCATOR SERVICE(S) FOR LOCATION OF UNDERGROUND UTILITIES PRIOR TO START OF WORK.

LANDSCAPING CONTRACTOR SHALL NOTIFY ARCHITECT MINIMUM 7 DAYS, IN WRITING, PRIOR TO START OF INSTALLATION OF SPECIFIED SPECIES IS NOT AVAILABLE AND SUBSTITUTION IS REQUIRED. ALL LANDSCAPING MATERIAL SHALL BE DELIVERED SAME DAY AS INSTALLATION.

LANDSCAPING CONTRACTOR SHALL BRACE DECIDUOUS SHADE AND ORNAMENTAL TREES AND WRAP TRUNK W/FABRIC UP MINIMUM 36" ABOVE FINISH GRADE.

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REVISIONS	

UW-FOX VALLEY Student Housing Apartments

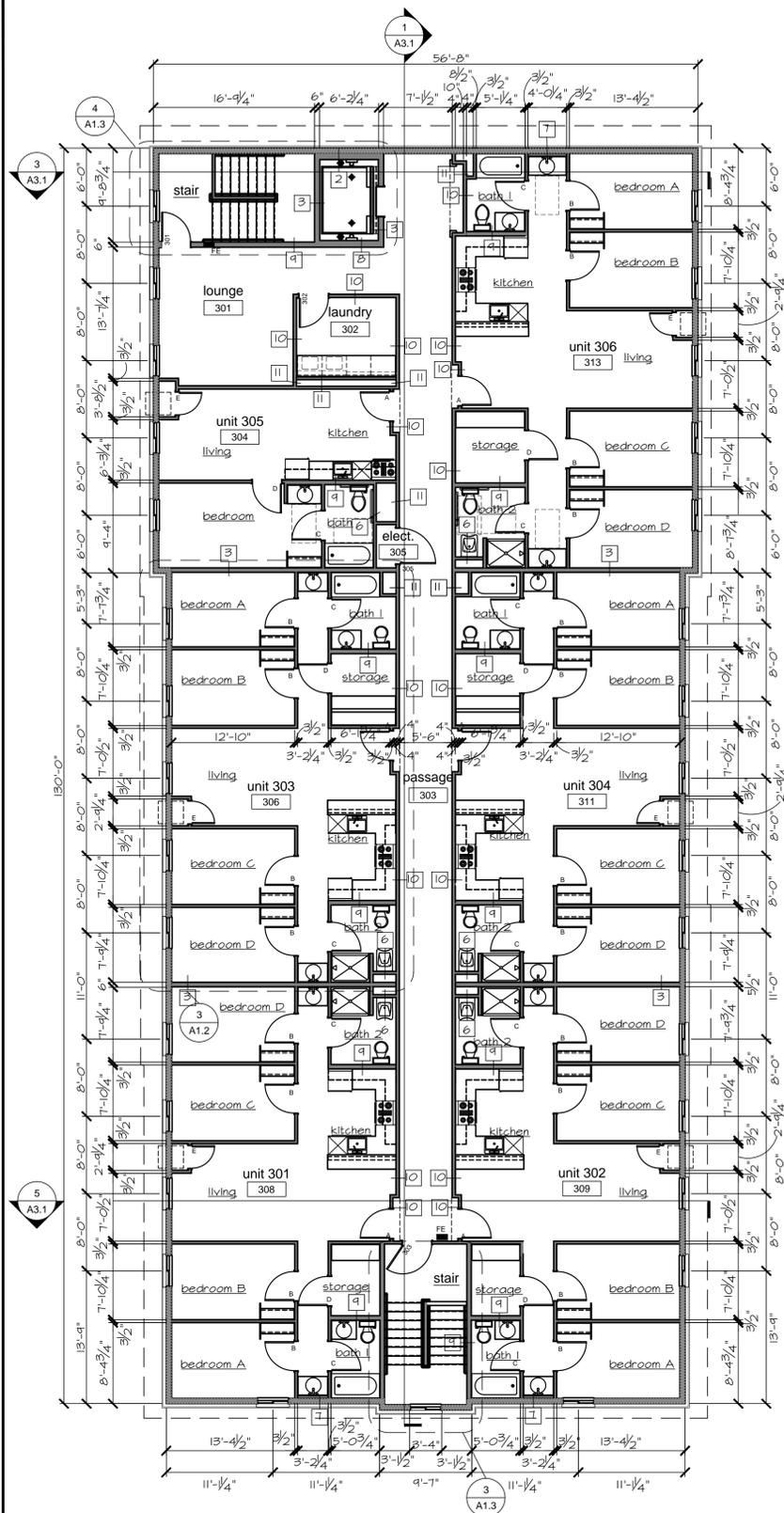
MIDWAY ROAD
 WISCONSIN
 MENASHA

DATE	PROJECT NO.	CHECKED	TGC
9 NOVEMBER 2011	10-225	LJP	LJP

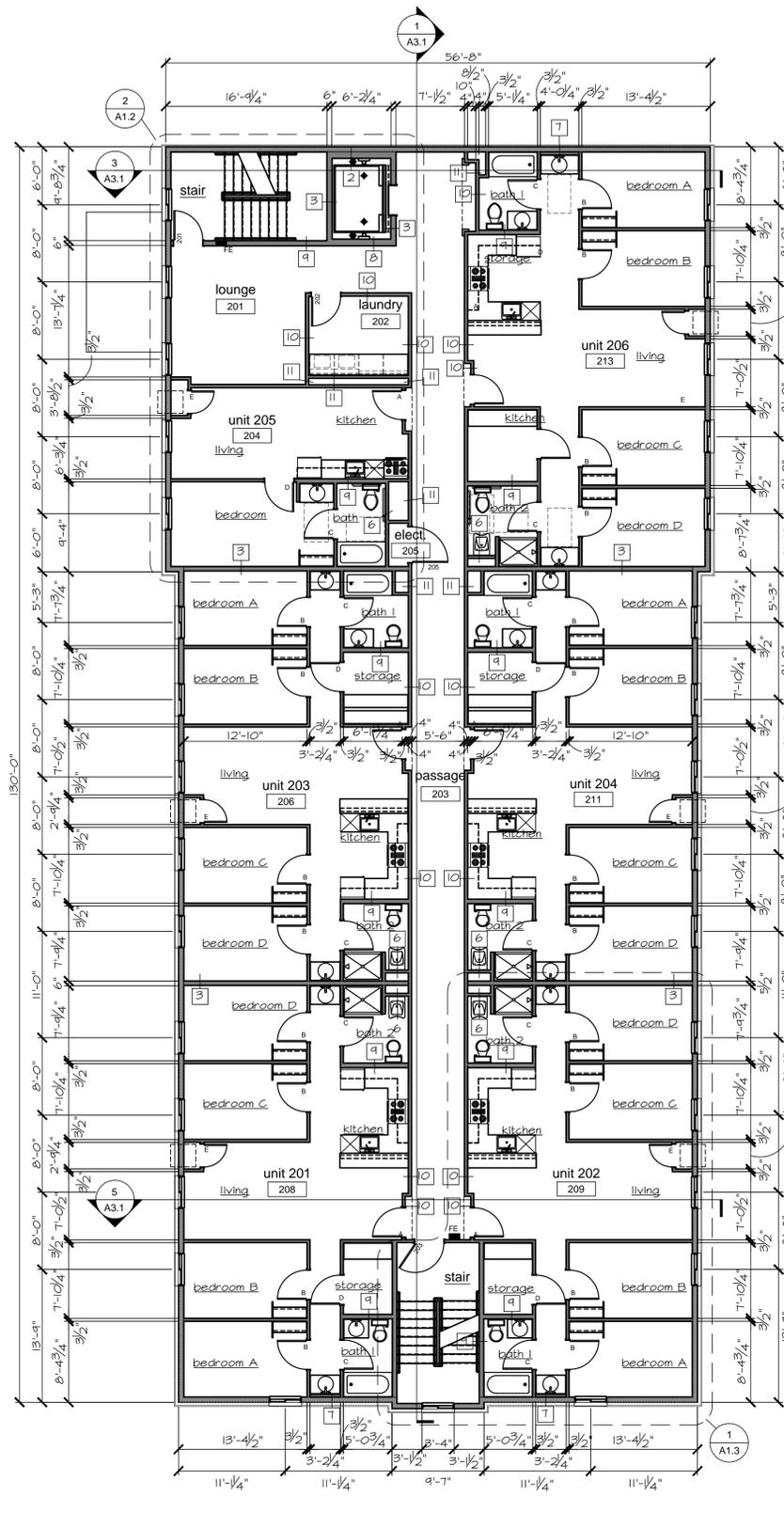
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SMET CONSTRUCTION SERVICES
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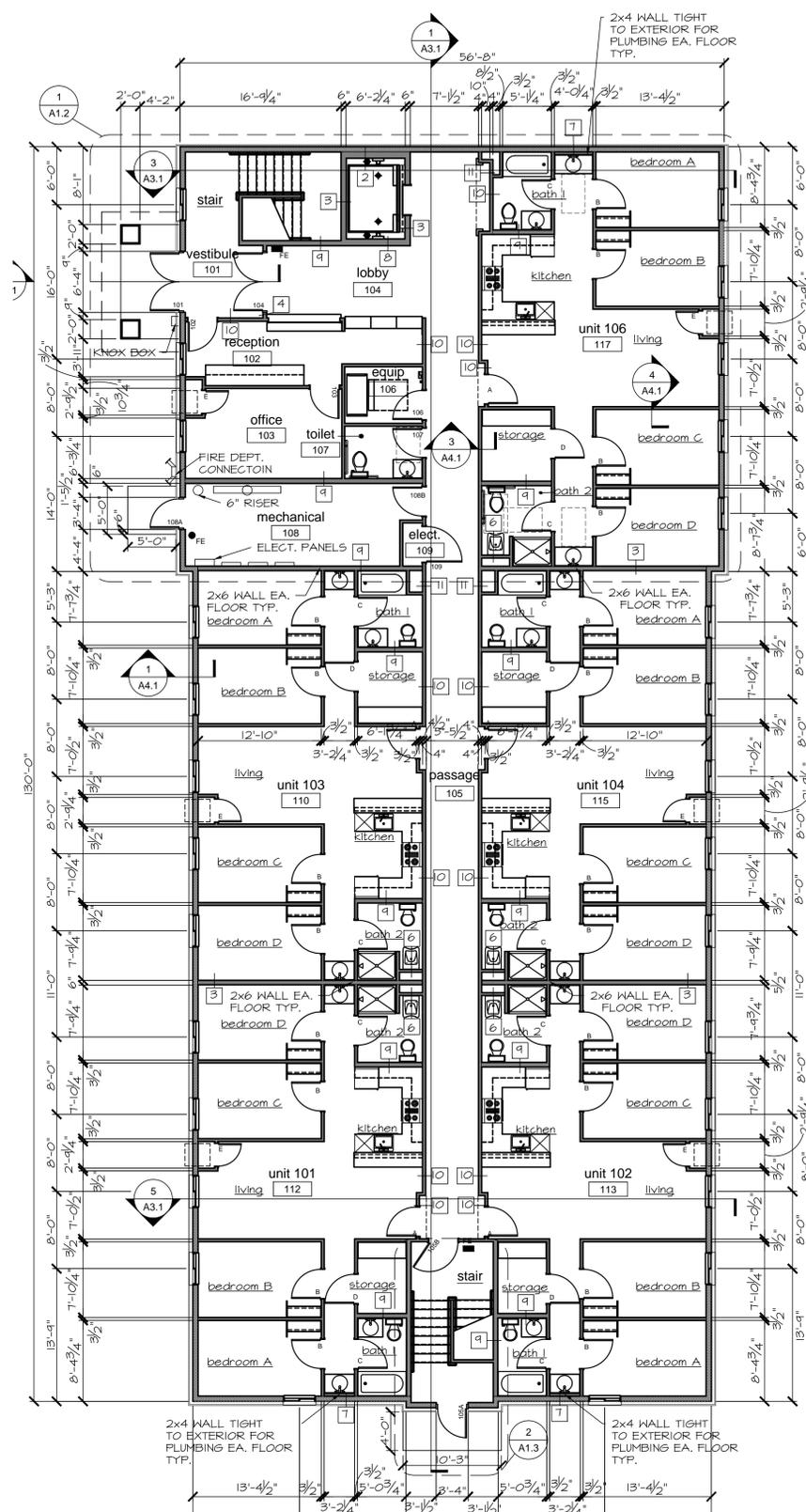
SHEET NO. **L1.1**



3 third floor plan
north A1.1 1/8" = 1'-0"



2 second floor plan
north A1.1 1/8" = 1'-0"



1 main floor plan
north A1.1 1/8" = 1'-0"

Development Partners
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UW-FOX VALLEY
Student Housing Apartments
MIDWAY ROAD
WISCONSIN
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SHEET NO. A1.1



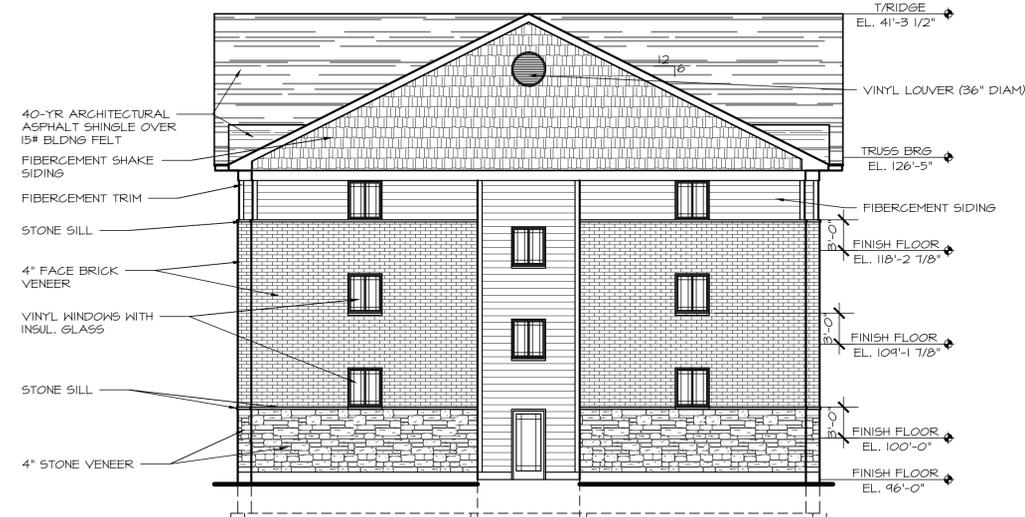
1 east elevation
A2.1 1/8" = 1'-0"



4 west elevation
A2.1 1/8" = 1'-0"



2 south elevation
A2.1 1/8" = 1'-0"



3 north elevation
A2.1 1/8" = 1'-0"

5 enlarged window elevations
A2.1 1/4" = 1'-0"

6 window details
A2.1 1" = 1'-0"

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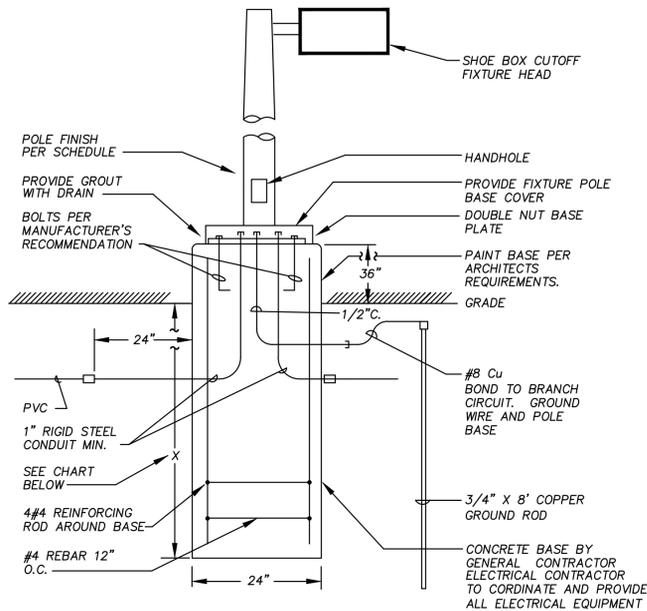
NO.	DATE	DESCRIPTION

UW-FOX VALLEY
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MIDWAY ROAD
MENASHA WISCONSIN

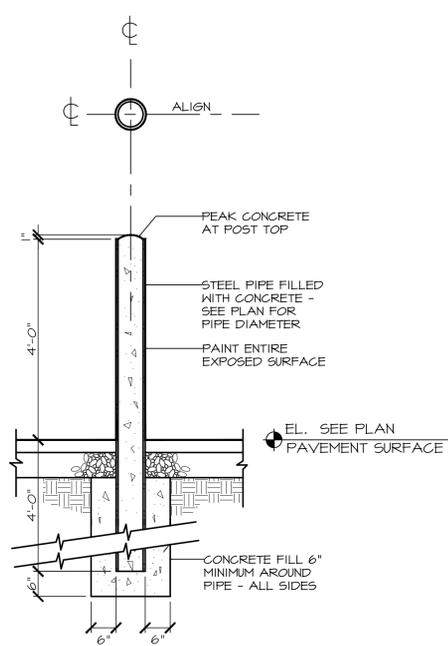
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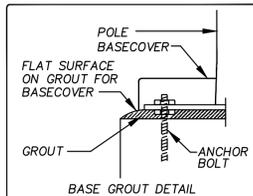
4 accessible signage
C1.1 1/8"=1'-0"



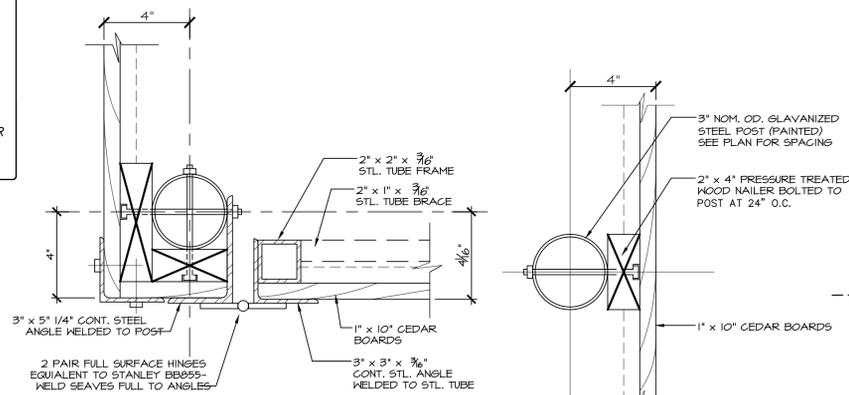
3 pipe bollard
C1.1 1/8"=1'-0"

- NOTES:**
1. IN UNDISTURBED EARTH, EXCLUDING FILL MATERIAL, A 2'-0" DIA. HOLE WHICH SHALL BE USED AS THE FORM FOR THE CONCRETE BASE SHALL DRILLED.
 2. IN EXCAVATED AREAS OR IN EXISTING SOIL CONTAINING FILL OF OBJECTIONABLE MATERIAL, BACKFILL AROUND CONCRETE BASE WITH COMPACTED GRANULAR BACKFILL A MIN. OF 2'-0" IN ALL DIRECTIONS.

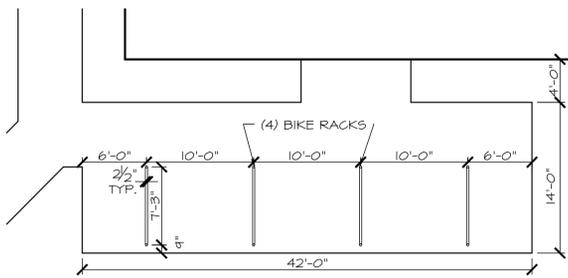
POLE HEIGHT IN FEET	BASE DEPTH IN INCHES BELOW GRADE
10'-0"	X = 60" (INCHES)
15'-0"	X = 60" (INCHES)
20'-0"	X = 60" (INCHES)
25'-0"	X = 72" (INCHES)
30'-0"	X = 72" (INCHES)
35'-0"	X = 72" (INCHES)
40'-0"	X = 96" (INCHES)
45'-0"	X = 96" (INCHES)
50'-0"	X = 108" (INCHES)



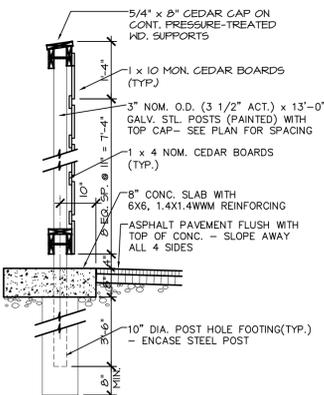
5 light pole base detail
C1.1 NOT TO SCALE



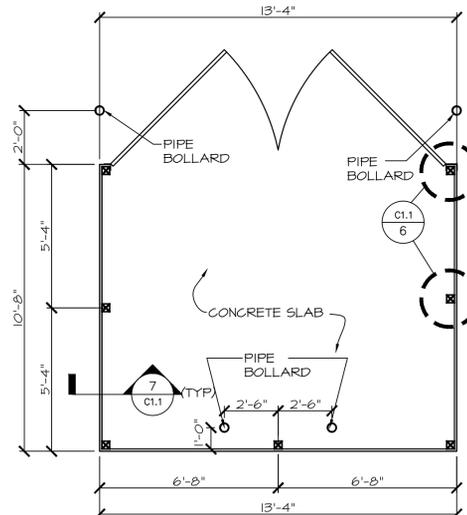
6 wood dumpster post details
C1.1 3"=1'-0"



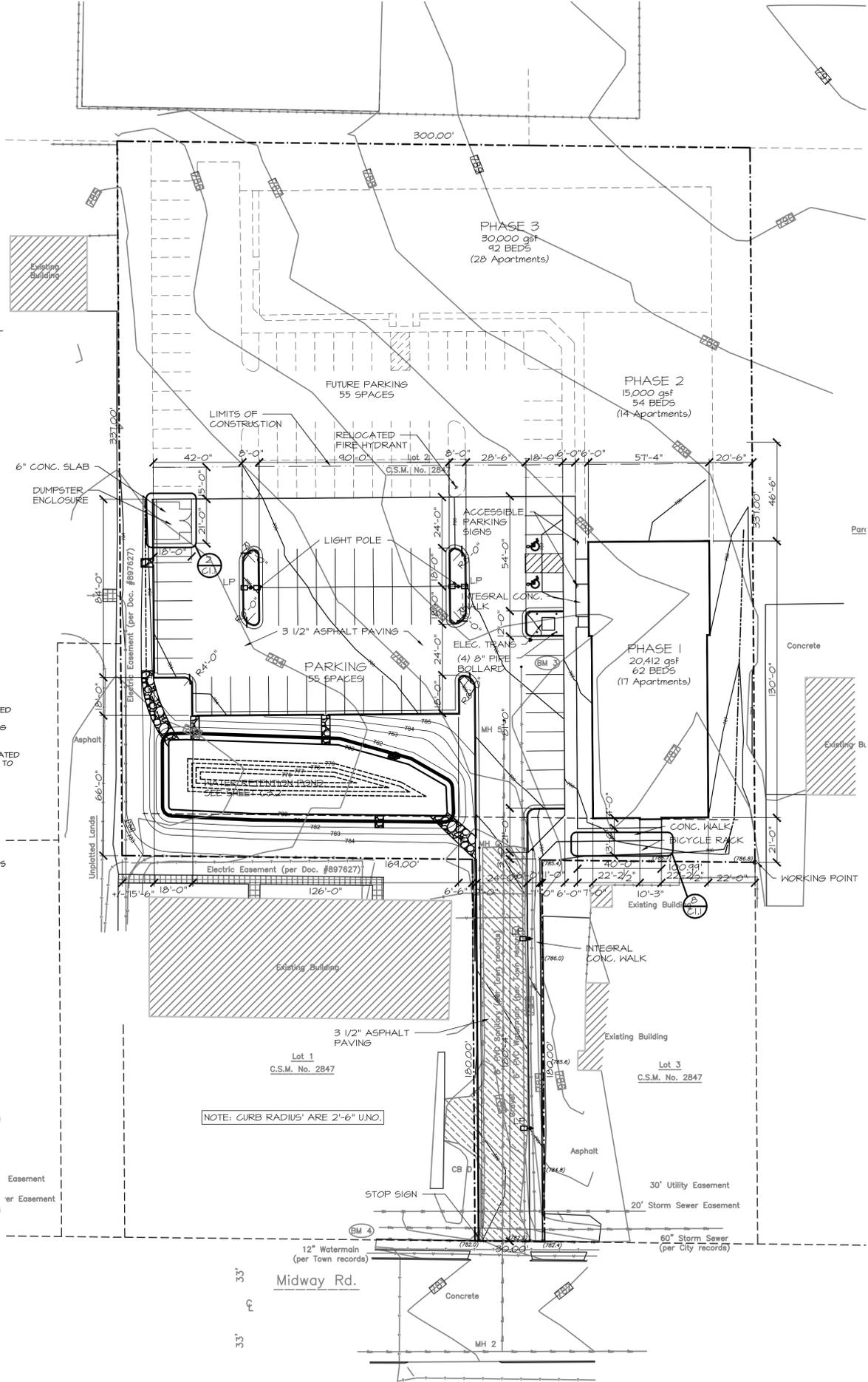
8 enlarged bike rack plan
C1.1 1/8"=1'-0"



7 wood dumpster wall detail
C1.1 1/2"=1'-0"



2 wood dumpster enclosure
C1.1 1/4"=1'-0"



1 site improvement plan
C1.1 1"=30'-0"

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