

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 5, 2011
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
1. [Special Use Permit application of Daniel Gueths for outdoor storage and parking in the C1 \(General Commercial\) District](#)
 2. [Special Use Permit application of GBW Real Estate Holdings LLC for Multi-Unit Housing in the C1 \(General Commercial\) District](#)
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 11/21/11](#)
 - 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](#)
 - 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](#)
- 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

H. ITEMS REMOVED FROM CONSENT AGENDA

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](#)

J. ORDINANCES AND RESOLUTIONS

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](#)

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 \(Payment No. 3 and Final\)](#)

M. CLAIMS AGAINST THE CITY

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

O. ADJOURN

MEETING NOTICE

Monday, December 19, 2011 – Regular Common Council Meeting – Council Chambers
Common Council – 6:00 p.m.
Administration Committee – 6:30 p.m.
Board of Public Works – 7:00 p.m.

**City of Menasha
Public Hearings**

NOTICE IS FURTHER GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by Mr. Daniel Gueths for Outdoor Storage and Parking in the C-1: General Commercial District, as required by Sec. 13-1-29(c)(17)a of the Municipal Code. This Special Use is being requested for Parcel Number 7-00011-08 located immediately west of 7255 Manitowoc Road, City of Menasha, Calumet 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

**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

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
November 21, 2011

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 9:07 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, PP Homan, PHD Nett, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. Administration Committee, 11/7/11

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.

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

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

General discussion on fees covering entire cost of program.

PHD Nett explained the proposed fees may need to be adjusted due to recent action by the Council to the Weights and Measures budget.

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

Item held.

E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Langdon to adjourn at 9:14 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
November 21, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 9:15 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, PP Homan, C/T Stoffel, PHD Nett, Clerk Galeazzi

C. MINUTES TO APPROVE

1. November 7, 2011

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

Motion carried on voice vote.

D. ACTION ITEMS

1. 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)

DPW Radtke explained this is part of the Clean Water Fund project. Most of the project is complete. Staff is recommending approval.

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

2. Recommendation to Increase Annual Storm Water Fee from \$75/ERU to \$80/ERU

DPW Radtke explained when the storm water utility was created in 2009 the initial fee was established at \$65 per ERU. It was increased to \$75/ERU for 2010 and remained at that level for 2011. In reviewing the 2012 budget and comparing expected revenue to budgeted expenditures, it was thought that an increase to \$80/ERU would be necessary. However, recent information regarding expected annual payments to the Town of Menasha for the shared Tayco Street Storm Water Pond indicate that revenues at \$75/ERU will be sufficient to cover 2012 expenditures, given the current balance in the Storm Water Fund. Therefore, staff is recommending the 2012 fee remain at the current rate of \$75/ERU.

General discussion ensued on storm water expenditures and credit policy. Ald. Taylor requested a financial report for the Storm Water Fund be made some time in the future

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Zelinski to adjourn at 9:28 p.m.

Motion carried on voice vote.

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

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

**CITY OF MENASHA
BOARD OF HEALTH
Minutes
October 12, 2011**

- A. Meeting called to order at 11:08 AM by Chairman C. Rusin.
- B. Present: Candyce Rusin, Dorothy Jankowski, Lori Asmus, Susan Nett
Excused: Dr. Teresa Rudolph
- C. MINUTES TO APPROVE
 - 1. Motion to approve the minutes from September 14, 2011 made by D. Jankowski and seconded by L. Asmus. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. September Communicable Disease Report distributed and discussed. L. Asmus noted the 12 cases of Chlamydia as being one of the highest reported in a one month time.
 - 2. Flu Vaccine Clinics Update. S. Nett reported 3 seasonal flu vaccine clinics have been held to date for adults with 277 doses being given.
 - 3. Thank You Memo from Library Director for Staff Presentation—S. Nett shared a memo from the library director thanking her for providing training to the library staff on correct lifting techniques.
 - 4. Consolidated Grant Contract 2012 Update—grant dollar amounts for 2012 to date include preparedness funding and radon prevention.
 - 5. Lease Agreement Update—S. Nett met with Steve Morton and Andy Dumke on several occasions to negotiate a lease agreement for 2012 and 2013. Both were agreeable to maintaining the rent at the current rate of \$4/sq. ft. After year 1 of the two year agreement, the city has the option to purchase the building. The owners have the option of asking us to vacate the property in 120 days if they have another party interested in the site.
- E. ACTION ITEMS
 - 1. Health Department Budget 2012. S. Nett distributed copies and explained the proposed 2012 budget for the health department. 2012 expenditures reflect adding back in \$50000 in salary and benefits for the health director that were removed in 2011 by the mayor and an increase in the IT line item of \$8000 over 2011 costs. Board members discussed removal of payment for professional licensure (cost of \$344). S. Nett explained the only other costs to look at would be for training and travel reimbursement. L. Asmus was not in favor of that as she felt training was important for professional development and travel should be reimbursed as the majority of nursing time is time spent away from the office out in the community. Board members requested to know when the budget review by the council would be scheduled.

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

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

2. Division of Public Health Contract Agreement with the Menasha Health Dept. 1-1-11 through 12-31-11 Approval and authorize signature. S. Nett explained the state would be decreasing the lead prevention grant allocation by \$175 and the MCH grant allocation by \$183 for the remainder of the year. Motion to approve the amendment to the Public Health Contract Agreement 1-1-11 through 12-31-11 and authorize signature made by L. Asmus and seconded by D. Jankowski. Motion carried.
3. Review and Approval of Proposed Weights and Measures Fees for Licensing Period 7-1-12 through 6-30-13. S. Nett explained the fees for this program support the program 100%. Proposed expenditures for 2012 are not complete as the IT line item may change as well as some personnel costs. Board members discussed the fees in general for each category. L. Asmus questioned which categories are the most time consuming for inspections and calibrations. S. Nett responded the gas pump meters. Board members were uncomfortable with approving specific fees without knowing what the proposed expenditures would be for 2012. S. Nett indicated the increase would be 4-6%. L. Asmus suggested setting the annual license processing fee at \$100 per establishment and leaving the other fees until a proposed expenditure was set and then raising those category fees accordingly. C. Rusin agreed with the understanding that the increase could not be greater than 6%. Motion made by D. Jankowski and seconded by L. Asmus to approve the proposed weights and measures fees with the following change: set the annual processing fee at \$100; gas pumps at \$50 and high speed diesel fuel dispensers at \$93. Motion carried. Motion made by L. Asmus and seconded by D. Jankowski to change the fees accordingly if the proposed expenditures would require less than a 6% increase. Motion carried. Motion made by C. Rusin and seconded by L. Asmus to bring the fee schedule back for consideration if the proposed expenditures require more than a 6% increase. Motion carried.

F. HELD OVER BUSINESS

1. None

- G. Motion to adjourn at 12:10 PM made by L. Asmus and seconded by D. Jankowski. Motion carried. Next meeting November 9, 2011.

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

**CITY OF MENASHA
COMMITTEE ON AGING
Minutes
October 13, 2011**

A. Meeting called to order at 7:48 AM by Chairman J. Klundt.

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

C. MINUTES TO APPROVE

1. Motion to approve the August 18, 2011 minutes made by M. Lueke and seconded by S. Steffen. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Senior Center Older Adult Coordinator J. Wollerman reported the August 2011 senior center contacts at 1475 and the September 2011 contacts at 1521. Both of these are higher than 2010 numbers of 953 and 1053 respectively. A chart was distributed showing a comparison of contacts for the past 5 years. Attendance seems to fluctuate based on the month and time of year. 2011 is one of the highest years for attendance to date. The hot water heater has been replaced due to a leak at a cost of \$500. In reviewing past records, it appears the replaced hot water heater was installed sometime in the 1980's. Some minor plumbing changes needed to be done to accommodate the new water heater. Steps to Healthy Aging II has been continuing on a weekly basis. The new Strong Bones class has been popular and well attended. Seventy flu shots were given at the center.
2. Senior Center Budget – 2012. S. Nett presented the proposed 2012 budget for the senior center. The total budget amount is \$92719. The contract amount with the N-M YMCA is \$88500. The city's cost will be offset by a county grant of \$25000 and rent revenue.
3. Senior Center Open House was not well attended. Those that did attend were pleasantly surprised at the changes that have occurred in the building. S. Nett suggested presenting a report on the progress of the collaborative effort with the YMCA at one of the next council meetings.

E. New Business

1. J. Wollerman reported on the current rental fees and the increasing numbers of building rentals that are occurring. S. Nett reviewed fees that are currently being charged by the Park and Rec department for the park pavilions and kitchens; and for Heckrodt Wetland Preserve. Committee members discussed the balance that is needed between increasing fees and still keeping the rent affordable for senior citizens who want to rent the facility for a family function. After considerable discussion, a motion was made by L. Murphy and seconded by M. Lueke to recommend to the common council the following rental fees: resident \$40 up to 4 hours and \$5 /hr after 4 hrs with kitchen rental of \$20 (senior citizens age 55 and older have the kitchen rental fee waived). Non-resident \$55 up to 4 hours and \$10/hr after 4 hrs with kitchen rental of \$25. Security deposit of \$25. Motion carried.

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

2. Discussion: data Collection of Referrals for Community Services. J. Wollerman reported that she has initiated a call log to track phone calls and office visits of those contacts where referrals are made to other agencies or a request for services/information is received.
3. Name change of the Senior Center Newsletter. J. Wollerman discussed information she learned at a recent WASC meeting regarding newsletters and what is needed to have someone pick up a newsletter and read it. Newsletter name is key. Committee members discussed the current title of the center newsletter and were in agreement that the name *Senior Chatter* sends the message it is for older adults. J. Wollerman suggested changing the name to just *The Chatter* so there still would be some name recognition that this was for the Menasha Senior Center. Motion made by P. Malueg and seconded by S. Steffen to change the name of the senior center newsletter to *The Chatter*. Motion carried.
4. Policy discussion: For Profit Agencies Advertisement at the Senior Center. J. Wollerman discussed the increasing number of For Profit agencies that want to come in and leave their information at the center and was requesting a policy statement be made for consistency in responding to the requests. P. Malueg suggested renting space in the brochure rack such as \$10/month to post their literature. J. Wollerman related that there are some For Profit groups that sponsor bingo and supply all the prizes and refreshments and questioned how they would be included in the policy. Committee members suggested J. Wollerman bring a draft policy statement to next month's meeting for continued discussion.

F. Old Business

1. Continued Discussion on Senior Center Goals. S. Nett requested this item be held until the next meeting.

G. Motion to adjourn at 9:40 AM made by M. Lueke and seconded by S. Steffen. Motion carried. Next meeting November 10, 2011.

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. MINUTES 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 RESPONSIBILITIES 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 SEWERAGE COMMISSION

Special Meeting – 2 Hour Notice

Wednesday October 26, 2011 – 4:30 p.m.

The NMSC deems that good cause exists that makes it necessary to hold this Special Meeting on two hours' notice in order to be able to be able to communicate back to the Town of Greenville in the most timely manner possible so the Town can further inform its residents of the status of this matter.

The agenda was posted in the lobby of the NMSC at approximately 1:25 pm; the agenda was delivered via facsimile to the City of Menasha, City of Neenah, Town of Menasha, Town of Neenah, and Waverly Sanitary District at approximately 1:30 p.m.; a copy of the agenda was hand delivered to the Neenah Public Library at 1:12 p.m. and to the Menasha Public Library at 1:20 p.m.

Meeting was called to order by Commission President William Zelinski at 4:30 p.m.

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

Also Present: Chad Olsen (McMAHON); Paul Much (MCO); Mike King (Post Crescent).

New Business

Manager Much reported to the Commission discussion held with the Steinacker family and their desire to not build a storage building in the Town of Greenville and they would like to be released from the signed contracts. Manager Much had Attorney John Thiel draft such a release. Commissioner Gordon Falck questioned if Steinacker Farms would still be interested in biosolids spreading. Manager Much reported he is not sure. Commissioner Kathy Bauer questioned if there are other firms that might be interested in biosolids spreading. Manager Much responded he had several firms show interest in biosolids hauling and spreading while we were looking at various possible building sites. Our next step is to find a place for building a biosolids storage building. Commissioner Dale Youngquist requested the minutes reflect the request for the release of the contracts with Steinacker Farms is per the request of Steinacker Farms. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to approve the mutual release of the contracts with Steinacker Farms. A roll call vote was taken; voting aye: Commissioners Dale Youngquist, Tim Hamblin, Kathy Bauer, Raymond Zielinski, Gordon Falck, Mike Sambs. Nay: none. Motion carried on unanimously roll call vote.

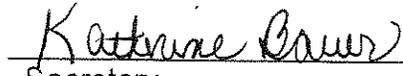
Commissioner Raymond Zielinski questioned the effect on our hauling costs. Manager Much responded the 2012 Budget included hauling to the landfill for six months; by hauling longer than six months our hauling costs will be greater than budget. Chad Olsen reported that since the biosolids storage building contract has not been awarded, the contractor can be released from the bid bond. President William Zelinski questioned if we could now look at building a smaller, taller building for storage. It would be possible if we are able to stack the cake solids higher. It

was suggested to possibly add to the November 11 special meeting the topic of not awarding the contract for the biosolids building project.

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Tim Hamblin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 4:40 p.m.



Vice President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Friday November 11, 2011 – 8:00 a.m.

Meeting was called to order by Commission Vice-President Raymond Zielinski at 8:00 a.m.

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

Excused: Commissioners Tim Hamblin, Jim Gunz.

Also Present: Tom Kispert (McMAHON); Mayor Don Merkes, Tom Stoffel (Menasha).

Attorney John Thiel addressed the Commission to draw their attention to the amended notice for the meeting and report a twenty-four hour notice was provided. Attorney John Thiel requested Accountant Voigt to announce the meeting postings.

Accountant Voigt reported that on Thursday November 10, 2011 the agenda was posted in the lobby of the NMSC at approximately 7:25 a.m.; the agenda was delivered via facsimile to the City of Menasha, City of Neenah, Town of Menasha, Town of Neenah, and Waverly Sanitary District at approximately 7:30 a.m.; a copy of the agenda was hand delivered and taped to the front door of the Menasha Public Library at approximately 7:40 a.m. and hand delivered and taped to the front door of the Neenah Public Library at approximately 7:50 a.m.

Correspondence

The following correspondence was discussed:

- A. October 27, 2011 letter from Thomas Mugan, DNR to William Zielinski, NMSC President.
RE: Conditional Approval of Equipment Procurement for WWTF Modifications.
- B. November 3, 2011 letter from Mayor George Scherck, Neenah to Jim Gunz.
RE: Appointment of Jim Gunz to NMSC Commission.

Operations, Engineering, Planning

Tom Kispert (McMahon) addressed the Commission to explain the groundwork in the discussion that will follow in presenting the information on the bids received for the Equipment Procurement Contracts. Tom reported the bid process had specific required Disadvantaged Business Enterprises (DBE) forms. Some companies met the requirement fully, some followed some of the requirements, and some followed none of the requirements. Prior to this meeting, this was discussed with the Commission legal counsel. Tom further addressed the Good Faith Form, discussions with the DNR, potential 8 percent penalty if no good faith effort and the Comparative Evaluation Form used to evaluate the equipment.

November 11, 2011

Special Meeting

Page 2

Tom Kispert referred the Commissioners to his November 9 letter discussing the individual contracts and recommendations. Tom proceeded to review each individual contract and the recommendation for each contract. Contracts J and K are alternate bids and the Commission need only approve Contract J or Contract K. On Contract N, Commissioner Dale Youngquist questioned what Alternate Bid 1 and Alternate Bid 2 entailed. This was further discussed.

Neenah Mayor George Scherck and Neenah Attorney Jim Godlewski entered the meeting.

After discussions of the Contract recommendations were complete, Commissioner Dale Youngquist questioned further the opinion letter from Attorney John Thiel. Attorney Thiel discussed this further. If the DBE is not submitted, it has a material impact in the funding from the DNR. After discussion was complete, motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to accept the recommendations of the McMahon letter of November 9, 2011 and to have McMahon follow through on the good faith effort. A roll call vote was taken; voting aye: Commissioners Dale Youngquist, Kathy Bauer, Gordon Falck, Mike Sambs. Nay: none. Motion carried unanimously on roll call vote.

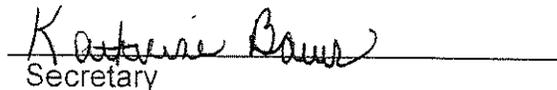
Motion made by Commissioner Gordon Falck, seconded by Commissioner Dale Youngquist to convene into Closed Session pursuant to Wis. Stats. § 19.85(1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River litigation and the results of an November 4, 2011 federal court ordered mediation session in Milwaukee and discuss settlement options. A roll call vote was taken; voting aye: Commissioners Dale Youngquist, Kathy Bauer, Gordon Falck, Mike Sambs. Nay: none. Motion carried unanimously on roll call vote.

Meeting convened into Closed Session at 8:40 a.m.

After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Mike Sambs to adjourn the closed session and return in regular open session. Motion carried unanimously by Commissioners Dale Youngquist, Kathy Bauer, Gordon Falck, Mike Sambs. The Commission returned to Regular open session at 9:28 a.m.

Motion made by Commissioner Dale Youngquist, seconded by Commissioner Mike Sambs to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:28 a.m.


Vice-President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday October 25, 2011

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

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

Also Present: Tom Kispert, Chad Olsen (McMAHON); Paul Much (MCO); Town of Greenville residents; Mike King (Post Crescent).

Commissioners discussed the minutes from the Regular Meeting and Closed Session of September 27, 2011; the minutes from the Special Meeting on October 5, 2011; and the minutes from the Special Meeting and Closed Session on October 10, 2011. After discussion, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Kathy Bauer to approve the minutes of the Regular Meeting and Closed Session of September 27, 2011; Special Meeting on October 5, 2011; and Special Meeting and Closed Session on October 10, 2011. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. October 11, 2011 letter from NMSC Accountant Voigt to Mr. Dave Tebo, Town of Greenville.
RE: Response to open records request.
- B. October 17, 2011 letter from NMSC President William Zelinski to Town of Greenville Chairman Randy Leiker.
RE: Response to request for information.

Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of September 2011. Commissioner Dale Youngquist questioned the deferred debits and if they were for Fox River legal fees; Accountant Voigt responded yes it is. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Mike Sambs to accept the financial statements for the month of September and place it on file. Motion carried unanimously.

Commissioners discussed Attorney John Thiel's legal bills for services for the Fox River PCB issues and if the Commission should present these bills to the cities of Menasha and Neenah for reimbursement similar to the handling of the legal bills received from Davis & Kuelthau. Commissioner Raymond Zielinski questioned why only the two cities should pay these bills (Attorney Thiel's) and if anyone else had heard from the City Attorneys. Commissioner Kathy Bauer reported she talked with the Menasha Mayor and he has concerns in making this change.

Commissioner Tim Hamblin reported he talked with both the Neenah Mayor and City Attorney and they expressed their concern on making this change and that the NMSC needs to have "skin in the game". The Commission discussed this further. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski that the Commission will not pursue billing only the cities of Menasha and Neenah for Attorney John Thiel's legal bills on Fox River litigation matters. Motion carried unanimously.

The Commission discussed the request for fee adjustment from Godfrey & Kahn S.C. for preparing the \$4,500,000 Revenue Bond Anticipation Note for the NMSC. Attorney John Thiel reported he talked with Attorney Tom Griggs. The original quote was based on information provided and the actual work was different in that it included additional work with the industrial user situation with the cities. Commissioner Dale Youngquist questioned if anyone received any advanced notice of the additional work being put in. No one was able to recall talking about or receiving any such notice. Commissioner Raymond Zielinski indicated he feels it is okay to increase the fee somewhat but not the full amount requested. Attorney John Thiel indicated someone should call Attorney Tom Griggs to discuss this further. Manager Much responded he will have staff contact Attorney Tom Griggs. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to defer approval and payment to Godfrey & Kahn S.C. until the requested fee adjustment can be resolved. Motion carried unanimously.

Accountant Voigt presented MCO Invoices #15891, #15933 and #15929 in the amounts of \$117,132.40, \$450.70 and \$41.99. After discussion, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve for payment MCO Invoices #15891, #15933 and #15929 and to pay the invoices after November 1, 2011. Motion carried unanimously.

Accountant Voigt presented the Accountants Report and Cash Flow Projection for the month of September. The loan proceeds have repaid the borrowing from the Replacement and Depreciation Funds and you will see increased values in the ICS CDARS accounts. MCO generated \$4,800 in income to the Commission in September. Accountant Voigt also reported on contacting WPS for a final utility reading on October 31 for the storage building and he also reported he is obtaining quotes for replacing the current copy machine. It is ten years old and parts for repair are getting more difficult to obtain. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to accept the Accountants Report for September. Motion carried unanimously.

Accountant Voigt presented for payment McMAHON invoices #46841 - \$1,760.00; #46895 - \$14,400.00; #46840 - \$1,150.00; #46837 - \$11,400.00; #46838 - \$8,200.00; #46839 - \$3,300.00; #46538 - \$348.50; #46409 - \$2,541.80; #46920 - \$1,611.00; #46408 - \$19,264.00 and #46921 - \$23,021.60. Commissioner Dale Youngquist questioned why there are a couple old invoices in this group. Accountant Voigt responded the older invoices were not received in time to be included for the September meeting. After discussion, motion made by Commissioner Dale Youngquist seconded by Commissioner Tim Hamblin to approve for payment invoices #46841, #46895, #46840, #46837, #46838, #46839, #46538, #46409, #46920, #46408, and #46921. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of September 2011. The plant is operating well; the methane engine is down again. Oil got into the turbo; we are checking into the cause and are waiting for a call back from technicians. President William Zielinski questioned if we are looking at replacing the unit. Manager Much responded it is not in the plans; we are going to wait to see what amount of bio-gas is generated with the plant upgrade. After discussion, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to accept the operating report for the month of September 2011. Motion carried unanimously.

Tom Kispert updated the Commission on the facilities upgrade project. Thursday October 27 is the bid opening on the equipment bidding. After the bid opening a meeting will be scheduled with plant staff to review the equipment in the bids. A grant offer was received from Focus On Energy in the amount of \$148,072. The biggest stipulation is for the Commission to accept this grant offer by December and to have the aeration equipment installed and operational by December 2012. Commissioner Raymond Zielinski questioned who did the work for obtaining the grant. McMahon prepared and submitted the paperwork. A couple Commissioners expressed interest in coming to the bid opening; Attorney John Thiel requested the Commissioners to let Accountant Voigt know if you will come to the bid opening in case we need to notice this as a meeting. Tom Kispert also reported they are continuing to look for other grant funding sources.

Tom Kispert discussed the Controls & SCADA. The panel drawings and shop drawing are being worked on.

Tom Kispert discussed the GIS based work order system. Some adjustments to the program are being made based on staff review of the work order portion of the system; the computer server has been ordered. The software will need to be installed and tested on the server.

Tom Kispert discussed needing a special meeting to award the equipment contracts. Originally November 10 was discussed as the date for the meeting. After discussions, it was felt that Friday November 11 would be a better date for Commissioners to attend a special meeting. Motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to hold a Special Meeting on Friday November 11, 2011 at 8:00 am for the purpose of awarding equipment procurement contracts. Motion carried unanimously.

Old Business

Sewer Ownership. Commissioner Raymond Zielinski reported he is not sure if Menasha is interested in pursuing the ownership of the interceptors. Commissioner Gordon Falck requested an explanation for the reasons of having the Communities own the interceptors; Manager Much discussed the reasons. Commissioner Dale Youngquist suggests this item should be removed from the agenda and put back on when there is discussion on this subject.

Biosolids. Manager Much reported hauling to the landfill will begin November 1; all the permits have been received. Chad Olsen reported on findings to get to Class A Biosolids for the

Commission. A report which discusses a method for the Commission to make a change in using the digesters to meet the state requirements for Class A Biosolids has been sent to Gerry Novotny who will discuss with Fred Hagemann (state biosolids coordinator). The process would go from using the current two digesters to process the biosolids to putting one more digester into service. Chad Olsen also reported he will be looking at patented processes available to achieve Class A biosolids. Chad Olsen also distributed information received from the Town of Greenville engineering consultant; Omni Associates, requesting additional information regarding the biosolids storage building.

Conceal/Carry. Attorney John Thiel updated and discussed this issue with the Commission. Attorney John Thiel suggests he should draft a policy and he further discussed issues and concerns he is hearing on this subject. Attorney John Thiel questioned the Commissioners if they had seen the comments from Festival Foods on this issue. Commissioner Dale Youngquist reported the Town of Menasha is not doing anything at this time. Attorney John Thiel recommends not taking any action at this time and to monitor this to see what additional information comes out.

New Business

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Kathy Bauer to approve NMSC Resolution 2011-3, a Resolution of Appreciation to William Zelinski for the years of service as Commissioner to the NMSC. Motion carried unanimously.

RESOLUTION OF APPRECIATION

NEENAH-MENASHA SEWERAGE COMMISSION RESOLUTION 2011-3

RECITALS

WHEREAS, William Zelinski started his term as a Commissioner on the Neenah-Menasha Sewerage Commission on July 10, 1979; and

WHEREAS, during his tenure as a Commissioner on the Neenah-Menasha Sewerage Commission served in various capacities that included Commission President and Commission Vice-President; and

WHEREAS, William Zelinski will be ending his appointment as a Commissioner on October 30th, 2011 after dedicating 32 years, 112 days of his time to the Neenah-Menasha Sewerage Commission; and

WHEREAS, William Zelinski dedicated this time to improving the Plant Operations and Treatment capabilities of the Neenah-Menasha Wastewater Treatment Facility thereby helping to improve the water quality of the Fox River; and

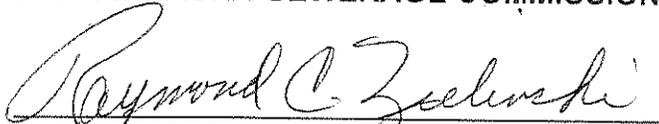
WHEREAS, William Zelinski was instrumental in changing the Neenah-Menasha Sewerage Commission from a joint Neenah-Menasha Wastewater Treatment Facility to a Regional Wastewater Treatment Facility serving the surrounding communities of Neenah and Menasha.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, by the Neenah-Menasha Sewerage Commission to extend to William Zelinski our Sincere Appreciation and Thanks for his dedication and service to our Community.

PASSED AND ADOPTED by the Neenah-Menasha Sewerage Commission, in the City of Menasha, in the County of Winnebago, State of Wisconsin, on the 25th day of October, 2011 at a Regular Meeting of said body:

NEENAH-MENASHA SEWERAGE COMMISSION

By: 
Raymond Zielinski, Vice-President


Katherine Bauer, Secretary/Treasurer

Commission President William Zelinski addressed the Commission. He reported he estimates he attended approximately 400 meetings during this time and he is aware of only about five meetings that he has missed. He additionally thanked everyone for the time he has worked together with them.

Discussion to hold election for Commission President. Commission President William Zelinski responded the elections for Commission officers are held in two months in January. He feels there is a very capable Vice-President that can take over during this transition until the regular elections. No further discussion ensued.

At Agenda item 9, Other Business to Legally Come Before the Commission, various Town of Greenville residents that were in attendance requested to address the Commission under this agenda item of "Other Business to Legally Come Before the Commission". The request was denied on the basis that the Commission policy of requesting to be placed on the agenda three (3) business days in advance of the meeting was not followed by the requestors. Then, some residents expressed verbal concerns and disagreement.

Motion made by Commissioner Dale Youngquist, seconded by Commissioner Gordon Falck to convene into closed session pursuant to Wis. Stats. § 19.85(1)(g) to confer and review oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River litigation and a November, 2011 federal court ordered mediation session to be held in Milwaukee. Also, pursuant to 19.85(1)(e) to discuss the status of the Steinacker Farms, Inc. contracts which involves the investment and spending of public funds and competitive and bargaining reasons that have arisen due to the actions of the Town of Greenville and require a closed session. Also, pursuant to Wis. Stats. § 19.85(1)(g), to discuss litigation strategy with the Commission's attorney in the event the Town of

Greenville does not approve the site plan in a timely manner or if a suit is brought concerning a building in the Town of Greenville. By roll call vote taken, motion carried unanimously, by Commissioners Raymond Zielinski, Dale Youngquist, Kathy Bauer, Tim Hamblin, Mike Sams, Gordon Falck.

Some of the Town of Greenville residents did not leave the room and started to make verbal statements to the Commission. Attorney John Thiel instructed all visitors to leave the commission meeting room to allow the current meeting to proceed under closed session. President Zielinski also informed the attendees that they must leave to allow the meeting to proceed into closed session. Following the two requests, the remaining residents exited the meeting room.

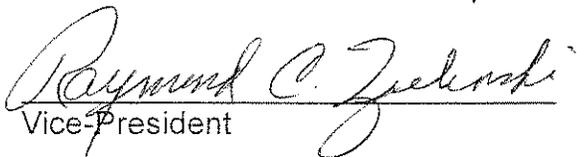
Meeting convened into closed session at 8:55 am.

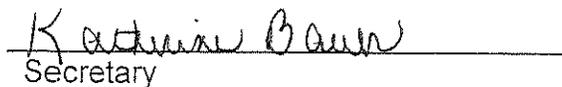
After discussions, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to adjourn the closed session and return in regular open session. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Kathy Bauer, Tim Hamblin, Mike Sams, Gordon Falck. The Commission returned to Regular open session at 10:19 am.

Vouchers

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Gordon Falck to approve operating and payroll fund vouchers #132585 through #132639 in the amount of \$540,189.15 for the month of September 2011. Motion carried unanimously.

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Gordon Falck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:21 a.m.


Vice President


Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY November 22nd, 2011.

CITY OF MENASHA
Parks and Recreation Board
1st Floor Conference Room, City Hall
140 Main Street, Menasha
November 15, 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, Ald. Mark Langdon, Ron Suttner, Lisa Hopwood and Sue Pawlowski

MEMBERS EXCUSED: Nancy Barker and Luke Schiller

MEMBERS ABSENT:

OTHERS PRESENT: PRD Tungate, PS Maas, Ald. Steve Krueger, Mike Gitter and Jenny Whiting representing the Friends of the Menasha Pool, and Dick Loehring representing the Menasha Historical Society.

C. MINTUES TO APPROVE

1. **Minutes of the October 10, 2011 Park Board Meeting**
Moved by R. Suttner, seconded by L. Hopwood to approve the October 10, 2011 Park Board meeting minutes. Motion carried 5-0.

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

Five (5) minute time limit for each person.

1. Ald. Steve Krueger expressed concern about the electrical charges that were invoiced by the city for Moosefest. He did not feel like all special events were billed out equally. PRD Tungate indicated staff will meet with Ald. Krueger on Wednesday to discuss the matter. Because of the more detailed invoicing that is now required with the Special Events Policy for things like picnic tables, etc. PRD Tungate will add these charges to the next fee revision. This will occur in December or January.

E. REPORT OF DEPARTMENT HEADS/STAFF/YOUTH LIAISON OR CONSULTANTS

1. **Department Report – PRD Tungate**
PRD Tungate reported that a small winter/spring activity guide will be mailed out soon; planning continues for the Holiday Hayride on December 2, staff time has also been devoted to the Gilbert site and budget questions.
2. **Park, Pool and Vandalism Report – PS Maas**
PS Maas noted that no vandalism has occurred the past month. Fall tree planting has been completed along with facility winterization.

F. DISCUSSION

1. **Friends of the Menasha Pool – Jenny Whiting, Mike Gitter**
Jenny Whiting and Mike Gitter from the newly formed Friends of the Menasha Pool (FMP) addressed the Board. Their goal is to keep the pool as a valuable asset. They also offered many new ideas for pool activities, promoting a “Healthy Menasha” campaign along with some fundraising ideas. Staff will continue to work with the FMP on revamping the pool hours and

activity schedule for 2012, subject to review by the Board.

2. **Smith Park Caboose Maintenance – Nancy Barker, Dick Loehring**

Dick Loehring described the condition of the Wisconsin Central Caboose in Smith Park. The Menasha Historical Society plans to have the caboose repainted as soon as funds are secured. There is not much that City crews will have time to help them with. Staff will assist in helping to put Mr. Loehring in touch with some potential donors of construction services/painting services.

3. **New Eastside Park – PRD Tungate**

PRD Tungate updated the Board on grant application plans for the new eastside park. Landowners have tentatively agreed to a specific parcel of land for a small neighborhood park. The grant application deadline is May 1. As part of the application, a resolution will be sent to the Common Council.

4. **Bench and Tree Donation Policy – PRD Tungate**

PRD Tungate will bring a proposed memorial gift option policy for the Board to review in December.

5. **Discuss December Agenda and Holiday Gathering**

The 2012 fees will be brought to the Board in December or January. Board elections will be held in December. A holiday gathering will be held after the December meeting at Nauts Landing.

G. ACTION ITEMS

1. None

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 Ald. M. Langdon to adjourn at 8:07 p.m. Motion carried 5-0.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
November 22, 2011
DRAFT MINUTES

3:30 PM *Informal Public Hearing – Special Use Permit – Outdoor Storage and Parking, Manitowoc Road, Parcel No. 7-00011-08*

Mayor Merkes opened the public hearing at 3:36 PM. No one spoke. Mayor Merkes closed the public hearing at 3:37 PM.

3:30 PM *Informal Public Hearing – Student Apartment Housing, Midway Road, Parcel No. 7-01262-15*

Mayor Merkes opened the public hearing at 3:37 PM. No one spoke. Mayor Merkes closed the public hearing at 3:38 PM.

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Commissioner Sturm, DPW Radtke and Ald. Benner.

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Cruickshank and Schmidt.

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: PP Homan; Doug Bodway, Valley Marine; Tim Carlson, True North Architecture; Rod Fisk, Development Partners; Brad Lamers, Lamers Realty Inc; Al Lamers, Lamers Realty Inc; Michael King, Post Crescent; and Daniel Gueths, 7255 Manitowoc Road.

C. MINUTES TO APPROVE

1. **Minutes of the November 8, 2011 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Ald. Benner to approve the November 8, 2011 Plan Commission meeting minutes as presented.

The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. **Annual Comprehensive Plan Review**

Motion by DPW Radtke to hold this discussion item to the next Plan Commission meeting due to the length of the agenda, seconded by Mayor Merkes.

The motion carried.

F. ACTION ITEMS

1. **Special Use Permit – Outdoor Storage and Parking – Manitowoc Road, Parcel 7-00011-08**
PP Homan provided an overview of the history of the parcel, including how the Special Use Permit application was initially brought before Plan Commission in November 2009. She referred to minutes from that meeting which outline the issues that Commissioners had at the time, resulting in them holding a decision and directing Mr. Gueths to work with staff to return with a revised site plan.

Mr. Gueths described his revised site plan, which includes eliminating the western berm, reducing the size of the southern berm, adding a grassy area behind the parking area, providing landscaping on the north and south side of the property, and installing a stone collection basin at the southwestern part of the property to address stormwater runoff.

Plan Commissioners discussed the following items:

- How stormwater would be handled. The proposed gravel area is not adequate; an engineered biofilter would be a cost effective solution for the site.
- Concerns with access to the property should the parcel to the east be sold.
- The gravel nature of the parking area, and whether that could be considered dust free material.
- The need for screening of the western lot line given proposed removal of the western berm.
- The need for a complete and properly submitted Site Plan.

The direction of the Plan Commission was that the information presented was not a complete site plan that they could base a decision on, and that Mr. Gueths should work with staff to address the items below, and return to Plan Commission when addressed:

- Develop adequate screening of the outdoor storage through properly constructed berms, fences, and/or landscaping;
- Address site access issues;
- Determine how the parking area can be durable and dust free;
- Develop professionally engineered stormwater mitigation plan; and
- Submit a complete site plan prior to returning to Plan Commission.

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

PP Homan provided staff analysis of the special use permit and associated site plan. This included a discussion on the provision of automobile parking as well as planned and future pedestrian connectivity; site layout zoning compliance; site grading and drainage; landscaping and lighting provisions; and façade treatment.

Mr. Carlson provided an overview of the development and outlined the selected building materials and façade treatment.

PP Homan stated that it was staff's recommendation to approve the special use and associated site plan with several conditions.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the 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.

The Motion carried.

3. **Lease of Water Street Property Adjacent to Valley Marine Mart**

PP Homan described that community development staff has been working with Valley Marine to renegotiate the terms of the lease of riverfront property adjacent to a vacated portion of Water Street. PP Homan informed commissioners that the details of a lease agreement were still being worked out between the City and Valley Marine, and that staff was seeking for the Plan Commission recommended to council that the land should be leased to Valley Marine.

Commissioners discussed whether the new lease would allow access to the water as it had in the past.

Motion by Comm. Sturm, second by DPW Radtke to direct staff to continue to work on the proposed lease.

The motion carried.

G. ADJOURNMENT

Motion by DPW Radtke, seconded by Mayor Merkes to adjourn at 5:10 p.m.

The motion carried.

Minutes respectfully submitted by Kara Homan, Principal Planner.

CITY OF MENASHA
SPECIAL PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
November 9, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 9:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. ACTION ITEMS

1. Health Insurance Policy and/or Renewal.

CA/HRD Captain and HR Specialist Taubel explained majority of employees would opt for a higher deductible health insurance plan.

General discussion ensued on the different options. The discussion was opened to hear from employees present at the meeting.

Dorothy Dworshok, Public Works Facility. Ask that a decision be made soon to allow employees to look at other options.

Tim Jacobson, Public Works Facility. Concerns of employees paying more for benefits; put savings from insurance premiums toward benefits to employees in the future.

Loretta Kjemhus, Health Dept. Her choice is to go with higher deductible; use savings from insurance premiums to benefit employees.

General discussion ensued on budget cuts; benefits of creating a Wellness Program.

Moved by Ald. Krueger, seconded by Ald. Sevenich to hold.

Item is held.

D. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Langdon to adjourn at 9:46 p.m.

Motion carried on voice vote.

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

DRAFT

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
November 21, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebort at 9:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA/HRD Captain, PC Styka, Clerk Galeazzi

C. MINUTES TO APPROVE

1. Personnel Committee, 11/7/11

2. Special Personnel Committee, 11/9/11, 11/14/11

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

Motion carried on voice vote.

D. 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.

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

CITY OF MENASHA
Redevelopment Authority
1st Floor Conference Room, City Hall – 140 Main Street
November 7, 2011
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Linda Kennedy

OTHERS PRESENT: CDD Keil, CAHRD Captain, CT Stoffel, PP Homan and Mike King

C. MINTUES TO APPROVE

1. **Minutes of the October 24, 2011 Redevelopment Authority Meeting**

Motion by Ald. Jim Englebert, seconded by Bob Stevens to approve the October 24, 2011 Redevelopment Authority meeting minutes.

The motion carried.

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

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

1. No one spoke.

E. COMMUNICATION

1. **Development Agreement Between the City of Menasha and Ponds of Menasha, LLC and Development Agreement Between the City of Menasha and Cypress Homes and Realty, Inc.**

Staff reported the development agreements have been executed. Parts of the agreements dealing with real estate transactions have been assigned to the Redevelopment Authority.

F. DISCUSSION

1. **Update on Land Transactions**

Staff reported that the deeds and were being prepared to effectuate the real estate transactions between the city and RDA, and between the RDA and the developers.

2. **Marketing Strategy for Lake Park Villas**

Discussion was held on preparing a marketing strategy for the residential and commercial lots that were being transferred from the city to the RDA. Staff is to prepare a draft Request For Proposal for real estate marketing services. Committee members agreed to form a working group to review the draft proposal and scheduled a meeting at 6:00 on November 23 to carry out this function.

F. ACTION ITEMS

1. None.

G. ADJOURNMENT

Motion by Kip Golden, seconded by Kim Vanderhyden to adjourn at 5:35 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director.



City Hall Safety Committee Meeting

October 6, 2011
Minutes

Meeting called to order at 1:25 PM.

Present: Adam Alix, Tom Stoffel, Kate Clausing, Sue Nett, Kristi Heim, Vicki Lens
Absent: Pamela Captain

A. Motion to approve minutes as corrected made by S. Nett and seconded by T. Stoffel. Motion carried.

B. Old Business

1. **Emergency Notifications** – use of computers and blackberries for notifications will be difficult considering software availability and limitations. T. Drew to discuss Flash Message with IT. Floor coordinators ultimately responsible to make sure all are informed on their floors. Suggestion to update list of floor coordinators who are currently listed in the EOEP Plan.
2. **Severe Weather Drill issues-** A. Alix reported that TV is available in the break room. TV is currently stored in the basement conference/mail room. A. Alix to move TV to break room and connect to cable in case of emergencies.

C. New Business

1. **Monthly Safety Topic** – “When in Doubt... Drill it Out!” was distributed and discussed. Fact sheet is in conjunction with October – Fire Safety Month. Fire drills will be arranged with NM Fire for City Hall, Library and Health.
2. **Injury Review** – S. Nett reported a minor needle stick issue of an employee in the Health Department – additional information will be provided.
3. **Safety Issues – MSDS sheets, labeling, etc.** – T. Drew provided information related to a DComm inspection conducted in another City which cited issues related to availability of MSDS sheets and proper labeling of containers. T. Drew requested that any new products used should have an MSDS sheet accompanying. All secondary containers must also be properly labeled.
4. **Other new items for discussion**— No new items discussed.

D. Training

1. **CVMIC Training “Health and Safety What You Need to Know” Review-** Those who attended found the training very informational.

2. **Bloodborne pathogen training availability to library employees** – Library bloodborne pathogen training completed at Library.
3. **Hearing Screening** – affected employees dates pending likely November or December
4. **Annual training items** – T. Drew will work with P. James about getting the training refreshers on the intranet, classroom review may also be utilized per CVMIC suggestion.
5. **Fire Extinguisher Training (live)** – morning session was provided on 9/29, however afternoon session had to be canceled due to weather. Those in attendance found the training to be good especially actually handling live extinguishers and putting out real fires. T. Drew will attempt to reschedule second session yet this fall.
6. **Additional Training items for discussion-** No additional training items discussed.

Motion to adjourn at 2:05 PM by S. Nett and seconded by K. Clausing Motion carried.



**PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
October 25, 2011
MINUTES**

Meeting called to order at 9:10 AM

Present: Adam Alix, Todd Drew, Jim Julius, Vince Maas, Sue Nett, Jeff Nieland,
Brian Tungate, Tim Jacobson, Mark Radtke, Ken Popelka

Absent: Kevin Schmahl, Pamela Captain, Corey Gordon

Approval of Minutes – Motion to approve minutes from the September 27, 2011 meeting made by V. Maas second J. Nieland

A. Old Business

1. **EOEP Maps** – Jefferson Park Bathhouse – Locations marked by V. Maas, maps returned to C. Gordon to generate final maps.
2. **Maintenance Shop Ventilation Issue** – No progress
3. **Update on Jefferson Park Pool Electrical Issues** – Conduit above sinks has been disconnected. Electric panels in both janitor rooms have been secured shut. Lines were found to be energized.
4. **Maintenance of Eyewash Stations and Fire Extinguishers** – Mike Resch has been assigned the maintenance on the eyewash stations and monthly checks on fire extinguishers.

B. New Business

1. **Monthly Safety Topic** – “When in doubt...Drill it out!” was distributed and discussed. Topic discussed fire safety which was in conjunction with October Fire Safety Month.
2. **Injury Review** – No Injuries
3. **Public Works Facility Walk Thru** – Refer to Walk Thru report (provided)
4. **New Items for discussion**

B. Training

1. **Fire extinguisher training** – Training schedule
2. **Confined Space Training** – Training was seen as very good and valuable rule. Certain items such as pre-use testing of air monitoring meters were discussed. T. Drew also requested that another person preferably someone on the sewer crew be cross trained in calibrating / bump testing the 4 gas air monitoring meters.
3. **Hearing Screening** – schedule pending – late November – December.

4. Other new training items or concerns- T. Drew to provide safety training to 2 new DPW employees as soon as possible.

D. Adjourn: Motion V. Maas second A. Alix - Meeting adjourned at 11:05am following Public Works Facility Walk Thru.



MEMORANDUM

TO: Common Council

FROM: Pamela A. Captain

SUBJECT: Daniel L. Gueths v. City of Menasha
Case No. 11-C-336, E.D. Wisconsin

DATE: November 21, 2011

On November 18, 2011, a hearing was held in this case before the Honorable William C. Griesbach. The case against the City was dismissed with prejudice upon oral motion by the City. A written order is being prepared for the Court's signature. Upon filing of the dismissal order, we will serve the Plaintiff, Gueths, with notice of the order which will trigger the appeal period.



Neenah-Menasha Fire Rescue

Office of Deputy Fire Chief Steven DeLeeuw

TO: Mayor Merkes
Attorney Pam Captain
Common Council

FROM: Deputy Fire Chief Steve DeLeeuw
Emergency Government Director, City of Menasha

RE: NIMS

DATE: November 30, 2011

The intent of this memorandum is to clear up any confusion from recent emails regarding NIMS and to give direction to the Mayor, City Attorney and the Common Council regarding NIMS compliancy.

In previous emails, I mentioned compliancy and how it relates to becoming eligible to apply for and receive grants from FEMA. According to FEMA, compliance means that we are working towards obtaining the training required to become compliant. As I stated in the previous emails, if we are not compliant we could be denied grants and may be required to repay grants that have been awarded. Taking into consideration what FEMA considers being compliant, and if we are working towards compliancy, we should not have a problem. However, if our elected officials choose to not work towards compliancy we could be at risk during an audit and when filling out a grant application. The question on how the Common Council members would be reimbursed for their time to take the online courses is something that I do not control. I don't believe prior council members that have taken the courses have ever requested to be reimbursed.

As Emergency Government Director for the City of Menasha, and taking into consideration that in 2006 the City of Menasha passed Resolution R-17-06 stating that the City of Menasha adopted the National Incident Management Standard NIMS as the standard for incident management of disasters and other emergencies within the City of Menasha, I am requesting that all of you work towards completing IS-700 and ICS-100 as described in my previous emails. Because these are online classes they can be done at a pace you feel comfortable with. I would like to see these online courses completed by the end of 2012. By completing these courses you will gain a better understanding of the Incident Command System and NIMS. You will also have a better understanding on the structure that is in place and how the Police, Fire and Mayor react and deal with any type of disaster that occurs in the City of Menasha. There may be a time that during a disaster the Mayor will need to declare a State of Emergency for the City of Menasha and as council members you will need to support the Mayor and understand the process that is used during the event. By taking these two courses you will gain this knowledge and have a better understanding what takes place during a disaster.

If you have any questions please call me directly.

NIMS Training Requirements 2011

Audience	Required Training
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include Entry Level first responders & disaster workers.	<ul style="list-style-type: none"> FEMA IS-700 NIMS An Introduction ICS-100 Introduction to ICS
<ul style="list-style-type: none"> Emergency Medical Service personnel Firefighters Law Enforcement personnel Public Works laborers/workers Mechanics & Operators Skilled town support staff Dispatchers / telecom Elected officials 	
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include First line supervisors	<ul style="list-style-type: none"> FEMA IS-700 NIMS An Introduction ICS-100 Introduction to ICS
<ul style="list-style-type: none"> Patrol supervisors Fire supervisors Public Works supervisors 	<ul style="list-style-type: none"> ICS-200 Basic ICS FEMA IS-800b National Response Framework (NRF) An Introduction FEMA IS-704 NIMS Communications and Information Management (DISPATCH/COMMS STAFF ONLY)
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include Middle Management	<ul style="list-style-type: none"> FEMA IS-700 NIMS An Introduction ICS-100 Introduction to ICS
<ul style="list-style-type: none"> Inspectors Foremen Acting or possible acting department heads 	<ul style="list-style-type: none"> ICS-200 Basic ICS FEMA IS-800b National Response Framework (NRF) An Introduction ICS-300 Intermediate ICS FEMA IS-701a NIMS Multiagency Coordination System (MACS) Course FEMA IS-703a NIMS Resource Management FEMA IS-704 NIMS Communications and Information Management (DISPATCH/COMMS STAFF ONLY)
Federal/State/Local Tribal/Private Sector & Non-governmental personnel to include	<ul style="list-style-type: none"> Same as above with the additional of...
<ul style="list-style-type: none"> Command and general staff Department heads / directors Town Administration 	<ul style="list-style-type: none"> ICS-400 Advanced ICS ICS 702.a - Public Information Systems for all Public information officers or other staff would be responsible for public or media information.

MENASHA HISTORICAL SOCIETY NEWS

December 2011

DECEMBER 8 - ANNUAL CHRISTMAS GET-TOGETHER

LOCATION: GERMANIA HALL -

5:00 P.M. SOCIAL HOUR

6:00 P.M. DINNER

7:00 P.M. "HISTORY OF TAVERNS IN MENASHA"

Presented by past/present owners and relatives

(BRING YOUR OWN STORIES TO ADD TO THE ENTERTAINMENT)

\$15.00 PER PERSON

SEND CHECK TO:

MENASHA HISTORICAL SOCIETY

P. O. BOX 255

MENASHA, WI 54952

DEADLINE FOR RESERVATIONS IS DECEMBER 2

Due to our usual inclement weather we will not be having meetings during January & February. However, please give some serious thought to becoming more active in our society by volunteering to help in the office, Mondays in the resource center/mini-museum, (this remains open throughout the entire year except for holidays) serving on the Board of Directors, overseeing our Web page to bring it up-to-date, (adding pictures, and any other additional information that would be of interest to citizens of Menasha and throughout the state.) Many people have visited the site and have requested that we expand it. It is amazing how being involved keeps that brain active by reminiscing with others, filing, or working with the material that is available at the center. We also appreciate receiving program suggestions for the 2012-2013 year and the willingness to assist in bringing them to fruition.

We conclude our meetings for 2011-2012 with the following:

March 8 - 7:00 p.m. at the Menasha Public Library where we will be entertained by our own, Bob Smarzinski, speaking on Menasha High School Basketball from years past. He also has written a book which will be available for purchase that evening. We're looking forward to it, Bob.

April 12 - 7:00 p.m. We will again be meeting at our Resource Ctr./Mini-Museum in the Memorial Bldg. (for anyone who hasn't been there yet). Nancy Barker will detail the history of the Brin and Valley Theatres. (How many of you have stories to tell about those two places? Could be very interesting if you're willing to share!!)

May 10 - Annual trip - We will be visiting the UW Fox Valley Planetarium to view an exceptional program after having lunch at a destination TBA later.

REMINDER: If your dues are not paid a yellow line on your envelope will indicate this will be your final newsletter.

THANK YOU

Mark Ropella for all of his time preparing such an outstanding program honoring our Korean War veterans. Many hours were spent interviewing each of the participants (Leroy Schuff, Dick Dahms, Ralph Kuhr) and then transferring those to DVD's for our keepsakes. Copies are available at the Resource Ctr. for \$10. He has been such an asset to our historical society. Please give him a verbal thank you when you come in contact with him. Thank you also to all of our "cookie bakers" for this month: Beverly Strong, Kathryn Babbitz, Mary Jane VanLieshout, Rosalie Terry. Monetary donations to the society were received from Alexander Turner, Jr. & Paul Brunette. Rosalie Terry donated bead bracelets, made by her granddaughter, which were sold at the November meeting.

PUBLICITY

Oct. 29 Trick or Treat: This event is held annually for children (most of whom are in costume) to receive a treat (not trick) as they walk from 1 participating downtown merchant to another. It also includes a merchant/carving pumpkin contest at which everyone gets to vote on their favorite one. Nancy Barker and Jean Chew represented the Menasha Historical Society in manning that booth. Nov. 10 Recognizing our Veterans: Katie and Jean set up a display at the Sr. Center, in conjunction with the Y, which included The Menasha Historical's wartime collection of pictures, scrapbooks, uniforms, etc. to recognize and honor our veterans. This also was an opportunity to "spread the word" as to the valuable history we have to offer the public. It was very well received and several attendees were also in the audience at our evening meeting.

WELCOME

New Members: Sylvia Biebel, Jack & Joyce Speech, Alexander Turner, Jr., who visited the Resource Ctr. looking for genealogy information. He was so grateful and impressed he became a member (even though he lives in Indiana).

CHRISTMAS MEMORIES

(from members of the Menasha Historical Society)

My grandparents, on my father's side, had 7 children and each sibling alternated hosting the Christmas party. (A tradition that my siblings and I still continue to do each year). On Christmas Eve we would all get together and open the present from the person who had drawn your name. The best part of the evening was when we returned home we got to open one of our presents from under the Christmas tree. On Christmas morning we would wait until our parents got up to open our presents. My father would ask one of us to play Santa and pass out the presents to each family member. We all watched anxiously while each person opened their presents. We then played with our toys before enjoying a Christmas dinner. It was a time spent with family, which is still a favorite part of Christmas for me.

Debbie Peterson

Every Christmas Eve my dad and I would go out to buy our Christmas tree because they only cost \$.50 then. There weren't many left so we often came home with skinny, bare, funny-shaped trees which would be decorated after my sister and I went to bed.

This tradition was carried on in the first couple years of my marriage and was always a conversation piece in our home.

Jim Chew

My most vivid memory happened when I was around 7 yrs. old. My childhood friend and I were playing with her handmade and beautifully designed paper dolls pretending it was Christmas. When "pretend" Santa was to make an appearance my friend abruptly blurted out that there was NO Santa sending me into tears and disbelief. (She remains nameless, except she is a board member of this society)!!

Beverly Sund

My most memorable Christmas is also my saddest. It was the Christmas I discovered the truth about Santa. At 6 or 7 years of age I was still a believer when I learned that Dr. McPhee, our neighbor in Ames, Iowa, was that "man in red". When he entered our house I recognized Santa at once. With tears in my eyes, I knew I could not spoil things for my 2 younger brothers. That was a responsibility I had to endure. What a burden—to know and not to reveal! Although I have always loved Christmas, the one I remember most vividly is that one – a tragedy to lose Santa and my childhood dreams.

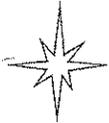
Caryl Herziger

My favorite day of the holiday season is the day after Thanksgiving when the Christmas tree is decorated. On this special day my fondest Christmas memories, which have been stored in the attic most of the year, are brought down and hung on the tree. Thanks to the women in my family our Christmas tree is actually a history tree. My children unwrap each ornament as my husband and I recall the history of each one. There are hand blown glass ornaments brought over from Germany when my great-great grandmother immigrated to the United States, an ornament my grandfather gave to my grandmother on their first Christmas together, ornaments that celebrate baby's first Christmas, important vacations, or family member's hobbies. The most precious ones are those that were handmade by children and brought carefully home from school and Sunday School. Every year the Christmas tree stands in the living room twinkling and holding forth the holiday history of our family.

Stacey Hoekstra

TWAS THE MONTH BEFORE CHRISTMAS

Twas the month before Christmas when all through our land
Not a Christian was praying, nor taking a stand,
Why the PC Police had taken away the reason for Christmas – no one could say.
The children were told by their schools not to sing
About Shepherds and Wise Men and Angels and things,
It might hurt people's feeling, the teachers would say
December 25th is just a 'Holiday'.
Yet the shoppers were ready with cash, checks and credit
Pushing folks down to the floor just to get it!
CDs from Madonna, an X Box, an I-Pod
Something was changing, something quite odd!
Retailers promoted Ramadan and Kwanzaa
In hopes to see books by Franken & Fonda.
As Targets were hanging their trees upside down
At Lowe's the word Christmas – was no where to be found.
At K-Mart and Staples and Penny's and Sears
You won't hear the word Christmas; it won't touch your ears.
At the top of the Senate, there arose such a clatter
To eliminate Jesus, in all public matter
And we spoke not a word, as they took away our faith
Forbidden to speak of salvation and grace
The true Gift of Christmas was exchanged and discarded
The reason for the season, stopped before it started.
So as you celebrate 'Winter Break' under your 'Dream Tree'
Sipping your Starbucks, listen to me.
Choose your words carefully, choose what you say
Shout MERRY CHRISTMAS,
NOT Happy Holiday!
Please, all Christians join together and wish everyone you meet
MERRY CHRISTMAS



Christ is The Reason for the Christ-mas Season!

RESOURCE CENTER & MUSEUM

(Located at 640 Keyes Street)

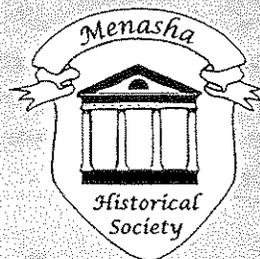
P.O. Box 255

Menasha, WI 54952

jchew2366@yahoo.com

menashahistorical@yahoo.com

www.menashahistorical.webs.com





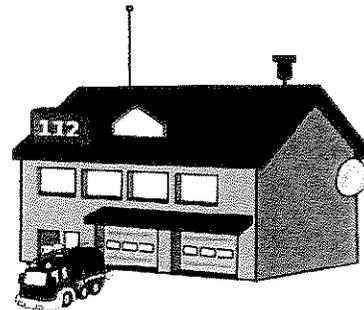
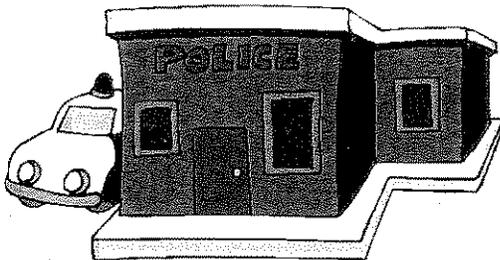
OPEN HOUSE

The members of the Menasha Police Department and the Neenah-Menasha Fire Rescue are hosting an open house on

Saturday December 10th, 2011 from 10am until 1pm

Public Safety Building, 430 First St., Menasha

Please join us for building tours, hands on displays and equipment demonstrations





To: Members of the Common Council

From: Chief Tim Styka

Date: November 28, 2011

RE: Bartender Application Form

As you are all aware, there were a number of appeals by bartender applicants who were denied a license during the application process this past year. The criteria which all licenses were approved or denied were based upon the guidelines we jointly established back in 2008. I believe those guidelines are still in the best interest of the community and reflective of the best practices in providing licenses.

However, in our review of the process we felt that by providing further clarification and rewording some of the questions on the application form, we can clear up possible areas of confusion for the applicant and be more reflective of the guidelines which are in place. I have attached a copy of the updated application form which we now have in use.

If you have any questions, please feel free to contact me.

**CITY OF MENASHA
ALCOHOL OPERATORS LICENSE APPLICATION**

Establishment of Employment _____
SPECIAL EVENT _____ **PROVISIONAL (TEMP)** _____ **REGULAR** _____ **RENEWAL** _____

Name _____
Last First Middle

Address _____
Street City State/Zip Code

Phone _____ Social Security _____

Height _____ Weight _____ Eyes _____ Hair _____ Sex _____ Race _____

Birth Date _____ Age _____ Birthplace _____

Scars, Marks, Tattoos _____

Drivers License No. _____ State of Issue _____

Expiration Date _____

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete! Please read this section carefully.

Please explain all yes answers completely on the back of this form!

Do you currently have any criminal charges **pending** against you? _____

Have you ever been **convicted** of a felony? _____

Have you ever been **convicted** of a misdemeanor? _____

Have you ever been **convicted** of operating a motor vehicle while under the influence of an intoxicant or drug? _____

Have you ever been **convicted** of any law statute or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)? _____

Have you ever been **convicted** of any law, statute or ordinance pertaining to the possession, use or sale illegal drugs? _____

I UNDERSTAND THAT THE APPLICATION FEE WILL NOT BE RETURNED IF LICENSE IS DENIED.

SIGNATURE _____ Date _____

WITNESS _____ Date _____

Approved _____ **Denied** _____ **Expiration Date** _____

Chief of Police _____ Date _____

Comments: _____

REVOKED FOR VIOLATION: _____

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 21, 2011
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

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

D. PUBLIC HEARING

1. City of Menasha 2012 Budget

Lee Murphy, 812 Ida Street, Menasha. Presented two petitions signed by residents and users of the Senior Center asking the Council to continue to appropriate funds for the Senior Center.

Dr. Mike Gitter, 225 Lake Road, Menasha. Member of Friends of the Pool, promote healthy living in Menasha.

Susan DeWildt, 205 Elm Street, Menasha. Positive comments about Senior Center

Susan Locke, 3001 Chain Drive, Menasha. Winnebago County Supervisor. Positive comments about Senior Center

Eileen Rutten, 10 Main Street, Menasha. Activities held at Senior Center

Judy Owen, 1196 Home Avenue, Menasha. Positive comments about Senior Center

Nancy Barker, 506 Keyes Street, Menasha. Positive comments about Senior Center.

Loretta Kjemhus, employee of Menasha Health Dept. Importance of funding for Health Dept.

Candy Rusin, 628 Nicolet Blvd., Menasha. Comments about Health Dept. budget

Mary Scoon, W5670 Macky Drive, Appleton, Comments on Union employees.

Jenny Whitting, 326 Winnebago Ave., Menasha. Member of Friends of the Pool; positive comments about swimming pool.

Marge Block, 855 Appleton Street, Menasha. General comments on the budget.

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

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

Mary Nebel, 713 First Street, Menasha. Positive comments on Dept. Heads and current Administration; Comments on Ald. Krueger's blog.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

a. Administration Committee, 11/7/11

b. Board of Public Works, 11/7/11

c. Library Board, 10/25/11

d. Plan Commission, 11/8/11

e. Special Personnel Committee, 11/14/11

Communications:

- f. CA/HRD Captain, 11/11/11; The LaFayette Life Insurance Co. et al. vs. City of Menasha et al.
- g. Comp. Stoffel, 11/17/11; suggested adjustments to 2012 Operations Budget requests
- h. Comp. Stoffel, 11/17/11; TID 2 Audit Report and closeout
- i. Letters of Support from Residents to Mayor Merkes & Common Council regarding Menasha Pool
- j. Mayor Merkes to Menasha High Football Coach Korth; Congratulations on great season
- k. NM Fire Rescue Asst. Chief Green to WFIA Awards Committee; Nomination of Mike Flunker as WFIA Public Educator of the year
- l. NM Fire Rescue Asst. Chief Sipin, 11/11/11; NIMS Training
- m. PSC Notice of proceeding; 11/3/11; Consideration of application of Menasha Electric & Water Utilities for authority to increase water rates

Moved by Ald. Sevenich, seconded by Ald. Langdon to receive Minutes & Communications A-M

Discussion: Ald. Krueger-Comm. I, comments on Mayor's e-mail to resident.

Ald. Langdon-Comm. I, comments on Mayor's e-mail to resident.

Ald. Zelinski-Comm. I, Mayor denying certain communications in packet.

Motion carried on roll call 8-0.

G. CONSENT AGENDA

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

Minutes to approve:

- 1. Common Council, 11/7/11
- 2. 2012 Budget Review Sessions; 11/2/11, 11/3/11, 11/9/11, 11/14/11
- 3. Special Common Council, 11/14/11

Board of Public Works, 11/7/11; recommends approval of:

- 4. Change Order – Sam Sommers Concrete: Contract Unit No. 2011-02; New Street Construction-Concrete Curb and Gutter/Concrete Walk; Change Order No. 2; DEDUCT: \$8,656.40
- 5. Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project: Sanitary Sewer Replacement; Contract E145-11-01B; Van Straten Construction Co., Inc.; Request a 90-day Time Extension to Construct a Manhole on Cleveland Street and Provide Project Close-Out Documentation; Change Order No. 2
- 6. Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project: Sanitary Sewer Replacement; Contract E145-11-01B; Van Straten Construction Co., Inc.; Change Order No. 3; DEDUCT: \$5,799.55
- 7. Payment – Sam Sommers Concrete: Contract Unit No. 2011-02; New Street Construction – Concrete Curb and Gutter/Concrete Walk: \$7,793.19 (Payment No. 3 and Final)
- 8. Payment – Van Straten Construction Co., Inc.: City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Sewer Replacement; Contract E145-11-0B; \$7,832.70 (Payment No. 4 and Final)
- 9. Payment – Infrastructure Technologies, Inc.: City of Menasha Wastewater Collection System Rehabilitation Improvements, Phase 4 Project; Sanitary Manhole Lining; Contract E145-11-01C; \$12,543.56 (Payment No. 1)

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

- 10. Tayco Street Certified Survey Map

Ald. Sevenich requested item 2 (2012 Budget Review Session Minutes) be removed from Consent Agenda.

Ald. Taylor requested item 7 (Payment to Sam Sommers Concrete) be removed from Consent Agenda.

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve Consent Agenda items 1, 3, 4, 5, 6, 8, 9, 10.

Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Taylor, seconded by Ald. Sevenich to hold Consent Agenda item 7 (Payment to Sam Sommers Concrete) until all proper documentation is received.

Item held.

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve Consent Agenda item 2 (2012 Budget Review Session Minutes).

Ald. Sevenich commented on Senior Center budget.

Motion carried on roll call 8-0.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 11/8/11 to 11/17/11 in the amount of \$ 524,228.26

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

Motion carried on roll call 8-0.

2. 2012 Employee salary/wage adjustments

Moved by Ald. Sevenich, seconded by Ald. Englebert to approve the 2012 employee salary/wage adjustments.

General discussion ensued on salary adjustments as part of the budget for represented and non-represented employees, excluding Police union.

Motion failed on roll call 3-5.

Ald. Sevenich, Englebert, Benner – yes

Ald. Klein, Taylor, Langdon, Krueger, Zelinski – no

Moved by Ald. Sevenich, seconded by Ald. Krueger to approve a 1% salary/wage adjustment to all represented and non-represented employees except Police union.

General discussion ensued salary and benefit adjustments for employees.

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

3. MOTION TO RECONSIDER – HEALTH INSURANCE POLICY (POLICE)

Moved by Ald. Sevenich, seconded by Ald. Englebert to reconsider approval of the Health Insurance Policy on the November 14, 2011 Special Common Council Consent Agenda as it pertains to offering the Network health Consumer Driven HMO plan to non-WRS contributing employees.

Discussion ensued to put item on hold for a short time to see if the City and Police Union can reach an agreement on their union contract.

Motion carried on roll call 8-0.

Moved by Ald. Sevenich, seconded by Ald. Krueger to table offering the non-WRS contributing employees the Network Health Consumer Driving 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.

Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

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

Moved by Ald. Sevenich, seconded by Ald. Benner to adopt R-41-11

Moved by Ald. Zelinski, seconded by Ald. Krueger that all monetary deductions go towards paying down the debt specifically Board of Commissioners of Public Lands loan.

C/T Stoffel explained there would be no reduction in the tax levy as funds would just be moved from one account to another.

Ald. Zelinski and Krueger removed their motion

J. ORDINANCES AND RESOLUTIONS, cont'd.

1. R-41-11 – Resolution levying taxes for the purpose of paying the operating expenses for the year 2012 for the City of Menasha, cont'd.

Moved by Ald. Krueger, seconded by Ald. Zelinski to remove miles reimbursement from all departments for a total savings of \$5,295.

General discussion on requiring employee to pay mileage costs.

Motion failed on roll call 4-4.

Ald. Klein, Taylor, Krueger, Zelinski – yes

Ald. Sevenich, Langdon, Englebert, Benner – no

Moved by Ald. Krueger, seconded by Ald. Englebert to reduce Parks Department/Engineering Account #100-0703-553.21-02 by \$5,000

Motion carried on roll call 6-2.

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

Ald. Sevenich, Benner – no

Moved by Ald. Zelinski, seconded by Ald. Sevenich to reduce IT/Other Expenses Account #743-0403-513.34-04 by \$900

Motion carried on roll call 6-2.

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

Ald. Taylor, Benner – no

Moved by Ald. Zelinski, seconded by Ald. Krueger to reduce Parks Department/Registrations Account #100-0703-553.34-02 by \$1,000.

Pk Supt. Maas explained the importance of attending certain conferences.

Motion failed on roll call 3-5

Ald. Klein, Krueger, Zelinski – yes

Ald. Taylor, Sevenich, Langdon, Englebert, Benner – no

Moved by Ald. Krueger to removed all funds pertaining to travel that is unrelated to direct certification of State or Federal mandate to maintain employment. No second.

Moved by Ald. Sevenich, seconded by Ald. Taylor to increase Police Department/Retirement Account 3100-0801-521.15-04 by \$30,326.

Motion carried on roll call 5-3.

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

Ald. Klein, Krueger, Zelinski – no

Moved by Ald. Sevenich, seconded by Ald. Taylor to increase Police Department/Uniform/Clothing Account #100-0801-521.19-03 by \$2,815

Motion carried on roll call 5-4.

Ald. Taylor, Sevenich, Englebert, Benner, Mayor Merkes – yes

Ald. Klein, Langdon, Krueger, Zelinski – no

Moved by Ald. Zelinski, seconded by Ald. Krueger to reduce Parks and Recreation budget by \$20,000 to be at the discretion of the P&R Director.

Mayor Merkes commented the motion would need to more specific to a line item.

No action taken.

Moved by Ald. Englebert, seconded by Ald. Krueger to reduce Police Department/Vehicle Account #100-0801-521.29-05 by \$20,000

Motion carried on roll call 8-0.

Moved by Ald. Taylor, seconded by Ald. Benner to increase Senior Center/Capitol Projects Account #100-0920-531.82-01 by \$15,000.

Motion carried on roll call 6-2.

Ald. Taylor, Sevenich, Krueger, Zelinski, Englebert, Benner – yes

Ald. Klein, Langdon – no

J. ORDINANCES AND RESOLUTIONS, cont'd.

1. R-41-11 – Resolution levying taxes for the purpose of paying the operating expenses for the year 2012 for the City of Menasha cont'd.

Moved by Ald. Sevenich, seconded by Ald. Englebert to increase Parks Department/Tools & Equipment Account #100-0703-553.30-15 by \$2,870.

Motion failed on roll call 3-5.

Ald. Taylor, Englebert, Benner – yes

Ald. Klein, Sevenich, Langdon, Krueger, Zelinski – no

Moved by Ald. Sevenich, seconded by Ald. Englebert to increase Pool/Wages Account #100-552-0704-552.10-01 by \$5,000

Motion carried on roll call 8-0.

Moved by Ald. Sevenich, seconded by Ald. Englebert to increase Pool/Tools & Equipment Account #100-0704-552.30-15 by \$1,460.

General discussion on generating revenue for the pool.

Moved by Ald. Sevenich, seconded by Ald. Krueger to amend to increase Pool/Tools & Equipment Account #100-0704-552.30-15 by \$500

Motion carried on amendment 8-0.

Motion as amended carried on roll call 8-0.

Motion to adopt R-41-11 as amended carried on roll call 7-1. Ald. Zelinski - no

K. APPOINTMENTS

1. Accept resignation of Bernard Zimmermann from the Landmarks Commission

Moved by Ald. Klein, seconded by Ald. Krueger to accept resignation of Bernard Zimmerman.

Motion carried on voice vote.

2. Mayor's appointment to the Landmarks Commission

a. Peg Docter, 349 Cleveland St., for the term of November 21, 2011 – March 1, 2012

Moved by Ald. Klein, seconded by Ald. Krueger to approve appointment of Peg Docter.

Motion carried on voice vote.

3. Mayor's appointment to the Redevelopment Authority

a. Gail Popp, 862 Eden Ct., for the term of November 21, 2011 – August 31, 2016

Moved by Ald. Klein, seconded by Ald. Krueger to approve appointment of Gail Popp.

Motion carried on voice vote.

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

8:25 p.m. Moved by Ald. Englebert, seconded by Ald. Krueger to recess

8:40 p.m. – reconvened.

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Joanne Roush, 409 Cleveland Street, Menasha. Comments on balancing the budget.

Jim Englebert, 1209 Greendale Street, Menasha. Comments on behavior of Council.

Rebecca Nichols, 402 Elm Street, Menasha. Comments on open government during budget review sessions.

O. ADJOURN

Moved by Ald. Benner, seconded by Ald. Englebert to adjourn at 8:55 p.m.

Motion carried on voice vote.

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



**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**

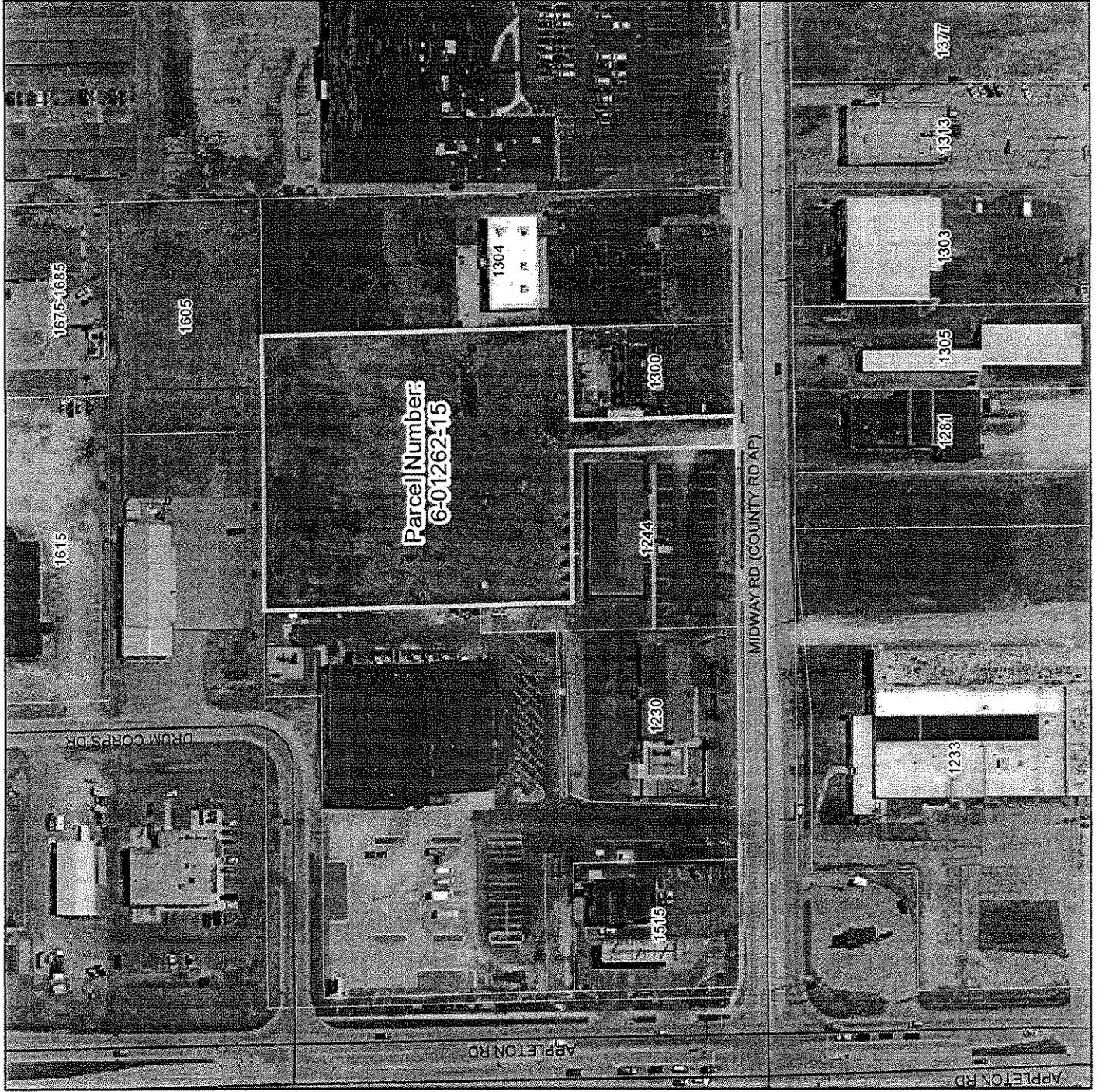
NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on an application for a Special Use Permit by GBW Real Estate Holdings LLC for Multi-Unit Housing in the C-1: General Commercial District, as required by Sec. 13-1-29(c)(10) of the Municipal Code. 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

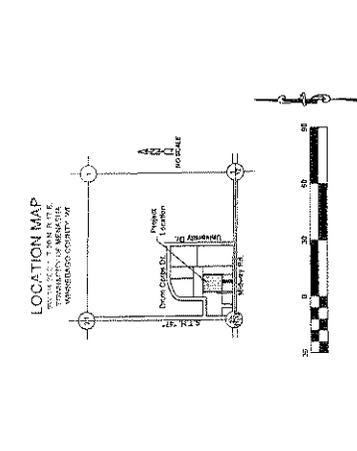
Run: Nov. 18 & 25, 2011

Proposed Special Use
Student Housing
Apartments

Parcel Number:
6-01262-15



		DEVELOPMENT PARTNERS MICHIGAN WISCONSIN	
DATE	1/17/2011	PROJECT NO.	10-328
DRAWN	MS	CHECKED	MS
FIELD	JRS	DATE	1/17/2011
MICHIGAN WISCONSIN Student Housing Apartments UW-FOX VALLEY MIDWAY ROAD		WISCONSIN true north ARCHITECTURE 1022 WEST CHEVONDA DRIVE Appleton, Wisconsin 54911 (920) 831-1111 FAX (920) 831-1171 www.true-north-arch.com	
SHEET NO. C0.1		PROJECT NO. 10-328	



LEGEND

Symbol	Description
Circle with dot	Survey Point
Circle with cross	Control Point
Circle with 'x'	Utility Pole
Circle with 'u'	Utility Pole
Circle with 'w'	Utility Pole
Circle with 't'	Utility Pole
Circle with 's'	Utility Pole
Circle with 'r'	Utility Pole
Circle with 'q'	Utility Pole
Circle with 'p'	Utility Pole
Circle with 'o'	Utility Pole
Circle with 'n'	Utility Pole
Circle with 'm'	Utility Pole
Circle with 'l'	Utility Pole
Circle with 'k'	Utility Pole
Circle with 'j'	Utility Pole
Circle with 'i'	Utility Pole
Circle with 'h'	Utility Pole
Circle with 'g'	Utility Pole
Circle with 'f'	Utility Pole
Circle with 'e'	Utility Pole
Circle with 'd'	Utility Pole
Circle with 'c'	Utility Pole
Circle with 'b'	Utility Pole
Circle with 'a'	Utility Pole

SYMBOL TABLE

NO.	DESCRIPTION	SYMBOL
001	Survey Point	Circle with dot
002	Control Point	Circle with cross
003	Utility Pole	Circle with 'x'
004	Utility Pole	Circle with 'u'
005	Utility Pole	Circle with 'w'
006	Utility Pole	Circle with 't'
007	Utility Pole	Circle with 's'
008	Utility Pole	Circle with 'r'
009	Utility Pole	Circle with 'q'
010	Utility Pole	Circle with 'p'
011	Utility Pole	Circle with 'o'
012	Utility Pole	Circle with 'n'
013	Utility Pole	Circle with 'm'
014	Utility Pole	Circle with 'l'
015	Utility Pole	Circle with 'k'
016	Utility Pole	Circle with 'j'
017	Utility Pole	Circle with 'i'
018	Utility Pole	Circle with 'h'
019	Utility Pole	Circle with 'g'
020	Utility Pole	Circle with 'f'
021	Utility Pole	Circle with 'e'
022	Utility Pole	Circle with 'd'
023	Utility Pole	Circle with 'c'
024	Utility Pole	Circle with 'b'
025	Utility Pole	Circle with 'a'

NOTES

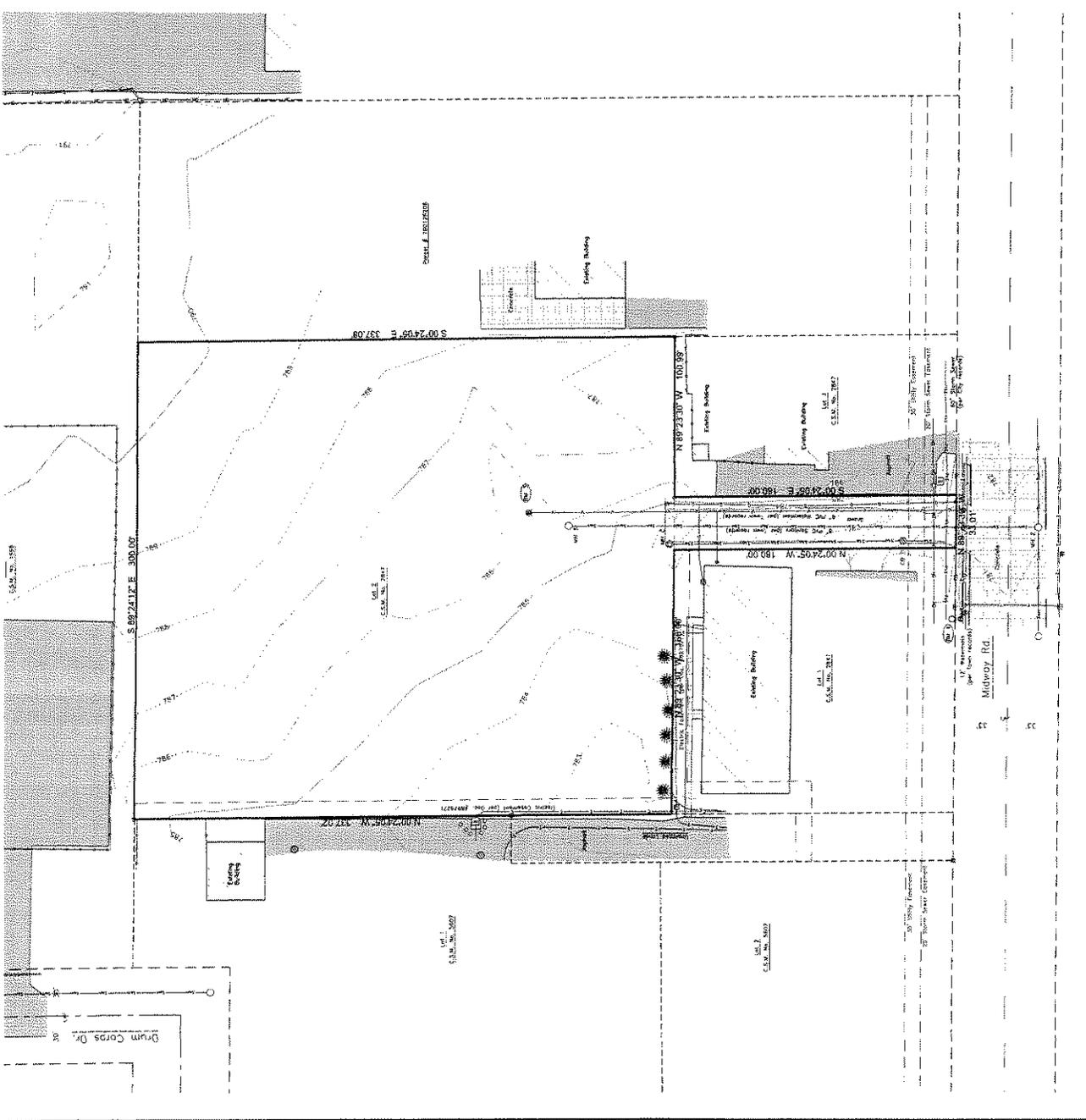
- This is not a subdivision survey.
- Existing utilities shown are indicated in accordance with available records and field observations. It is the responsibility of the client to verify the location and depth of all utilities, including sewer & water lines, before the construction of the proposed structure. It is the responsibility of the client to obtain all necessary permits and approvals from the appropriate authorities.
- The client is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
- The client is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
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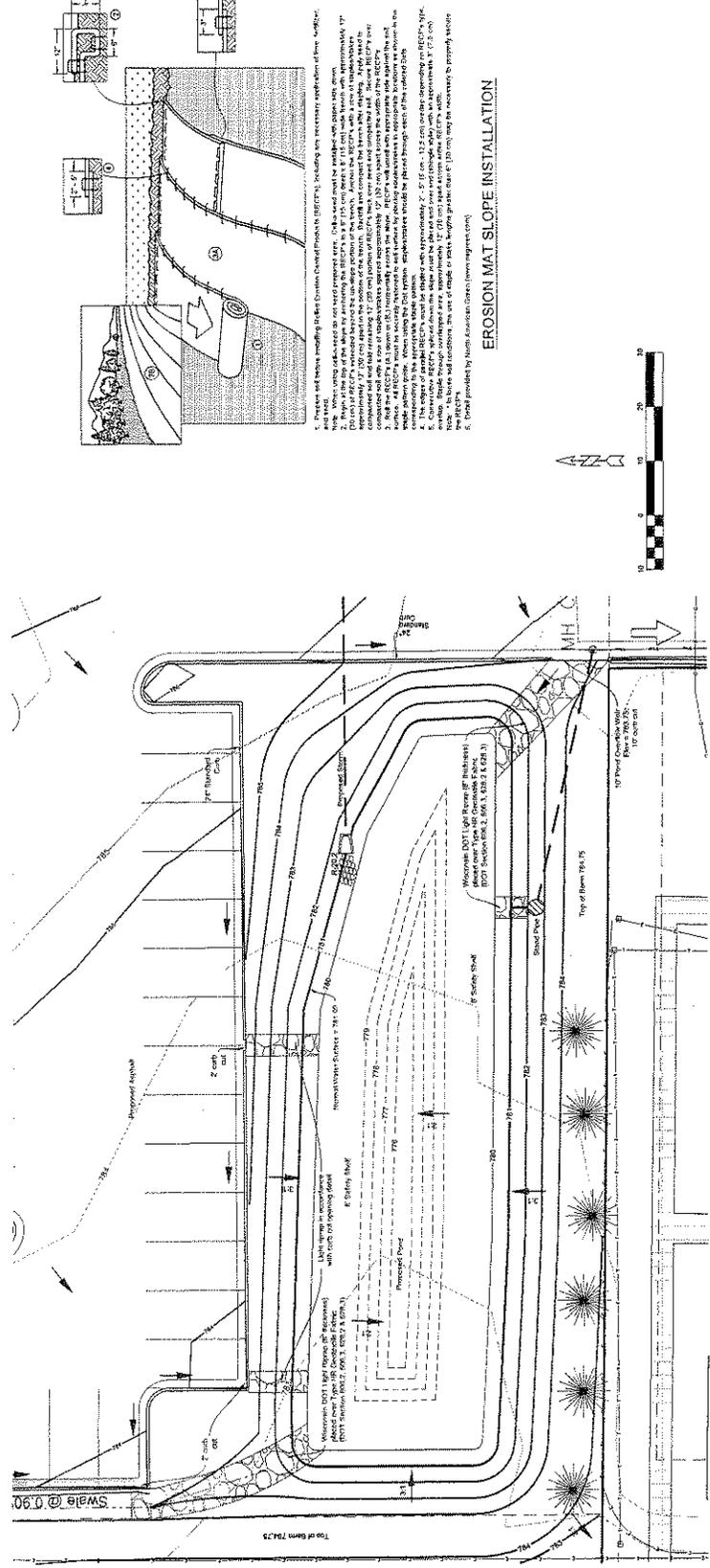
SURVEYOR'S CERTIFICATE

I, James E. Savelle, certify that I have surveyed this property and that the boundaries shown on this plan are true and correct to the best of my knowledge and belief. I have not observed any other boundaries or structures on the property which would affect the boundaries shown on this plan. I have not observed any other structures on the property which would affect the boundaries shown on this plan. I have not observed any other structures on the property which would affect the boundaries shown on this plan.

Topographic Survey

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 CIVIL ENGINEERING CONSULTANTS
 1413 Maple Street, Newark, NJ 07102
 Tel: 973-261-1188 Fax: 973-261-5595
 www.davel.com





EROSION MAT SLOPE INSTALLATION

1. Erosion mats shall be installed on all exposed slopes of the pond, including any necessary embankment of the pond. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond.

2. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond.

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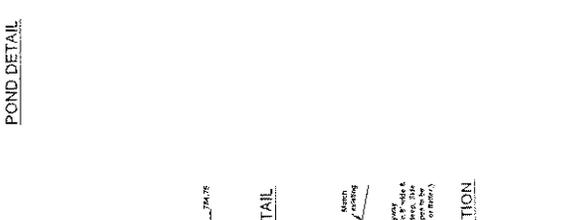
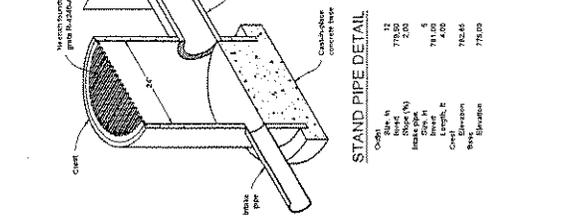
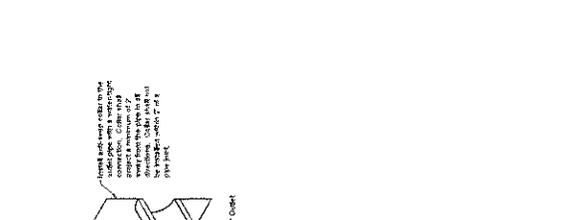
4. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond.

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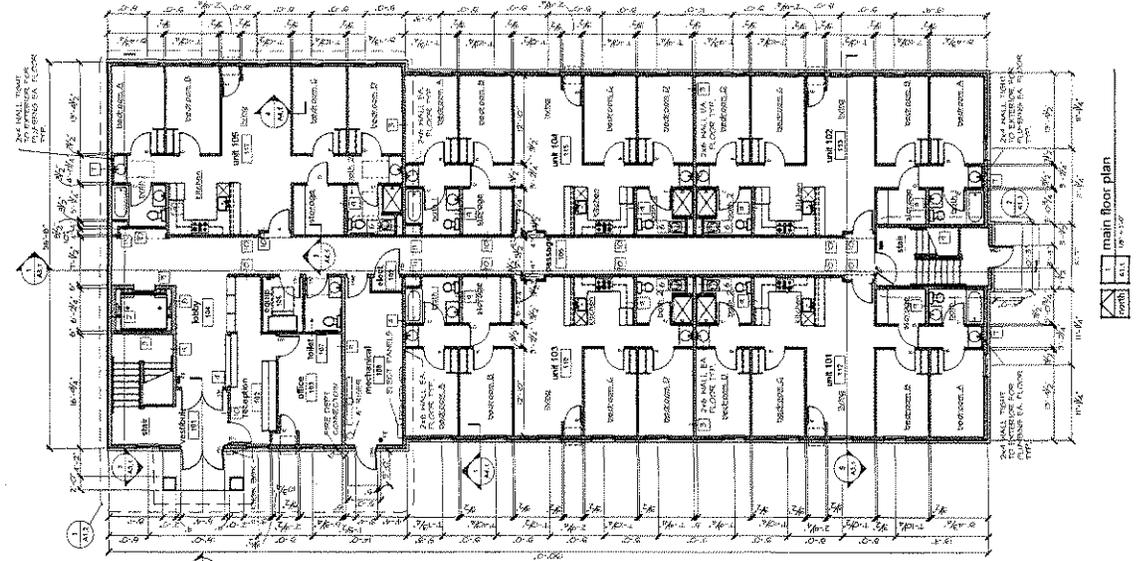
8. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond. Mats shall be installed on all slopes of the pond, including any necessary embankment of the pond.



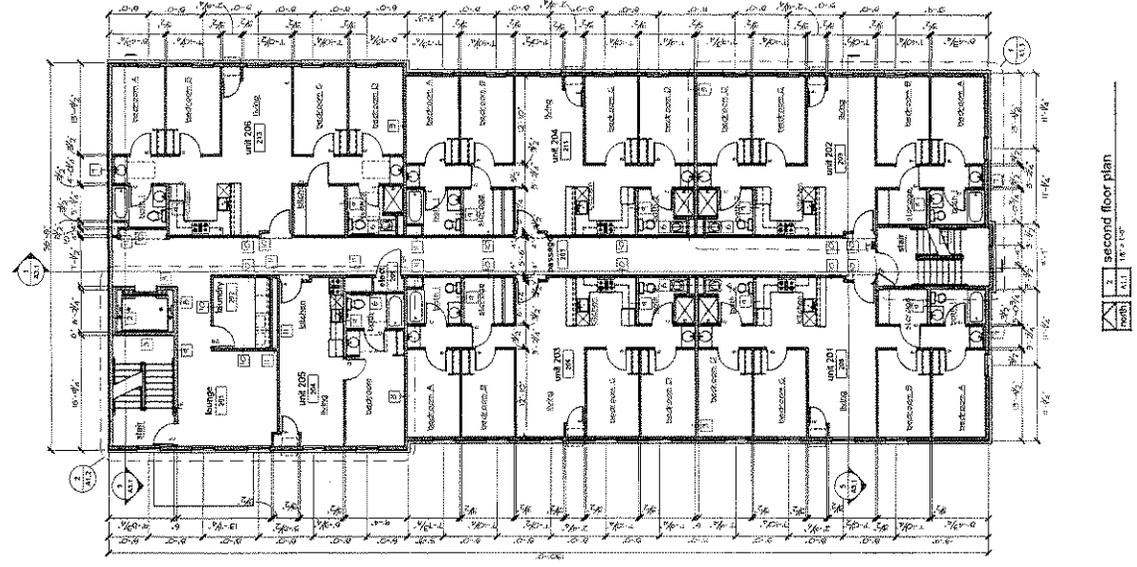
STAND PIPE DETAIL

Order	Size, in	Material	Quantity	Notes
1	12	Cast Iron	1	Stand Pipe
2	12	Cast Iron	1	Stand Pipe
3	12	Cast Iron	1	Stand Pipe
4	12	Cast Iron	1	Stand Pipe
5	12	Cast Iron	1	Stand Pipe
6	12	Cast Iron	1	Stand Pipe
7	12	Cast Iron	1	Stand Pipe
8	12	Cast Iron	1	Stand Pipe
9	12	Cast Iron	1	Stand Pipe
10	12	Cast Iron	1	Stand Pipe

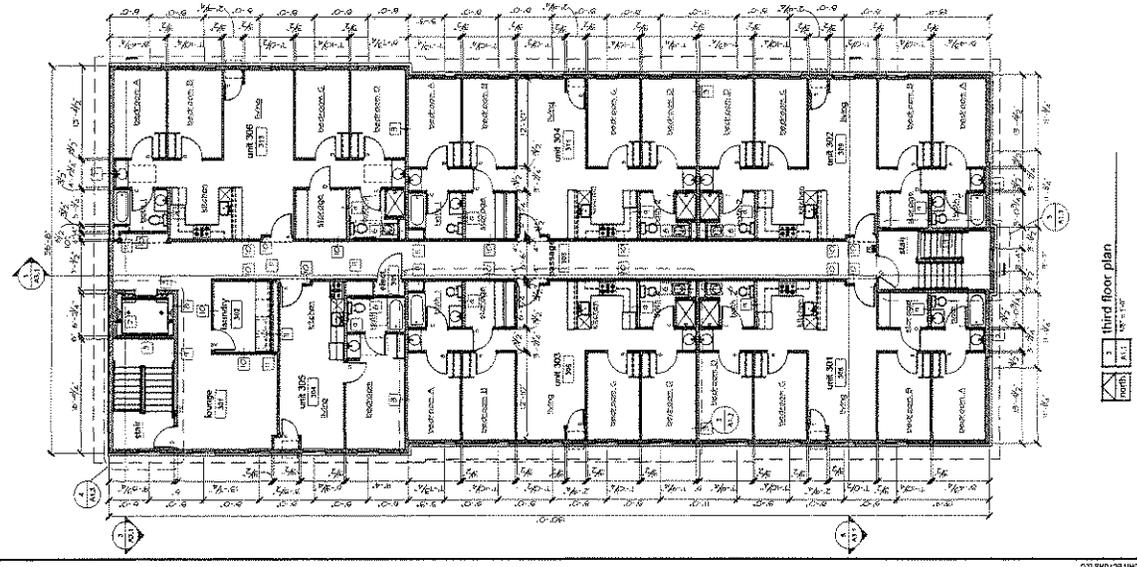
Storm Water Pond Detail
 DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 CIVIL ENGINEERING CONSULTANTS
 1411 Wisconsin Avenue, Suite 100, Green Bay, WI 54303
 Phone: 920.592.0171 Fax: 920.596.0171
 www.davel.com



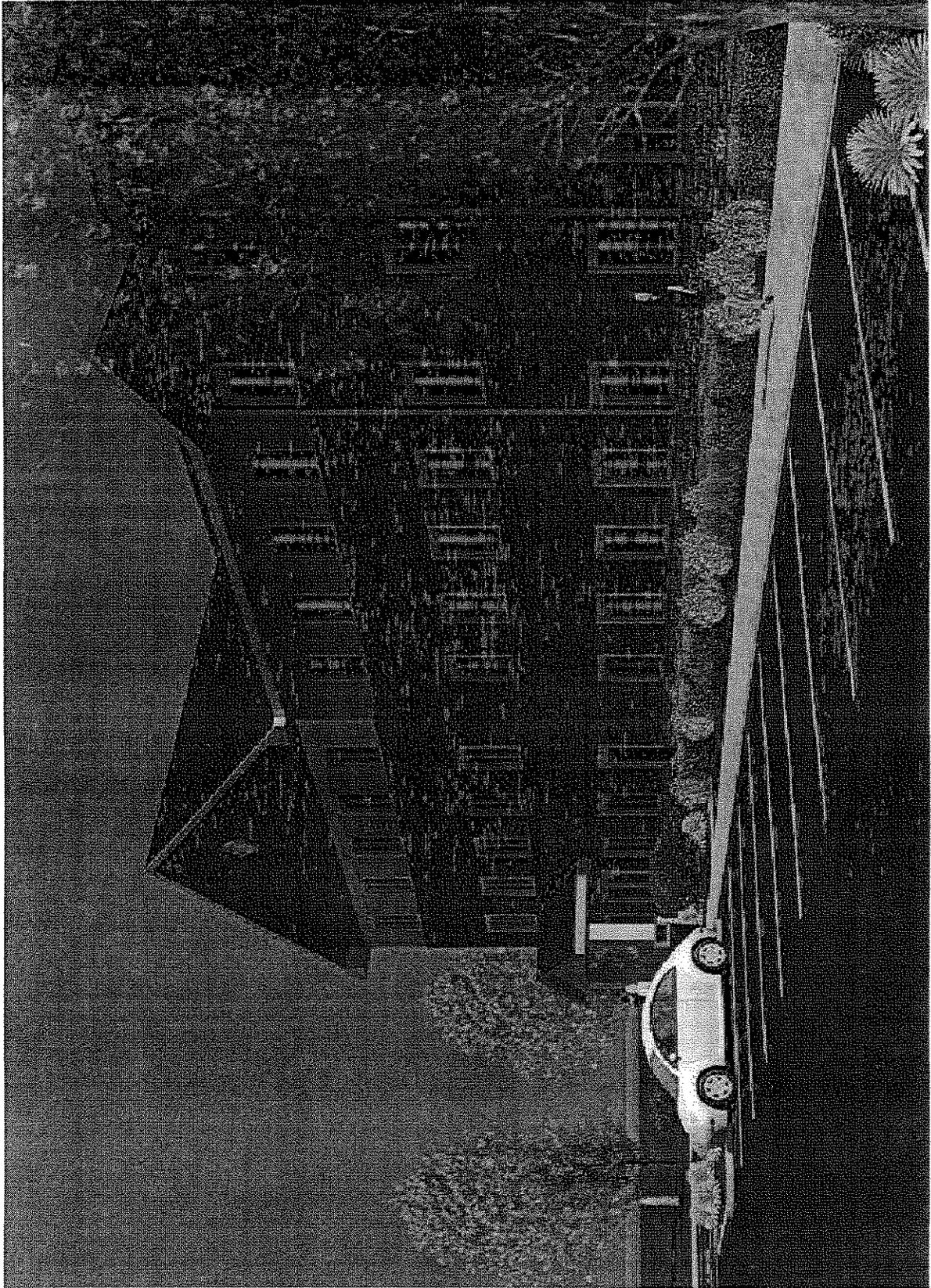
main floor plan



second floor plan



third floor plan



CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 11/22/11-12/1/11 Checks # 31649-31804	\$ 609,612.96
Payroll Checks for 11/23/11-12/1/11	<u>171,637.75</u>
Total	\$ 781,250.71

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

Wisconsin Council 40 Per Capita Tax-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

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

AP Check Register
Check Date: 11/21/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACC PLANNED SERVICE INC	31649	11/21/2011	6183	100-0601-551.24-03	87.50	BLDG REPAIRS/MAINTENANCE
		11/21/2011	6245	100-0601-551.24-03	46.00	BLDG REPAIRS/MAINTENANCE
			Total for check: 31649		133.50	
AMAZON	31651	11/21/2011	057276509852	100-0601-551.30-14	50.97	LIBRARY MATERIALS
		11/21/2011	057276523916	100-0601-551.30-14	10.45	LIBRARY MATERIALS
		11/21/2011	057277077217	100-0601-551.30-14	50.97	LIBRARY MATERIALS
		11/21/2011	202550871695	100-0601-551.30-14	168.14	LIBRARY MATERIALS
		11/21/2011	209542005071	100-0601-551.30-14	11.99	LIBRARY MATERIALS
		11/21/2011	209546202524	100-0601-551.30-14	9.98	LIBRARY MATERIALS
		11/21/2011	209547970583	100-0601-551.30-14	59.57	LIBRARY MATERIALS
		11/21/2011	224050244723	100-0601-551.30-14	28.68	LIBRARY MATERIALS
		11/21/2011	224056766196	100-0601-551.30-14	9.99	LIBRARY MATERIALS
		11/21/2011	224059229395	100-0601-551.30-14	340.62	LIBRARY MATERIALS
		11/21/2011	245260198283	100-0601-551.30-14	(2.50)	CREDIT
		11/21/2011	245261966087	100-0601-551.30-14	140.94	LIBRARY MATERIALS
		11/21/2011	245265019968	100-0601-551.30-14	45.98	LIBRARY MATERIALS
		11/21/2011	245266000707	100-0601-551.30-14	50.97	LIBRARY MATERIALS
		11/21/2011	246470625691	100-0601-551.30-14	30.98	LIBRARY MATERIALS
		11/21/2011	246471914971	100-0601-551.30-14	391.04	LIBRARY MATERIALS
		11/21/2011	246472933086	100-0601-551.30-14	312.41	LIBRARY MATERIALS
		11/21/2011	246474950177	100-0601-551.30-14	88.06	LIBRARY MATERIALS
		11/21/2011	246475096227	100-0601-551.30-14	12.49	LIBRARY MATERIALS
		11/21/2011	246476545595	100-0601-551.30-14	9.98	LIBRARY MATERIALS
		11/21/2011	246477024434	100-0601-551.30-14	105.99	LIBRARY MATERIALS
		11/21/2011	246478209060	100-0601-551.30-14	5.39	LIBRARY MATERIALS
		11/21/2011	246478454118	100-0601-551.30-14	(1.12)	CREDIT
	11/21/2011	246478798622	100-0601-551.30-14	31.99	LIBRARY MATERIALS	
	11/21/2011	257893346862	100-0601-551.30-14	24.97	LIBRARY MATERIALS	
	11/21/2011	2578933667355	100-0601-551.30-14	19.97	LIBRARY MATERIALS	
	11/21/2011	257895647861	100-0601-551.30-14	67.08	LIBRARY MATERIALS	
	11/21/2011	275392146833	100-0601-551.30-14	54.96	LIBRARY MATERIALS	

AP Check Register
Check Date: 11/21/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON...	31651...	11/21/2011	275396159541	100-0601-551.30-14	39.98	LIBRARY MATERIALS
			Total for check: 31651		2,170.92	
AUDIOGO	31652	11/21/2011	433580	100-0601-551.30-14	367.33	LIBRARY MATERIALS
			Total for check: 31652		367.33	
BAKER & TAYLOR INC	31655	11/21/2011	2026307109	100-0601-551.30-14	27.75	LIBRARY MATERIALS
		11/21/2011	2026309289	100-0601-551.30-14	499.34	LIBRARY MATERIALS
		11/21/2011	2026311132	100-0601-551.30-14	61.00	LIBRARY MATERIALS
		11/21/2011	2026312215	100-0601-551.30-14	123.68	LIBRARY MATERIALS
		11/21/2011	2026313175	100-0601-551.30-14	742.84	LIBRARY MATERIALS
		11/21/2011	2026317355	100-0601-551.30-14	779.52	LIBRARY MATERIALS
		11/21/2011	2026324431	100-0601-551.30-14	447.96	LIBRARY MATERIALS
		11/21/2011	2026326607	100-0601-551.30-14	15.79	LIBRARY MATERIALS
		11/21/2011	2026326713	100-0601-551.30-14	69.95	LIBRARY MATERIALS
		11/21/2011	2026335642	100-0601-551.30-14	578.49	LIBRARY MATERIALS
		11/21/2011	2026341108	100-0601-551.30-14	104.23	LIBRARY MATERIALS
		11/21/2011	2026343699	100-0601-551.30-14	397.41	LIBRARY MATERIALS
		11/21/2011	2026345656	100-0601-551.30-14	26.98	LIBRARY MATERIALS
		11/21/2011	2026352618	100-0601-551.30-14	51.40	LIBRARY MATERIALS
		11/21/2011	2026357074	100-0601-551.30-14	449.86	LIBRARY MATERIALS
		11/21/2011	2026357661	100-0601-551.30-14	92.34	LIBRARY MATERIALS
		11/21/2011	2026361001	100-0601-551.30-14	38.22	LIBRARY MATERIALS
		11/21/2011	2026368221	100-0601-551.30-14	525.45	LIBRARY MATERIALS
		11/21/2011	2026370687	100-0601-551.30-14	96.86	LIBRARY MATERIALS
		11/21/2011	2026376653	100-0601-551.30-14	262.69	LIBRARY MATERIALS
		11/21/2011	2026380039	100-0601-551.30-14	223.18	LIBRARY MATERIALS
		11/21/2011	2026382092	100-0601-551.30-14	10.04	LIBRARY MATERIALS
		11/21/2011	2026386702	100-0601-551.30-14	106.11	LIBRARY MATERIALS
		11/21/2011	2026388764	100-0601-551.30-14	554.58	LIBRARY MATERIALS
		11/21/2011	2026389039	100-0601-551.30-14	169.32	LIBRARY MATERIALS
		11/21/2011	2026393301	100-0601-551.30-14	640.70	LIBRARY MATERIALS
		11/21/2011	2026398732	100-0601-551.30-14	110.71	LIBRARY MATERIALS

AP Check Register
Check Date: 11/21/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
BAKER & TAYLOR INC...	31655...	11/21/2011	5011667110	100-0601-551.30-14	86.09	LIBRARY MATERIALS	
		11/21/2011	5011688395	100-0601-551.30-14	209.41	LIBRARY MATERIALS	
		11/21/2011	166506910	100-0601-551.30-14	16.55	LIBRARY MATERIALS	
		11/21/2011	166847760	100-0601-551.30-14	22.99	LIBRARY MATERIALS	
		11/21/2011	167061510	100-0601-551.30-14	21.56	LIBRARY MATERIALS	
		11/21/2011	167642720	100-0601-551.30-14	82.31	LIBRARY MATERIALS	
		11/21/2011	167728080	100-0601-551.30-14	17.99	LIBRARY MATERIALS	
		11/21/2011	V64096410	100-0601-551.30-14	8.48	LIBRARY MATERIALS	
		11/21/2011	V64096411	100-0601-551.30-14	20.87	LIBRARY MATERIALS	
			Total for check: 31655			7,692.65	
			Total for check: 31655			18.00	
KASANDRA BLOWERS	31656	11/21/2011	11172011	100-0601-551.30-14	18.00	LIBRARY MATERIALS	
		Total for check: 31656			18.00		
BRAZEE ACE HARDWARE	31657	11/21/2011	015627	100-0601-551.30-13	4.99	HOUSEKEEPING SUPPLIES	
		Total for check: 31657			4.99		
BRILLIANCE AUDIO INC	31658	11/21/2011	IN0626515	100-0601-551.30-14	14.99	LIBRARY MATERIALS	
		Total for check: 31658			14.99		
CDW GOVERNMENT INC	31659	11/21/2011	1072700	100-0601-551.30-10	195.97	OFFICE SUPPLIES	
		11/21/2011	1764627	100-0601-551.30-10	125.45	OFFICE SUPPLIES	
		Total for check: 31659			321.42		
CENTER POINT LARGE PRINT	31660	11/21/2011	969358	100-0601-551.30-14	42.54	LIBRARY MATERIALS	
		Total for check: 31660			42.54		
DEMCO INC	31661	11/21/2011	4394045	100-0601-551.30-18	156.90	DEPT SUPPLIES	
		Total for check: 31661			156.90		

AP Check Register
Check Date: 11/21/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FINDAWAY WORLD LLC	31662	11/21/2011	56694	100-0601-551.30-14	86.23	LIBRARY MATERIALS
		11/21/2011	58677	100-0601-551.30-14	260.02	LIBRARY MATERIALS
		11/21/2011	60435	100-0601-551.30-14	401.19	LIBRARY MATERIALS
			Total for check: 31662		747.44	
JESSICA FOSTER	31663	11/21/2011	11172011	100-0601-551.30-14	18.95	LIBRARY MATERIALS
			Total for check: 31663		18.95	
GALE	31664	11/21/2011	17350290	100-0601-551.30-14	28.79	LIBRARY MATERIALS
		11/21/2011	17352096	100-0601-551.30-14	25.59	LIBRARY MATERIALS
		11/21/2011	17354019	100-0601-551.30-14	26.39	LIBRARY MATERIALS
		11/21/2011	17357278	100-0601-551.30-14	25.59	LIBRARY MATERIALS
		11/21/2011	17359006	100-0601-551.30-14	38.93	LIBRARY MATERIALS
		Total for check: 31664		145.29		
HARRIS INFOSOURCE	31665	11/21/2011	10134081	100-0601-551.30-14	235.00	LIBRARY MATERIALS
			Total for check: 31665		235.00	
INFORMATION TODAY INC	31666	11/21/2011	1394739-B1	100-0601-551.30-14	347.05	LIBRARY MATERIALS
			Total for check: 31666		347.05	
KITZ & PFEIL INC	31667	11/21/2011	1007140086	100-0601-551.30-13	6.29	HOUSEKEEPING SUPPLIES
		11/21/2011	1018140245	100-0601-551.30-13	17.61	HOUSEKEEPING SUPPLIES
			Total for check: 31667		23.90	
MADER NEWS AGENCY INC	31668	11/21/2011	61511	100-0601-551.30-14	106.85	LIBRARY MATERIALS
			Total for check: 31668		106.85	

AP Check Register
Check Date: 11/21/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MARSHALL CAVENDISH CORP	31669	11/21/2011	R879077	100-0601-551.30-14	177.93	LIBRARY MATERIALS
					<u>177.93</u>	
				Total for check: 31669		
MATAS MUSIC STUDIO	31670	11/21/2011	367491	100-0601-551.24-04	95.00	SPEC EQUIPMT MAINTENANCE
				Total for check: 31670	<u>95.00</u>	
MIDWEST TAPE	31671	11/21/2011	2641056	100-0601-551.30-14	162.92	LIBRARY MATERIALS
		11/21/2011	2646408	100-0601-551.30-14	133.90	LIBRARY MATERIALS
		11/21/2011	2652924	100-0601-551.30-14	12.99	LIBRARY MATERIALS
		11/21/2011	2659417	100-0601-551.30-14	106.95	LIBRARY MATERIALS
		11/21/2011	2659418	100-0601-551.30-14	11.99	LIBRARY MATERIALS
			Total for check: 31671		<u>428.75</u>	
MINITEX	31672	11/21/2011	74961	100-0601-551.30-18	733.00	DEPT SUPPLIES
				Total for check: 31672	<u>733.00</u>	
RANDOM HOUSE INC	31673	11/21/2011	1082371378	100-0601-551.30-14	93.75	LIBRARY MATERIALS
		11/21/2011	1082422865	100-0601-551.30-14	35.20	LIBRARY MATERIALS
		11/21/2011	1082477338	100-0601-551.30-14	108.75	LIBRARY MATERIALS
		11/21/2011	1082532463	100-0601-551.30-14	75.00	LIBRARY MATERIALS
		11/21/2011	1082539952	100-0601-551.30-14	33.75	LIBRARY MATERIALS
		11/21/2011	1082626226	100-0601-551.30-14	6.00	LIBRARY MATERIALS
		11/21/2011	1182477338	100-0601-551.30-14	32.00	LIBRARY MATERIALS
		11/21/2011	1182539952	100-0601-551.30-14	50.40	LIBRARY MATERIALS
			Total for check: 31673		<u>434.85</u>	
RECORDED BOOKS LLC	31674	11/21/2011	74409057	100-0601-551.30-14	6.95	LIBRARY MATERIALS
		11/21/2011	74432499	100-0601-551.30-14	55.65	LIBRARY MATERIALS
				Total for check: 31674		<u>62.60</u>

AP Check Register
Check Date: 11/21/2011

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
RHYME BUSINESS PRODUCTS	31675	11/21/2011	34893	100-0601-551.30-10	127.08	OFFICE SUPPLIES
			Total for check: 31675		127.08	
J A SEXAUER	31676	11/21/2011	253961882	100-0601-551.24-03	334.14	BLDG REPAIRS/MAINTENANCE
			Total for check: 31676		334.14	
SHOWCASES	31677	11/21/2011	262913	100-0601-551.30-18	753.92	DEPT SUPPLIES
		11/21/2011	262914	100-0601-551.30-18	56.07	DEPT SUPPLIES
			Total for check: 31677		809.99	
UNIQUE BOOKS INC	31678	11/21/2011	356224.2	100-0601-551.30-14	15.91	LIBRARY MATERIALS
		11/21/2011	356225.2	100-0601-551.30-14	23.63	LIBRARY MATERIALS
			Total for check: 31678		39.54	
UNIQUE MANAGEMENT SERVICES INC	31679	11/21/2011	216707	100-0000-441.19-00	295.35	COLLECTION AGENCY FEE
			Total for check: 31679		295.35	
US POSTAL SERVICE	31680	11/21/2011	11172011	100-0601-551.30-11	105.00	POSTAGE SUPPLIES
			Total for check: 31680		105.00	
WINNEFOX AUTOMATED LIBRARY SYSTEM	31681	11/21/2011	1743	100-0601-551.32-01	125.00	LICENSE FEE
			Total for check: 31681		125.00	
WINNEFOX LIBRARY SYSTEM	31682	11/21/2011	4271	100-0601-551.30-14	21.86	LIBRARY MATERIALS
		11/21/2011	4293	100-0601-551.30-11	1,602.64	POSTAGE SUPPLIES
			Total for check: 31682		1,624.50	

AP Check Register
Check Date: 11/21/2011

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BECKY WOLDT	31683	11/21/2011	11172011	100-0601-551.30-14	15.00	LIBRARY MATERIALS
				Total for check: 31683	15.00	

17,955.45

AP Check Register
Check Date: 11/23/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AIRGAS NORTH CENTRAL	31684	11/23/2011	105907357	731-1022-541.21-06	70.49	Acetylene/Argon/Oxygen
				Total for check: 31684	70.49	
CITY OF APPLETON	31685	11/23/2011	202093	100-0302-542.25-01	15,683.00	November 2011 Valley Transit Services
				Total for check: 31685	15,683.00	
ASSOCIATED APPRAISAL CONSULTANTS	31686	11/23/2011	11945	100-0402-513.21-09	4,841.67	Professional Services/Oct
				100-0402-513.30-11	6.60	Postage/October
				100-0402-513.21-04	59.76	Internet Posting/October
			Total for check: 31686		4,908.03	
AT&T	31687	11/23/2011	920R09453011	100-1001-514.22-01	113.90	Monthly Statement
				601-1020-543.22-01	292.50	Monthly Statement
			Total for check: 31687		406.40	
BADGER HIGHWAYS CO INC	31688	11/23/2011	155592	100-1004-541.30-18	3,660.70	Hotmix Asphalt
				Total for check: 31688	3,660.70	
BARNES & THORNBURG LLP	31689	11/23/2011	1441682	267-0102-581.21-01	122.50	Steam Utility
				Total for check: 31689	122.50	
BERGSTROM	31690	11/23/2011	115401	731-1022-541.38-03	21.36	Knob
				38607	126.86	Vehicle Repair
				Total for check: 31690	148.22	
BRAZEE ACE HARDWARE	31691	11/23/2011	015639	100-0706-561.30-18	10.98	Wire cloths
				Total for check: 31691	10.98	
BUBRICK'S	31692	11/23/2011	520172	100-0801-521.30-10	460.14	Elec Sharpener/Paper Folders/Files/Fasteners

AP Check Register
Check Date: 11/23/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BUBRICK'S...	31692...	11/23/2011	520233	100-0801-521.30-10	23.00	Folders
			Total for check: 31692		483.14	
CAREW CONCRETE & SUPPLY CO INC	31693	11/23/2011	889700	601-1020-543.30-18	498.60	Cleveland St
				100-1009-541.30-18	270.10	Cleveland St
				100-1009-541.30-18	83.00	Concrete
			Total for check: 31693		851.70	
CULLIGAN WATERCARE SERVICES	31694	11/23/2011		731-1022-541.30-13	5.95	Rental
				100-1001-514.20-01	18.69	Rental
			Total for check: 31694		24.64	
DUMKE & ASSOCIATES &	31695	11/23/2011	316 RACINE	100-0903-531.29-06	2,077.50	Rental/316 Racine St
			Total for check: 31695		2,077.50	
FERRELLGAS	31696	11/23/2011	1053441456	266-1027-543.21-06	56.77	Liquified Petroleum Gas
			Total for check: 31696		56.77	
FLEET SAFETY EQUIPMENT INC	31697	11/23/2011	112664	100-0801-521.29-05	247.05	Slim Lighter/Bracket
			Total for check: 31697		247.05	
GAT SUPPLY INC	31698	11/23/2011	00223440	100-1003-541.30-15	1,000.00	Wyco EZ-Vib Assy GX35 Honda 1-3/8" Head
				100-1009-541.30-15	960.00	Wyco EZ-Vib Assy GX35 Honda 1-3/8" Head
			Total for check: 31698		1,960.00	
H&H SOLAR ENERGY SERVICES INC	31699	11/23/2011	11-244S	472-0501-522.82-01	14,295.00	Billing #1/Solar Roof 1108 Province Terrace
			Total for check: 31699		14,295.00	

AP Check Register
Check Date: 11/23/2011

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
HOTSYS CLEANING SYSTEMS INC	31700	11/23/2011	0077208-IN	731-1022-541.30-18	325.00	Panel Wash
			Total for check: 31700		<u>325.00</u>	
INDEPENDENT INSPECTIONS LTD	31701	11/23/2011	305415	100-0301-523.21-06	6,720.75	October Permits
			Total for check: 31701		<u>6,720.75</u>	
JOHN DEERE FINANCIAL	31702	11/23/2011	59450379	100-0703-553.30-18	345.40	Straw Mat
			Total for check: 31702		<u>345.40</u>	
KJ WASTE SYSTEMS INC	31703	11/23/2011		266-1027-543.21-06	542.00	Corrugate
			Total for check: 31703		<u>542.00</u>	Container Rental
KONE INC	31704	11/23/2011	220761807	100-1001-514.20-01	255.33	City Hall Contract
			Total for check: 31704		<u>255.33</u>	
KRUEGER TRUE VALUE	31705	11/23/2011	83628	100-1009-541.30-18	115.50	Stump Grinder
			Total for check: 31705		<u>115.50</u>	
VINCE MAAS	31706	11/23/2011		100-0703-553.34-03	15.00	Meal
			Total for check: 31706		<u>15.00</u>	
MATTHEWS TIRE & SERVICE CENTER	31707	11/23/2011	216718	731-1022-541.38-02	24.54	Flat Repair
		11/23/2011	40749	731-1022-541.38-02	253.01	Replace Tire
		11/23/2011	40811	731-1022-541.38-02	510.98	Tires & Valve Stems
		11/23/2011	40849	731-1022-541.38-02	387.98	Tires/Valve Stems
			Total for check: 31707		<u>1,176.51</u>	

AP Check Register
Check Date: 11/23/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA EMPLOYEES CREDIT UNION	31708	11/23/2011	20111123	100-0000-202.05-00	1,507.00	PAYROLL SUMMARY
			Total for check: 31708		1,507.00	
MENASHA JOINT SCHOOL DISTRICT	31709	11/23/2011	MOBILE HOME	100-0000-412.00-00	6,297.68	November Mobile Home
			Total for check: 31709		6,297.68	
MIRON CONSTRUCTION CO INC	31710	11/23/2011	N-M FIRE	472-0501-522.82-01	13,519.72	N-M Fire Station
			Total for check: 31710		13,519.72	
MODERN BUSINESS MACHINES	31711	11/23/2011	26264989	100-1001-514.24-04	243.10	HP Print Care
			Total for check: 31711		243.10	
MORTON SAFETY	31712	11/23/2011	626699	100-0702-552.30-18	9.10	First-Aid Supplies
		11/23/2011	627126	100-0702-552.30-18	29.79	First-Aid Supplies
			Total for check: 31712		38.89	
CITY OF NEEHAH	31713	11/23/2011	33336	100-0501-522.80-01	7,124.94	Mobile data systems accessories
			Total for check: 31713		7,124.94	
CITY OF NEEHAH	31714	11/23/2011	FIRE SERVICES	100-0501-522.25-01	257,695.00	N-M Fire Services
			Total for check: 31714		257,695.00	
NETWORK HEALTH PLAN	31715	11/23/2011	00479951	100-0000-204.08-00	131,112.84	December, 2011 Premium Employees
				100-0000-204.11-00	13,283.35	December, 2011 Premium Cobra/Retirees
			Total for check: 31715		144,396.19	
NETWORK HEALTH SYSTEM INC	31716	11/23/2011	277953	100-0202-512.21-05	144.00	Job Analysis

AP Check Register
Check Date: 11/23/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NETWORK HEALTH SYSTEM INC...	31716...	11/23/2011	278351	100-0202-512.21-05	55.00	Drug Screen
			Total for check: 31716		199.00	
OGDEN PLUMBING & HEATING INC	31717	11/23/2011	64864	100-0501-522.24-03	31.80	PPF Boiler
				100-0801-521.24-03	47.70	PPF Boiler
			Total for check: 31717		79.50	
OUTAGAMIE COUNTY	31718	11/23/2011	90681	100-0805-521.25-01	660.00	Lodging-September
			Total for check: 31718		660.00	
PACKER CITY INTERNATIONAL	31719	11/23/2011	3-213050098	731-1022-541.38-03	205.83	Hydraulic
		11/23/2011	3-213050099	731-1022-541.38-03	71.92	Air Filters
			Total for check: 31719		277.75	
PERSONNEL EVALUATION INC	31720	11/23/2011	98611	100-0801-521.21-06	40.00	Personnel Evaluation
			Total for check: 31720		40.00	
REINDERS INC	31721	11/23/2011	2601424-00	100-1011-541.30-18	37.00	Lawn Seed Mix
				100-1004-541.30-18	37.00	Lawn Seed Mix
			Total for check: 31721		74.00	
ROAD EQUIPMENT	31722	11/23/2011	WA537607	731-1022-541.38-03	47.92	Angles:Emergency Aluminum
			Total for check: 31722		47.92	
DR TERESA RUDOLPH	31723	11/23/2011	MONTHLY SERVICE	100-0903-531.21-05	150.00	Monthly Service
			Total for check: 31723		150.00	

AP Check Register
Check Date: 11/23/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SECURITY FENCE & SUPPLY CO INC	31724	11/23/2011	2011-21304-IN	731-1022-541.82-01	950.00	Chain Link Fence
			Total for check: 31724		<u>950.00</u>	
ST ELIZABETH HOSPITAL	31725	11/23/2011	361501160	100-0801-521.21-05	39.39	Legal Venipuncture
			Total for check: 31725		<u>39.39</u>	
STAPLES ADVANTAGE	31726	11/23/2011	8020052842	100-1006-541.30-18	46.00	Office Supplies
			100-0703-553.30-10		8.59	Office Supplies
			Total for check: 31726		<u>54.59</u>	
SUNGARD PUBLIC SECTOR INC	31727	11/23/2011	43309	743-0403-513.24-04	2,678.00	Contracts/ASP Service
			Total for check: 31727		<u>2,678.00</u>	
TAPCO	31728	11/23/2011	1380589	100-1008-541.30-18	1,987.20	Reimburse Accident
			Total for check: 31728		<u>1,987.20</u>	
UNIFIRST CORPORATION	31729	11/23/2011	097 0098823	100-0904-531.30-18	5.15	Lab Coat
				731-1022-541.20-01	106.54	Mat/Mop/Towel/Clothing
			Total for check: 31729		<u>111.69</u>	
US CHARMADE ACCESSORIES	31730	11/23/2011	1657	100-0801-521.30-18	195.27	PBT Equipment
			Total for check: 31730		<u>195.27</u>	
VERIZON WIRELESS	31731	11/23/2011	2651912582	100-0703-553.22-01	17.94	Monthly Charges
				601-1020-543.22-01	13.47	Monthly Charges
				625-1010-541.22-01	13.47	Monthly Charges
			Total for check: 31731		<u>44.88</u>	
VISION INSURANCE PLAN OF AMERICA	31732	11/23/2011	105752	100-0000-204.10-00	1,047.70	December, 2011/Employees

AP Check Register
Check Date: 11/23/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VISION INSURANCE PLAN OF AMERICA...	31732...	11/23/2011...	105752...	100-0000-204.10-00	14.10	December, 2011/COBRA
			Total for check: 31732		1,061.80	
WALMART COMMUNITY	31733	11/23/2011	2651912582	100-0702-552.30-18	14.55	Program Supplies
			Total for check: 31733		14.55	
WC INDUSTRIAL SUPPLY COMPANY	31734	11/23/2011	0015867-IN	731-1022-541.38-03	6.49	Belt
			Total for check: 31734		6.49	
WE ENERGIES	31735	11/23/2011		100-0703-553.22-04	8.99	2170 Plank Road
				100-0000-123.00-00	203.20	N-M Fire
				100-1001-514.22-04	515.22	City Hall
				100-0801-521.22-04	280.61	Police
				100-0920-531.22-04	49.37	Senior Center
				100-0601-551.22-04	674.84	Library
				100-0703-553.22-04	228.34	Parks
				100-0704-552.22-04	24.65	Pool
				207-0707-552.22-04	34.28	Marina
				731-1022-541.22-04	189.87	Garage
			Total for check: 31735		2,209.37	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31736	11/23/2011	20111123	100-0000-202.06-00	220.00	PAYROLL SUMMARY
			Total for check: 31736		220.00	
WISCONSIN DEPT OF JUSTICE	31737	11/23/2011	G3228	100-0202-512.21-06	21.00	Background Checks
			Total for check: 31737		21.00	
WISCONSIN DNR	31738	11/23/2011	WIDNR	100-0703-553.34-02	300.00	Tree Management Institute
			Total for check: 31738		300.00	

AP Check Register
Check Date: 12/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACC PLANNED SERVICE INC	31740	12/1/2011	6422	731-1022-541.24-03	826.31	Garage Furnace Repair
			Total for check: 31740		826.31	
ACCURATE	31741	12/1/2011	1117347	731-1022-541.38-03	38.22	LED Red Oval
			Total for check: 31741		38.22	
ANDERSON BASEMENT REPAIR &	31742	12/1/2011		263-0306-562.70-01	7,250.00	325 Grandview Avenue
			Total for check: 31742		7,250.00	
AUTO PARTS UNLIMITED INC	31743	12/1/2011	1000387	100-0801-521.29-05	(77.40)	Price Error/Inv 1004651
		12/1/2011	1004639	100-0801-521.29-05	196.50	Battery Tender
		12/1/2011	1004640	100-0801-521.29-05	9.48	Freight/Invoice 1004639
		12/1/2011	1004651	100-0801-521.29-05	251.90	Battery Tender
		12/1/2011	1004659	100-0801-521.29-05	436.25	Correct Battery Tenders
		12/1/2011	3030	100-0801-521.29-05	(174.50)	Power Tender/Credit
		Total for check: 31743		642.23		
BADGER HIGHWAYS CO INC	31744	12/1/2011	155722	100-1004-541.30-18	3,726.35	Hotmix Asphalt
			Total for check: 31744		3,726.35	
BAYCOM INC	31745	12/1/2011	63814	100-0801-521.29-05	24.50	Antenna Quarterwave
			Total for check: 31745		24.50	
BECK ELECTRIC INC	31746	12/1/2011	H137	100-1008-541.30-18	72.98	Repair Washington/River
				100-1008-541.24-04	1,137.50	Repair Washington/River
			Total for check: 31746		1,210.48	

AP Check Register
Check Date: 12/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BRAUN, REGAN	31747	12/1/2011	REGAN BROWN	100-0000-441.25-00	24.00	Class Refund
			Total for check: 31747		24.00	
CALLUMET COUNTY CLERK OF COURTS	31748	12/1/2011		100-0000-201.03-00	11.00	2011 License Settlement
			Total for check: 31748		11.00	
CALLUMET COUNTY REGISTER OF DEEDS	31749	12/1/2011	2087	100-0203-512.21-08	60.00	Cypress Homes Agreement Ponds of Menasha Agreement
			Total for check: 31749		60.00	
CARDMEMBER SERVICE	31750	12/1/2011	NOVEMBER	100-0201-512.34-03	140.00	Heritage Inn
				100-0000-465.00-00	106.48	Oriental Trading
				100-0601-551.30-14	24.95	Packers Pro Shop
				743-0403-513.22-01	18.96	Cell Phone Shop
				100-0801-521.30-15	2.99	Cell Phone Shop
				100-0801-521.19-03	68.24	Rogans Shoes
				100-0801-521.29-05	27.27	Kiltz & Pfeil
				100-0801-521.29-05	5.23	Auto Zone
				100-0801-521.30-12	56.67	Shopko
				100-0801-521.30-10	8.24	Creatorless LLC
				100-0801-521.19-03	17.62	On Scene Inc
				100-0801-521.34-03	28.00	Gaylord Opryland Hotel
				100-0801-521.34-03	77.46	Gaylord Opryland Resir
				100-0801-521.34-03	30.26	Cracker Barrel
				100-0801-521.34-03	3.82	Gaylord Opryland Resir
				100-0801-521.34-03	20.24	Jacks Bar-B-Que
				100-0801-521.34-04	20.00	Gaylord Opryland Altirc
				100-0801-521.34-03	13.11	Gaylord Opryland Resir
				100-0801-521.34-03	354.01	Gaylord Opryland Hill
				100-0801-521.34-04	27.00	Outagamie Cty Reg Airport
				100-0801-521.34-04	60.00	Delta Air
				824-0801-521.30-18	94.48	Tailwaggers
				100-0601-551.30-13	66.87	Labsafe
				100-0501-522.24-03	13.80	Lowes

AP Check Register

Check Date: 12/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	31750...	12/1/2011...	NOVEMBER...	100-0801-521.30-13	18.00	Water Right Services
				731-1022-541.30-13	18.00	Water Right Services
				100-1001-514.20-01	54.00	Water Right Services
				743-0403-513.34-04	12.95	Experts Exchange.Com
				743-0403-513.21-04	1.50	Paypal
				100-0801-521.30-18	3.38	Amazon
				100-0702-552.30-18	31.85	Amazon Mktplace
				100-0702-552.30-18	75.47	Mills Fleet Farm
				100-0702-552.30-18	30.00	Dicks Sporting Goods
				100-0702-552.34-02	230.00	Wisconsin Park & Rec
				100-0201-512.30-10	7.98	State Bar of Wisconsin
				100-0000-465.00-00	39.96	Walgreen's
				100-0201-512.34-03	53.10	Days Inn & Suites
				100-0601-551.30-19	(22.42)	DL Couch Wallcovering
				100-0601-551.30-19	166.95	The Hang Up Gallery
				100-0601-551.30-19	470.82	DL Couch Wallcovering
				100-0601-551.30-16	72.29	Wal-Mart
			731-1022-541.33-03	26.00	Shakers Lounge	
			731-1022-541.33-03	47.00	Conroy's Amoco	
			731-1022-541.33-03	37.00	Conroy's Amoco/Sunfield	
			731-1022-541.33-03	29.47	Hank's Farm Restr	
			Total for check: 31750	2,689.00		
CAVANAUGH CARRIAGES	31751	12/1/2011		100-0702-552.20-05	375.00	Holiday Hayride
				Total for check: 31751	375.00	
CDW GOVERNMENT INC	31752	12/1/2011	1938730	743-0403-513.30-15	755.21	Replace MHS FSLO System
				Total for check: 31752	755.21	
DIGICORPORATION	31753	12/1/2011	116919	100-0801-521.29-01	45.00	Police Dept Forms
				Total for check: 31753	45.00	

AP Check Register
Check Date: 12/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DOMINION VOTING SYSTEMS INC	31754	12/1/2011	DVS103316	100-0204-512.24-04	1,663.65	Leg Bracket/Prev Maintain
				Total for check: 31754	1,663.65	
EVANS TITLE COMPANIES	31755	12/1/2011	925-650164017	100-0203-512.21-08	30.00	Record Deed CSM 3276
				Total for check: 31755	30.00	
GANNETT WISCONSIN MEDIA	31756	12/1/2011	0005910743	100-0405-513.29-02	1,624.86	Legals
				601-1020-543.29-02	29.65	Legals
				100-0405-513.29-02	29.65	Legals
				Total for check: 31756	1,684.16	
L F GEORGE INC	31757	12/1/2011	IC31830	731-1022-541.38-03	83.79	Hose
				Total for check: 31757	83.79	
GLAXOSMITHKLINE PHARMACEUTICALS	31758	12/1/2011	30335747	100-0903-531.30-18	230.70	Medical Equipment
				Total for check: 31758	230.70	
GUNTA & REAK SC	31759	12/1/2011	6484/GUETHS	733-0206-512.21-01	7,026.00	Gueths/PR043667
				Total for check: 31759	7,026.00	
HENDRICKS, TRISHA	31760	12/1/2011	HENDRICKS	100-0000-441.25-00	24.00	Class Refund
				Total for check: 31760	24.00	
INFRATECH	31761	12/1/2011		601-0000-196.00-00	13,203.75	PR1451101C-01/Phase 4 Wastewater Collect System
				601-0000-201.04-00	(660.19)	PR1451101C-01/Phase 4 Wastewater Collect System
				Total for check: 31761	12,543.56	

AP Check Register
Check Date: 12/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INTERSTATE BATTERY OF GREEN BAY	31762	12/1/2011	90072117	731-1022-541.38-03	263.85	Three 31-LHD
			Total for check: 31762		<u>263.85</u>	
JX ENTERPRISES INC	31763	12/1/2011	G-213110024	731-1022-541.38-03	33.61	Seat-Wheel/Gasket-Axel
			Total for check: 31763		<u>33.61</u>	
KANN MANUFACTURING CORP	31764	12/1/2011	111646	731-1022-541.38-03	362.95	Fuse/Pres Build Crtg
			Total for check: 31764		<u>362.95</u>	
LEAH LUTZ	31765	12/1/2011		100-0702-552.30-18	129.99	CD Player Reimbursement
			Total for check: 31765		<u>129.99</u>	
MANAGED VIDEO SUPPORT LLC	31766	12/1/2011	35250R	100-0801-521.29-07	2,100.00	Annual Maintain Agreement
			Total for check: 31766		<u>2,100.00</u>	
MARSHALL & ILSLEY TRUST COMPANY NA	31767	12/1/2011	4020269	100-0202-512.21-06	260.00	Monthly Fees
			Total for check: 31767		<u>260.00</u>	
MATTHEWS TIRE & SERVICE CENTER	31768	12/1/2011	216954	731-1022-541.38-02	24.54	Flat Repair
		12/1/2011	40913	731-1022-541.38-02	84.99	Link Trac Chain
			Total for check: 31768		<u>109.53</u>	
MENASHA EMPLOYEES CREDIT UNION	31769	12/1/2011	20111201	100-0000-202.05-00	13,226.00	PAYROLL SUMMARY
			Total for check: 31769		<u>13,226.00</u>	
MENASHA EMPLOYEES CREDIT UNION	31770	12/1/2011	20111201	100-0000-202.10-00	131.44	PAYROLL SUMMARY
			Total for check: 31770		<u>131.44</u>	
MENASHA HEALTH DEPARTMENT	31771	12/1/2011		100-0903-531.30-18	17.05	October, 2011 Expenses

AP Check Register
Check Date: 12/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description		
MENASHA HEALTH DEPARTMENT...	31771...	12/1/2011...	...	100-0909-531.30-18	3.32	October, 2011 Expenses		
			...	100-0903-531.33-01	44.97	October, 2011 Expenses		
			Total for check: 31771				55.34	
			Total for check: 31772				464.40	
TOWN OF MENASHA POLICE DEPARTMENT	31772	12/1/2011		100-0000-201.03-00	464.40	Bond/MEPD #11-3755		
MENASHA ROTARY	31773	12/1/2011	230	100-0891-521.32-01	141.00	Foundation Fee/Dues/Lunch		
			Total for check: 31773				141.00	
MENASHA UTILITIES	31775	12/1/2011		100-1008-541.22-03	310.83	Electric		
				100-0000-123.00-00	18.50	Electric		
				100-1012-541.22-03	93.84	Electric		
				100-0305-562.22-03	21.12	Electric		
				100-0305-562.22-06	15.00	Storm		
				100-0304-562.22-03	32.34	Electricity		
				100-1013-541.22-03	54.93	Electricity		
				100-1013-541.22-06	187.49	Storm		
				207-0707-552.22-03	295.52	Electricity		
				207-0707-552.22-05	62.62	Water/Sewer		
				207-0707-552.22-06	31.87	Storm		
				100-0703-553.22-03	569.53	Electricity		
				100-0703-553.22-05	743.41	Water/Sewer		
				100-0703-553.22-06	200.61	Storm		
				100-1001-514.22-03	1,332.46	Electricity		
				100-1001-514.22-05	436.95	Water/Sewer		
	743-0403-513.21-04	3,061.36	Outside Services					
	100-1014-543.22-06	12.50	Storm					
	100-1019-552.22-03	88.69	Electricity					
	100-1019-552.22-05	86.59	Water/Sewer					

AP Check Register
Check Date: 12/1/2011

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA UTILITIES...	31775...	12/1/2011...	...	601-1020-543.22-03	24.11	Electricity
			Total for check: 31775		7,680.27	
MILLER, JACQUELYNN	31776	12/1/2011	MILLER	100-0000-441.13-00	3.00	750 Appleton St Cart Return
			Total for check: 31776		3.00	
MIRON CONSTRUCTION CO INC	31777	12/1/2011		472-0501-522.82-01	8,000.00	
			Total for check: 31777		8,000.00	
MODERN BUSINESS MACHINES	31778	12/1/2011	16130809	731-1022-541.24-04	84.50	HP LJ CP
			Total for check: 31778		84.50	
MONOPRICE INC	31779	12/1/2011	5290491	743-0403-513.21-04	15.80	Ethernet Network Cable
			Total for check: 31779		15.80	
MORTON SAFETY	31780	12/1/2011	629254	731-1022-541.30-18	24.25	Rain Suit/Ear Plug
			Total for check: 31780		24.25	
NEENAH-MENASHA MUNICIPAL COURT	31781	12/1/2011		100-0000-201.03-00	454.00	Bond/MEPD #11-3387
			Total for check: 31781		454.00	
NEENAH/MENASHA YMCA	31782	12/1/2011	GRUNSKI	100-0000-441.25-00	1,317.00	Grunski Agreement
			Total for check: 31782		1,317.00	
PACKER CITY INTERNATIONAL	31783	12/1/2011	3-213070045	731-1022-541.38-03	99.63	Economy
			Total for check: 31783		99.63	

AP Check Register

Check Date: 12/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
RAY S TRANSMISSIONS	31784	12/1/2011	16111	100-0801-521.29-05	752.75	Squad 25
				Total for check: 31784	752.75	
ROAD EQUIPMENT	31785	12/1/2011	731-1022-541.38-03	73.30	Brine Tank	
			731-1022-541.38-03	151.34	Brake Shoe/Inherent Core	
			Total for check: 31785	224.64		
ROLAND MACHINERY EXCHANGE	31786	12/1/2011	731-1022-541.38-03	120.04	Compression Spr	
			Total for check: 31786	120.04		
SCHROTH WHOLESALE SUPPLY CO	31787	12/1/2011	100-1008-541.30-18	225.00	Transparent Bulbs	
			Total for check: 31787	225.00		
SCHULER & ASSOCIATES INC	31788	12/1/2011	625-0304-562.21-02	800.00	The Ponds at Menasha Review Storm Water Mgmt	
			Total for check: 31788	800.00		
STAPLES ADVANTAGE	31789	12/1/2011	100-0401-513.30-10	17.56	Office Supplies	
			100-1001-514.30-10	560.00	Copy Paper	
			100-0401-513.30-10	26.83	Office Supplies	
			Total for check: 31789	604.39		
STREICHER'S INC	31790	12/1/2011	100-0804-521.30-18	185.99	Jacket/Auxiliary	
			Total for check: 31790	185.99		
THEDACARE	31791	12/1/2011	100-0801-521.21-05	168.00	Oct, 2011 Medical Service	
			Total for check: 31791	168.00		

AP Check Register

Check Date: 12/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TREEO'S TREE SERVICE INC	31792	12/1/2011	2643	100-0706-561.20-06	3,279.00	Grind Stumps/Tree Removal
			Total for check: 31792		3,279.00	
UNIFIRST CORPORATION	31793	12/1/2011	097 0099335	731-1022-541.20-01	108.29	Mat/Towel/Mop/Clothing
				100-0904-531.30-18	5.15	Lab Coat
			Total for check: 31793		113.44	
UNITED PAPER CORPORATION	31794	12/1/2011	44783	100-1016-543.30-18	138.04	Door Knob Bag
				266-1027-543.30-18	138.04	Door Knob Bag
			Total for check: 31794		276.08	
UNITED WAY FOX CITIES	31795	12/1/2011	20111201	100-0000-202.09-00	108.16	PAYROLL SUMMARY
			Total for check: 31795		108.16	
UW-FOX VALLEY	31796	12/1/2011	12-22032	100-0405-513.21-08	1,310.00	Videotaping Council Migs
			Total for check: 31796		1,310.00	
VAN STRATEN CONSTRUCTION CO INC	31797	12/1/2011	FINAL	601-0000-196.00-00	7,832.70	PR-1451101B-04/Phase 4 Wastewater Collect System
			Total for check: 31797		7,832.70	
WINNEBAGO COUNTY CLERK OF COURTS	31798	12/1/2011		100-0000-201.03-00	150.00	Bond/MEPD #11-3775
			Total for check: 31798		150.00	
WINNEBAGO COUNTY REGISTER OF DEEDS	31799	12/1/2011		263-0306-562.70-01	30.00	325 Grandview Avenue
			Total for check: 31799		30.00	
WINNEBAGO COUNTY TREASURER	31800	12/1/2011		100-0000-201.03-00	169.25	2011 Dog License Settle
			Total for check: 31800		169.25	

AP Check Register
Check Date: 12/1/2011

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISCONSIN COUNCIL 40 PER CAPITA TAX	31801	12/1/2011	20111201	100-0000-202.06-00	220.00	PAYROLL SUMMARY
			Total for check: 31801		220.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	31802	12/1/2011	20111201	100-0000-202.07-00	271.05	PAYROLL SUMMARY
			Total for check: 31802		271.05	
WISCONSIN EMPLOYMENT RELATIONS	31803	12/1/2011	16105 RP	100-0202-512.21-01	400.00	Grievance AFSCME 1035
			Total for check: 31803		400.00	
WISCONSIN SUPPORT COLLECTIONS	31804	12/1/2011	20111201	100-0000-202.03-00	1,308.93	PAYROLL SUMMARY
			Total for check: 31804		1,308.93	
					94,479.14	

Brian C. Williams, Attorney
bwilliams@dvlawoffice.com

Carol Rigney, Legal Assistant
crigney@dvlawoffice.com

December 1, 2011

Ms. Debbie Galeazzi, WCMC
City Clerk
City of Menasha
140 Main Street
Menasha, WI 54952

Re: Board of Zoning Appeals

Dear Ms. Galeazzi:

This letter will serve as notice of my resignation from the City of Menasha Board of Zoning Appeals. It has been a pleasure to serve on the Board and a pleasure to serve the City of Menasha.

If you have any questions in regard to the above, please feel free to give me a call.

Sincerely,

Brian C. Williams
Attorney at Law

BCW/cdr

To: Greg M. Keil
Subject: RE: Board of Appeals Appointment

From: Dave Rodriguez [mailto:drodriguez@wppienergy.org]
Sent: Thursday, November 17, 2011 10:07 AM
To: Greg M. Keil
Subject: RE: Board of Appeals Appointment

Greg,

After review of the documentation you have forwarded regarding the duties of the City of Menasha Board of Appeals, I would have an interest in serving on the board. As a lifelong resident of the City of Menasha and as a 31 year employee of the city I feel I would be able to perform the necessary duties of the board, equitably when called upon to do so.

Regards,

Dave
David J. Rodriguez
2125 Sweetbriar LN.
Menasha WI 54952-9492
Phone: (920)730-0023