

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 May 2, 2011**

**5:00 P.M.**

**COMMON COUNCIL WORKSHOP  
New Council Orientation**

**6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
  - 1. [Police Chief Stanke – Presentation of the NAMI CIT Officer of the year award to Chris Groeschel](#)
  - 2. [Friends of the Fox & Fox Cities Greenways Inc. – Donation of two kayak/canoe access docks](#)
  - 3. [Tracy Salisbury WDNR Northeast Region Urban Forestry Coordinator – Presentation of 28<sup>th</sup> consecutive Tree City, USA award](#)
  - 4. Clerk Galeazzi - the following minutes and communications have been received and placed on file:  
Minutes to receive:
    - a. [Administration Committee, 4/19/11](#)
    - b. [Board of Public Works, 4/19/11](#)
    - c. [Board of Health, 3/9/11](#)
    - d. [Committee on Aging, 3/10/11](#)
    - e. [Library Board, 4/21/11](#)
    - f. [Library Director Search Committee, 4/13/11](#)
    - g. [NM Fire Rescue Joint Finance & Personnel Committee, 4/26/11](#)
    - h. [NM Fire Rescue Joint Fire Commission, 4/27/11](#)
    - i. [NM Sewerage Commission, 3/22/11](#)
    - j. [Parks & Recreation Board, 4/11/11](#)
    - k. [Personnel Committee, 4/19/11](#)
    - l. [Plan Commission](#)
    - m. [Safety Committee, 2/4/11; City Hall](#)
    - n. [Safety Committee, 3/22/11; Public Works/Parks Department](#)Communications:
    - o. [Calumet County Treasurer, 4/12/11; Notice of foreclosure](#)
    - p. [Mayor Merkes, 4/28/11; 2010 Utility Commission Appointment](#)
    - q. [PWD Radtke, 4/27/11; WDNR Annual Report under MS4](#)
- 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.)

G. CONSENT AGENDA, continued

Minutes to approve:

1. [Common Council, 4/19/11](#)
2. [New Common Council, 4/19/11](#)

Administration Committee, 4/19/11; recommends approval of:

3. Approval of proposed fees for the licensing period July 1, 2011-June 30, 2012:
  - a) [DHS Agent of the State](#); b) [DATCP Agent of the State](#); c) [Tattoo Parlor/Body Piercing Establishments](#).

Board of Public Works, 4/19/11; recommends approval of:

4. [Street Use Application – Memorial Day Parade; Monday, May 30, 2011; 8:00 AM – 10:30 AM \(Neenah American Legion Post 33\)](#)

NM Fire Rescue Joint Finance & Personnel Committee, 4/26/11; recommends approval of:

5. [The Automatic Aid Agreement as amended](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 4/21/11 to 4/28/11 in the amount of \\$857,855.72](#)
2. ["Class A" Liquor License Application, Quik Mart Menasha LLC, Satnam Gill, 1515 Appleton Road, for the 2010-2011 licensing year](#)
3. [Greenwood Fuels Letter of Intent](#)

J. ORDINANCES AND RESOLUTIONS

1. [R-18-11 – Resolution Terminating TIF District No. 2 and Authorizing City Treasurer to Distribute Excess Increment to Overlying Taxing Districts](#)
2. [R -19-11 - Resolution Approving Application to Board of Commissioners of Public Lands to Borrow \\$350,000 from the State Trust Funds, Authorizing the Borrowing and the Issuance of Certificates of Indebtedness and Levying a Tax in Connection Therewith. \(Ribblesdale and Woodland Hills Street Construction Project\)](#)
3. [R-20-11 - Resolution Approving Application to Board of Commissioners of Public Lands to Borrow \\$1,000,000.00 from the State Trust Funds, Authorizing the Borrowing and the Issuance of Certificates of Indebtedness and Levying a Tax in Connection Therewith. \(Refinance Loan – First National Bank-Fox Valley-Sonoco Settlement\)](#)

K. APPOINTMENTS

1. Mayor's reappointment of at large member to the Heckrodt Wetland Reserve Board
  - a. Sheila Brucks, 238 Butte des Mortes Dr., for the term of April 19, 2011 – April 19, 2012
2. Mayor's appointment to the Police Commission
  - a. Jason Dionne, 394 Walnut St., for the term of May 1, 2011 – May 1, 2016
3. [Accept resignation of Steve Krueger from Parks & Recreation Board](#)
4. Mayor's appointment to the Parks & Recreation Board
  - a. [Luke Schiller, 389 Nassau St., for the term of May 1, 2011 – October 1, 2013](#)

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

**MEETING NOTICE**

**Monday May 16, 2011 - Council Chambers  
Common Council – 6:00 p.m.  
Administration Committee – 6:30 p.m.  
Board of Public Works – 7:00 p.m.**



To: Mayor Merkes and Members of the Common Council

From: Lt. Tim Styka

Date: April 27, 2011

RE: The 2011 NAMI CIT Officer of the Year, Officer Chris Groeschel

On behalf of the Police Department, I am delighted to inform you that Officer Chris Groeschel has been named the 2011 CIT Officer of the Year from the National Alliance on Mental Illness, Fox Valley. Chris received this award at their annual conference held on April 12, 2011 in Appleton.

A Crisis Intervention Officer (CIT) undergoes specific training to understand the nature of mental illness and how it affects individuals, families and the community. Combining this knowledge with traditional law enforcement procedures and techniques a CIT officer can help to deescalate a person in a mental health crisis. The officers also support existing social programs and provide assistance to those living with mental illnesses and their families. CIT officers can also take a proactive part in helping those prior to a situation escalating into a crisis. Historically, when a person was having a mental health crisis their actions often times led to law enforcement involvement, which resulted in negative consequences. A CIT program expands a police officer's knowledge base and sets up a system which can create long term positive outcomes, which is a benefit to all stakeholders.

The CIT training coordinated through NAMI Fox Valley has trained over 300 officers; 9 of which work for Menasha. Chris Groeschel is one of those officers. Since Chris has gone through this training he has truly embraced the concept and ideas the program offers. Chris really became involved with the CIT program after helping out a young woman who had a history of suicide attempts. Chris intervened and worked with her during a number of crisis situations. I believe this person would not be alive today if it was not for additional actions and assistance Chris provided. Chris has also reached out to others members in the community who live with mental illness. Most recently he worked with a person that has chronic alcohol issues, who has since taken his first steps to sobriety in years. He also works as a liaison between the department and Social Services to coordinate assistance between the two agencies. He even worked to create a communication log for the CIT officers in the department.

In recognition of his devotion to the program, NAMI Fox Valley did present Chris with this prestigious award. I am very proud of Chris's accomplishment and wanted to take this opportunity to share his achievement with you.



**M E M O R A N D U M**

To: Mayor and Common Council

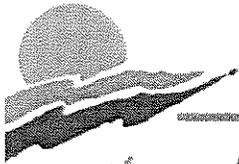
From: PRD Tungate

Date: April 28, 2011

RE: Donation of Kayak/Canoe Access Docks

Friends of the Fox and Fox Cities Greenways, Inc. are two local organizations that support the development of Fox-Wisconsin Heritage Parkway Water Trail. The lower Fox River and specifically the City of Menasha has been selected as an important access site for kayaks and canoes. Downtown Menasha will also benefit by becoming a convenient, inviting destination for paddlers.

Friends of the Fox and Fox Cities Greenways, Inc. have collaborated to donate \$4,400 for two floating access docks to the city. One will be placed on the far west end of Jefferson Park, the other just outside the east end of Marina, along the Riverwalk. The docks are extremely stable and durable. Our department plans to install them around mid-May and remove them in the fall. These donations were discussed and accepted by the Parks and Recreation Board.



*Menasha*

**FOR IMMEDIATE RELEASE**

Contact: Brian Tungate, Director of Parks and Recreation, City of Menasha  
140 Main Street  
Menasha, WI 54952  
Phone: 920-967-3641  
<http://www.cityofmenasha-wi.gov>  
[btungate@ci.menasha.wi.us](mailto:btungate@ci.menasha.wi.us)

**MENASHA NAMED A TREE CITY USA COMMUNITY BY THE NATIONAL ARBOR DAY FOUNDATION FOR THE 28<sup>TH</sup> YEAR**

MENASHA, WI – April 29, 2011. The City of Menasha was recognized by the nonprofit Arbor Day Foundation as a Tree City USA community for its commitment to urban forestry. Menasha's urban forest provides many benefits to its citizens including: filtering the air, providing wildlife habitat, reducing heat islands, reducing energy use, adding beauty to our neighborhoods, and increasing property values.

This is the twenty-eighth year Menasha has earned the national designation and its third Growth Award.

"We commend Menasha's elected officials, volunteers and its citizens for providing vital care for its urban forest," said John Rosenow, chief executive and founder of the Arbor Day Foundation. "Trees provide numerous environmental, economical and health benefits to millions of people each day, and we applaud communities that make planting and caring for trees a top priority"

Communities that earn Tree City USA recognition not only have taken the time to meet the four standards, they know that trees:

- Promote Healthier communities by filtering the air we breathe by removing dust and other particles.
- Moderate climate, conserve water and provide vital habitat for wildlife.
- Reduce the heat island effect in urban areas caused by pavement and buildings.
- Increase property values and reduce energy use and add beauty to our homes and neighborhoods.

This year's Menasha Arbor Day observation will be held on April 29, 8:30 AM, at Clovis Grove School. Following the ceremony, trees will be planted around the Clovis Grove School neighborhood. The observation will celebrate not only trees but the generosity of SCA Tissue and their employees who will volunteer their time to plant trees in the neighborhood near Clovis Grove School. This is the second consecutive year that SCA Tissue will take part in Menasha's Arbor Day Celebration. Students from Clovis Grove School will participate in the planting and ceremony.

Longtime advocate of the city's forestry program Mayor Merkes thanked SCA, its volunteers, and the dedicated forestry staff at the city for their efforts in the improved quality and healthier more sustainable world this year's plantings will provide for all of us and future generations.

More information about Tree City USA can be found at: [www.arborday.org/TreeCityUSA](http://www.arborday.org/TreeCityUSA)

# PROCLAMATION

## ARBOR DAY -- APRIL 29, 2011

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and,

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and,

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and,

WHEREAS, Menasha's urban forests filter the air, provide wildlife habitat, reduce heat islands, reduce energy use, add beauty to our neighborhoods and increase property values; and,

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and,

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and,

WHEREAS, the City of Menasha anticipates being recognized for the 28<sup>th</sup> consecutive year as a Tree City U.S.A. by The National Arbor Day Foundation and desires to continue its tree-planting ways.

NOW, THEREFORE, I, Donald Merkes, Mayor of the City of Menasha, do hereby proclaim April 29, 2011 **ARBOR DAY** in the City of Menasha, and I urge all citizens to support the protection of our trees and woodlands and to support our City's urban forestry program,

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.



Dated this 5th day of January, 2011

Donald Merkes, Mayor

A handwritten signature in black ink, appearing to read "Donald Merkes", written over a horizontal line.

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
April 19, 2011  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 7:13 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

C. MINUTES TO APPROVE

1. Administration Committee, 4/4/11

Moved by Ald. Klein, seconded by Ald. Englebert to approve minutes.  
Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

Clerk Galeazzi opened the floor for nominations for Chairman.

Moved by Ald. Taylor, seconded by Ald. Englebert to nominate Ald. Benner for Chairman.  
Moved by Ald. Zelinski, seconded by Ald. Krueger to nominate Ald. Klein for Chairman.

Having no other nominations, Clerk Galeazzi called the nominations to a close.

Voting for Ald. Klein - Klein, Sevenich, Langdon, Krueger, Zelinski

Voting for Ald. Benner - Taylor, Englebert, Benner

Ald. Klein was elected Chairman on a roll call of 5-3.

Chairman Klein took over the meeting.

2. Election of Vice-Chairman

Chairman Klein opened the floor for nominations for Vice-Chairman.

Moved by Ald. Sevenich, seconded by Ald. Langdon to nominate Ald. Benner for Vice-Chairman.

Moved by Ald. Sevenich, seconded by Ald. Englebert having no other nominations to close  
nominations and cast an unanimous ballot for Ald. Benner for Vice-Chairman.

Motion carried on voice vote.

3. Approval of proposed fees for the licensing period July 1, 2011-June 30, 2012:

a) DHS Agent of the State; b) DATCP Agent of the State; c) Tattoo Parlor/Body  
Piercing Establishments. (Recommendation of Board of Health)

PHD Nett explained how the fees evolved. Fees are set to cover 100% of actual cost for staff to  
inspect businesses. Inspections are mandated by the State.

Moved by Ald. Englebert, seconded by Ald. Langdon to recommend approval to Common  
Council.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Taylor to adjourn at 7:27 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  
April 19, 2011  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by DPW Radtke at 7:27 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. April 4, 2011

Moved by Ald. Sevenich, seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

DPW Radtke opened the floor for nominations for Chairman

Moved by Ald. Sevenich, seconded by Ald. Klein to nominate Ald. Taylor as Chairman.

Having no other nominations, DPW Radtke called the nominations to a closed and directed the clerk to cast a unanimous ballot for Ald. Taylor as Chairman.

Chairman Taylor took over the meeting.

2. Election of Vice-Chairman

Chairman Taylor opened the floor for nominations for Vice-Chairman

Moved by Ald. Klein, seconded by Ald. Zelinski to nominate Ald. Krueger as Vice-Chairman.

Having no other nominations, Chairman Taylor called the nominations to a closed and directed the clerk to cast a unanimous ballot for Ald. Krueger as Vice-Chairman.

3. Street Use Application – Memorial Day Parade: Monday, May 30, 2011; 8:00 AM – 10:30 AM (Neenah American Legion Post 33)

Chairman Taylor stated all appropriate departments have approved the Street Use Application.

Moved by Ald. Benner, seconded by Ald. Klein to recommend approval to Common Council.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Benner, seconded by Ald. Sevenich to adjourn at 7:31 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  
3-9-11**

- A. Meeting called to order at 8:11AM by Chairman C. Rusin.
- B. Present: Candyce Rusin, Lori Asmus, Dorothy Jankowski, Susan Nett  
Excused: Dr. Teresa Rudolph
- C. MINUTES TO APPROVE
1. Motion to approve minutes from February 9, 2011 made by L. Asmus and seconded by D. Jankowski. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. February 2011 Communicable Disease Report distributed and reviewed. Chlamydia Trachomatis remains as the most prevalent disease not only locally but statewide and nationally.
  2. Consolidation Study Update—S. Nett reviewed the most recent focus group information from Baker/Tilly. Next steering committee meeting is scheduled for March 16<sup>th</sup>. L. Asmus representing the BOH and Calumet County portion of Menasha will attend. Another steering committee meeting is planned for April 12<sup>th</sup>.
  3. Community Needs Assessment Update—St. Norbert College has finished the survey and is working on the draft results.
- E. ACTION ITEMS
1. Review and set fees for DHS Agent of the State 7-1-11 to 6-30-12 licensing year. S. Nett reviewed the current fee schedule with board members and discussed the increases in the state fees which mean higher pass through fees. L. Asmus questioned what the actual cost was for the sanitarian's time and program supplies and that the fees collected should cover those expenditures. She questioned what the expenditures were and what would be the revenue collected from the fees. S. Nett did not have that information available for the meeting. L. Asmus stated she wasn't comfortable voting on the fees presented until she knew the dollar amount of the expenditures and revenues and requested that information be available at the next meeting. Motion made by L. Asmus and seconded by D. Jankowski to hold this item to the next meeting. Motion carried.
  2. Review and set fees for Tattoo Parlors 7-1-11 to 6-30-12 licensing year. S. Nett made a motion to hold this item until the next meeting so she could bring in the requested information as above in Item E1. Motion carried.
  3. Review and set fees for DATCP Agent of the State 7-1-11 to 6-30-12 licensing year. L. Asmus questioned if the same pertained to this item as the above items. S. Nett related it did. Motion made by L. Asmus and seconded by D. Jankowski to hold this item for the next meeting. Motion carried.

"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."

F. HELD OVER BUSINESS

1. None

G. Motion to adjourn at 9:25 AM made by D. Jankowski and seconded by L. Asmus. Motion carried. Next meeting April 13, 2011.

Submitted by Susan Nett

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

**CITY OF MENASHA  
COMMITTEE ON AGING  
Minutes  
March 10, 2011**

- A. Meeting called to order at 7:45 AM by Chairman J. Klundt.
- B. Present: Jean Wollerman, Joyce Klundt, John Ruck, Mary Lueke, Sue Steffen, Peg Malueg, Lee Murphy, Susan Nett
- C. MINUTES TO APPROVE
1. Motion to approve minutes from February 10, 2011 meeting made by M. Lueke and seconded by S. Steffen. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. J. Wollerman reported on recent and upcoming activities at the senior center and YMCA. A report on number of visits and activities was given. 996 visits logged for February 2011 as compared to 972 visits in 2010. There was some discussion on the impact on attendance due to another snow day in February (second consecutive month with a snow day).
- E. Action Items
1. Code of Conduct Policy Revision---J. Wollerman distributed the code of conduct for the YMCA. J. Ruck brought a copy of the Oshkosh Senior Center's code of conduct. S. Nett volunteered to bring back to the committee at the next meeting a draft revised policy after reviewing this information.
  2. Special Events Guests Meal Policy---S. Nett explained that it has been past practice to provide a meal at no cost to the mayor, county executive, and county aging program supervisor for banquets and special events they maybe attending. It had been questioned as to whether this practice was acceptable and should be continued. S. Nett did check with the city attorney for her opinion and was told it would be acceptable for the mayor, but not for the county executive or county aging program supervisor. S. Steffen discussed this was a practice that was also followed in the past when the aldermen were invited. Members discussed economic times are different; the cost per person to attend has increased and it is becoming more difficult to stay within budget for planned events. Motion made by J. Ruck and seconded by P. Malueg to change the policy language to reflect the mayor would be the only guest with a complimentary ticket. All other invited guests would be requested to purchase a ticket if attending the event requiring a ticket. Motion carried.
  3. Naming of Rooms—J. Wollerman put together a list of submitted names for each of the three rooms at the senior center. Prizes will be given for the winning names. S. Nett suggested naming the large main room Friendship Hall; the medium size room Activity Den; and the smallest room Cozy Room. After discussion, motion made by L. Murphy and seconded by J. Klundt to name the rooms as S. Nett suggested. Motion carried.
- F. HELD OVER BUSINESS
1. Confirmation of Rental Policy—S. Nett checked with the Park and Rec Department and was told payment of the security deposit confirms the registration. Committee members discussed if this would work whether it was a single day rental or multiple day rentals to which J. Wollerman replied yes. Motion made by P. Malueg and seconded by S. Steffen to add a statement to the

"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."

rental policy that confirmation of the rental date(s) will be finalized after receipt of the required security deposit. Motion carried.

2. Volunteer Benefits Policy---J. Wollerman discussed the information learned after a recent training by CVMIC on use of volunteers and providing benefits. The senior center honors volunteers at a reception held every three years. Planning committee members who plan and work an event may receive a ticket for a future event of their choice. The city will in the future have a volunteer policy that the senior center can mirror.

#### G. ADJOURNMENT

1. Motion to adjourn at 9:25 AM made by L. Murphy and seconded by M. Lueke. Motion carried. Next meeting April 14, 2011.

Submitted by Susan Nett

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

**April 21, 2011**

**Call to order** at 4:06 p.m. by President Enos

Present: Brunette, Crawmer, Eisen, Enos, Murray, Wicihowski, Wisneski

Absent: Werley

Also present: Interim Director P. Nelson, K. Seefeldt (Administrative Assistant), C. Brandt (Head of Circulation Services), J. Bongers (Head of Adult & Technical Services)

**Authorization of Bills**

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

Eisen inquired whether funds from the city budget were used to pay for library programs. He felt those expenses could be paid from the Endowment's program account as a cost saving measure. Interim Director Nelson explained that library programming is considered to be a customary library expenditure which should be included in our annual budget. It was noted that Endowment funds are used during the year for some programming expenses. The Finance Committee may discuss this further when they review next year's budget plan.

**Consent Business**

2. Approve minutes from the Library Board meeting of March 17, 2011
3. Accept minutes from the Executive Director Search Committee meeting of April 13, 2011

**Motion**

Motion to approve minutes from the Library Board meeting of March 17 and accept the minutes from the Executive Director Search Committee meeting of April 13, 2011 by Eisen, seconded by Brunette, and carried unanimously.

**Director's Report/Information Items**

4. Statistics. Interim Director Nelson reviewed statistical information covering a three year period, including circulation, children's programming and attendance, door count, meeting and study room use, computer workstation sessions and exams proctored. Discussion ensued.
5. WI Public Library Standards. These standards, most recently published in 2010, provide a way to measure a basic level of quality for public library service. Although Wisconsin's public library standards are voluntary, every library is encouraged to provide a least a basic level of service. Both qualitative and quantitative standards were reviewed. Nelson reported that Menasha's Library received a majority of excellent ratings. Eisen noted that we do not have adequate library signage on main thoroughfares throughout the city. He recommended that this be brought to the city's attention.
6. Fond du lac Public Library. Fond du Lac Public Library stated recently that they intend to withdraw from WALs if their current \$102,886 shared automation system cost isn't reduced to \$50,000 for 2012. The Winnefox Library System Board of Trustees is reviewing the pros and cons of agreeing to the library's request. They are also considering what the impact would be on

WLS if Fond du Lac would also choose to leave the system. Eisen asked for clarification of the estimated decrease in 2012 revenue if FDLPL would leave WALS. The director will check into that and report back to the Board at their May meeting.

7. Public Library Board Member Status Report. The partial terms of Mary Crawmer and Patrick Murray are due to end on June 30, 2011. Both indicated an interest in being reappointed to our Board. Interim Director Nelson will notify the Mayor of this.
8. Additional County Appointment to Library Board. Interim Director Nelson reviewed previous Board discussions relative to this topic. He recommended that a decision on this issue be deferred until a new director has been hired.
9. 2012 Library Budget Process/2011 Budget Overview. Nelson presented a general timeline of the budget process and reviewed 2011 library revenues and expenditures. Aspects of the governor's budget repair bill for 2011 and the impact they may have were also discussed.
10. City of Menasha Police Report. In January, 2011, 74 DVDs from the Menasha and Neenah libraries were checked out by members of a single family. To date, the items have not been returned to either library. Appropriate overdue notices and 30-day cost/replacement charge notices have been sent. On March 16<sup>th</sup>, all items were referred to our collection agency. Staff have been unsuccessful in contacting the family and have sought assistance from the Menasha Police Department. Murray offered advice on additional measures that could be taken.
11. Donations. The library received \$25 from East Central WI Regional Planning Commission, \$12 from Neton Piano Recital, \$30 from Conversations in Cloth and \$20 from Bryan Oboe Recital for meeting room use. We also received \$165 in memory of Madeline Hafenbreadl and \$110 in memory of Lucille Laleike. Additional memorial donations for Mrs. Hafenbreadl are expected. We also received word that Madeline Hafenbreadl bequeathed funds for a series of public service announcements for our library. These will be done on radio station 91.1 and will promote our summer reading programs.
12. Report from the Executive Director Search Committee Report. The committee met on April 13. They narrowed the applicant pool, reviewed drafts of interview questions, established dates for scheduling interviews and discussed other aspect of the hiring process. The committee recommends allowing travel compensation up to \$500 for one applicant who will be traveling from out of state.

#### **Discussion/Action Items**

13. Request for Medical Leave of Absence. Librarian Assistant Anne Keller recently submitted a request for an unpaid medical leave of absence lasting up to 6 weeks. Because her surgery was scheduled for April 15, the Interim Director gave preliminary approval for the request.

#### **Motion**

Motion to approve an unpaid medical leave of absence for a period of up to 6 weeks as requested by Anne Keller by Murray, seconded by Eisen, and carried unanimously.

14. Library System Effectiveness. The Board discussed whether Winnefox Library System did provide effective leadership and if they adequately met the needs of our library. Supervisors Brandt and Bongers spoke of the exemplary services Winnefox employees have continued to provide to us. Discussion ensued regarding our Library Board's concerns as to whether the dual director position at WLS and OPL is in the system's best interest.

#### **Motion**

Motion to affirm Winnefox Library System did provide effective leadership and adequately met the needs of the library by Eisen, seconded by Brunette. Discussion ensued.

**Amended motion**

Motion to affirm Winnefox did provide effective leadership and adequately met the needs of the library and to include an explanation stating our Board's preference to address a change in the structure of the system's dual directorship position by Eisen, seconded by Wisneski, and carried unanimously.

**Announcements**

Eisen reported that he and library administrative assistant Kris Seefeldt attended the Creative Fundraising Workshop for trustees, Friends of the Library, and other volunteers on April 13 in Ripon. The workshop was sponsored by WLS. Eisen received a videotaping of the workshop and will share that with Board members who may be interested. Presenter Boris Frank offered ideas on how libraries may be able to raise funds to help off-set budget reductions. Eisen noted that it is the Library Board's obligation to set the bar for fundraising. He encouraged all Board members to consider making a financial contribution to our library.

Motion to adjourn the meeting at 5:40 p.m. by Wicichowski, seconded by Wisneski and carried unanimously.

**Future meeting dates**

The next regular Board meeting will be held in the Gegan Room on Thursday, May 19 at 4:00 p.m.

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

Minutes  
Library Director Search Committee Meeting  
April 13, 2011

Present: Jill Enos, Paul Nelson, Lynn Tungate, Cindy Schaefer-Kemps, Jim Englebert, Bob Stanke, Sue Werley, Cate Brandt

Call to order at 4:30 p.m.

Tungate provided an application review. Nine applications were received, two were not qualified. There are five viable candidates. The position opening was advertised for four weeks.

There was some discussion about a phone interview. It was decided that the candidate from the east coast would be interviewed first by phone. Enos will interview the candidate on the east coast. Otherwise all candidates lived a reasonable distance to travel for an interview.

Nelson suggested that we not use the History Achievement Questionnaire due to a tight timeline and a smaller than anticipated number of applicants that applied. All agreed.

Interview questions were presented from Nelson and from Englebert. Englebert had the questions from the previous interviews for library director. Tungate will combine all the interview questions by category and get them to the search committee members. The search committee members will make recommendations to finalize the questions.

Stanke presented a document called the PEP. It is similar to a screening tool used to determine how applicants respond to various questions relating to character. After some discussion, the committee members decided that we would use the tool with people we interview for the position, but we would not give that tool until after the interview is completed.

Suggestions were made as to what the interview should look like. The suggestions were as follows: time with staff; interview; tour of the library. In addition, a packet should be given to the candidate that gives the candidate information about the City of Menasha.

Copies of resumes of the top five candidates were distributed for committee review. The committee members should rank them and use the ranking sheet as a tool in deciding on the ranking. The committee is looking for relative consensus for three candidates.

Interviews will be 1.5 hours long and then the candidate will take the PEP followed by a tour of the library.

The next search committee meeting is April 20, 2011 at 3:30 at the library.

The first date for interviews is May 11, 2011. The back-up date is May 16.  
Werley motioned that we adjourn. Stanke second. 5:40 p.m.

Respectfully submitted,

Sue Werley

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday March 22, 2011

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

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

**Also Present:** Paul Much, Rob Franck (MCO); Mike Sambs (Waverly); Tom Kispert, Chad Olsen (McMAHON), Aaron Gruenewald (Synagro).

Minutes of the Special Meeting and Public Hearing of March 15, 2011 were discussed. Motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to approve the minutes of the Special Meeting and Public Hearing from March 15, 2011. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

- A. February 22, 2011 Notice of Public Hearing.  
RE: March 15 Public Hearing on Facilities Plan.
- B. February 22, 2011 letter from Thomas Kispert, McMahon to Post Crescent.  
RE: Request to publish Notice of Public Hearing.
- C. February 25, 2011 letter from Town of Neenah S.D. 2 commissioners to Mr. William Zelinski.  
RE: Settlement of Claim.
- D. March 17, 2011 letter from Robin Schmidt, DNR to Mr. William Zelinski, NMSC.  
RE: Clean Water Fund Program Project Priority Score is 98.481.

## Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of February 2011. The dollar amounts in the payable to and receivable from accounts were questioned. Accountant Voigt reported these dollar amounts are from the audit work and reflect the year end adjustment. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to accept the financial statements for the month of February and place it on file. Motion carried unanimously.

Accountant Voigt presented MCO Invoices #15320 and #15356 in the amounts of \$118,202.79 and \$689.10. After discussion, motion made by Commissioner Raymond Zielinski, seconded by

Commissioner William Helein to approve for payment MCO Invoices #15320 and #15356 and to pay the invoices after April 1, 2011. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of February. Accountant Voigt reported on the reinvestment of maturing CDARS. MCO generated \$8,100 in income to the Commission in February. After discussion of the Accountants Report; motion by Commissioner Dale Youngquist, seconded by Commissioner Tim Hamblin to accept the Accountants Report for the month of February 2011. Motion carried unanimously.

Attorney John Thiel discussed with the Commissioners the use of email as a means of communication to Commissioners. Accountant Voigt will obtain information on creating email accounts for Commissioners who express an interest.

Accountant Voigt presented for payment McMAHON invoices #44237, #44239, #44238, #44257, and #44340 in the amounts of \$399.79, \$5,115.00, \$28,285.00, \$626.50 and \$1,194.50. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to approve for payment invoices #44237, #44239, #44238, #44257 and #44340. Motion carried unanimously.

### Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of February 2011. Operationally we are running well. With the recent snow melt, the flows have increased. Manager Much further reported on the sodium hypochlorite generation systems that were viewed in New Mexico and Utah. One manufacturer will be providing a pilot unit for us to test a mixed oxidant product. Commissioner Gordon Falck questioned how soon we could get a replacement unit if our current unit fails. Tom Kispert reported it would take 8 – 12 weeks to receive a replacement unit; however the Commission is able to bring in bulk liquid if the current unit fails. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner William Helein to accept the operating report for the month of February 2011. Motion carried unanimously.

Tom Kispert reported to the Commission the status on Facility Upgrade activities. Tom Kispert distributed a draft press release received from the DNR regarding the NMSC request for approval of a plan for wastewater treatment plant improvements.

Facility Plan. Tom reported we are still meeting with equipment manufacturers. Drafting of current on-site is proceeding. The Commission discussed in further detail the oxidation system pilot unit that will be delivered for testing.

Controls/SCADA. Chad Olsen discussed the memo from Scott Mahnke to the Commission. Allen Bradley/Werner Electric made changes in equipment and pricing from their original proposal and they are now more competitive in their pricing with Automation Direct.

Commissioner Dale Youngquist questioned if the components quoted by each company are comparable items or is the Allen Bradley equipment a higher quality with them now quoting a poorer quality item to match the competitor pricing. This will need to be looked into further.

GIS. Tom Kispert reported the work-order forms are being worked on and finalized. The system may be partially operational by the end of the year.

### **Old Business**

Interceptor ownership. Manager Much reported that he has no new information to report at this time.

Biosolids Management. Chad Olsen reported there are items to be discussed in closed session.

### **New Business**

Commissioner Dale Youngquist requested a cash flow projection to be put together to show our cash needs. Accountant Voigt reported one has been started and the next item for completing this is to obtain additional information from the engineers. The cash flow projection will be ready for the next meeting.

Motion made by Commissioner Raymond Zielinski, 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 pursuant to Wis. Stats. § 19.85(1)(e) to discuss contracts affecting portions of the sewerage treatment process which involves the investment and spending of public funds and competitive and bargaining reasons require a closed session to discuss contract clauses to be submitted to vendors to best serve the public interest. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Gordon Falck, Kathy Bauer, Tim Hamblin, William Helein. Meeting convened into closed session at 8:48 am.

After discussions, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Gordon Falck to adjourn the closed session and return in regular open session. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Gordon Falck, Kathy Bauer, Tim Hamblin, William Helein. The Commission returned to Regular open session at 9:24 am.

### **Action to be taken on matters discussed on Closed Session**

Motion made by Commissioner Gordon Falck, seconded by Commissioner Dale Youngquist to authorize the Commission's Attorney and Commission's Manager to negotiate with Steinacker Farms concerning the terms and conditions of Ground Lease for the placement of a storage building on real estate and Hauling and Spreading agreements for the processing of the Commission's biosolids and the attorney and manager are authorized to seek consult with McMahon as needed for technical information. After discussion, motion carried unanimously.

### **Vouchers**

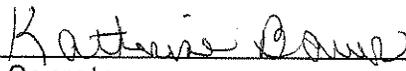
Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve operating and payroll fund vouchers #132180 through #132233 in the amount of \$357,562.67 for the month of February 2011. Motion carried unanimously.

Other Business

Aaron Gruenewald from Synagro introduced himself as the local representative from his company. Synagro is a company that works for their clients in finding land for spreading biosolids. They are also able to provide capital to build facilities for sludge handling or storage. Aaron also discussed other services and values their company can bring to their clients. The Commission thanked Mr. Gruenewald for this information and will consider it if the needs arises.

Motion made by Commissioner Tim Hamblin, seconded by Commissioner William Helein to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:34 a.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

**THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY APRIL 26<sup>th</sup>, 2011.**

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Council Chambers, City Hall – 140 Main Street**  
**April 11, 2011**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Vice-Chair R. Suttner at 6:00 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Ron Suttner, Lisa Hopwood, Steve Krueger, Nancy Barker, and Ald. Mark Langdon

MEMBERS EXCUSED: Chr. Dick Sturm and Sue Pawlowski

OTHERS PRESENT: PRD Tungate and PS Maas

**C. MINUTES TO APPROVE**

1. **Minutes of the March 14, 2011 Park Board Meeting**

Moved by N. Barker, seconded by S. Krueger to approve the March 14, 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. No one spoke.

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

1. **Park Project, Forestry and Vandalism Report – PS Maas**

PS Maas reported minor graffiti at Jefferson Park pavilion, all small trees in city have been trimmed, 10 recycling stands have been made for use at events, lots of storm damage to clean. Damage includes: fascia and roll-up garage doors at the pool, fencing at Jefferson and Pleasants Park, scoreboard and foul pole damage at Koslo and the Calder sign.

2. **Recreation Program and Department Project Report – PRD Tungate**

PRD Tungate reported regional park meeting to be held this week, Gilbert site engineering contract should be approved by the end of month; summer hiring is nearly complete, Neenah/Menasha Park Corps continues to meet and discuss its goals.

**F. DISCUSSION**

1. **Smith Park Sledding Hill**

Location for a possible small sledding hill at Smith Park was discussed. Staff will stake out a location and bring back a cost estimate. It is believed that the dirt for the hill could be donated. Some cost for shaping the hill would be incurred. Before proceeding, the Board was in favor of conducting some type of public meeting to determine the need for a hill.

2. **Special Events Policy – PRD Tungate**

PRD Tungate explained the city's new Special Event policy and how it will work in conjunction with the park department's current park reservation rules.

3. **Regional Dog Park**

PRD Tungate summarized a recent public meeting sponsored by the Winnebago County Parks committee regarding the need to create a dog park somewhere in northern Winnebago County. The meeting was held at the Town of Menasha's Municipal Building and was well attended.

Staff from the City of Neenah, Menasha and Town of Menasha will help facilitate a grassroots, citizen lead effort to try to acquire and develop a dog park. A site for such a facility remains the biggest issue.

**G. ACTION ITEMS**

1. **Approval of Moosefest – May 7-8, 2011 in Curtis Reed Square and the Marina Terrace**  
Moved by Ald. M. Langdon, seconded by N. Barker to approve Moosefest in Curtis Reed Square and Marina Terrace on May 7-8, 2011. Motion carried 4-0, S. Krueger abstained.

**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 N. Barker, seconded by Ald. M. Langdon to adjourn at 7:20 p.m. Motion carried 5-0.

CITY OF MENASHA  
PERSONNEL COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
April 19, 2011  
MINUTES

A. CALL TO ORDER

Meeting called to order by CA/HRD Captain at 7:32 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: CA/HRD Captain, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel,  
PRD Tungate, Clerk Galeazzi and the Pess.

C. MINUTES TO APPROVE

1. Personnel Committee, 3/7/11

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

Motion carried on voice vote

D. ACTION ITEMS

1. Election of Chairman

CA/HRD Captain opened the floor for nominations.

Moved by Ald. Klein, seconded by Ald. Benner to nominate Ald. Englebert as Chairman.

Having no other nomination, CA/HRD Captain closed the nomination and instructed the clerk to cast a unanimous ballot for Ald. Englebert as Chairman of Personnel Committee.

Chairman Englebert took over.

2. Election of Vice-Chairman

Chairman Englebert opened the floor for nominations.

Moved by Ald. Zelinski, seconded by Ald. Taylor to nominate Ald. Krueger as Vice-Chairman.

Having no other nomination, Chairman Englebert closed the nomination and instructed the clerk to cast a unanimous ballot for Ald. Krueger as Vice-Chairman of Personnel Committee

E. ADJOURNMENT

Moved by Ald. Benner, seconded by Ald. Klein to adjourn at 7:36 p.m.

Motion carried on voice vote.

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

Neenah-Menasha Fire Rescue  
Joint Finance & Personnel Committee Meeting  
April 26, 2011 – 5:30 p.m.  
City of Menasha – 3<sup>rd</sup> Floor Council Chambers

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

Also Present: Chief Auxier, Director Easker and Officer Manager Theisen.

Chief Auxier called the meeting to order at 5:30 p.m.

Election of Chair: Chief Auxier asked for nominations for Chair.

Moved by Ald. Klein and seconded by Ald. Ahles to nominate Ald. Steve Krueger for Chairman.

Moved by Ald. Krueger and seconded by Ald. Ramos to nominate Ald. Sevenich for Chairman.

Having no other nominations, Chief Auxier called the nominations to close.

Voting for Ald. Krueger – Klein.

Voting for Ald. Sevenich – Ramos, Ahles, Sevenich and Krueger.

Ald. Sevenich was elected Chairman on a roll call vote of 4 to 1.

Election of Vice Chair: Ald. Sevenich asked for nominations of Vice-Chair.

Moved by Ald. Ahles and seconded by Ald. Klein to nominate Ald. Ramos as Vice-Chair.

Having no other nominations, Ald. Sevenich called the nominations to close.

Hearing no other nominations a unanimous ballot was cast for Ald. Ramos as Vice-Chair.

March 22, 2011 Meeting Minutes: **MSC Ahles/Klein to approve the March 22, 2011 meeting minutes, all voting aye.**

March 2011 Budget Report: The Committee reviewed the March 2011 budget report. Ald. Ahles asked about the maintenance account and Chief Auxier said we some vehicles that needed minor repairs. Ald. Sevenich asked about the radio equipment budget and how the possible new radio system will be budgeted. Chief Auxier said at this time it is not a budgeted item and we are waiting for the County to decide how they will proceed with a decision. Discussion was held on the changes that will occur in the future with the radio system changes mandated by the FCC.

5:45 p.m. Ald. Stevenson joined the meeting.

Chief Auxier discussed the overtime budget and how this is being used due to an employee on a long-term worker's compensation injury. Discussion was held on how we are trying to maximize this line item in the budget. **MSC Ahles/Ramos to accept the March 2011 budget report and place on file, all voting aye.**

March 2011 Activity Report: The Committee reviewed the March 2011 Activity Report. **MSC Ahles/Stevenson to accept the March 2011 activity report and place on file, all voting aye.**

Automatic Aid Agreement: The Committee reviewed the proposed Automatic Aid Agreement and Memorandum of Understanding. Chief Auxier did note that both City Attorneys did review and accept this agreement. He also noted that the City of Appleton Common Council did accept this agreement. The map of designated areas for automatic aid were reviewed. Chief Auxier did note that run volumes for both proposed areas were compared and the run numbers are the same for both areas. Discussion was held on how dispatching of calls in specific areas will be held. It was noted that both Counties have the capabilities to dispatch calls to both Departments. Ald. Ahles said he supported the automatic aid agreement and stated the goal is to provide the citizens with the best service possible and feels this agreement does do that. Ald. Klein asked if there were negatives to this agreement and if the reciprocation from Appleton Fire Department is the same and fair. Chief Auxier said he does feel that things equal out between both Departments. Ald. Ramos asked about the response time goals. Chief Auxier stated with the location of the old station we had major deficiencies with meeting response times and with the relocation of the new station and the automatic agreement it will improve the response times. Ald. Krueger asked how situations would be handled if we are tied up on calls and then a structure fire call is received in Appleton's area. Chief Auxier said in the agreement it would cover the issue where if we don't have resources we do not send them and then the Department who needs additional help can rely on mutual aid resources. Ald. Sevenich asked what the time frame for the Automatic Aide Agreement. Ald. Sevenich felt the Mayors and the City Attorney should decide if they want to put a time frame on the contract. Chief Auxier said there is no language for a time period but there is language that states the contract could be revoked with a 90-day notice by either party. Ald. Stevenson expressed concern regarding the language of the Chief's authority in the agreement as he feels this would provide exposure. He asked if both Chiefs make changes within the Memorandum of Understanding that they would be communicated to the Mayors and City Attorneys. **MSC Stevenson/Krueger amend the agreement to reflect any changes in the Memorandum of Understanding mutually agreed upon by both Chiefs are put in writing and copies of these changes would be sent to the Mayors and City Attorneys for their review, all voting aye.**

**MSC Ahles/Ramos recommend the City of Neenah and City of Menasha Common Council approve the Automatic Agreement, as amended, all voting aye.**

Merit Increase For Assistant Chief Prevention/Fire Marshal: The Committee reviewed the memorandum from Chief Auxier regarding the merit increase for the position of Assistant Chief Prevention/Fire Marshal. Discussion was held on his current salary and how it compares to other positions he supervises within the Department and also other Departments in the area. Ald. Klein asked when he would be eligible for wage increases. Discussion was held on the Neenah salary plan, the current raises that are given to employees and the history on how the raises were given in the past but has not been given to employees due to the current budget situation. Ald. Sevenich asked why the current salary was offered. Chief Auxier noted that it was the salary of that position and he has proved himself above and beyond with his knowledge. Ald. Krueger asked if he knew the salary before going into the position and how we justify the increase. Ald. Klein asked when comparing these positions with others, these people have been in their positions longer and that he knew what the salary was before accepting the position. Ald. Sevenich asked if it was fair to have Menasha alderman providing input on City of Neenah employee. Ald. Stevenson stated in the merger agreement it is noted that this Committee is in charge of making these recommendations to both City Councils. He also noted that within the City of Neenah there are many other employees who are in the same position as Assistant Chief Green. Ald. Ahles said there is concern with acting on one person and it is not fair to employees who are in the same position. He said he would prefer to look at both Assistant Chief positions and compared those to the Shift Commanders and review the entire situation versus just one position. Ald. Krueger felt the Departments that we are comparing wages to be different because they provide different services. Chief Auxier said the positions within the Departments are structure the same way regardless of the different services each Department provides.

Chief Auxier also noted that the two previous people who were in this position before Assistant Chief Green were retired and came back and performed in this position and didn't push for higher wages in this position, which set the precedence for anyone who was hired after the two previous people. Ald. Ramos said there is some compression issue, however, due to the current budget situation he is concerned about acting on this. No action on Chief Auxier's recommendation was taken at this time.

**MSC Stevenson/Klein to adjourn at 7:05 p.m., all voting aye.**

Respectfully Submitted,

Al Auxier  
Chief

AA/tt

Neenah-Menasha Fire Rescue  
Joint Fire Commission Meeting  
April 27, 2011 – 12:00 p.m.  
City of Menasha – Council Chambers

Present: Commissioners Mattes, Lewis, Dionne, Keating and Liebhauser.

Excused: Nevitt.

Also Present: Chief Auxier and Office Manager Theisen.

Commissioner Dionne called to order at 12:00 p.m.

Election of Chair: **MSC Mattes/Liebhauser to nominate Mark Keating as the Chair of NMFR Joint Fire Commission, all voting aye.**

Election of Vice Chair: **MSC Mattes/Dionne to nominate Jim Liebhauser as the Vice-Chair of NMFR Joint Fire Commission, all voting aye.**

Approval of Minutes: The Commission reviewed the meeting minutes from January 26, 2011. **MSC Mattes/Liebhauser to approve the meeting minutes of January 26, 2011, all voting aye.**

March Activity Report: The Commission reviewed the March Activity Report. This is informational only and no action is required.

March Budget Report: The Commission reviewed the March Budget Report. This is informational only and no action is required.

Station 36 Update: Chief Auxier updated everyone with the move into the new station. He also noted the open house is scheduled for June 14, 2011.

Automatic Aid Update: Chief Auxier discussed the current automatic aid agreement that is being considered by both City Common Councils. Maps were reviewed to show response areas and discussion was held on how calls will be dispatched.

NMFR Dive Team: Chief Auxier noted that we continue to move forward with our fundraising efforts for our dive team.

**MSC Mattes/Liebhauser to adjourn at 12:45 p.m., all voting aye.**

Respectfully Submitted

Al Auxier  
Chief

CITY OF MENASHA  
Plan Commission  
Council Chambers, City Hall – 140 Main Street  
April 19, 2011  
DRAFT MINUTES

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**Public Hearing – TID # 12 Project Plan and Boundary**

No one spoke.

**A. CALL TO ORDER**

The meeting was called to order at 3:30 p.m. by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

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

PLAN COMMISSION MEMBERS EXCUSED:

OTHERS PRESENT: CDD Keil, Tom Vandeyacht, Jim Slezak, Chuck Krause, Ald. Dan Zelinski, Ald. Steve Krueger, Ellen Maxymek and Tom Maxymek

**C. MINUTES TO APPROVE**

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

Motion by Ald. Benner, seconded by DPW Radtke to approve the March 8, 2011 Plan Commission meeting minutes. The motion carried.

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

1. Ellen Maxymek commented on the potential negative impacts of the proposed development of the vacant land west of the existing Lake Park Villas development.

**E. DISCUSSION**

1. **Conceptual Site Plan for Automobile Sales at 835 Oneida Street**

Chuck Krause, owner of the site, discussed the preliminary site plan and stated that it is his intention that the car sales lot be a transitional use.

Commissioners discussed:

- On-site stormwater management
- Site access and its relationship to the adjoining Kwik Trip
- Future use of the property
- Adjoining land uses and wetlands considerations

CDD Keil stated that a Special Use Permit is required for automobile sales lots. Mr. Krause will need to submit an application and provide a fully developed set of plans in support of the application for his proposal to move forward.

2. **Sign Illumination Standards**

Tom Vandeyacht, site owner of 700 Midway Road and Jim Slezak from Appleton Sign explained the aesthetic and practical issues relative to the standards in the city's sign code relative to internally lit signs. The specific concerns relate to the required opacity of light colored sign backgrounds in multi-tenant signs when only one of the sign panels is being changed-out. This gives the appearance of the sign lighting not working properly.

Plan Commissioners discussed the differing impacts of the lighting requirements for single vs. multi-tenant signs and the desirability of creating standards for each type. CDD Keil is to make a determination regarding the sign panel insert at this address and prepare ordinance language clarifying the lighting/opacity standards for multi-tenant signs.

3. **Acquisition of 121 Washington Street**

CDD Keil stated that there have been discussions with the owner regarding acquisition by the city. The primary purpose of the acquisition would be to clean-up the site as it is located in a gateway corridor. The owner lives out of state and has a difficult time ensuring that the site is properly maintained. The site has petroleum contamination and about \$10,000 of clean-up work remains. The clean-up is PECFA eligible and the owner would be responsible for 5% of the clean-up cost.

Commissioners discussed the desirability of improving the Washington Street corridor as a gateway into the community, PECFA clean-up costs and future liability, and the long range benefits of securing the property.

It was the consensus of the Plan Commission that staff should continue to pursue acquisition.

**F. ACTION ITEMS**

1. **Plan Commission Resolution 1-2011 Recommending Approval of the Project Plan and Boundary of Tax Increment District #12**

CDD Keil reviewed the background leading up to the development of the project plan. TID #12 is being proposed as a means of stimulating development in Lake Park Villas (LPV). The debt associated with the original phases of the LPV development was intended to be supported by lot sales. Since the city hasn't sold a lot in over 3 years, this debt is now being placed on the general tax levy.

Commissioner's discussed:

- The various phases of the new development
- Its relationship and impact on the existing residential area
- The character, quality and density of development
- Future street and pedestrian access
- Extending the existing trail system

Motion by DPW Radtke, seconded by Catherine Cruickshank to approve Plan Commission Resolution PC 1-2011 Recommending Approval of the Project Plan and Boundary of TID #12 to the Common Council. The motion carried.

**G. ADJOURNMENT**

Motion by Ald. Benner, seconded by DPW Radtke to adjourn at 5:10 p.m. The motion carried.

*Minutes respectfully submitted by Greg Keil, CDD.*

Plan Commission  
Resolution 1-2011

RECOMMENDING APPROVAL OF THE PROJECT PLAN AND BOUNDARY OF  
TAX INCREMENT DISTRICT #12  
CITY OF MENASHA, WISCONSIN

WHEREAS, the City of Menasha is proposing to create Tax Incremental District #12 for the purpose of stimulating mixed-use development in the Lake Park Road corridor and to provide opportunities for investment and economic development, and;

WHEREAS, it is desirable and in the best interest of the City to adopt the project plan for TID #12 to create additional redevelopment opportunities within and in proximity to TID #12, and;

WHEREAS, on April 19, 2011, the Menasha Plan Commission held a duly noticed public hearing at which interested parties were afforded a reasonable opportunity to express their views on the proposed TID #12 Project Plan and boundary,

NOW THEREFORE, BE IT RESOLVED THAT:

Section 1. Pursuant to Section 66.1105(4)(f) of the Wisconsin Statutes the Plan Commission adopts the project plan and boundary of the proposed TID #12 for the purpose of promoting mixed-use development within and outside of the district. Implementation of the plan will require expenditures relating to planning and design development, the write-down of land acquisition, improvement and amenity costs, the installation of landscape, streetscape and signage enhancements, street improvements, utility and lighting improvements, the installation of bike/pedestrian trails, the construction of stormwater management facilities, the installation of utilities and infrastructure, the provision of development assistance, site assembly marketing and administrative costs and other related expenditures as may be necessary to achieve the objectives of the project plan.

Section 2. The project plan contemplates expenditures for improvements on streets, utilities, bike/pedestrian trails, landscape, and related improvements outside of the district that are necessitated by the project plan for the district pursuant to Wis. Stat. 66.1105(2)(i) and 66.1105(2)(j).

Section 3. Such project plan expenditures are necessary to promote the development of the proposed TID #12 and adjoining lands.

Section 4. The Menasha Plan Commission finds that the project plan for TID #12 is feasible and is in conformance with the master plan for the city.

Section 5. The Menasha Plan Commission recommends Common Council approval and adoption of the Project Plan and Boundary of Tax Increment District #12.

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Don Merkes, Mayor

Attest

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk



## City Hall Safety Committee Meeting

February 4, 2011

### MINUTES

Meeting called to order at 1:25 AM.

Present: Adam Alix, Tom Stoffel, Todd Drew, Sue Nett, Pamela Captain

Excused: Kristi Heim, Kate Clausing, Tasha Saecker

A. Motion to approve the minutes from January 6, 2011 meeting made by  
A. Alix seconded S. Nett – Motion carried.

#### **B. Old Business**

1. **Library Report** – A. Alix conducted additional research into the anchors on the public book shelves and documented the capacity. E- mailed Durant (Engineer on Library Renovation) no response. Other items in process – walk through follow-up March

2. **Ergonomics Training Review** – Training was well received.

3. **Injury Report / Investigation Form** – New draft form was reviewed and thought to be appropriate to the CVMIC reporting form. City Hall Safety sent form on to other Safety Committees for approval

#### **C. New Business**

1. **Monthly Safety Topic** – “Don’t get burned while trying to keep warm” regarding use of space heaters was distributed and discussed. Brief conversation of the pending policy on space heaters was also discussed.

2. **Injury Review**— Building Maintenance employee cited carpal tunnel type wrist and arm pain. Report unavailable to discuss at meeting.

3. **Asbestos Awareness Issue** – T. Drew raised the issue of an employee having a potential exposure to asbestos resulting from crawling through a steam tunnel, which was in direct violation of the standing policy and procedure and awareness training dealing with areas containing or potentially containing asbestos containing materials per 2008 building survey. T. Drew stated that computer refresher trainings have been available since July 2010 with <50% completed required refresher training.

3. **Other Items for discussion**- No additional items discussed.

#### D. Training

1. **Bloodborne Pathogens Refresher** – T. Drew stated that this refresher training is available on the Intranet for all staff to complete.
2. **Ergonomics Self Assessments**- No workstation self assessments returned to T. Drew as of today's date.
3. **Work Plan Items** – Ergonomics training completed. Revision to injury report form in process per above.
4. **Additional Training Suggestions**- No additional suggestions made regarding training needs. T. Drew stated that this year's asbestos awareness would be classroom with Building Maint., DPW, Parks and IT.

E. Meeting adjourned at 2:10 PM motion made by P. Captain seconded S. Nett



**PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE**  
**March 22, 2011**  
**MINUTES**

Meeting called to order at 9:05 AM

Present: Adam Alix, Todd Drew, Jeff Nieland, Corey Gordon, Mark Radtke, Jim Julius, Vince Maas, Bill Basler Sr.

Absent: Sue Nett, Pamela Captain, Ken Popelka, Brian Tungate

**Approval of Minutes** – Motion to approve minutes from the February 22, 2011 meeting made by C. Gordon second J. Nieland

**A. Old Business**

1. **EOEP Maps** – Jefferson Park Bathhouse – no updated information
2. **Recycle Truck Update (injury from Feb)** – J. Nieland stated that a vent has been adjusted and a block fabricated to allow the driver to stand without hyper extending his leg. Progress will be discussed in April.

**B. New Business**

1. **Monthly Safety Topic** – “Pay attention to avoid infection” was distributed and discussed. Topic covered blood borne pathogen precautions.
2. **Injury Review** – 1 injury was reported:  
Employee lost balance while climbing off a ladder while working. Flashlight began to roll off top, employee attempted to grab the flashlight, lost his balance and fell injuring his calf muscle. Recommendation: Know your surroundings, secure tools to the ladder or on a tool belt.
3. **Other new items** – no additional items raised for discussion.

**C. Training**

1. **Status of Computer Trainings** – T. Drew informed T. Jacobson and J. Nieland regarding employees failing to put names on computer training which will result in them having to re-do items. T. Drew also reinforced requirement for all to complete.
2. **DPW/ Parks Lifting Training** – T. Drew stated that CVMIC wanted to research engineering controls prior to conducting training. Committee felt that the training should be done as planned. T. Drew to contact Ben Rank CVMIC

3. **Diversity Training** – T. Drew reminded attendees of the Diversity Training scheduled for May 3, 2011. Have all employees sign up. T. Drew to resend to Nieland. Jacobson and Maas
4. **Excavation Competent Person** – T. Drew discussed the training to be held at CVMIC in Brookfield. 10 employees currently scheduled however based on last meeting M. Radtke stated that this may need to be reduced. The decision was made to cut it back to 5 given the overtime cost. T. Drew reminded that there will be a non-competent person excavation training held in August.
5. **Other Training Suggestions-** V. Maas stated that he received a grant for a rigging training open to all Parks / DPW in either April or May more information will be provided.

**D. Adjourn:** Motion M. Radtke second J. Julius Meeting adjourned at 10:15am



# Calumet County Treasurer

206 Court St.  
Chilton, WI 53014

FILE COPY

Michael V. Schlaak

Chilton (920) 849-1457  
Fax (920) 849-1469  
Appleton Area (920) 989-2700  
Email [MikeS@co.calumet.wi.us](mailto:MikeS@co.calumet.wi.us)

April 12<sup>th</sup>, 2011

Kenneth G Cyschosz  
N1821 Medina Dr.  
Greenville, WI 54952

Mr. Cyschosz:

This letter is to inform you that the Calumet County Treasurer's office has filed documents in Calumet County Circuit Court to foreclosure on your property for non payment of property taxes. Included in the filed documents is a **FINAL REDEMPTION DATE** for payment of your property taxes. This is the final option in the foreclosure process for you to redeem your property. The property listed in this packet and is clearly identified by a unique parcel number and tax identification number.

This process is pursuant to Section 75.521 of the Wisconsin State Statutes and is on file in the Calumet County Clerk of Courts and Treasurer's office.

The FINAL day to redeem this property is **June 16<sup>th</sup>, 2011** only if delinquent taxes for **ALL** past due tax years are paid in full. After this date, Calumet County will set a court date to take title to this property.

I have enclosed a statement with balances through April 30<sup>th</sup>, 2011 for your convenience.

This matter requires your immediate attention.

Please contact our office with any questions.

Sincerely,

Michael V. Schlaak  
Enclosures

cc: Affordable Builders of WI, Inc.  
Anchor Bank, FSB  
City of Menasha Clerk, Debbie Galeazzi  
Calumet County Board Chair, Bill Barribeau

APR 15 2011

BY *dg*

APR 04 2011

Case No. 11-CV-113  
**NOTICE OF COMMENCEMENT PROCEEDING IN REM  
TO FORECLOSE TAX LIENS BY CALUMET COUNTY**

Calumet County Clerk of Courts  
Barbara VanAkkeren

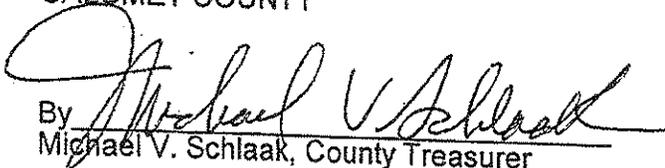
PLEASE TAKE NOTICE that all persons having or claiming to have any right, title or interest in or lien upon the real property described in the list of tax liens, No. 1 on file in the office of the Clerk of Circuit Court of Calumet County dated April 4, 2011, and hereinabove set forth are hereby notified that the filing of such list of tax liens in the office of the Clerk of Circuit Court for Calumet County constitutes the commencement by said Calumet County of a special proceeding in the Circuit Court for Calumet County to foreclose the tax liens therein described by foreclosure proceedings in rem and that a notice of the pendency of such proceedings against each piece or parcel of land therein described was filed in the office of the Clerk of Circuit Court on April 4, 2011. Such proceeding was brought against the real property herein described only and is to foreclose the tax liens described in such list. No personal judgment will be entered herein for such taxes, assessments or other legal charges or any part thereof.

TAKE FURTHER NOTICE that all persons having or claiming to have any right, title, or interest in or lien upon the real property described in said list of tax liens are hereby notified that a certified copy of such list of tax liens has been posted in the office of the County Treasurer of Calumet County and will remain posted for public inspection up to and including June 16, 2011, which date is hereby fixed as a last day for redemption.

TAKE FURTHER NOTICE that any person having or claiming to have any right, title, or interest in or lien upon any such parcel may, on or before said June 16, 2011, redeem such delinquent tax liens by paying to the County Treasurer of Calumet County, the amount of all such unpaid tax liens and in addition thereto, all interest and penalties which have accrued on said unpaid tax liens, computed to and including the date of redemption.

Dated April 4, 2011.

CALUMET COUNTY

By   
Michael V. Schlaak, County Treasurer

IN THE MATTER OF FORECLOSURE OF  
TAX LIENS UNDER SECTION 75.521,  
WISCONSIN STATUTES, BY  
CALUMET COUNTY, LIST OF TAX LIENS  
FOR THE YEARS 2007 THROUGH 2010  
No. 1

**APPLICATION FOR APPOINTMENT  
OF GUARDIAN AD LITEM  
Class Code No. 30404**

AUTHENTICATED COPY  
Case # 11-CV-113

State of Wisconsin)  
 ) SS.  
Calumet County )

APR 04 2011

Calumet County Clerk of Courts  
Barbara VanAkkeren

Dawn N. Klockow, being first duly sworn, states that she is the Corporation Counsel in and for Calumet County; that the above-entitled proceeding in rem has been commenced and is now pending in this court and is brought for the foreclosure of tax liens pursuant to Wisconsin Statutes Section 75.521. That under the provisions of said Section 75.521 (12), it is necessary that a guardian ad litem be appointed to serve for all persons known or unknown who have or may have an interest in the lands described in the list of tax liens mentioned in the caption herein, and who are or who may be minors or incompetents at the time of the filing of such list of tax liens, and that application, therefore, is hereby made.

*Dawn N. Klockow*  
Dawn N. Klockow  
State Bar #1034857  
Calumet County Corporation Counsel  
206 Court Street  
Chilton, WI 53014-1198  
(414) 849-1443

Subscribed and sworn to before me on  
April 4, 2011.

*Rhonda Bohrmueller*  
Rhonda Bohrmueller, Notary Public  
My Commission expires 11/24/13

STATE OF WISCONSIN

CIRCUIT COURT

CALUMET COUNTY

IN THE MATTER OF FORECLOSURE OF  
TAX LIENS UNDER SECTION 75.521,  
WISCONSIN STATUTES, BY  
CALUMET COUNTY, LIST OF TAX LIENS  
FOR THE YEARS 2007 THROUGH 2010,  
No. 1

PETITION AND NOTICE AND  
LIST OF TAX LIENS OF CALUMET  
COUNTY BEING FORECLOSED BY  
PROCEEDING IN REM  
Class Code No. 30404

AUTHENTICATED COPY  
Case # 11-CV-113  
APR 04 2011

Calumet County Clerk of Courts  
Barbara VanAkkeren

TO THE CIRCUIT COURT FOR CALUMET COUNTY, WISCONSIN:

NOW COMES Calumet County, State of Wisconsin, by Michael V. Schlaak, its County Treasurer and Dawn N. Klockow, Corporation Counsel, and files this list of tax liens of Calumet County for the taxes of 2007 through 2010, sales of 2008 through 2011, and alleges and shows to the Court:

1. That each of the following described parcels of land has been sold to Calumet County for delinquent taxes and some tax certificates, therefore, have been outstanding for three or more years.
2. That Calumet County is now the owner and holder of the tax liens for the taxes of the years indicated in this list, as evidenced by the tax sale certificates numbered below.
3. That Calumet County has, pursuant Section 66-1 of the Calumet County Code of Ordinances, elected to proceed under Section 75.521 of the Wisconsin Statutes for the purpose of enforcing tax liens in said county.
4. That said list, made and filed pursuant to the provisions of Wisconsin Statutes Section 75.521, is as follows, to wit:

Interest on the principal sum of each tax lien listed above is charged at the rate of 1 percent per month from January 1 of the year of sale through August 31, 1987, and at the rate of 1 1/2 percent (including penalty) per month from September 1, 1987, to the date of redemption.

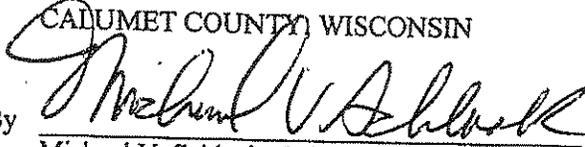
All descriptions by lot and block numbers refer to plats and maps filed in the office of the Register of Deeds of Calumet County, WI.

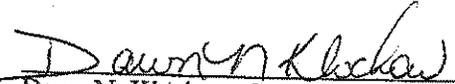
5. That no municipalities other than Calumet County, have any right, title or interest in the above-described lands or in the tax liens or in the proceeds therefor, except as stated herein.

WHEREFORE, Calumet County petitions for judgment vesting title to each of said parcels of land in said Calumet County, Wisconsin, as of the date of entry of judgment in this action, and barring and foreclosing any and all claims whatsoever of the former owner, and any person having any right, title,

interest, claim, lien or equity of redemption and any person claiming through and under them to said lands since the date of filing this list of tax liens in the office of the Clerk of Circuit Court of Calumet County.

Dated April 4, 2011.

CALUMET COUNTY, WISCONSIN  
By   
Michael V. Schlaak, Calumet County Treasurer

  
Dawn N. Klockow, State Bar #1034857  
Calumet County Corporation Counsel



DESCRIPTION  
PARCEL J

Lot 79, in Lake Park Heights, City of Menasha, Calumet County, Wisconsin.

Tax Key No.: 7-00815-79

ADDRESS: 3062 Winnipeg St, Menasha, WI 54952

INTERESTED PARTIES  
Affordable Builders of WI, Inc.  
Kenneth G. Cychosz  
AnchorBank FSB

YEAR OF TAX	YEAR OF SALE	PRINCIPAL SUM OF TAX LIEN
2007	2008	\$6,108.07
2008	2009	\$5,714.62
2009	2010	\$5,659.18
	<b>TOTAL</b>	<b>\$17,481.87</b>

CALUMET COUNTY TREASURER  
206 COURT STREET

CHILTON WI 530141198  
Phone: (920) 849-1457  
4/14/11

Parcel Number	28064
251-0000-0000000-000-0-H70815-79-000A	251 H 7 00815 79
	Legal Description
CYSCHOSZ KENNETH G	3062 WINNIPEG ST
N1821 MEDINA DR	LAKE PARK HEIGHTS
GREENVILLE WI 54942	LOT 79

\* \* D E L I N Q U E N T T A X S T A T E M E N T \* \*

TAX YEAR =====	BASE TAX =====	PENALTY/INT =====	OTHER +/- =====	TOTAL DUE =====
07-2	6,108.07	3,573.23	200.00	9,881.30
08-2	5,714.62	2,314.43	.00	8,029.05
09-2	5,659.18	1,273.32	.00	6,932.50
Total Due	17,481.87	7,160.98	200.00	24,842.85

This is a statement of your delinquent REAL ESTATE TAX ROLL  
as of 04/14/11.

IF THIS STATEMENT LISTS TAX YEARS 2007 OR EARLIER, your property can be foreclosed per WI STAT.75.521. A \$200 IN-REM fee will also be charged to your account. Penalty & interest charges are compounded each month. The total due stated above must be received or post-marked by April 30th, 2011.



## Memorandum

TO: Common Council  
FROM: Mayor Merkes   
SUBJECT: 2010 Utility Commission Appointment  
DATE: 28 April 2011

There has been discussion for some time regarding the desirability of having additional elected officials as members of the Utility Commission. Last fall Ald. Roush was appointed to the Utilities Commission placing two elected officials on the commission. At that time the charter ordinance was not changed to require that an alderman was on the commission.

*at its first meeting in the month of September in each year shall select a member of the Water and Light Commission who shall hold said office for a term of five (5) years and until his successor is elected and qualified, commencing on the first day of October following his election*

Utility Commission members are appointed to five year terms. In November, Joanne Roush was appointed for the term of Nov 2010 - Nov 2015 as a citizen who also happened to be an alderman as well at that time. The ordinance governing the commission states that no more than two members may be elected officials.

*It is the intent of this Section to keep the voting members of the Commission always at five (5), of which no more than two (2) may be elected officials of the City government*

The Common Council will have the opportunity to appoint or reappoint one of five members of the Utility Commission in September of 2011.

State of Wisconsin  
Department of Natural Resources  
dnr.wis.gov

Due by March 31, 2011

This form is for the purpose of annual reporting on activities undertaken pursuant to the Municipal Separate Storm Sewer System (MS4) General Permit No. WI-S050075-1. An owner or operator of a municipal separate storm sewer system covered by the general permit under Chapter NR 216, Wis. Adm. Code, is required to submit an annual report to the Department of Natural Resources by March 31 of each year to report on activities for the previous calendar year. This form is for reporting on activities undertaken in calendar year 2010.

Use of this specific form is optional. The Department of Natural Resources has created this form for the user's convenience and believes that the information requested on this form meets the reporting requirements for an owner or operator of a municipal separate storm sewer system covered by the general permit. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Instructions:** Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to-date to comply with the general permit. Complete and submit the annual report by March 31, 2011, to the appropriate address indicated on the last page of this form.

### SECTION I: Municipal Information

Name of Municipality City of Menasha		Facility ID No. (FIN) 31110	
Mailing Address 140 Main Street	City Menasha	State WI	Postal Code 54952
County(s) in which Municipality is located Winnebago; Calumet	Type of Municipality: (check one) <input type="checkbox"/> County <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Other (specify)		

### SECTION II: Municipal Contact Information

Name of Municipal Contact Person Mark Radtke		Title Director of Public Works	
Mailing Address 140 Main Street	City Menasha	State WI	Postal Code 54952
E-mail Address mradtke@ci.menasha.wi.us	Telephone No. (including area code) (920)967-3610	Fax No. (including area code) (920)967-5272	

### SECTION III: Certification

I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Printed Name Donald Merkes	Authorized Representative Title Mayor	
Authorized Representative Signature 	Date Signed 14 MAR 2011	
E-mail Address dmerkes@ci.menasha.wi.us	Telephone No. (including area code) (920)967-3600	Fax No. (including area code) (920)967-5273

**SECTION IV. General Information**

a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.

The city annually publishes a notice in the official newspaper inviting commentary on the draft annual report. The draft annual report is also sent to the Common Council as an official communication. The draft annual report is also made available on the city's website and at the Public Works Department for public review.

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

Elected and municipal officials and staff members were provided with the annual report. Staff members involved in implementation of the storm water permit meet on a periodic basis as needed to discuss progress and assure compliance with all requirements.

c. Has the municipality prepared its own municipal-wide storm water management plan?  Yes  No

If yes, title and date of storm water management plan:  
City of Menasha Stormwater Management Plan (Draft) January 30, 2008. DNR approval pending.

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions of the general permit as provided under Section 2.10 of the general permit?  Yes  No

If yes, describe these cooperative efforts:  
Yes. The city's agreement with the Town of Menasha was submitted with the 2009 Annual Report.

e. Does the municipality have an internet website?  Yes  No

If yes, provide web address:  
[www.cityofmenasha-wi.gov](http://www.cityofmenasha-wi.gov)

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?  Yes  No

If yes, provide web address:  
[www.cityofmenasha-wi.gov](http://www.cityofmenasha-wi.gov)

**SECTION V. Permit Conditions**

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the status of implementation of program elements, the status of meeting measurable goals, and compliance with permit schedule in section 3 of the MS4 general permit. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach

Please see attached.

- Public Involvement and Participation

Please see attached.

- Illicit Discharge Detection and Elimination

Please see attached.

- Construction Site Pollutant Control

Please see attached.

- Post-Construction Storm Water Management

Please see attached.

- Pollution Prevention

Please see attached.

b. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used WinSLAMM Version 9.2.5 Reduction (%) 10.98

Has the municipality completed a pollutant-loading analysis to assess compliance with the 40% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used WinSLAMM Version 9.2.5 Reduction (%) 10.98

If no, include a description of any actions the municipality has undertaken during 2010 to help achieve the 40% standard by March 10, 2013.

The City of Menasha and Town of Menasha jointly constructed a major storm water pond in the Town of Menasha during 2010 with an expected 16% TSS reduction for the city. Final vegetation of the pond will be completed in 2011. The city will conduct a pollutant-loading analysis in 2011 to verify a TSS reduction of 26.98%.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal?  Yes  No If yes, describe:

c. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map.

**SECTION VI. Fiscal Analysis**

- a. Provide a fiscal analysis that includes the annual expenditures for 2010, and the budget for 2010 and 2011. A table to document fiscal information is provided on page 6.
- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?  
 Storm water utility    General fund    Other Permit fees
- c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements?    Yes    No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

A storm water utility was created with an initial effective coverage date of January 1, 2009. The 2010 budget was established with objectives of meeting the 20% TSS reduction threshold via construction of a new storm water management pond in 2009/2010, complying with the requirements of NR 216, operating and administering the city's storm water management plan, and planning for future TSS reductions.

**SECTION VII. Inspections and Enforcement Actions**

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

- a. As of the date of this annual report, has the municipality adopted a construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit?    Yes    No   If yes, attach copy or provide web link to ordinance:
- b. As of the date of this annual report, has the municipality adopted a post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit?    Yes    No   If yes, attach copy or provide web link to ordinance:
- c. As of the date of this annual report, has the municipality adopted an illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit?    Yes    No   If yes, attach copy or provide web link to ordinance:
- d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)?    Yes    No   If yes, attach copy or provide web link to ordinance:

- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

Residential erosion control permits, inspections, and enforcement activities were carried out by the Building Inspection Department. In 2010, the department issued 25 residential construction erosion control permits. Inspections and enforcement activities were periodically conducted throughout the course of construction. Commercial erosion control permits, inspections, and enforcement activities were carried out by the Department of Public Works. In 2010, the department issued 18 commercial construction erosion control permits, with inspections and enforcement activities conducted periodically throughout the course of construction. All activities were recorded in PermiTrack.



**SECTION VIII. - Water Quality Concerns**

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/org/water/wm/wgs/orwerw/>)  Yes  No If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/org/water/wm/wgs/303d/303d.html>)  Yes  No If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:

Lake Winnebago, Lower Fox River

- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:

Please see attached.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period:

Continued PCB removal operations in the Lower Fox River.

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

The city is not aware of any water quality degradation in the receiving water.

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure		Budget		Source of Funds
	2010	2010	2010	2011	
Public Education and Outreach	9400	6700	12000		Stormwater Utility
Public Involvement and Participation	2100	5270	2500		Stormwater Utility
Illicit Discharge Detection and Elimination	10500	20040	30000		Stormwater Utility and permit fees
Construction Site Pollutant Control	24340	14470	35000		Stormwater Utility and permit fees
Post-Construction Storm Water Management	27665	21994	30000		Stormwater Utility and permit fees
Pollution Prevention	430003	654100	750000		Stormwater Utility
Storm Water Quality Management (including pollutant-loading analysis)	59725	73175	80000		Stormwater Utility
Storm Sewer System Map	2305	7500	5000		Stormwater Utility
Other	200494	271450	277430		Stormwater Utility

NORTHERN REGION COUNTIES			WEST-CENTRAL REGION COUNTIES		
Ashland	Lenglade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	1701 N. 4th Street	Buffalo	Monroe	5301 Rib Mountain Rd.
Bayfield	Oneida	Superior, WI 54880	Clark	Portage	Wausau, WI 54401
Burnett	Polk	Phone: (715) 392-7988	Crawford	Trempealeau	Phone: (715) 359-4522
Douglas	Price		Jackson	Vernon	
Florence	Rusk		Juneau	Wood	
Forest	Sawyer		La Crosse		
Iron	Taylor				
	Vilas				
	Washburn		Chippewa	Pepin	DNR Service Center
			Dunn	Pierce	890 Spruce St.
			Eau Claire	St. Croix	Baldwin, WI 54002
					Phone: (715) 684-2914

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	2984 Shawano Ave.	Dane	LaFayette	3911 Fish Hatchery Rd.
Door	Oconto	Green Bay, WI 54313	Dodge	Richland	Fitchburg, WI 53711
Fond du Lac	Outagamie	Phone: (920) 652-5100	Grant	Rock	Phone: (608) 275-3266
Green Lake	Shawano		Green	Sauk	
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	141 NW Barstow Street,
Ozaukee	Washington	Room 180
Racine	Waukesha	Waukesha, WI 53188
		Phone: (262) 884-2300

## City of Menasha, WI - Citywide Stormwater Management Program

January 01, 2010 To December 31, 201

This program consists of the following 9 Minimum Control Measure(s)

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Pollutant Control
5. Post-Construction Storm Water Management
6. Pollution Prevention
7. Storm Water Quality Management
8. Storm Sewer System Map
9. Annual Report and Storm Water Management Program Funding

# 1 Public Education and Outreach

**Responsible Staff / Position** Amy Kester  
Principal Planner  
(920) 967-365

## Description

To satisfy this minimum control measure, the permittee shall implement a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state to encourage changes in public behavior to reduce such impacts. The program shall establish measurable goals and, at a minimum, include the following elements

1. Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems
2. Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles pet waste, household hazardous waste and household practices
3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides
4. Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways
5. Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks
6. Inform and where appropriate educate those responsible for the design installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices
7. Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention
8. Promote environmentally sensitive land development designs by developers and designers

## Best Management Practices

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### 1.1 Promote Illicit Discharge Detection

Responsible Staff / Position     Amy Kester  
Principal Planner  
(920) 967-365

Required Yes

#### Description

Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems

#### Justification

Public awareness of illicit discharges and their prospective impacts along with education on how to report potential illicit discharges substantially increases the opportunity to quickly identify and eliminate them

#### Goals

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### 1.1.2 Publish IDDE Response Advisory in city newsletter and/or website

Responsible Staff / Position:     Amy Kester  
Principal Planner  
(920) 967-3652

#### Description

Prepare and publish information annually in city newsletter and/or city website advising people on how to respond to apparent spills or illicit discharges.

Planned:     2009 2010 2011 2012

Complete:   2009 2010

Activity Date	Name
03/31/2010	Newsletter Article (2010)

#### Description

Published spring newsletter article regarding IDDE.

File Attachment   [IDDE.doc](#)

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### 1.1.2 Create and distribute IDDE Response brochure

Responsible Staff / Position:     Amy Kester  
Principal Planner  
(920) 967-3652

#### Description

Create IDDE Response brochure and link to it on the city website. Make copies available at the city garage, library, police department, health department and city hall.

Planned:     2009 2010 2011 2012

Complete:   2009 2010

Activity Date	Name
12/15/2010	Coordinate with Health Department to design IDDE educational program (2010)

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**Description**

Coordinate with city Sanitarian/Sealer of Weights and Measures to develop process for distribution of IDDE educational materials at time of inspection.

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## 1.2 Public Pollution Prevention Education

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-365

**Required:** Yes

### Description

Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices

### Justification

Informing the public of the potential pollution impacts of their activities together with the information they need to make educated decisions on alternative behaviors or actions will improve responsible actions

### Goals

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#### 1.2.1 Create and distribute pet waste brochure

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

Create and distribute a pet waste brochure containing information for pet owners on pet waste hazards and environmental consequences. Brochure to be distributed annually with pet licenses.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
09/01/2010	Pet Waste Brochure (2010)

### Description

Brochure completed and copies given to the Finance Department to be distributed with each dog license.

File Attachment [Pet Waste Brochure.pdf](#)

---

#### 1.2.2 Publish Public Pollution Prevention educational article in city newsletter and/or city website

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

At least annually, publish an article in the city newsletter and/or city website relating to one or more aspects of pollution prevention.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010

Activity Date	Name
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01/01/2010 Website Article (2010)

**Description:**

Published educational articles on city's website on both Public Works and Community Development web pages.

File Attachment [Web\\_PW\\_Stormwater Resident Action.mht](#)

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03/31/2010 Newsletter Article (2010)

**Description:**

Published article in spring 2009 city newsletter that included educational information on preventing stormwater runoff pollution.

File Attachment [Newsletter Article Spring 2010.doc](#)

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**1.2.3 Participate in Annual Urban Clean Sweep Program**

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

**Description:**

Promote community participation in the annual urban Clean Sweep program sponsored by Outagamie, Winnebago and Calumet Counties by advertising the event on the city website and/or the city newsletter. Participate in the event by sending at least one staff member to staff the event.

**Planned:** 2006 2007 2008 2009 2010 2011 2012

**Complete:** 2006 2007 2008 2009 2010

Activity Date	Name
04/23/2010	Clean Sweep (2010)

**Description:**

File Attachment [Newsletter 2010 Spring Regional Clean Sweep.doc](#)

---

### 1.3 Leaf Management and Lawn Care

**Responsible Staff / Position** Amy Kester  
Principal Planner  
(920) 967-365

**Required** Yes

#### Description

Provide information and education to promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides

#### Goals

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##### 1.3.1 Publish articles in city newsletter and/or city website

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

#### Description

At least annually, publish leaf management and lawn care article(s) in the city's newsletter (which is distributed to every household in Menasha) and the city's website.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009

Activity Date	Name
01/01/2010	Website Article (2010)

#### Description

Published educational articles relating to leaf management and lawn care on city's website on both Public Works and Community Development web pages.

File Attachment [Web\\_CDD\\_Lawncare1.pdf](#)

File Attachment [Web\\_CDD\\_Lawncare2.pdf](#)

File Attachment [Web\\_CDD\\_Lawncare3.pdf](#)

File Attachment [Web\\_PW\\_Stormwater\\_Resident\\_Action.mht](#)

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03/15/2010	Newsletter Article (2010)
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#### Description

Published "Lawn Care Tips for a Healthy Environment" article in city spring newsletter which is distributed to every address in the City of Menasha.

File Attachment [Newsletter Article Spring 2010.doc](#)

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09/15/2010	Newsletter Article (2010)
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#### Description

Published "Leaf Collection and Disposal" article in the fall city newsletter which is distributed to every address in the city.

File Attachment [Newsletter\\_Fall 2010\\_Leaf Collection and Disposal.doc](#)

---

**1.3.2 Create and distribute a Leaf Management and Lawn Care brochure**

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

**Description**

Utilizing information from NEWSC and UW-Extension, create a leaf management and lawn care brochure to be distributed at the city garage, library, and city hall. This should be done at least annually in the summer/fall seasons.

**Planned:** 2010 2011 2012

**Complete:** 2010

<b>Activity Date</b>	<b>Name</b>
09/01/2010	Leaf and Lawn Brochures (2010)

**Description**

Created and distributed leaf collection brochure at city hall and community expos.

File Attachment [NEWSC\\_Leaf\\_Collection.pdf](#)

File Attachment [NEWSC\\_Healthy\\_Lawn.pdf](#)

---

**1.3.3 Participate in NEWSC Phosphorus Education Campaign**

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

**Description**

The city will participate in the NEWSC Phosphorus Education Campaign to promote residential yard care behaviors to reduce the phosphorus in our area waters. The campaign included multiple media venues, including television, radio, billboards, and even displays.

**Planned:** 2008 2009 2010

**Complete:** 2008 2009 2010

<b>Activity Date</b>	<b>Name</b>
12/31/2010	NEWSC Phosphorus Education Campaign (2010)

**Description**

As a NEWSC member and member of the NEWSC Information and Education Committee, the City of Menasha participated in the phosphorus education campaign.

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#### 1.4 Streambank and Shoreline Management

Responsible Staff / Position Amy Kester  
Principal Planner  
(920) 967-365

Required Yes

##### Description

Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

##### Goals

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#### 1.4.1 Promote the Winnebago County Shoreline Expo

Responsible Staff / Position: Amy Kester  
Principal Planner  
(920) 967-3652

##### Description

Promote the Winnebago County Shoreline Expo by publishing the press release and message on the city website's main page and/or the city newsletter.

Planned: 2008 2009

Complete: 2008

Activity Date	Name	Description
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None

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#### 1.4.2 Distribute educational materials to riparian properties

Responsible Staff / Position: Amy Kester  
Principal Planner  
(920) 967-3652

##### Description

Identify riparian properties in the City of Menasha and conduct an educational mailing campaign relating to shoreline best practices.

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
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12/15/2010	Identify riparian properties (2010)
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##### Description

Identify riparian properties in the city in preparation for educational campaign relating to best practices for shoreland properties.

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## 1.5 Residential Property Infiltration

**Responsible Staff / Position** Amy Kester  
Principal Planner  
(920) 967-365

**Required** Yes

### Description

Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

### Goals

---

#### 1.5.1 Create and distribute Residential Property Infiltration informational brochure

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

Using information from NEWSO and UW-Extension, create an informational brochure which contains basic information on residential property infiltration and directing residents to resources. Make copies available at city hall, the library, Heckrodt Wetland Reserve, the senior center and the city garage.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
09/01/2010	Rain Garden Brochures (2010)

### Description

Created and distributed rain garden brochures at city hall and community expos.

File Attachment [NEWSO Rain Barrels.pdf](#)

---

#### 1.5.2 Publish article in city newsletter and/or city website

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

At least annually, publish residential property infiltration article(s) in the city's newsletter (which is distributed to every household in Menasha) and/or the city's website.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
01/01/2010	Website Article (2010)

### Description

Published educational articles relating to residential infiltration on city's website on both and Community Development web page.

File Attachment [Web\\_CDD\\_Rain Garden.pdf](#)

---

**1.5.3 Promote rain gardens and rain barrels at community events**

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

**Description**

At least annually, offer displays and educational information regarding residential property infiltration techniques such as rain gardens and rain barrels at community and/or regional events.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

<b>Activity Date</b>	<b>Name</b>
07/21/2010	"Zero In On Energy Independence" Expo (2010)

**Description**

Sponsored booth at community energy expo featuring rain gardens and rain barrels.

---

**1.5.4 Develop and implement rain barrel program in coordination with NEWSO**

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

**Description**

**Planned:** 2011 2012

**Complete:**

<b>Activity Date</b>	<b>Name</b>	<b>Description</b>
None		

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## 1.6 Construction Site Erosion Control Education

**Responsible Staff / Position** Amy Kester  
Principal Planner  
(920) 967-365

**Required** Yes

### Description

Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

### Goals

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#### 1.6.1 Hold educational meetings with contractors

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

Upon application for a building permit, staff will meet with contractors to discuss site erosion control issues and review the proposed construction site erosion control plan.

**Planned:** 2009

**Complete:** 2009

Activity Date	Name	Description
None		

---

#### 1.6.2 Create and distribute a Construction Site Erosion Control brochure

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

Utilizing information from NEWSO and UW-Extension, create and distribute a brochure explaining construction site erosion control issues and providing instruction on implementing control measures. Brochures to be made available at the Building Inspection counter and distributed with all building permits.

**Planned:** 2011 2012

**Complete:**

Activity Date	Name	Description
None		

---

**1.6.3 Publish articles in city newsletter and/or website**

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

**Description**

Publish information about the city's construction site erosion control requirements along with educational information.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

<b>Activity Date</b>	<b>Name</b>
12/31/2010	2010 Website Article

**Description**

Published website article regarding erosion control at construction sites.

File Attachment [Web10\\_PW\\_Erosion\\_Control\\_Construction\\_Sites.mht](#)

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## 1.7 Non-Residential Property Pollution Prevention

**Responsible Staff / Position** Amy Kester  
Principal Planner  
(920) 967-365

**Required** Yes

### Description

Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

### Goals

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#### 1.7.1 Create and distribute Property Pollution Prevention educational brochure for businesses

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

Utilizing information from NEWSO and UW-Extension, create and distribute a Property Pollution Prevention educational brochure for commercial and industrial properties. Brochure to be mailed on an annual basis to all affected properties.

**Planned:** 2011 2012

**Complete:**

Activity Date	Name	Description
None		

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#### 1.7.2 Develop Rain Garden Demonstration Projects

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

Develop rain garden demonstration projects at commercial and/or public properties in the City of Menasha.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

Activity Date	Name
07/30/2010	Completion of ECWRPC Rain Garden Demo-Project (2010)

### Description

Completed installation and plantings for the ECWRPC Rain Garden Demo Project.

---

## 1.8 Promote Environmentally Sensitive Land Development

**Responsible Staff / Position** Amy Kester  
Principal Planner  
(920) 967-365

**Required** Yes

### Description

Promote environmentally sensitive land development designs by developers and designers

### Goals

---

#### 1.8.1 Identify and evaluate environmentally sensitive land development principals

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

Engage the Sustainability Board and/or Plan Commission to identify and evaluate environmentally sensitive land development principles suitable for the City of Menasha. Adoption, implementation, and promotion of policies to be ongoing.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
12/31/2010	Sustainability Board Review of Ordinances (2010)

### Description

The Sustainability Board began review of ordinances relating to environmentally sensitive land development. The city's weed ordinance was identified as requiring updates to allow for native and prairie plantings which will help promote on-site infiltration. Ordinance to be updated in 2011.

---

**1.7.3 Offer Stormwater Utility Charge Credits for On Site Storm Water Management**

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

**Description**

Offer Stormwater Utility Charge Credits for On Site Storm Water Management

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

<b>Activity Date</b>	<b>Name</b>
12/31/2010	Stormwater Credit Program (2010)

**Description**

City offers program for commercial and industrial properties to be eligible for stormwater utility fee credits of up to 21% for water quality improvement BMPs like ponds, bio-filters, and rain gardens and an additional 46% credit for flow reduction facilities such as a stormwater pond.

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## 2 Public Involvement and Participation

Responsible Staff / Position     Amy Kester  
Principal Planner  
(920) 967-365

### Description

To satisfy this minimum control measure, the permittee shall implement a program to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities. This program shall include measurable goals for public involvement and participation and comply with applicable state and local public notice requirements.

## Best Management Practices

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### 2.1 Public Notification

**Responsible Staff / Position** Amy Kester  
Principal Planner  
(920) 967-365

**Required** Yes

#### Description

Notify the public of activities required by the MS4 Permit on an annual basis

#### Goals

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##### 2.1.1 Annually report to community on MS4 Permit activities

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

#### Description

Prior to submission, a draft of the MS4 Permit Annual Report shall be placed on the Common Council for public review, be placed on the city website, and be made available at the Department of Public Works. The final submission shall be posted on the city website and be made available at the Department of Public Works.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

Activity Date	Name
03/15/2010	2009 Annual Report to the Community

#### Description

A draft of the 2009 MS4 Permit Annual Report was submitted to the Common Council for public review. The draft was also placed on the city website and made available at the Department of Public Works. The final copy was posted on the city website and is available at the Department of Public Works.

---

##### 2.1.2 Publish requirements of MS4 Permit on city website

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

#### Description

The city shall publish the purpose, requirements, and activities of the MS4 Permit on the city's website throughout the year.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

Activity Date	Name
01/01/2010	2010 MS4 Permit Activities Published on City Website

#### Description

The city's MS4 permit requirements and activities are published on the city's website throughout the year at [http://www.cityofmenasha-wi.gov/content/departments/public\\_works/\(5\)Stormwater\\_Programs\\_and\\_Information/Storm\\_Water\\_Permit.php](http://www.cityofmenasha-wi.gov/content/departments/public_works/(5)Stormwater_Programs_and_Information/Storm_Water_Permit.php)

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01/01/2010

2009 MS4 Permit Activities Published on City Website

**Description**

The city's MS4 permit requirements and activities are published on the city's website throughout the year at [http://www.cityofmenasha-wi.gov/content/departments/public\\_works/\(5\)Stormwater\\_Programs\\_and\\_Information/Storm\\_Water\\_Permit.php](http://www.cityofmenasha-wi.gov/content/departments/public_works/(5)Stormwater_Programs_and_Information/Storm_Water_Permit.php)

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## 2.2 Public Participation

**Responsible Staff / Position** Amy Kester  
Principal Planner  
(920) 967-365

**Required** Yes

### Description

Encourage input and participation from the public regarding the activities of the MS4 Permit

### Goals

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#### 2.2.1 Publish Class One (1) notice requesting public input

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

In conjunction with annual reporting to the community, the Common Council shall schedule request public comment and input on the activities of the MS4 Permit. The request will be published in the official newspaper of the City of Menasha as a Class One (1) notice as provided in Chapter 985 of the Wisconsin Statutes.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
03/15/2010	2009 Annual Report Notice

### Description

Published Class One (1) notice in the Post-Crescent requesting public input on the 2009 annual report and MS4 activities.

---

#### 2.2.2 Publish requests for public input on city's website

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

### Description

Publish a request for comment, input, and questions regarding the activities of the MS4 Permit on the city's website throughout the year and provide staff contact information.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010

Activity Date	Name
03/15/2010	2009 Annual Report Website Notice

### Description

Published website notice inviting public input on the 2009 annual report and MS4 activities.

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**Best Management Practices**

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**3.1 IDDE Ordinance**

**Responsible Staff / Position**      Mark Radtke  
Director of Public Works  
(920) 967-361

**Required** Yes

**Description**

An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4. At a minimum, the ordinance or other regulatory mechanism shall

1. Prohibit the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4
  
2. Identify non-storm water discharges or flows that are not considered illicit discharges. Non storm water discharges that are not considered illicit discharges include water line flushing landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, fire fighting and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state
  
3. Establish inspection and enforcement authority

**Annual Reporting Items**

Ordinance development and adoption; implementation

**Goals**

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**3.1.1 IDDE Ordinance review and updates**

**Responsible Staff / Position:**      Mark Radtke  
Director of Public Works  
(920) 967-3610

**Description**

The City of Menasha Illicit Discharge and Connection Ordinance was adopted by the Council on August 17, 2009. The ordinance mimics the model ordinance developed by NEWSOC and is available as Section 1, Title 6, Chapter 8 of the City of Menasha Municipal Code. This can be found on the City's website: <http://www.cityofmenasha-wi.gov/>

The ordinance will be reviewed at least once every five years and updated as needed.

**Planned:**      2009 2012

**Complete:**    2009

Activity Date	Name	Description
None		

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**3.1.2 Enforcement of IDDE Ordinance**

**Responsible Staff / Position:** Mark Radtke  
Director of Public Works  
(920) 967-3610

**Description**

A procedure will be established for tracking complaints and response activities as part of the enforcement component of the ordinance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

<b>Activity Date</b>	<b>Name</b>
12/31/2010	Sample warning letters (2010)

**Description**

In 2010 letters were drafted that could be sent out for violations.

File Attachment [Carpet cleaning.doc](#)

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12/31/2010	Spill contact form (2010)
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**Description**

Sample copies of initial contact form were given to members of Dept. to fill out if complaints were received.

File Attachment [Spills contact form.doc](#)

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### 3.2 Initial Field Screening

**Responsible Staff / Position** Corey Gordon  
Engineering Aide II  
(920) 967-361

**Required** Yes

#### Description

Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented and include

1. Visual Observation - A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping

2. Field Analysis - If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol and detergents, unless the permittee elects instead to use detergent, ammonia, potassium and fluoride as the indicator parameters. Other alternative indicator parameters may be authorized by the Department in writing.

(1) Field screening points shall, where possible, be located downstream of any source of suspected illicit activity

(2) Field screening points shall be located where practicable at the farthest manhole or other accessible location downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination

#### Goals

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##### 3.2.1 Identification of major outfalls

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

Identify and locate all of the major outfalls in the City.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
12/15/2010	Outfall List (2010)

#### Description

File Attachment: [Outfalls to Monitor.doc](#)

---

### 3.2.2 Field Screening

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

Visit each major outfall during a dry weather period and conduct observation and analysis, if necessary, per Section 2.3.2 of our WPDES Permit. Complete written documentation of the field screening. The initial field screening of major outfalls is anticipated to be completed in summer of 2010.

Planned: 2010

Complete: 2010

Activity Date	Name
03/11/2010	Outfall Inspection Form (2010)

#### Description

File Attachment [Outfall inspection form.pdf](#)

---

### 3.3 On-going Dry Weather Field Screening

**Responsible Staff / Position** Corey Gordon  
Engineering Aide II  
(920) 967-361

**Required** Yes

#### Description

On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.

#### Goals

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##### 3.3.1 Develop on-going field screening program

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

Identify parameters for on-going field screening program, including the outfalls that will be evaluated and the field screening frequency. Consideration shall be given to hydrologic conditions, total drainage area of the site, population density of the site, traffic density, age of the buildings in the area, history of the area and land use types.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name	Description
None		

---

##### 3.3.2 Outfall AY

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

The inspection of outfall on annual basis.

**Planned:** 2010 2011 2012

**Complete:** 2010

Activity Date	Name
11/29/2010	Inspection (2010)

#### Description

Sample taken from AY4

File Attachment [inspection.pdf](#)

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### 3.3.3 Outfall BX

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

The inspection of the outfall

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/29/2010	Inspection (2010)

#### Description

Sample taken from MH on east side of Racine St by 441. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---

### 3.3.4 Outfall X

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/29/2010	Inspection (2010)

#### Description

Sample taken from X4. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---

### 3.3.5 Outfall T

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
---------------	------

---

11/29/2010 Inspection (2010)

**Description**

Sample taken form U1. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---

**3.3.6 Outfall U**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

The inspection of the outfall.

**Planned:** 2010 2011 2012

**Complete:** 2010

Activity Date	Name
11/29/2010	Inspection (2010)

**Description**

Sample taken form U3. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---

**3.3.7 Outfall R**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

The inspection of the outfall.

**Planned:** 2010 2011 2012

**Complete:** 2010

Activity Date	Name
11/29/2010	Inspection (2010)

**Description**

Inspection done at R1. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---

**3.3.8 Outfall BV**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

The inspection of the outfall.

---

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/29/2010	Inspection (2010)

**Description**

inspection done at BV.

File Attachment [inspection.pdf](#)

---

**3.3.9 Outfall D**

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

The inspection of the outfall

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/29/2010	Inspection (2010)

**Description**

inspection done at D2.

File Attachment [inspection.pdf](#)

---

**3.3.10 Outfall A**

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/29/2010	Inspection (2010)

**Description**

Sample taken from A1. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---

### 3.3.11 Outfall Y

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

inspection of the outfall

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/29/2010	Inspection (2010)

#### Description

Inspection done at Y1.

File Attachment [inspection.pdf](#)

---

### 3.3.12 Outfall AP & AQ

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

The inspection of the outfall.

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/29/2010	Inspection (2010)

#### Description

Inspection done at AQ11.

File Attachment [inspection.pdf](#)

---

### 3.3.14 Outfall BU

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
---------------	------

---

11/29/2010 Inspection (2010)

**Description**

Inspection done at BU. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---

**3.3.15 Outfall BI**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Outfall inspection

**Planned:** 2010 2011 2012

**Complete:** 2010

**Activity Date Name**

11/29/2010 Inspection (2010)

**Description**

Inspection done at BI. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---

**3.3.16 Outfall DI**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Outfall inspection

**Planned:** 2010 2011 2012

**Complete:** 2010

**Activity Date Name**

11/29/2010 Inspection (2010)

**Description**

Inspection done at DI. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---

**3.3.17 Outfall DS & DT**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Outfall inspection

---

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/29/2010	Inspection (2010)

**Description**

Inspection done at DT & DS.

File Attachment [inspection.pdf](#)

---

**3.3.19 Outfall DU & DV**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/29/2010	Inspection (2010)

**Description**

Inspection done at DU. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---

**3.3.21 Outfall H**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Outfall inspection

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
11/29/2010	Inspection (2010)

**Description**

Inspection done at H.

File Attachment [inspection.pdf](#)

---

**3.3.22 Outfall AZ**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**  
Outfall inspection

**Planned:** 2010 2011 2012

**Complete:** 2010

<b>Activity Date</b>	<b>Name</b>
11/29/2010	Inspection (2010)

**Description**  
inspection done at AZ

File Attachment [inspection.pdf](#)

---

**3.3.23 Outfall N**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**  
Outfall inspection

**Planned:** 2010 2011 2012

**Complete:** 2010

<b>Activity Date</b>	<b>Name</b>
11/29/2010	Inspection (2010)

**Description**  
Inspection taken at N1.

File Attachment [inspection.pdf](#)

---

**3.3.24 Outfall BP**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**  
Outfall Inspection

**Planned:** 2010 2011 2012

**Complete:** 2010

<b>Activity Date</b>	<b>Name</b>
----------------------	-------------

---

11/29/2010

Inspection (2010)

**Description**

Sample taken from BP1. Sample tested showed no pollutants.

File Attachment [inspection.pdf](#)

---



Planned: 2009 2010 2011 2012

Complete: 2009 2010

Activity Date	Name	Description
---------------	------	-------------

---

None

---



### 3.6 Neighboring Jurisdiction Notification

**Responsible Staff / Position** Mark Radtke  
Director of Public Works  
(920) 967-361

**Required** Yes

#### Description

In the case of an illicit discharge that originates from the permittee's permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day

#### Goals

---

##### 3.6.1 Identify neighboring jurisdictions

**Responsible Staff / Position:** Mark Radtke  
Director of Public Works  
(920) 967-3610

#### Description

Establish a list of discharge points to neighboring jurisdictions and contact people for neighboring MS4's. Verify contact information annually.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
03/04/2010	List of discharge points (2009, 2010)

#### Description

Created list of discharge points and contacts for neighboring MS4's.

File Attachment [Connections to Neighboring MS4.doc](#)

---

### 3.7 Responsible Party List

Responsible Staff / Position      Mark Radtke  
Director of Public Works  
(920) 967-361

Required Yes

#### Description

The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit

#### Goals

---

#### 3.7.1 Illicit discharge reponse

Responsible Staff / Position:      Mark Radtke  
Director of Public Works  
(920) 967-3610

#### Description

Establish contact list and chain of command.

Planned:      2009 2010 2011 2012

Complete:    2009 2010

Activity Date	Name	Description
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---

None

---





**4.1.2 Track enforcement actions**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Maintain an accounting of all enforcement actions taken by the City, including verbal warnings, written warnings, stop work notices, citations, and corrective work done by others.

**Planned:** 2010 2011 2012

**Complete:** 2010

<b>Activity Date</b>	<b>Name</b>
12/31/2010	Enforcement Action (2010)

**Description**

There were a total of 8 warning letters sent to contractors for the year of 2010.

---

**4.1.3 Review and update ordinance**

**Responsible Staff / Position:** Mark Radtke  
Director of Public Works  
(920) 967-3610

**Description**

Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a minimum, this will be done every five years, beginning in 2012.

**Planned:** 2012

**Complete:**

<b>Activity Date</b>	<b>Name</b>	<b>Description</b>
None		

---

## 4.2 Construction Site Inspections and Enforcement

**Responsible Staff / Position** Corey Gordon  
Engineering Aide II  
(920) 967-361

**Required** Yes

### Description

Procedures for construction site inspection and enforcement of erosion and sediment control measures

The City of Menasha Engineering Dept. will require erosion control inspections on all commercial and utility construction sites within the City. These inspections will be an on site inspection on a weekly basis and within 24 hours of a 1/2" or more of rain. A written report of each inspection (see construction site inspection checklist) will be kept on file at City Hall. If the contractor fails to comply or correct areas of concern within time stated on the report, a stop work order will be posted on site and also mailed to the contractor. If after a stop work order is issued and corrective conditions are still not met the City will make provisions for its crews or another contractor to enter the site and correct the conditions. Any costs incurred by this will be taken out of the contractor's financial guarantee

### Education Program / Public Outreach

Meet with contractors at pre-construction meetings and discuss the importance of the erosion control measures. Also discuss any areas of concern. Provide informational brochures/handouts for contractors at the Building Inspection Department

### Annual Reporting Items

Number of construction sites within given year

### Goals

---

#### 4.2.1 Track construction site inspections

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

### Description

Track the number of inspections by category of residential, ordinance related or complaint driven. Prepare an annual summary report.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
12/31/2010	Residential Construction Sites (2010)

### Description

The Building Inspection Department issued 25 construction site erosion control permits in 2010. Erosion control plans identifying BMPs to be utilized were required for permit approval. Site inspections and enforcement were conducted periodically at each site over the course of construction activities. Permit records are maintained in the Building Inspection files.

---

12/31/2010

Commercial Construction Sites (2010)

**Description**

Report of the 2010 construction sites passing and failing inspections.

File Attachment [2010 Erosion report.pdf](#)

---

**4.2.2 Non permit required erosion inspections**

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Tracking of non permit required erosion inspections.

Planned: 2010 2011 2012

Complete: 2010

Activity Date	Name
12/31/2010	Non-Compliant Erosion Control (2010)

**Description**

Letters sent to properties that were not in compliance with erosion control practices.

File Attachment [erosion control letter 1021 Province Tr.doc](#)

File Attachment [erosion control letter 1028 Durham.doc](#)

File Attachment [erosion control letter 1293 Fieldview.doc](#)

File Attachment [erosion control letter 1416 maria.doc](#)

File Attachment [erosion control letter 2389 Woodland Hills Dr.doc](#)

File Attachment [erosion control letter 2927 Birding Ct.doc](#)

---

### 4.3 Public Information Response Procedures

Responsible Staff / Position     Amy Kester  
Principal Planner  
(920) 967-865

Required Yes

#### Description

Procedures for receipt and consideration of information submitted by the public

#### Goals

---

#### 4.3.1 Maintain public complaint log

Responsible Staff / Position:     Amy Kester  
Principal Planner  
(920) 967-3652

#### Description

Establish and maintain a log for receipt of erosion control complaints from the public. System should include associated follow up results and actions, if any.

Planned:     2009 2010 2011 2012

Complete:   2009 2010

Activity Date	Name
12/31/2010	Complaint Log (2010)

#### Description

A log of public complaints was kept and there were no complaints registered for 2010.

---



## Best Management Practices

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### 5.1 Post-Construction Storm Water Management Ordinance

Responsible Staff / Position      Mark Radtke  
Director of Public Works  
(920) 967-361

Required Yes

#### Description

An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment. At a minimum, the ordinance or other regulatory mechanism shall establish or include

1. Applicability and jurisdiction that shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee
2. Design criteria, standards and specifications equivalent to technical standards or the Wisconsin Storm Water Manual approved by the Department. The Department-approved technical standards shall take precedence over the Wisconsin Storm Water Manual. The Department-approved technical standards and the Wisconsin Storm Water Manual are available at <http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>
3. Post-construction performance standards equivalent to or more restrictive than those in ss NR 151.12 and 151.24, Wis. Adm. Code
4. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code
5. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures
6. Inspection and enforcement authority

The City of Menasha adopted Ordinance O-22-08 relating to Post-Construction Storm Water Management on January 5, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 7 of the City of Menasha Municipal Code. This can be found on the City's website: <http://www.cityofmenasha-wi.gov/>. The City of Menasha is located in Winnebago and Calumet counties, both of which also have storm water management ordinances. We will enforce the more stringent requirements from the city and county ordinances

#### Goals

---

5.1.1 Review and update ordinance

Responsible Staff / Position: Mark Radtke  
Director of Public Works  
(920) 967-3610

Description

Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a minimum, this will be done every five years, beginning in 2012.

Planned: 2012

Complete:

Activity Date	Name	Description
None		

5.1.2 Storm water management plan review

Responsible Staff / Position: Mark Radtke  
Director of Public Works  
(920) 967-3610

Description

Contract with a qualified consultant to review commercial and subdivision storm water management plans for compliance with the ordinance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010

Activity Date	Name	Description
09/15/2010	Subway Plan Review (2010)	

## 5.2 Long-Term Maintenance Procedures

**Responsible Staff / Position** Mark Radtke  
Director of Public Works  
(920) 967-361

**Required** Yes

### Description

Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities

The City of Menasha has developed a template for a Storm Water Facilities Maintenance Agreement to ensure long term maintenance for the storm water facility in accordance with the design functions and the post-construction storm water management plan

Upon approval of the plan, the maintenance agreement is signed by the property owner and the City of Menasha and is recorded at the appropriate county

The management and long term maintenance of regional storm water ponds and residential subdivision ponds shall be the responsibility of the City of Menasha, accomplished via either easement or land dedication

### Goals

---

#### 5.2.1 Audit private facilities for long term maintenance

**Responsible Staff / Position:** Mark Radtke  
Director of Public Works  
(920) 967-3610

### Description

Audit up to five properties annually for compliance with the approved operation and maintenance plan and recorded maintenance agreement.

**Planned:** 2011 2012

**Complete:**

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

## 6 Pollution Prevention

**Responsible Staff / Position** Mark Radtke  
Director of Public Works  
(920) 967-361

### Description

Each permittee shall develop and implement a pollution prevention program that establishes measurable goals for pollution prevention. The program shall include

1. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency
2. Routine street sweeping and cleaning of catch basins with sumps where appropriate
3. Proper disposal of street sweeping and catch basin cleaning waste
4. If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety
5. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection
6. Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities
7. Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests
8. Education of appropriate municipal and other personnel involved in implementing this program
9. Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at <http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>

## Best Management Practices

---

### 6.1 Routine Facility Inspection and Maintenance

**Responsible Staff / Position** Mark Radtke  
Director of Public Works  
(920) 967-361

**Required** Yes

#### Description

Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency. The City of Menasha currently has responsibility for 10 wet storm water ponds, three dry ponds, several ditches and one CDS filter unit. These facilities are inspected at least annually

#### Goals

---

##### 6.1.1 Menasha Marina Proprietary Device

**Responsible Staff / Position:** Tim Jacobson  
Public Works Superintendent  
(920) 967-3620

#### Description

Conduct semi-annual inspections, maintain and clean with vacor truck. Record date and estimate amount of solids removed if possible.

**Planned:** 2006 2007 2008 2009 2010 2011 2012

**Complete:** 2006 2007 2008 2009 2010

Activity Date	Name
10/01/2010	Cleaning (2010)

#### Description

Cleaning.

---

##### 6.1.2 Lake Park Villas Phase I, Pond 1

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

Pond 1 Inspections and Maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
10/01/2010	Pond Inspection (2010)

#### Description

The inspection of pond and any corrections that were made if any.

File Attachment [2010 Lake Park Phase I Pond 1 Inspection.doc](#)

---

**6.1.3 Lake Park Villas Phase I, Pond 2**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Pond 2 inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

<b>Activity Date</b>	<b>Name</b>
10/01/2010	Pond Inspection (2010)

**Description**

The inspection of the pond and any corrections that were made if any.

File Attachment [2010 Lake Park Phase I Pond II Inspection.doc](#)

---

**6.1.4 Lake Park Villas Phase I, Pond 3**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Pond 3 inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

<b>Activity Date</b>	<b>Name</b>
10/01/2010	Pond Inspection (2010)

**Description**

The inspection of the pond and any corrections that were made if any.

File Attachment [2010 Lake Park Phase I Pond III Inspection.doc](#)

---

**6.1.5 Lake Park Villas Phase I, Pond 4**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Pond 4 inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

<b>Activity Date</b>	<b>Name</b>
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---

10/01/2010 Pond Inspection (2010)

**Description**

The inspection of the pond and any corrections that were done if any.

File Attachment [2010 Lake Park Phase I Pond IV inspection.doc](#)

---

**6.1.6 Lake Park Villas Phase II Pond**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

LPV Phase II pond inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
10/01/2010	Pond Inspection (2010)

**Description**

The inspection of the pond and any corrections that were done if any.

File Attachment [2010 Lake Park Phase II Pond Inspection.doc](#)

---

**6.1.7 Midway Business Park Pond**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Midway Business Park wet detention basin inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
10/01/2010	Pond Inspection (2010)

**Description**

The inspection of the pond and any corrections that were done if any.

File Attachment [2010 Midway buisness Pond Inspection.doc](#)

---

**6.1.8 Province Terrace Pond**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Province Terrace wet detention basin inspections and maintenance.

---

Planned: 2009 2010 2011 2012

Complete: 2009 2010

Activity Date	Name
10/01/2010	Pond Inspection (2010)

**Description**

The inspection of the pond and the corrections that were done if any.

File Attachment [2010 Province Tr Pond Inspection.doc](#)

---

**6.1.9 Lake Park Villas Phase I, Pond 5**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Pond 5 inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010

Activity Date	Name
10/01/2010	Pond Inspection (2010)

**Description**

The inspection of the pond and the corrections that were done if any.

File Attachment [2010 Lake Park Phase I Pond V Inspection.doc](#)

---

**6.1.10 Natures Way Housing Pond**

**Responsible Staff / Position:** Corey Gordon  
Engineering Aide II  
(920) 967-3610

**Description**

Pond inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009 2010

Activity Date	Name
10/01/2010	Pond inspection (2010)

**Description**

The inspection of the pond and the corrections that were done if any.

File Attachment [2010 Nature's way Housing Pond Inspection.doc](#)

---

6.1.11 Nature's Way/Province Terrace Pond

Responsible Staff / Position: Corey Gordon  
Engineering Aide II  
(920) 967-3610

Description

Pond Inspection and Maintenance

Planned: 2009 2010 2011 2012

Complete: 2009 2010

Activity Date	Name
10/01/2010	Pond Inspection (2010)

Description

The inspection of the pond and the corrections that were done if any.

File Attachment: [2010 Nature's way Province Tr. Pond Inspection.doc](#)

---

## 6.2 Street Sweeping / Catch Basin Cleaning

Responsible Staff / Position     Tim Jacobson  
Public Works Superintendent  
(920) 967-362

Required Yes

### Description

Routine street sweeping and cleaning of catch basins with sumps where appropriate

### Goals

---

#### 6.2.1 Downtown, Major, and Secondary Roads

Responsible Staff / Position:     Tim Jacobson  
Public Works Superintendent  
(920) 967-3620

### Description

All downtown and major roads cleaned every week. Secondary roads cleaned once a month.

Planned:     2006 2007 2008 2009 2010 2011 2012

Complete:   2006 2007 2008 2009 2010

Activity Date	Name
12/31/2010	Downtown, Major, and Secondary Roads (2010)

### Description

All major roads swept weekly on Friday's. rest of streets swept on a monthly basis. Total sweeper mileage was 3,627 miles and 838 hours.

---

**6.3 Sweeping and Basin Waste Disposal**

**Responsible Staff / Position**      Tim Jacobson  
Public Works Superintendent  
(920) 967-362

**Required** Yes

**Description**

Proper disposal of street sweeping and catch basin cleaning waste

**Goals**

---

**6.3.1 Sweeping and Basin Disposal**

**Responsible Staff / Position:**      Tim Jacobson  
Public Works Superintendent  
(920) 967-3620

**Description**

proper disposal sweepings and basin debris.

**Planned:**      2010 2011 2012

**Complete:**    2010

<b>Activity Date</b>	<b>Name</b>
12/26/2010	Sweeping and Basin Disposal (2010)

**Description**

Hauled 124 ton from sweeping to landfill. Basin disposal hauled to clear fill landfill (badger quarry). Repaired 505 storm structures and cleaned 1,422 basins.

---

## 6.4 Deicer Application Management

**Responsible Staff / Position** Tim Jacobson  
Public Works Superintendent  
(920) 967-362

**Required** Yes

### Description

if road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety. Also, the use of environmentally friendly deicers, such as Geomelt, shall be evaluated as a standard operating policy for snow and ice control

### Justification

Deicer is necessary to provide appropriate level of safety as defined in the City's Snow and Ice Control Policy

### Annual Reporting Items

WisDOT requires an annual Salt Inventory report

### Goals

---

#### 6.4.1 Maximize Use of Geomelt

**Responsible Staff / Position:** Tim Jacobson  
Public Works Superintendent  
(920) 967-3620

### Description

The use of Geomelt as a deicer allows us to reduce the amount of road salt being applied to our streets, thus reducing the amount of chlorides entering our waterways.

**Planned:** 2009 2010

**Complete:** 2009 2010

Activity Date	Name
12/31/2010	Maximized Use of Geomelt (2010)

### Description

Mixed 500 gallons with 219 ton of chips and 169 ton of salt.

---

#### 6.4.2 Annual Salt Storage Facility Inspection/Inventory

**Responsible Staff / Position:** Tim Jacobson  
Public Works Superintendent  
(920) 967-3620

### Description

Conduct the annual salt storage facility inspection by WisDOT. Prepare salt inventory report.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

---

Activity Date	Name
12/31/2010	Salt Storage Facility Inspection/Inventory (2010)

**Description**

Conducted the annual salt storage facility inspection by WisDOT. Prepared salt inventory report.

---

**6.4.3 Fleet Maintenance**

<b>Responsible Staff / Position:</b>	Tim Jacobson Public Works Superintendent (920) 967-3620
--------------------------------------	---

**Description**

Maintain fleet and equipment for proper application of road salt and salt brine. Perform calibration of equipment prior to winter season.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010

Activity Date	Name
10/29/2010	Winter Season Equipment Calibration (2010)

**Description**

Fleet and equipment were prepared for winter snow and ice control operations. Salt spreaders/applicators were calibrated.

---

## 6.5 Leaf and Grass Clipping Management

**Responsible Staff / Position** Tim Jacobson  
Public Works Superintendent  
(920) 967-362

**Required** Yes

### Description

Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection

### Goals

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#### 6.5.1 Proper Management of Leaf and Grass Clipping Yard Waste

**Responsible Staff / Position:** Tim Jacobson  
Public Works Superintendent  
(920) 967-3620

### Description

The City of Menasha will collect and process yard waste to produce sifted compost product that will be made available to residents. The city will utilize a bio-bag collection system. Property owners will be required to mulch or compost grass clippings on site.

**Planned:** 2006 2007 2008 2009 2010 2011 2012

**Complete:** 2006 2007 2008 2009 2010

Activity Date	Name	Description
None		

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#### 6.5.2 Proper Management of Leaf and Grass Clippings in City Parks

**Responsible Staff / Position:** Vince Maas  
Parks Superintendent  
(920) 967-3642

### Description

Turf grass will be mulched during the growing season. Leaves will also be mulched several times in the fall.

**Planned:** 2006 2007 2008 2009 2010 2011 2012

**Complete:** 2006 2007 2008 2009 2010

Activity Date	Name
12/31/2010	Mulching (2010)

### Description

Turf grass was mulched during the growing season. Leaves were also mulched several times in the fall.

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## 6.7 Nutrient Application Management

**Responsible Staff / Position** Vince Maas  
Parks Superintendent  
(920) 967-364

**Required** Yes

### Description

Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests

### Goals

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#### 6.7.1 Nutrient Application Management

**Responsible Staff / Position:** Vince Maas  
Parks Superintendent  
(920) 967-3642

### Description

At this time the City of Menasha does not apply lawn or garden fertilizer to any area larger than 2 acres. The Parks Department has a Turf Management Plan which is reviewed annually. It was recently updated.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010

Activity Date	Name
12/31/2010	Nutrient Application Management (2010)

### Description

Attached is the Nutrient Application Management Plan.

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**6.8 Staff Training and Education**

**Responsible Staff / Position** Mark Radtke  
Director of Public Works  
(920) 967-361

**Required** Yes

**Description**

Education of appropriate municipal and other personnel involved in implementing this program  
Comprehensive training for City employees has not yet occurred. It is expected this will occur  
in 2010

**Goals**

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**6.8.1 Provide staff training on pollution prevention**

**Responsible Staff / Position:** Mark Radtke  
Director of Public Works  
(920) 967-3610

**Description**

Education of appropriate municipal and other personnel involved in implementing this program.

**Planned:** 2010

**Complete:**

<b>Activity Date</b>	<b>Name</b>	<b>Description</b>
<hr/>		
None		
<hr/>		



## 7 Storm Water Quality Management

**Responsible Staff / Position** Mark Radtke  
Director of Public Works  
(920) 967-361

### Description

The permittee shall develop and implement a municipal storm water management program. This program shall achieve compliance with the developed urban area performance standards of s. NR 151.13(2), Wis. Adm. Code, for those areas of the municipality that were not subject to the postconstruction performance standards of s. NR 151.12 or 151.24. The program shall include

1. To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard
2. Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff
3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only

## Best Management Practices

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### 7.1 20% TSS Reduction Practices

**Responsible Staff / Position** Mark Radtke  
Director of Public Works  
(920) 967-361

**Required** Yes

#### Description

To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard

Note: Pursuant to s. NR 151.13(2), Wis. Adm. Code, the total suspended solids reduction requirement increases to 40% by March 10, 2013. The 20% and 40% total suspended solids reduction requirements are applied to runoff from areas of urban land use and are not applicable to agricultural or rural land uses and associated roads. Additional MS4 modeling guidance for modeling the total suspended solids control is given on the Department's Internet site at

<http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>

#### Goals

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##### 7.1.1 Adopt and implement Storm Water Management Plan

**Responsible Staff / Position:** Mark Radtke  
Director of Public Works  
(920) 967-3610

#### Description

Adopt and implement a city-wide storm water management plan to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009

Activity Date	Name	Description
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None

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## 8 Storm Sewer System Map

Responsible Staff / Position     Corey Gordon  
Engineering Aide II  
(920) 967-361

### Description

The permittee shall develop and maintain a MS4 map

## Best Management Practices

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### 8.1 Storm Sewer System Map Requirements

Responsible Staff / Position      Tim Montour  
Engineering Supervisor  
(920) 967-361

Required Yes

#### Description

The municipal storm sewer system map shall include

1. Identification of waters of the state, name and classification of receiving water(s) identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS outfall and municipal separate storm sewer conveyance systems
2. Identification of any known threatened or endangered resources, historical property and wetlands, as defined in sections 1.6 through 1.8 of this permit, which might be affected
3. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s Major outfalls shall be uniquely identified
4. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the permittee's area may be obtained from the Department
5. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified
6. Identification of publicly owned parks, recreational areas and other open lands
7. Location of municipal garages, storage areas and other public works facilities
8. Identification of streets

#### Goals

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##### 8.1.1 Storm Sewer Map

Responsible Staff / Position:      Corey Gordon  
Engineering Aide II  
(920) 967-3610

#### Description

Create a map of the city showing all storm sewer system. Map to be updated on an annual basis.

Planned:      2009 2010 2011 2012

Complete:    2009 2010

**Activity Date**

**Name**

12/31/2010

Update Storm Sewer Map (2010)

**Description**

Storm sewer system 2010.

File Attachment [STORM\\_system.pdf](#)

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## Best Management Practices

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### 9.1 Annual Reporting Requirements

**Responsible Staff / Position** Amy Kester  
Principal Planner  
(920) 967-365

**Required** Yes

#### Description

The annual report shall include

1. The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules
2. A fiscal analysis which includes the annual expenditures and budget for the reporting year and the budget for the next year
2. A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances
4. Identification of any known water quality improvements or degradation in the receiving water to which the permittee's MS4 discharges. Where degradation is identified, identify why and what actions are being taken to improve the water quality of the receiving water
5. A duly authorized representative of the permittee shall sign and certify the annual report and include a statement or resolution that the permittee's governing body or delegated representatives have reviewed or been apprised of the content of the annual report. A signed copy of the annual report and other required reports shall be submitted to the appropriate Department regional storm water contact or to the Wisconsin DNR, Storm Water Program ?WT/2, PO Box 7921, Madison, WI 53707-7921

#### Goals

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##### 9.1.1 Utilize PermiTrack Software for Annual Reporting

**Responsible Staff / Position:** Amy Kester  
Principal Planner  
(920) 967-3652

#### Description

Train staff on and utilize PermiTrack software to plan, record, and document all activities relating to the city's MS4 Permit.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009

Activity Date	Name
12/31/2010	Document MS4 Permit Activities in PermiTrack (2010)

#### Description

Staff utilized MS4 PermiTrack software to manage BMP goals and document activities throughout the year. Documentation will be submitted with 2009 Annual Report.

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9.1.2 Prepare Annual Report

Responsible Staff / Position:

Amy Kester  
Principal Planner  
(920) 967-3652

**Description**

Review annual documentation and ensure all activities are entered into PermiTrack software. Prepare annual report document for Common Council and public review. Submit annual report by March 31.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009

**Activity Date**

**Name**

03/31/2010

2009 Annual Report

**Description**

Submission of the Annual Report for 2009.

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9.3 Annual Program Costs

Responsible Staff / Position

Mark Radtke  
Director of Public Works  
(920) 967-361

Required Yes

Description

Costs for implementing the program shall be summarized and attached to the annual permit

Goals

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None

Activity Date	Name	Description
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None

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CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Tuesday April 19, 2011  
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

A Moment of Silence was observed for former Alderman Tom Derouin who passed away on April 13, 2011

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Taylor, Wisneski, Langdon, Hendricks, Zelinski, Englebert

EXCUSED: Alderman Roush

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

D. PUBLIC HEARING

None

E. PRESENTATION TO OUTGOING COMMITTEE MEMBERS

Mayor Merkes recognized residents that serviced on Committees in the past year. He presented those present with a Certificate of Appreciation.

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

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

No one spoke

G. 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, 4/4/11
- b. Board of Public Works, 4/4/11
- c. Board of Canvass 4/6/11
- d. Board of Health, 2/9/11
- e. Committee on Aging, 2/10/11
- f. Information Technology Steering Committee, 4/13/11
- g. Safety Committee, 1/27/11; Police
- h. Safety Committee, 2/22/11; Public Works/Parks
- i. Water & Light Commission, 4/5/11; special meeting

Communications:

- j. CA/HRD Captain, 4/14/11; WPPI Transaction
- k. Commissioner of Railroads, adequacy of warning devices at Garfield Ave.
- l. Davis & Kuelthau, 2011 Public Officials Program, April 26, 2011, Kimberly
- m. League of Wisconsin Municipalities New Municipal Officials Workshop, May 20, 2011, Kimberly
- n. League of Wisconsin Municipalities Regional Dinner, May 19, 2011, Green Bay
- o. League of Municipalities, 4/6/11; Proposed local savings cover only 61% of state funding cuts
- p. Menasha Historical Society newsletter, March 2011
- q. Sustainability Board Chair Linda Stoll, 4/22/11; Bike to Work Week activities
- r. Dan Gueths vs. City of Menasha lawsuit, 4/6/11

Ald. Wisneski: Minutes F (IT Steering), minutes included picture of computer station at PWF

Ald. Englebert: Commented on Library Director Search Committee, narrowing down the candidates. Hope to complete interviews by mid-May.

## H. 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, 4/4/11

Board of Public Works, 4/4/11; recommends approval of:

2. Change Order; MOD# 0025-00; Neenah-Menasha Fire Rescue Station 36; Miron Job #101520;  
DEDUCT: \$977.00

Moved by Ald. Hendricks, seconded by Ald. Wisneski to approve all items on Consent Agenda.  
Motion carried on roll call 7-0.

## I. ITEMS REMOVED FROM CONSENT AGENDA

None

## J. ACTION ITEMS

1. Accounts payable and payroll for the term of 4/7/11 to 4/14/11 in the amount of \$2,283,569.95

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

Discussion/Questions/Answers on expenditures.

Motion carried on roll call 7-0.

2. Class "B" Liquor License Application, Luis Morales, 403 Racine Street for the 2010-2011 licensing year

Moved by Ald. Wisneski, seconded by Ald. Englebert to approve liquor license application.

Motion carried on roll call 7-0.

3. Motion to Reconsider, Street Use Application for Moose Fest, May 7 & 8, 2011 (Steve & Deanna Krueger)(Ald. Taylor)

Moved by Ald. Taylor, seconded by Ald. Langdon to reconsider Street Use Application for Moose Fest.

Motion carried on roll call 7-0.

Moved by Ald. Taylor, seconded by Ald. Langdon to amend the Street Use Application to include May 5, 2011 from 12:00pm until 10:00pm for west side of Broad Street Parking Lot for Christman Amusements set-up; May 6, 2011 from 6:00am until 10:00pm on the east side of the Broad Street parking lot; May 7, 2011 from 9:00am until 10:00pm for operation of Moose Fest; May 8, 2011 from 9:00am until 5:00pm for operation of Moose Fest and for partial tear down of carnival until 10:00pm; May 9, 2011 from 9:00am until 10:00pm for dismantling of carnival.

Discussion ensued on parking concerns for businesses that use the Broad Street lot for customer parking.

Moved by Ald. Englebert, seconded by Ald. Wisneski to post reserve parking sign on the east side of the Broad Street lot on May 6, 2011.

Motion carried on roll call 7-0.

Motion on amendment carried on roll call 7-0.

Motion to approve as amended carried on roll call 7-0.

## K. ORDINANCES AND RESOLUTIONS

1. R-15-11 Resolution Transferring/Appropriating Funds (Introduced by Alderman Wisneski)

Moved by Ald. Wisneski, seconded by Ald. Langdon to adopt R-15-11.

Motion carried on roll call 7-0.

2. R-16-11 Resolution Continuing Appropriations (Introduced by Alderman Wisneski)

Moved by Ald. Wisneski, seconded by Ald. Langdon to adopt R-16-11.

Discussion ensued on the carrying over of funds for the Economic Specialist position. Ald. Wisneski went on record stating she is opposed to the Economic Specialist position.

Motion carried on roll call 7-0.

L. APPOINTMENTS

None

M. HELD OVER BUSINESS

1. Change Order: MOD# 0023-01: Neenah-Menasha Fire Rescue Station 36; Miron Job #101520;  
Add: not to exceed \$ 350 (Board of Public Works, held 4/4/11)

Moved by Ald. Zelinski, seconded by Ald. Benner to approve change order.  
Motion carried on roll call 7-0.

N. CLAIMS AGAINST THE CITY

None

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Stan Sevenich, 645 9<sup>th</sup> Street. Thanked all the outgoing council members for their years of service.

P. PRESENTATION TO OUTGOING ALDERMEN

Mayor Merkes presented a plaque from the City to the outgoing Aldermen.

Ald. Wisneski thanked the residents in her district and shared a few words of encouragement.

Ald. Hendricks thanked the Mayor, City staff, current and previous Council.

Q. ADJOURNMENT – Sine Die

Moved by Ald. Wisneski, seconded by Ald. Hendricks to adjourn Sine-Die at 6:55 p.m.  
Motion carried on voice vote.

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

CITY OF MENASHA  
NEW COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Tuesday April 19, 2011  
MINUTES

DRAFT

- A. CALL TO ORDER  
Meeting called to order by Mayor Merkes at 7:04 p.m.
- B. PLEDGE OF ALLEGIANCE  
Moment of Silence observed for upcoming year for the New Common Council  
Clerk Galeazzi administered the Oath of Office to the newly Elected Officials.
- C. ROLL CALL/EXCUSED ABSENCES  
PRESENT: Aldermen Klein, Taylor, Sevenich, Langdon, Krueger, Zelinski, Englebert, Benner  
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Stanke, FC Auxier, DPW Radtke,  
CDD Keil, C/T Stoffel, PRD Tungate, PHD Nett, Clerk Galeazzi, and the Press.
- D. PUBLIC HEARING  
None
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)  
No one spoke
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS  
None
- G. CONSENT AGENDA  
None
- H. ITEMS REMOVED FROM CONSENT AGENDA  
None
- I. ORDINANCES AND RESOLUTIONS  
1. R-17-11 Resolution Providing for the Method of Selecting Certain Council/Committee Officials.  
Moved by Ald. Taylor, seconded by Ald. Benner to adopt R-17-11.  
Motion carried on roll call 8-0.
- J. ACTION ITEMS  
None
- K. APPOINTMENTS  
1. Common Council Appointments  
a. Council President (1 year term effective immediately)  
Mayor Merkes opened the floor for nominations for Council President.  
Moved by Ald. Taylor, seconded by Ald. Krueger to nominate Ald. Sevenich.  
Moved by Ald. Langdon, seconded by Ald. Benner to nominate Ald. Englebert.  
Voting for Ald. Sevenich - Klein, Taylor, Sevenich, Krueger, Zelinski.  
Voting for Englebert - Langdon, Englebert, Benner.  
Ald. Sevenich was elected Council President on a roll call 5-3.  
b. An Alderman Member to the Plan Commission (1 year term effective immediately)  
Mayor Merkes opened the floor for nominations.  
Moved by Ald. Taylor, seconded by Ald. Zelinski to nominate Ald. Benner.  
Moved by Ald. Sevenich, seconded by Ald. Zelinski to close nominations and cast a unanimous  
ballot for Ald. Benner as Alderman member to the Plan Commission.

c. An Alternate Alderman Member of the Plan Commission (1 year term effective immediately)  
Mayor Merkes opened the floor for nominations.  
Moved by Ald. Englebert, seconded by Ald. Benner to nominate Ald. Zelinski.  
Moved by Ald. Sevenich, seconded by Ald. Krueger to close nominations and cast a unanimous ballot for Ald. Zelinski as Alternate Alderman member to the Plan Commission.

L. RECESS TO COMMITTEES

Moved by Ald. Sevenich, seconded by Ald. Englebert to recess at 7:12 p.m.  
Motion carried on voice vote.

Reconvened at 7:37 p.m.

M. APPOINTMENTS

1. Common Council Appointments

a. NM Fire Rescue Joint Finance and Personnel Committee:

- 1) Council President (No action necessary)
- 2) Administration Committee Chair or Personnel Committee Chair (If necessary)

Mayor Merkes explained by ordinance either the Administration Committee Chair or Personnel Committee Chair can be appointed to NM Fire Rescue Joint Finance and Personnel Committee  
He opened the floor for nominations

Moved by Ald. Sevenich, seconded by Ald. Langdon to nominate Ald. Englebert

Moved by Ald. Taylor, seconded by Ald. Zelinski to nominate Ald. Klein

First roll call 4-4

Voting for Ald. Klein - Klein, Taylor Langdon, Zelinski

Voting for Ald. Englebert - Sevenich, Krueger, Englebert, Benner

Second roll call 4-4

Voting for Ald. Klein - Klein, Taylor Langdon, Zelinski

Voting for Ald. Englebert - Sevenich, Krueger, Englebert, Benner

Third roll call 6-2 for Ald. Klein

Voting for Ald. Klein - Klein, Taylor, Sevenich, Langdon, Zelinski, Englebert

Voting for Ald. Englebert - Krueger, Benner

Ald. Klein was elected to NM Fire Rescue Joint Finance and Personnel Committee.

b. Information Systems Steering Committee (If necessary)

Mayor Merkes explained by ordinance either the Administration Committee Chair or Vice-Chair can be appointed to Information Systems Steering Committee. He opened the floor for nominations.

Moved by Ald. Klein, seconded by Ald. Zelinski to nominate Ald. Benner.

Having no other nominations, Mayor Merkes closed the nominations and instructed the Clerk to cast a unanimous ballot for Ald. Benner.

2. Mayor's Committee Appointments

a. Approval of Alderman Langdon to Parks & Recreation Board (1 year term effective immediately)

b. Approval of Alderman Sevenich to the Landmarks Commission (1 year term effective immediately)

c. Approval of Alderman Krueger to the NM Fire Rescue Joint Finance and Personnel Committee (1 year term effective immediately)

d. Approval of Alderman Englebert to the Redevelopment Authority (1 year term effective immediately)

e. Approval of Alderman Zelinski to the Parking Committee (1 year term effective immediately)

f. Re-appointment to the Plan Commission of Kara Homan, 3086 Winnepeg St., Menasha for the term May 1, 2011 to May 1, 2014

DRAFT

- g. Re-appointment to the Board of Health of Lori Asmus, 1155 Fieldview Dr., Menasha for the term May 1, 2011 to May 1, 2014
- h. Appointment to the Redevelopment Authority of Kip Golden, 1009 Tana Lane, Menasha for the term April 19, 2011 to Aug. 31, 2015
- i. Appointment to the Redevelopment Authority of Dave Wuestenberg, 850 River Lea Ct, Menasha for the term April 19, 2011 to Aug. 31, 2014

Moved by Ald. Benner, seconded by Ald. Langdon to approve all appointments a-i  
Motion carried on voice vote.

N. CLAIMS AGAINST THE CITY

None

O. HELD OVER BUSINESS

None

P. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Paul Nelson, Interm Library Director. Reported the Library Director Search Committee will be conducting interviews for the new Library Director. He invited the Aldermen to tour the Library.

Q. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Klein to adjourn at 7:47 p.m.  
Motion carried on voice vote.

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



## Memorandum

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**TO:** Neenah Menasha Fire Rescue Joint Finance Committee Members

**FROM:** Al Auxier, Chief

**DATE:** April 20, 2011

**RE:** Automatic Aid Agreement with Appleton Fire Department

Attached you will find a draft of the Automatic Aid Agreement and Memorandum of Understanding between Neenah-Menasha Fire Rescue (NMFR) and Appleton Fire Department (AFD). After nearly one year of research and study, the Departments are ready to move forward and provide the citizens that NMFR and AFD serve a seamless strategy to emergence response that will help reduce response times and provide better service to the citizens without increasing costs.

Logistically NMFR and AFD are in the final phases of being able to provide this service. The Communications Centers at both Winnebago and Outagamie Counties are installing the equipment necessary to provide simultaneous dispatching to both departments. This Automatic Aid Agreement, if approved, would erase borders when it comes to emergencies by dispatching the closest available unit regardless of the city or county of jurisdiction. I am confident that this approach to emergency response is what is best for the citizens that we protect and serve.

I would request that the members of the NMFR Joint Finance and Personnel Committee approve this agreement and forward it to the Common Councils of Neenah and Menasha for their review and approval. By approving this Automatic Aid Agreement you will be creating an atmosphere of cooperation with our neighbors and assure the citizens that they can expect the best services with controlled costs by working together.

Please review the enclosed documents and if you have any questions or concerns please feel free to contact me.

Thank you for taking time to consider this matter.

920-886-6203(office)  
920-209-9509(work cell)  
aauxier@nmfire.org(email)

## AGREEMENT FOR AUTOMATIC ASSISTANCE

### CITIES OF NEENAH AND MENASHA AND CITY OF APPLETON

THIS AGREEMENT entered into this \_\_\_\_ day of \_\_\_\_\_ by and between the Cities of Neenah and Menasha and City of Appleton hereinafter referred to as "Neenah and Menasha" and "City of Appleton" (respectively), each of which are Wisconsin municipal corporations; and each acting herein through their duly authorized officials.

#### WITNESSETH:

WHEREAS the governing officials of the governmental entities set forth above, political subdivisions of the State of Wisconsin and the United States of America, desire to secure for each entity the benefits of assistance in the protection of life and property from fire and other disasters;

#### NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. In consideration for each party's automatic assistance to the other upon the occurrence of an emergency condition and/or hazardous situation in any portion of the designated area where this Agreement for Automatic Assistance is in effect, a predetermined number of fire fighting equipment and/or emergency medical equipment or personnel of both parties shall be dispatched, to such point where the emergency condition and/or hazardous situation exists in order to assist in the protection of life and property subject to the conditions hereinafter stated. For the purpose of this agreement, "emergency condition" shall include any condition requiring fire protection or emergency medical services, or both.

Details as to amounts and types of assistance to be dispatched, methods of dispatching and communications, training programs and procedures and areas to be assisted will be developed by the Chief of the Neenah and Menasha Fire Rescue (NMFR) and the Chief of the Appleton Fire Department (AFD). These details will be stipulated in a Memorandum of Understanding and signed by the Chiefs of both departments. Said Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chiefs as conditions may warrant.

2. Any dispatch of equipment and personnel pursuant to this Agreement shall be sent, unless such amount of assistance is unavailable due to emergency conditions and/or hazardous situations confronting either party's forces at the time of need for assistance under this Agreement.
3. Each party to this Agreement waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement. However, this waiver shall not apply to those cases in which the claim results from the failure of either party to accept responsibility for any civil liability for which a requesting party is responsible.

4. Neither party shall be reimbursed by the other for costs incurred pursuant to this Agreement. Personnel who are assigned, designated or ordered by their governing body to perform duties, pursuant to this Agreement, shall receive the same salary, pension, and all other compensation and rights for the performance of such duties, including injury or death benefits, and Worker's Compensation benefits, as though the service had been rendered within the limits of the entity where he or she is regularly employed. Moreover, all medical expenses; wage and disability payments; pension payments; damage to equipment and clothing; and expenses of travel; food; and lodging shall be paid by the entity in which the employee in question is regularly employed.
5. All equipment used by each party's fire department in carrying out this Agreement will, during the time response services are being performed, be owned by it; and all personnel acting for the party's fire department under this Agreement will, during the time response services are required, be firefighters of the fire department of the party where they are regularly employed.
6. At all times while equipment and personnel of either party's fire department are traveling to, from, or within the geographical limits of the other party in accordance with the terms of this Agreement, such personnel and equipment shall be deemed to be employed or used, as the case may be, in the full line and cause of duty of the party which regularly employs such personnel and equipment. Further, such equipment and personnel shall be deemed to be engaged in a governmental function of its governmental entity.
7. In the event that any individual performing duties subject to this Agreement shall be cited as a defendant party to any state or federal civil lawsuit, arising out of his or her official acts while performing duties pursuant to the terms of this Agreement, such individual shall be entitled to the same benefits that he or she would be entitled to receive had such civil action arisen out of an official act within the scope of his or her duties as a member of the department where regularly employed and occurred within the jurisdiction of the governmental entity where regularly employed. The benefits described in this paragraph shall be supplied by the party where the individual is regularly employed. However, in situations where the other party may be liable, in whole or in part, for the payment of damages then the other party may intervene in such cause of action to protect its interests.
8. It is agreed by and between the parties hereto that any party hereto shall have the right to terminate this Agreement upon ninety (90) days written notice to the other party hereto.
9. It is understood and agreed that both parties have heretofore entered into an "Agreement for Automatic Aid", effective on or before June 1, 2011. However, as to any mutual assistance between the parties arising out of the occurrence of an emergency condition and/or hazardous situations in the areas described in the Memorandum of Understanding, the conditions and obligations of this Agreement shall take precedence over the conditions and obligations of all other agreements.

10. Each party agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county where the emergency condition and/or hazardous situations occurred.
11. In case one or more of the provisions contained in this Agreement shall be for any reason held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
12. Effective date of this Agreement shall be on the last date of the signature of any party hereto.

EXECUTED by the Cities of Neenah and Menasha and City of Appleton, each respective governmental entity acting by and through its Administrator or other duly authorized official in the manner required by each respective City, or otherwise as required by law, on the date hereinbelow specified.

Executed this \_\_\_\_ day of \_\_\_\_\_.

City of Neenah

City of Appleton

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

Attest: \_\_\_\_\_  
City Clerk

City of Menasha

Appleton Fire Department

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Fire Chief

Attest: \_\_\_\_\_  
City Clerk

Approved as to form:

Neenah Menasha Fire Rescue

\_\_\_\_\_  
Appleton City Attorney

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Neenah City Attorney

\_\_\_\_\_  
Menasha City Attorney

## MEMORANDUM OF UNDERSTANDING AGREEMENT FOR AUTOMATIC ASSISTANCE BETWEEN THE NEENAH MENASHA FIRE RESCUE AND THE CITY OF APPLETON FIRE DEPARTMENT

This Memorandum of Understanding is authorized by the Agreement for Automatic Assistance dated XX/XX/XX approved by the Cities of Appleton, Neenah, and Menasha.

The purpose of this Memorandum of Understanding is to outline the procedures for implementing an Automatic Assistance response between the Neenah Menasha Fire Rescue, hereinafter referred to as "NMFR" and the City of Appleton Fire Department, hereinafter referred to as "City of Appleton". This Memorandum is a supplement to the Agreement for Automatic Assistance. In the event this Memorandum of Agreement conflicts with the Agreement for Automatic Assistance, the "Agreement for Automatic Assistance shall be controlling."

### Terms

The terms and conditions of this Memorandum of Agreement terminate automatically upon the termination of the Agreement for Automatic Assistance.

### Amount and Time of Assistance

This Agreement is for the exchange of fire and/or EMS service in specified response areas. Fire apparatus will respond on all reported structure fires and emergency medical (E-Edward) type incidents as assigned per CAD designation.

### Response Areas:

#### Structure Fire Response

A. NMFR will provide the following to the City of Appleton:

- (1) One Engine staffed with a minimum of three qualified firefighters – (*Area as defined on attached map.*)

B. City of Appleton will provide the following to NMFR:

- (1) One Engine staffed with a minimum of three qualified firefighters – (*Area as defined on attached map.*)

## **Emergency Medical Services (EMS) (E-Edward Incidents) First Responder:**

A. NMFR will provide the following to the City of Appleton:

- (1) One Engine staffed with a minimum of three qualified firefighters – (*Area as defined on attached map.*)

B. City of Appleton will provide the following to NMFR:

- (1) One Engine staffed with a minimum of three qualified firefighters – (*Area as defined on attached map.*)

### **Limitations**

If the agreed upon response from either department is not available or is temporarily depleted, the assisting department need not respond. However, if a fill-in company is in quarters at a fire station that is part of this Agreement, that company will respond. If the response is not available, the other party will be notified immediately.

### **Training**

Joint training exercises are to be conducted, at a minimum, semiannually. The training exercises will be coordinated and observed by the respective department training officers, for the purpose of maintaining coordination in firefighting procedures, dispatching and communications.

### **Communications**

Communications for dispatch centers will be via the Outagamie County and/or Winnebago County Communication Center and each respective department's for the initial dispatch of incidents. Communications to the respective Communication Center to mobile units and fire ground personnel utilizing portable radios will be on the radio frequencies utilized by the Department in whose jurisdiction in which the emergency incident occurs.

Communications procedures and documents will be provided at the initial training session and updated as needed thereafter. Maintenance and replacement of radios will be the responsibility of the Department that owns the radios.

### **Dispatch to Emergencies**

Upon receipt of an alarm in any of the designated response areas, the Communications Center receiving the alarm will dispatch the proper assignment. Should the agreed upon assistance not be available, the requesting department will be so notified.

### **Incident Command**

The officer on the first arriving company will establish command of the incident until relieved by the appropriate authority. The fire department, in the City at which the incident occurs,

shall upon arrival at the scene, communicate with the initial Incident Commander for a situational update, then assume Command of the incident thereafter.

### **Fire Incident Reporting**

Each department will be responsible for obtaining needed information to complete fire and emergency medical service reports for incidents within their respective jurisdictions. Units assisting in the incident shall cooperate with the agency in charge to provide any necessary information. Fire investigations are the responsibility of the respective jurisdiction, and responding agencies will cooperate in the investigation.

### **Revisions**

This Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chief of the Neenah Menasha Fire Rescue and the Fire Chief of the City of Appleton.

Date \_\_\_\_\_

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Al Auxier, Fire Chief – Neenah Menasha Fire Rescue

Date \_\_\_\_\_

---

Len Vander Wyst, Fire Chief – City of Appleton Fire Department.



April 28, 2011

To: Common Council  
From: Debbie Galeazzi, Clerk  
Subject: Quik Mart Menasha, Inc  
1515 Appleton Road

A "Class A" application to deal in fermented malt beverages and intoxicating liquors for the 2010-2011 licensing year has been filed by Quik Mart Menasha Inc, Satnam Gill, agent, for the premises at 1515 Appleton Road.

The Fire Dept., Health Dept., and Building Inspectors have inspected the property and find it is in compliant with State and local codes.

Attached is a memo from PC Stanke explaining his reason for not approving the application.

# ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 20 ending June 30 20 11

TO THE GOVERNING BODY of the:  Town of  Village of  City of } Menasha

County of Winnebago Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

1. The named  INDIVIDUAL  PARTNERSHIP  LIMITED LIABILITY COMPANY  CORPORATION  NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Quik mart menasha llc

Applicant's Wisconsin Seller's Permit Number: <u>456-102727387</u>	
Federal Employer Identification Number (FEIN): <u>03</u>	
LICENSE REQUESTED	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$
<b>TOTAL FEE</b>	\$

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>owner Satnam Gill</u>	<u>1427 Stadler Ct menasha WI</u>	<u>54952</u>
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>Satnam Gill</u>		
Directors/Managers			

3. Trade Name Quik mart menasha inc Business Phone Number 920-722-1782

4. Address of Premises 1515 Appleton Rd menasha WI 54952 Post Office & Zip Code menasha WI 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No

6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No

7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No

8. (a) Corporate/limited liability company applicants only: Insert state Wisconsin and date 2010 of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Am Pro mini mart llc  Yes  No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Town of menasha  Yes  No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

10. Legal description (omit if street address is given above):

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No

(b) If yes, under what name was license issued? Quality State coll - Q mart

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No

13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776]  Yes  No

14. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

## SUBSCRIBED AND SWORN TO BEFORE ME

this 15th day of April, 20 11

Deborah A. Maleagzi  
(Notary Public)

My commission expires 8/15/2012

S Gill  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk: <u>4-15-11</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
GILL		Sathnam			
Home Address (street/route)		Post Office		City	
1427 Stadler Ct				menasha	
Home Phone Number		Age		Date of Birth	
920-830-8296- cell → 427-7631					
				Place of Birth	
				India	

The above named individual provides the following information as a person who is (check one):

Applying for an alcohol beverage license as an individual.

A member of a partnership which is making application for an alcohol beverage license.

Sathnam Gill of Quik mart menasha inc  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? June 1998 to Now
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Feb. 2009 Licence violation on permits... Stockbridge  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. Town of menasha, oshkosh  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery/winery permit or wholesale liquor manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify.  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Am pm mini mart LLC	2005 S. Onalda St Appleton WI	Year <u>June 2008</u>	<u>Present</u>
Employer's Name	Employer's Address	Employed From	To
Am pm mini mart LLC	901 Appleton Rd menasha WI 54952	<u>2005</u>	<u>Present</u>

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 15<sup>th</sup> day of April, 2011  
Deborah A. Haleazzi  
(Clerk/Notary Public)

S Gill  
(Signature of Named Individual)

My commission expires 8/15/2012



# QUALITY STATE OIL CO., INC.

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March 17, 2011

City of Menasha-Clerk  
140 Main Street  
Menasha, Wi. 54952

Attention: City Clerk

This is to inform you that Quality State Oil Co., Inc. operating under the name of QMart at 1515 Appleton Rd, Menasha is willing to surrender our licenses to the new owner upon the sale of that location.

The new owners will be Satnam and Suki Gill of 1427 Satdler Ct. Menasha, WI.

The closing date is set for no later than April 30, 2011.

If you have any questions, please feel free to call me at 920-459-5640.

Sincerely,



Deborah A. DeBlaey  
Vice President and CFO

RECEIVED

MAR 18 2011

CITY OF MENASHA  
BY dg



TO: City Clerk Galeazzi  
FROM: Police Chief Stanke  
DATE: April 25, 2011  
RE: Alcohol Beverage License Application

I have reviewed the license application for Quik Mart Menasha Inc., Satnam Gill. In the review I discovered a previous alcohol related violation which Mr. Gill failed to disclose. This followed a previous application in which he failed to disclose another similar violation.

Based on this finding I do not feel comfortable in approving the license based on his failure to list the violation that occurred and advised Mr. Gill he could submit his application to the Common Council for further review and possible approval.

**CITY OF MENASHA DISBURSEMENTS**

Accounts Payable for 4/21/11-4/28/11 Checks # 29261-29444	\$ 699,434.07
Payroll Checks for 4/21/11-4/28/11	<u>158,421.65</u>
Total	\$ 857,855.72

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: 4/21/2011**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCENT BUSINESS SOLUTIONS INC	29261	4/21/2011	14498	100-1001-514.24-01	351.65	CONTRACT COLOR COPIER
	<b>Total for check: 29261</b>				<b>351.65</b>	
ACCURATE	29262	4/21/2011	1104028	731-1022-541.30-15	597.70	12 TON LOW JACK STANDS
				731-1022-541.30-18	19.14	SHOP SUPPLIES
				731-1022-541.30-18	24.28	SHOP SUPPLIES
				731-1022-541.30-18	20.36	SHOP SUPPLIES
				731-1022-541.38-03	10.76	HEADLAMP
<b>Total for check: 29262</b>				<b>720.56</b>		
ADVANTAGE POLICE SUPPLY INC	29263	4/21/2011	1499	100-0801-521.19-03	1,167.80	OFFICER VESTS
	<b>Total for check: 29263</b>				<b>1,167.80</b>	
AT&T	29264	4/21/2011	920R09453004	601-1020-543.22-01	292.50	MONTHLY SERVICE APR 4 THRU MAY 3
				100-1001-514.22-01	113.90	MONTHLY SERVICE APR 4 THRU MAY 3
	<b>Total for check: 29264</b>				<b>406.40</b>	
BADGER SERVICE CO	29265	4/21/2011	040411	100-0501-522.24-03	685.00	REMOVE/REINSTALL WASHER/STATION 36
	<b>Total for check: 29265</b>				<b>685.00</b>	
BAUM MACHINE INC	29266	4/21/2011	46243	100-0704-552.24-04	1,534.38	PUMP HOUSING REPAIR
	<b>Total for check: 29266</b>				<b>1,534.38</b>	
BAYCOM INC	29267	4/21/2011	131427	100-0801-521.29-05	487.50	ARBITRATOR INSTALL
	<b>Total for check: 29267</b>				<b>487.50</b>	
BECK ELECTRIC INC	29268	4/21/2011	H26	100-1008-541.20-04	160.00	TRAFFIC LIGHT REPAIR

## AP Check Register

### Check Date: 4/21/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BECK ELECTRIC INC...	29268...	4/21/2011	H29	100-0703-553.24-03	227.34	WIRE BATHROOM FANS
					<u>387.34</u>	JEFFERSON PARK
				<b>Total for check: 29268</b>		
BERGSTROM	29269	4/21/2011	110327	731-1022-541.38-03	188.01	MIRROR
					<u>188.01</u>	
				<b>Total for check: 29269</b>		
BRUCE MUNICIPAL EQUIPMENT INC	29270	4/21/2011	5111213	731-1022-541.38-03	973.20	WATER PUMP/BUSHING/PIN
				625-1005-541.30-15	1,073.26	TOW BAR ASSY
				731-1022-541.38-03	1,037.12	BALL SOCKET/PIVOT
				<b>Total for check: 29270</b>	<u>3,083.58</u>	
BUBRICKS	29271	4/21/2011	442551	100-0801-521.30-10	409.24	OFFICE SUPPLIES
					<u>409.24</u>	
				<b>Total for check: 29271</b>		
BUDGET BLINDS OF THE FOX VALLEY	29272	4/21/2011	22479	100-0501-522.24-03	1,380.00	WINDOW COVERINGS
					<u>1,380.00</u>	NEW FIRE STATION
				<b>Total for check: 29272</b>		
CDW GOVERNMENT INC	29273	4/21/2011	WWT4602	743-0403-513.30-15	60.90	BACKUP FLASH DRIVE
					<u>60.90</u>	
				<b>Total for check: 29273</b>		
COMMON SENSE SOLUTIONS LLC	29274	4/21/2011	041411	743-0403-513.21-04	355.10	PROFESSIONAL SERVICES
					<u>355.10</u>	
				<b>Total for check: 29274</b>		
CULLIGAN WATERCARE SERVICES	29275	4/21/2011	033111	100-1001-514.20-01	17.85	COOLER RENTAL
				731-1022-541.33-01	5.95	COOLER RENTAL
					<u>23.80</u>	
				<b>Total for check: 29275</b>		
DIGICORPORATION	29276	4/21/2011	111933	100-0801-521.29-01	62.16	BUSINESS CARDS
						M HOPFENSPERGER

## AP Check Register

### Check Date: 4/21/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DIGICORPORATION...	29276...	4/21/2011...	111933...	100-0000-134.00-00	(13.16)	BUSINESS CARDS M HOPFENSPERGER
			Total for check: 29276		49.00	
FOX VALLEY OVERHEAD DOOR INC	29277	4/21/2011	00041075	731-1022-541.30-18	364.50	12 SINGLE TRANSMITTERS
			Total for check: 29277		364.50	
FOX VALLEY TRUCK	29278	4/21/2011	492585	731-1022-541.38-03	1,413.45	FUEL TANK/FUEL SEAL
			Total for check: 29278		1,413.45	
GRAINGER INC	29279	4/21/2011	9495607062	100-0704-552.24-04	50.30	POOL REPAIR
			Total for check: 29279		50.30	
GUNDERSON UNIFORM & LINEN RENTAL	29280	4/21/2011	1402872	100-0801-521.30-13	28.83	TOWEL/MAT SERVICE
			Total for check: 29280		28.83	
HOME DEPOT CREDIT SERVICES	29281	4/21/2011	5095685	100-0903-531.24-03	8.87	STOCK SUPPLIES
		4/21/2011	6033038	100-0703-553.24-03	4.87	FILLER PLATE
			Total for check: 29281		13.74	
HORST DISTRIBUTING INC	29282	4/21/2011	10063-000	100-0703-553.30-18	918.20	BALL DIAMOND MATERIAL
			Total for check: 29282		918.20	
INTERSTATE BATTERY OF GREEN BAY	29283	4/21/2011	90067695	731-1022-541.38-03	16.00	BATTERY
		4/21/2011	90067800	731-1022-541.38-03	76.95	BATTERY
			Total for check: 29283		92.95	
JOE'S POWER CENTER	29284	4/21/2011	105217	100-0706-561.30-18	16.99	GALLON BAR/CHAIN OIL STORM DAMAGE
			Total for check: 29284		16.99	

**AP Check Register**  
**Check Date: 4/21/2011**

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KAEMPFER & ASSOCIATES INC	29285	4/21/2011	16002	601-1020-543.21-02	983.19	IND DISC REG PROG SEWER MONITORING
		4/21/2011	16003	601-1020-543.21-02	398.78	WET WEATHER FLOW BYPASS OVERFLOW ISSUES
		4/21/2011	16004	601-1020-543.21-02	171.33	WET WEATHER FLOW BYPASS OVERFLOW ISSUES
		4/21/2011	16005	601-1020-543.21-02	342.65	WW COLL SYS IMP CAPACITY ANALYSIS
		4/21/2011	16006	601-1020-543.21-02	1,813.57	PHASE 4 SSES
		4/21/2011	16007	601-1020-543.21-02	215.51	PHASE 4 SSES MANHOLE INSPECTION
		4/21/2011	16008	601-1020-543.21-02	3,361.64	PHASE 4 SSES REPORT PREP
	4/21/2011	16009	601-1020-543.21-02	4,562.12	PHASE 4 SSES DESIGN SERVICES	
	4/21/2011	16010	601-1020-543.21-02	1,226.71	PHASE 4 SSES BIDDING SERVICES	
			<b>Total for check: 29285</b>		<b>13,075.50</b>	
KANN MANUFACTURING CORP	29286	4/21/2011	11742	731-1022-541.38-03	171.86	SWITCH/CABLE CONN
			<b>Total for check: 29286</b>		<b>171.86</b>	
KUNDINGER FLUID POWER INC	29287	4/21/2011	50132241	731-1022-541.38-03	223.31	HOSE ASSY BUJNA N O RING
			<b>Total for check: 29287</b>		<b>223.31</b>	
	29288	4/21/2011	033111	100-0703-553.21-06	21.75	HOMEOWNERS ASSN
			100-0703-553.22-03	14.37	HOMEOWNERS ASSN	
			100-1012-541.22-03	34.26	HOMEOWNERS ASSN	
			625-1010-541.22-03	28.57	HOMEOWNERS ASSN	
			100-0703-553.21-06	1,826.42	HOMEOWNERS ASSN	
			<b>Total for check: 29288</b>		<b>1,925.37</b>	
LARK UNIFORM OUTFITTERS INC	29289	4/21/2011	79896	100-0804-521.30-18	147.00	AUXILIARY ROCKER
			<b>Total for check: 29289</b>		<b>147.00</b>	
LEVENHAGEN CORPORATION	29290	4/21/2011	042153A-IN	100-0000-131.00-00	28,995.00	GASOLINE
			<b>Total for check: 29290</b>		<b>28,995.00</b>	

## AP Check Register

### Check Date: 4/21/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LRI MEDICAL WASTE DISPOSAL	29291	4/21/2011	50764	100-0903-531.21-05	69.18	69.18 MEDICAL WASTE DISPOSAL
	Total for check: 29291					<u>69.18</u>
MENARDS-APPLETON EAST	29292	4/21/2011	95020	100-0501-522.24-03	436.21	436.21 NEW FIRE STATION RACKING BEAMS/FRAMES
		4/21/2011	95059	100-0501-522.24-03	167.92	167.92 NEW FIRE STATION RACKING BEAM
		4/21/2011	95795	100-0501-522.24-03	27.98	27.98 NEW FIRE STATION PAINT
		4/21/2011	96638	100-0501-522.24-03	24.08	24.08 NEW FIRE STATION RACKING BEAMS
		4/21/2011	96643	100-0501-522.24-03	57.01	57.01 NEW FIRE STATION RACKING BEAMS/END FRAMES
Total for check: 29292					<u>713.20</u>	
MENASHA EMPLOYEES CREDIT UNION	29293	4/21/2011	20110421	100-0000-202.05-00	17,224.50	17,224.50 PAYROLL SUMMARY
	Total for check: 29293					<u>17,224.50</u>
MENASHA JOINT SCHOOL DISTRICT	29294	4/21/2011	MOBHOME	100-0000-412.00-00	6,170.38	6,170.38 MOBILE HOME LOTTERY CR
		4/21/2011	MOBILEHOME	100-0000-412.00-00	6,307.97	6,307.97 APRIL MOBILE HOME
	Total for check: 29294					<u>12,478.35</u>
MENASHA POLICE DEPARTMENT	29295	4/21/2011	PETTYCASH	100-0801-521.30-11	0.44	0.44 PETTY CASH
				100-0801-521.30-18	4.78	4.78 PETTY CASH
				100-0801-521.34-04	9.30	9.30 PETTY CASH
Total for check: 29295					<u>14.52</u>	
TOWN OF MENASHA POLICE DEPARTMENT	29296	4/21/2011	BOND	100-0000-201.03-00	176.80	176.80 BOND
	Total for check: 29296					<u>176.80</u>
MENASHA TREASURER	29297	4/21/2011	4-332	100-0000-441.13-00	19.50	19.50 REFUSE CART DOWNGRADE 4-332
	Total for check: 29297					<u>19.50</u>
MENASHA UTILITIES	29298	4/21/2011	BILLING#3	100-1008-541.22-03	674.12	674.12 ELEC OR WATER OR STORM
				100-1008-541.22-05	57.43	57.43 ELEC OR WATER OR STORM

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	29298...	4/21/2011...	BILLING#3...	601-1020-543.22-03	27.42	ELEC OR WATER OR STORM
				100-0704-552.22-03	170.28	ELEC OR WATER OR STORM
				100-0704-552.22-05	763.24	ELEC OR WATER OR STORM
				731-1022-541.22-03	1,556.36	ELEC OR WATER OR STORM
				731-1022-541.22-05	458.51	ELEC OR WATER OR STORM
				731-1022-541.22-06	767.50	ELEC OR WATER OR STORM
				266-1028-543.22-06	1,535.00	ELEC OR WATER OR STORM
				100-0801-521.22-03	1,168.63	ELEC OR WATER OR STORM
				100-0801-521.22-05	281.95	ELEC OR WATER OR STORM
				100-0801-521.22-06	62.71	ELEC OR WATER OR STORM
				100-0000-123.00-00	846.25	ELEC OR WATER OR STORM
				100-0000-123.00-00	204.17	ELEC OR WATER OR STORM
				100-0000-123.00-00	45.41	ELEC OR WATER OR STORM
				100-0601-551.22-03	3,076.56	ELEC OR WATER OR STORM
				100-0601-551.22-05	444.30	ELEC OR WATER OR STORM
				100-0601-551.22-06	103.75	ELEC OR WATER OR STORM
				100-1019-552.22-03	262.08	ELEC OR WATER OR STORM
				100-1019-552.22-05	12.11	ELEC OR WATER OR STORM
				100-0000-123.00-00	7.02	ELEC OR WATER OR STORM
				100-0703-553.22-03	1,255.33	ELEC OR WATER OR STORM
			100-0703-553.22-06	280.61	ELEC OR WATER OR STORM	
			100-0305-562.22-06	7.50	ELEC OR WATER OR STORM	
			100-1012-541.22-03	16,054.96	PUBLIC STREET LIGHTING	
			<b>Total for check: 29298</b>		<b>30,123.20</b>	
MONOPRICE INC	29299	4/21/2011	4356255	743-0403-513.21-04	27.17	NETWORK CALBE INLINE COUPLER
			<b>Total for check: 29299</b>		<b>27.17</b>	
N&M AUTO SUPPLY	29300	4/21/2011	355603	731-1022-541.38-03	72.33	FILTERS/SPARK PLUGS
		4/21/2011	355627	731-1022-541.38-03	49.93	FLASHER
		4/21/2011	355631	731-1022-541.38-03	49.93	FLASHER
		4/21/2011	355725	731-1022-541.38-03	2.88	COPPER GASKET
		4/21/2011	355885	731-1022-541.38-03	14.04	INLINE FUEL FILTER

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
N&M AUTO SUPPLY...	29300...	4/21/2011	355912	731-1022-541.38-03	23.48	HALOGEN CAPSULE
		4/21/2011	356112	731-1022-541.30-18	7.29	TIRE PRESSURE GAUGE
		4/21/2011	356136	731-1022-541.38-03	37.96	BATTERY/CORE DEPOSIT
			<b>Total for check: 29300</b>		<b>257.83</b>	
NEENAH-MENASHA MUNICIPAL COURT	29301	4/21/2011	BOND	100-0000-201.03-00	139.00	BOND
			<b>Total for check: 29301</b>		<b>139.00</b>	
OFFICEMAX INC	29302	4/21/2011	761231	100-1002-541.30-10	70.81	OFFICE SUPPLIES
		4/21/2011	817152	100-1002-541.30-10	(18.98)	CREDIT
			<b>Total for check: 29302</b>		<b>51.83</b>	
OUTAGAMIE COUNTY CLERK OF COURTS	29303	4/21/2011	BOND	100-0000-201.03-00	250.00	BOND
			<b>Total for check: 29303</b>		<b>250.00</b>	
PACKER CITY INTERNATIONAL	29304	4/21/2011	3-210830015	731-1022-541.38-03	26.77	FILTERS
		4/21/2011	3-210880124	731-1022-541.38-03	229.00	1/2" TUFF
		4/21/2011	3-210890078	731-1022-541.38-03	181.33	AIR FILTER STOCK
			<b>Total for check: 29304</b>		<b>437.10</b>	
PIGGLY WIGGLY MIDWEST LLC	29305	4/21/2011	9584	100-0905-531.30-18	34.22	FOOD FOR WELLNESS
			<b>Total for check: 29305</b>		<b>34.22</b>	
POSTAL ANNEX	29306	4/21/2011	174564	100-0801-521.30-11	9.23	SHIPPING
		4/21/2011	174654	100-0801-521.30-11	7.92	SHIPPING
		4/21/2011	174742	100-0801-521.30-11	8.28	SHIPPING
		4/21/2011	174912	100-0801-521.30-11	7.67	SHIPPING
		4/21/2011	175221	267-0102-581.30-11	27.81	SHIPPING

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
POSTAL ANNEX...	29306...	4/21/2011	175375	100-0801-521.30-11	10.86	SHIPPING
			<b>Total for check: 29306</b>			<b>71.77</b>
PROTANIC INC	29307	4/21/2011	25653	731-1022-541.24-06	350.00	ATG VERIFICATION
			<b>Total for check: 29307</b>			<b>350.00</b>
REGISTRATION FEE TRUST TVRP	29308	4/21/2011	042111	100-0000-454.00-00	500.00	PARKING TICKET PROCESS 70ME
			<b>Total for check: 29308</b>			<b>500.00</b>
REINDERS INC	29309	4/21/2011	1332989-01	731-1022-541.38-03	12.10	GASKET/VALVES
			1333029-00	731-1022-541.38-03	11.03	BOLT
			1333267-00	731-1022-541.38-03	26.71	SEAL LIP
			1333663-00	731-1022-541.38-03	234.03	WATERPUMP
			<b>Total for check: 29309</b>			<b>283.87</b>
RUTH KUCHENBECKER	29310	4/21/2011	KUCHENBECKER	100-0000-201.10-00	100.00	EXC PERMIT 10378
			<b>Total for check: 29310</b>			<b>100.00</b>
JA SEXAUER	29311	4/21/2011	242087534	100-0703-553.24-03	398.63	FLUSH VALVE
			<b>Total for check: 29311</b>			<b>398.63</b>
SHELLY RASMUSSEN	29312	4/21/2011	RASMUSSEN	100-0000-201.03-00	5.00	OVERPAY PARKING CIT 00052184
			<b>Total for check: 29312</b>			<b>5.00</b>
SHERWIN INDUSTRIES INC	29313	4/21/2011	SS041242	100-1008-541.30-18	2,214.00	50 LB GLASS BEADS
			<b>Total for check: 29313</b>			<b>2,214.00</b>

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SILTON SEIFERT CARLSON SC	29314	4/21/2011	110473	100-0000-132.00-00	975.00	PROFESSIONAL SERVICES
	Total for check: 29314				<u>975.00</u>	
SPEEDY METALS LLC	29315	4/21/2011	557784-NB	100-0703-553.30-18	134.24	COLD FINISHED RODS
	Total for check: 29315				<u>134.24</u>	
STAPLES ADVANTAGE	29316	4/21/2011	3152011958	731-1022-541.30-10	25.70	OFFICE SUPPLIES
	29316	4/21/2011		100-0703-553.30-10	25.69	OFFICE SUPPLIES
Total for check: 29316				<u>51.39</u>		
SUPERIOR CHEMICAL CORP	29317	4/21/2011	54478	100-0000-132.00-00	1,654.65	CLEANING PRODUCTS
	Total for check: 29317				<u>1,654.65</u>	
TRADER PLUMBING	29318	4/21/2011	34794	100-0703-553.24-03	565.81	EAST DIAMOND RESTROOMS
	Total for check: 29318				<u>565.81</u>	
TREEO'S TREE SERVICE INC	29319	4/21/2011	2017	100-0706-561.20-06	2,175.00	TREE REMOVAL
	Total for check: 29319				<u>2,175.00</u>	
TRI-CITY HOME IMPROVEMENTS	29320	4/21/2011	122110	733-0206-512.73-01	34,745.00	HECKRODT WETLAND HAIL DAMAGE
	Total for check: 29320				<u>34,745.00</u>	
TRUGREEN	29321	4/21/2011	742584	100-0703-553.20-06	1,057.35	SMITH PARK/CURTIS REED 2011 SERVICES
	Total for check: 29321				<u>1,057.35</u>	
UNIFIRST CORPORATION	29322	4/21/2011	097 0084608	731-1022-541.20-01	107.58	MAT/MOP/CLOTHING SERVICE
	Total for check: 29322				<u>107.58</u>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNITED WAY FOX CITIES	29323	4/21/2011	20110421	100-0000-202.09-00	127.78	PAYROLL SUMMARY
			Total for check: 29323		<u>127.78</u>	
VALLEY CHEMICAL LLC	29324	4/21/2011	0031962-IN	100-0704-552.30-18	17.90	AQUA SHIELD GREASE
			Total for check: 29324		<u>17.90</u>	
VARITECH INDUSTRIES INC	29325	4/21/2011	121093	731-1022-541.38-03	3,751.76	PUMP/VALVE/METER/SEAL
			Total for check: 29325		<u>3,751.76</u>	
VERIZON WIRELESS	29326	4/21/2011	2466889885	100-0703-553.22-01	10.78	MONTHLY CHARGES
				100-0801-521.22-01	(48.72)	MONTHLY CHARGES
				100-0801-521.22-01	(37.94)	CREDIT POLICE
				100-0703-553.22-01	10.49	PARKS/REC
				100-0801-521.22-01	37.94	REVERSE INCORRECT ENTRY
				100-0703-553.22-01	13.76	NOV/DEC USAGE
				100-0703-553.22-01	6.38	CURRENT CHARGES
			2538569579	100-0703-553.22-01	6.51	FEB 3-MAR 2 CREDIT
			2552782134	100-0703-553.22-01	6.01	CHARGES
			Total for check: 29326		<u>5.21</u>	
VISION INSURANCE PLAN OF AMERICA	29327	4/21/2011	97684	100-0000-204.10-00	1,010.90	PREMIUM BILLING MAY 2011
			Total for check: 29327		<u>1,010.90</u>	
WALT'S PETROLEUM SERVICE INC	29328	4/21/2011	44861	207-0707-552.24-02	470.20	VALVE REPLACEMENT
			Total for check: 29328		<u>470.20</u>	
WAVERLY SANITARY DISTRICT	29329	4/21/2011	032911	100-0703-553.22-05	39.18	BARKER PARK PAVILION
			Total for check: 29329		<u>39.18</u>	
WE ENERGIES	29330	4/21/2011	NORTH	100-0701-533.22-03	8.04	NORTH ST

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES...	29330...	4/21/2011...	NORTH...	100-0701-533.22-03	8.31	NORTH ST
		4/21/2011	RACINE	100-0903-531.22-04	36.88	316 RACINE ST
			<b>Total for check: 29330</b>		<b>53.23</b>	
WEHA	29331	4/21/2011	041311	100-0904-531.34-02	110.00	EDUCATION CONFERENCE
			<b>Total for check: 29331</b>		<b>110.00</b>	
WINNEBAGO COLOR PRESS	29332	4/21/2011	055137	100-0702-552.29-01	80.74	FOX CITIES TRAIL MAPS
			<b>Total for check: 29332</b>		<b>80.74</b>	
WINNEBAGO COUNTY CLERK OF COURTS	29333	4/21/2011	BOND	100-0000-201.03-00	350.00	BOND
				100-0000-201.03-00	150.00	BOND
			<b>Total for check: 29333</b>		<b>500.00</b>	
WISCONSIN COUNCIL 40 PER CAPITA TAX	29334	4/21/2011	20110421	100-0000-202.06-00	260.00	PAYROLL SUMMARY
			<b>Total for check: 29334</b>		<b>260.00</b>	
WISCONSIN COUNCIL 40 PER CAPITA TAX	29335	4/21/2011	20110421	100-0000-202.07-00	298.95	PAYROLL SUMMARY
			<b>Total for check: 29335</b>		<b>298.95</b>	
WISCONSIN STATE LAB OF HYGIENE	29336	4/21/2011	3004202	100-0801-521.24-03	21.60	BOILER ROOM TEST
				100-0501-522.24-03	14.40	BOILER ROOM TEST
			<b>Total for check: 29336</b>		<b>36.00</b>	
WISCONSIN SUPPORT COLLECTIONS	29337	4/21/2011	20110421	100-0000-202.03-00	1,297.32	PAYROLL SUMMARY
			<b>Total for check: 29337</b>		<b>1,297.32</b>	

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ZEP MANUFACTURING CO	29338	4/21/2011	30450647	731-1022-541.30-18	262.05	GEL DEGREASER

Total for check: 29338

262.05

174,454.17

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACC PLANNED SERVICE INC	29339	4/22/2011	5073	100-0601-551.24-03	424.10	BLDG REPAIR/MAINTENANCE
			Total for check: 29339		<u>424.10</u>	
AMAZON	29340	4/22/2011	012337120624	100-0601-551.30-14	14.99	LIBRARY MATERIALS
		4/22/2011	0770012480406	100-0601-551.30-14	376.06	LIBRARY MATERIALS
		4/22/2011	077010496957	100-0601-551.30-14	89.13	LIBRARY MATERIALS
		4/22/2011	0770114229527	100-0601-551.30-14	9.98	LIBRARY MATERIALS
		4/22/2011	077016287419	100-0601-551.30-14	11.48	LIBRARY MATERIALS
		4/22/2011	077017662154	100-0601-551.30-14	40.86	LIBRARY MATERIALS
		4/22/2011	087270699290	100-0601-551.30-14	31.98	LIBRARY MATERIALS
		4/22/2011	087271246146	100-0601-551.30-14	12.99	LIBRARY MATERIALS
		4/22/2011	087276851285	100-0601-551.30-14	51.97	LIBRARY MATERIALS
		4/22/2011	210609996541	100-0601-551.30-14	560.33	LIBRARY MATERIALS
			Total for check: 29340		<u>1,199.77</u>	
AUDIOGO	29341	4/22/2011	414968	100-0601-551.30-14	296.11	LIBRARY MATERIALS
		Total for check: 29341		<u>296.11</u>		
BADGER MAILING & SHIPPING SYSTEMS	29342	4/22/2011	34077	100-0601-551.30-11	22.37	POSTAGE SUPPLIES
		Total for check: 29342		<u>22.37</u>		
BAKER & TAYLOR INC	29345	4/22/2011	20225703018	100-0601-551.30-14	132.69	LIBRARY MATERIALS
		4/22/2011	2025626098	100-0601-551.30-14	317.96	LIBRARY MATERIALS
		4/22/2011	2025627726	100-0601-551.30-14	54.09	LIBRARY MATERIALS
		4/22/2011	2025630243	100-0601-551.30-14	301.04	LIBRARY MATERIALS
		4/22/2011	2025636094	100-0601-551.30-14	105.72	LIBRARY MATERIALS
		4/22/2011	2025640055	100-0601-551.30-14	223.00	LIBRARY MATERIALS
		4/22/2011	2025646797	100-0601-551.30-14	25.98	LIBRARY MATERIALS
		4/22/2011	2025649014	100-0601-551.30-14	468.66	LIBRARY MATERIALS
		4/22/2011	2025650775	100-0601-551.30-14	112.48	LIBRARY MATERIALS
		4/22/2011	2025657392	100-0601-551.30-14	513.27	LIBRARY MATERIALS
		4/22/2011	2025662621	100-0601-551.30-14	42.53	LIBRARY MATERIALS

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAKER & TAYLOR INC...	29345...	4/22/2011	2025669587	100-0601-551.30-14	135.65	LIBRARY MATERIALS
		4/22/2011	2025675993	100-0601-551.30-14	668.77	LIBRARY MATERIALS
		4/22/2011	2025681896	100-0601-551.30-14	5.65	LIBRARY MATERIALS
		4/22/2011	2025682092	100-0601-551.30-14	149.89	LIBRARY MATERIALS
		4/22/2011	2025689292	100-0601-551.30-14	189.31	LIBRARY MATERIALS
		4/22/2011	2025695836	100-0601-551.30-14	418.89	LIBRARY MATERIALS
		4/22/2011	2025697712	100-0601-551.30-14	9.43	LIBRARY MATERIALS
		4/22/2011	2025697722	100-0601-551.30-14	106.80	LIBRARY MATERIALS
		4/22/2011	2025704770	100-0601-551.30-14	591.71	LIBRARY MATERIALS
		4/22/2011	2025711785	100-0601-551.30-14	36.38	LIBRARY MATERIALS
		4/22/2011	2025712297	100-0601-551.30-14	447.67	LIBRARY MATERIALS
		4/22/2011	2025713033	100-0601-551.30-14	59.02	LIBRARY MATERIALS
		4/22/2011	2025721706	100-0601-551.30-14	85.08	LIBRARY MATERIALS
		4/22/2011	2025723958	100-0601-551.30-14	567.01	LIBRARY MATERIALS
		4/22/2011	5011326431	100-0601-551.30-14	197.61	LIBRARY MATERIALS
		4/22/2011	5011351301	100-0601-551.30-14	128.83	LIBRARY MATERIALS
		4/22/2011	147916440	100-0601-551.30-14	50.38	LIBRARY MATERIALS
		4/22/2011	148149230	100-0601-551.30-14	8.48	LIBRARY MATERIALS
		4/22/2011	148269980	100-0601-551.30-14	64.85	LIBRARY MATERIALS
		4/22/2011	148760700	100-0601-551.30-14	44.30	LIBRARY MATERIALS
	4/22/2011	148870251	100-0601-551.30-14	11.98	LIBRARY MATERIALS	
	4/22/2011	149389060	100-0601-551.30-14	17.97	LIBRARY MATERIALS	
	4/22/2011	149828370	100-0601-551.30-14	17.99	LIBRARY MATERIALS	
	4/22/2011	149828371	100-0601-551.30-14	21.56	LIBRARY MATERIALS	
	4/22/2011	149828372	100-0601-551.30-14	43.15	LIBRARY MATERIALS	
			<b>Total for check: 29345</b>		<b>6,375.78</b>	
KATHRYN BESON	29346	4/22/2011	04212011	100-0601-551.33-01	13.95	MILEAGE REIMBURSEMENT
			<b>Total for check: 29346</b>		<b>13.95</b>	
BRAZEE ACE HARDWARE	29347	4/22/2011	013167	100-0601-551.30-13	8.78	HOUSEKEEPING SUPPLIES
			<b>Total for check: 29347</b>		<b>8.78</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BRILLIANCE AUDIO INC	29348	4/22/2011	INO595111	100-0601-551.30-14	328.74	LIBRARY MATERIALS
			Total for check: 29348		<u>328.74</u>	
CAPSTONE PRESS	29349	4/22/2011	CI10204534	100-0601-551.30-14	1,747.07	LIBRARY MATERIALS
			Total for check: 29349		<u>1,747.07</u>	
CDW GOVERNMENT INC	29350	4/22/2011	WSX0031	100-0601-551.30-10	178.37	OFFICE SUPPLIES
		4/22/2011	WTS7745	100-0601-551.30-10	624.37	OFFICE SUPPLIES
		4/22/2011	WXJ2273	100-0601-551.30-10	76.12	OFFICE SUPPLIES
		4/22/2011	WZC0586	100-0601-551.30-10	352.70	OFFICE SUPPLIES
			Total for check: 29350		<u>1,231.56</u>	
CENGAGE LEARNING	29351	4/22/2011	92857431	100-0601-551.30-14	74.96	LIBRARY MATERIALS
		4/22/2011	92898597	100-0601-551.30-14	59.96	LIBRARY MATERIALS
			Total for check: 29351		<u>134.92</u>	
CENTER POINT LARGE PRINT	29352	4/22/2011	914446	100-0601-551.30-14	128.82	LIBRARY MATERIALS
			Total for check: 29352		<u>128.82</u>	
JAKE CROWE	29353	4/22/2011	04202011	100-0601-551.20-05	100.00	PERFORMERS FEE
			Total for check: 29353		<u>100.00</u>	
ENERGY CONTROL & DESIGN INC	29354	4/22/2011	0062387-IN	100-0601-551.24-03	137.96	BLDG REPAIR/MAINTENANCE
		4/22/2011	0062409-IN	100-0601-551.24-03	948.63	BLDG REPAIR/MAINTENANCE
			Total for check: 29354		<u>1,086.59</u>	
RICK FAHRENKRUG	29355	4/22/2011	04202011	100-0601-551.20-05	75.00	PERFORMERS FEE
			Total for check: 29355		<u>75.00</u>	

## AP Check Register

### Check Date: 4/22/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FINDAWAY WORLD LLC	29356	4/22/2011	48123	100-0601-551.30-14	225.47	LIBRARY MATERIALS
		4/22/2011	48648	100-0601-551.30-14	200.88	LIBRARY MATERIALS
		4/22/2011	49158	100-0601-551.30-14	118.88	LIBRARY MATERIALS
			<b>Total for check: 29356</b>		<b>545.23</b>	
GALE	29357	4/22/2011	17113523	100-0601-551.30-14	75.97	LIBRARY MATERIALS
		4/22/2011	17125874	100-0601-551.30-14	38.93	LIBRARY MATERIALS
		4/22/2011	17133165	100-0601-551.30-14	39.93	LIBRARY MATERIALS
		4/22/2011	17139485	100-0601-551.30-14	414.25	LIBRARY MATERIALS
		<b>Total for check: 29357</b>		<b>569.08</b>		
HANDS 2 GROW PUPPETRY	29358	4/22/2011	04202011	100-0601-551.20-05	80.00	PERFORMERS FEE
			<b>Total for check: 29358</b>		<b>80.00</b>	
KATHY HANNAH	29359	4/22/2011	04212011	100-0601-551.30-14	34.93	LIBRARY MATERIALS
			<b>Total for check: 29359</b>		<b>34.93</b>	
DENNIS HAWK	29360	4/22/2011	10212011	100-0601-551.30-14	15.00	LIBRARY MATERIALS
			<b>Total for check: 29360</b>		<b>15.00</b>	
HEINEMANN-RAINTREE	29361	4/22/2011	UI10034246	100-0601-551.30-14	1,279.56	LIBRARY MATERIALS
			<b>Total for check: 29361</b>		<b>1,279.56</b>	
KITZ & PFEIL INC	29362	4/22/2011	0304140034	100-0601-551.30-13	10.99	HOUSEKEEPING SUPPLIES
		4/22/2011	0317140045	100-0601-551.24-03	7.89	BLDG REPAIR/MAINTENANCE
			<b>Total for check: 29362</b>		<b>18.88</b>	
KONE INC	29363	4/22/2011	150464351	100-0601-551.24-03	563.07	BLDG REPAIR/MAINTENANCE

**AP Check Register**  
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KONE INC...	29363...	4/22/2011	220598304	100-0601-551.24-03	401.28	BLDG REPAIR/MAINTENANCE
			Total for check: 29363		964.35	
MANDERFIELD BAKERY	29364	4/22/2011	409355	100-0601-551.30-16	41.10	PROGRAM SUPPLIES
			Total for check: 29364		41.10	
MARSHALL CAVENDISH CORP	29365	4/22/2011	R868180	100-0601-551.30-14	161.73	LIBRARY MATERIALS
			Total for check: 29365		161.73	
KAY MARTIN	29366	4/22/2011	04202011	100-0601-551.20-05	50.00	PERFORMERS FEE
			Total for check: 29366		50.00	
JULIE MEINKE	29367	4/22/2011	04212011	100-0601-551.30-14	16.00	LIBRARY MATERIALS
			Total for check: 29367		16.00	
MIDWEST TAPE	29368	4/22/2011	2459428	100-0601-551.30-14	16.99	LIBRARY MATERIALS
		4/22/2011	2459429	100-0601-551.30-14	152.91	LIBRARY MATERIALS
		4/22/2011	2466471	100-0601-551.30-14	118.94	LIBRARY MATERIALS
		4/22/2011	2472813	100-0601-551.30-14	75.96	LIBRARY MATERIALS
		4/22/2011	2479520	100-0601-551.30-14	28.98	LIBRARY MATERIALS
		Total for check: 29368		393.78		
CHRIS NEUMEYER	29369	4/22/2011	04202011	100-0601-551.20-05	100.00	PERFORMERS FEE
			Total for check: 29369		100.00	
OFFICE DEPOT CREDIT PLAN	29370	4/22/2011	11030900205509	100-0601-551.30-10	60.66	OFFICE SUPPLIES
			Total for check: 29370		60.66	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PENWORTHY COMPANY	29371	4/22/2011	498514	100-0601-551.30-14	564.49	LIBRARY MATERIALS
			Total for check: 29371		<u>564.49</u>	
PIGGLY WIGGLY MIDWEST LLC	29372	4/22/2011	6639027	100-0601-551.30-16	17.94	PROGRAM SUPPLIES
			Total for check: 29372		<u>17.94</u>	
RAINBOW BOOK COMPANY	29373	4/22/2011	0093510	100-0601-551.30-14	2,004.09	LIBRARY MATERIALS
			Total for check: 29373		<u>2,004.09</u>	
RANDOM HOUSE INC	29374	4/22/2011	1081025316	100-0601-551.30-14	63.75	LIBRARY MATERIALS
		4/22/2011	1081077234	100-0601-551.30-14	56.25	LIBRARY MATERIALS
		4/22/2011	1081181546	100-0601-551.30-14	26.25	LIBRARY MATERIALS
		4/22/2011	1081227613	100-0601-551.30-14	63.75	LIBRARY MATERIALS
		4/22/2011	1181077234	100-0601-551.30-14	20.00	LIBRARY MATERIALS
		Total for check: 29374		<u>230.00</u>		
ROSEN PUBLISHING	29375	4/22/2011	520987	100-0601-551.30-14	263.18	LIBRARY MATERIALS
			Total for check: 29375		<u>263.18</u>	
SALEM PRESS	29376	4/22/2011	0391869-IN	100-0601-551.30-14	335.00	LIBRARY MATERIALS
			Total for check: 29376		<u>335.00</u>	
SHOWCASES	29377	4/22/2011	258632	100-0601-551.30-18	14.26	DEPT SUPPLIES
			Total for check: 29377		<u>14.26</u>	
ELIZABETH TUBMAN	29378	4/22/2011	04202011	100-0601-551.30-16	17.55	PROGRAM SUPPLIES
			Total for check: 29378		<u>17.55</u>	
UNIQUE BOOKS INC	29379	4/22/2011	354924	100-0601-551.30-14	659.23	LIBRARY MATERIALS

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNIQUE BOOKS INC...	29379...	4/22/2011	354925	100-0601-551.30-14	194.01	LIBRARY MATERIALS
		4/22/2011	354926	100-0601-551.30-14	355.62	LIBRARY MATERIALS
		4/22/2011	354927	100-0601-551.30-14	270.04	LIBRARY MATERIALS
			<b>Total for check: 29379</b>		<b>1,478.90</b>	
UNIQUE MANAGEMENT SERVICES INC	29380	4/22/2011	208468	100-0000-441.19-00	304.30	COLLECTION AGENCY FEE
			<b>Total for check: 29380</b>		<b>304.30</b>	
US POSTAL SERVICE	29381	4/22/2011	04202011	100-0601-551.30-11	405.00	POSTAGE SUPPLIES
			<b>Total for check: 29381</b>		<b>405.00</b>	
TODD VANDENBERG	29382	4/22/2011	04212011	100-0601-551.30-14	10.00	LIBRARY MATERIALS
			<b>Total for check: 29382</b>		<b>10.00</b>	
KAY WEEEDEN	29383	4/22/2011	04202011	100-0601-551.20-05	270.00	PERFORMERS FEE
			<b>Total for check: 29383</b>		<b>270.00</b>	
WINNEFOX LIBRARY SYSTEM	29384	4/22/2011	4036	100-0601-551.30-14	50.50	LIBRARY MATERIALS
			<b>Total for check: 29384</b>		<b>50.50</b>	
					<b>23,469.07</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	29385	4/28/2011	1105097	731-1022-541.38-03	6.49	UTILITY V-BELT
		4/28/2011	1105123	731-1022-541.30-15	408.74	2 22 TON HD JACK STANDS WISH LIST
		4/28/2011	1105124	731-1022-541.30-15	408.74	2 22 TON HD JACK STANDS WISH LIST
			<b>Total for check: 29385</b>		<b>823.97</b>	
AIRGAS NORTH CENTRAL	29386	4/28/2011	105034361	731-1022-541.21-06	70.49	ACETYLENE/ARGON/OXYGEN CYLINDER RENTAL
		4/28/2011	105055487	731-1022-541.30-18	55.45	CUTTING TIP
			<b>Total for check: 29386</b>		<b>125.94</b>	
AMERICAN MILLWORK & HARDWARE	29387	4/28/2011	110109	100-1003-541.30-18	244.50	MARKING PAINT
			<b>Total for check: 29387</b>		<b>244.50</b>	
APPLETON HYDRAULIC COMPONENTS	29388	4/28/2011	20989	731-1022-541.29-04	468.83	INSPECT/CLEAN/POLISH BLACK HYDRAULIC CYLINDERS
			<b>Total for check: 29388</b>		<b>468.83</b>	
CITY OF APPLETON	29389	4/28/2011	197815	100-0302-542.25-01	15,683.00	APRIL 2011 TRANSIT
			<b>Total for check: 29389</b>		<b>15,683.00</b>	
ARING EQUIPMENT CO INC	29390	4/28/2011	387341	731-1022-541.38-03	13.90	HOUSING/ADAPTER PARTS
			<b>Total for check: 29390</b>		<b>13.90</b>	
ASSOCIATED APPRAISAL CONSULTANTS	29391	4/28/2011	10903	100-0402-513.21-09	4,841.67	PROFESSIONAL SERVICES
				100-0402-513.30-11	6.16	POSTAGE
		4/28/2011	10904	100-0402-513.21-04	59.76	INTERNET POSTING 6640 PARCELS
			<b>Total for check: 29391</b>		<b>4,907.59</b>	
AVENUE ART & COMPANY	29392	4/28/2011	2627	731-1022-541.30-18	204.25	TRUCK PHOTO FRAMED
			<b>Total for check: 29392</b>		<b>204.25</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BADGER HIGHWAYS CO INC	29393	4/28/2011	152928	100-1003-541.30-18	229.36	COLD MIX
		4/28/2011	152975	100-1003-541.30-18	55.51	COLD MIX
				625-1010-541.30-18	49.59	MASON SAND
					<b>334.46</b>	
						GRASSY PLAINS STORM SEWER
						GRASSY PLAINS STORM SEWER
CDW GOVERNMENT INC	29394	4/28/2011	WXSA575	743-0403-513.30-15	226.22	BAND RADIO
					<b>226.22</b>	
DUMIKE & ASSOCIATES &	29395	4/28/2011	MAY2011	100-0903-531.29-06	2,077.50	316 RACINE ST RENT
					<b>2,077.50</b>	MAY 2011
CARDMEMBER SERVICE	29397	4/28/2011	0071	100-0801-521.24-03	29.39	CRESCENT ELEC
		4/28/2011	0108	100-0703-553.30-18	14.23	RESOURCEFUL BAG AND TAG
		4/28/2011	0150	100-0703-553.30-18	208.50	RESOURCEFUL BAG AND TAG
		4/28/2011	0161	100-0401-513.34-03	12.92	UNOS GRILL
		4/28/2011	0590	100-0702-552.30-18	15.74	WALGREENS
		4/28/2011	0882	100-0703-553.33-03	40.72	CHULA VISTA
		4/28/2011	1018	100-0703-553.33-03	(16.10)	CHULA VISTA
		4/28/2011	1628	100-0000-201.03-00	417.68	NRA SERVSAFE
		4/28/2011	1636	100-0000-201.03-00	440.57	NRA SERVSAFE
		4/28/2011	1667	100-0000-201.03-00	(440.57)	RETURN
		4/28/2011	1792	100-0000-201.03-00	31.08	NRA SERVSAFE
		4/28/2011	1838	100-0801-521.29-01	184.95	CREATIVE SERVICES
		4/28/2011	2405	743-0403-513.30-15	1.95	PAYPAL
		4/28/2011	3301	100-0901-515.29-07	120.64	SONY CREATIVE SOFTWARE
		4/28/2011	3524	743-0403-513.34-04	12.95	EXPERTS EXCHANGE
		4/28/2011	3801	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
		4/28/2011	4222	100-0702-552.30-18	4.88	PIGGLY WIGGLY
		4/28/2011	4236	100-0703-553.33-03	156.10	CHULA VISTA
		4/28/2011	4613	743-0403-513.30-15	1,592.12	PC ENCLOSURES INC
		4/28/2011	5740	100-1001-514.24-03	14.92	MOUSER ELECTRONICS
						ADA DOORS
						PWF MECHANICS BAY
						ACTIVITY SUPPLIES

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	29397...	4/28/2011	6217	100-0601-551.30-16	59.99	SHOPKO
		4/28/2011	6444	100-0401-513.34-03	80.00	BROOKFIELD SUITES CVMC TRAINING
		4/28/2011	6479	824-0801-521.30-18	223.94	PETCO K9
		4/28/2011	6680	743-0403-513.22-01	(20.91)	MAJIC-JACK RETURN
		4/28/2011	7062	743-0403-513.30-15	9.99	MOBIL HAND SOFTWARE TETHER APPLICATION
		4/28/2011	7409	100-0703-553.30-18	437.95	PROPET DISTRIBUTORS
		4/28/2011	7497	743-0403-513.30-15	22.79	CABLES TO GO ADAPTERS FOR ACCESS POINT
		4/28/2011	9298	100-0601-551.33-02	55.00	WIS LIBRARY ASSN
		4/28/2011	9614	100-0801-521.22-01	22.99	RADIO SHACK
				<b>Total for check: 29397</b>	<b>3,824.41</b>	
FEDERAL HOME MORTGAGE LOAN	29398	4/28/2011	FHML0AN	100-0000-441.13-00	66.71	REMOVAL REFUSE CART 326 ELM
			<b>Total for check: 29398</b>	<b>66.71</b>		
FIRST SUPPLY LLC	29399	4/28/2011	8439891-00	100-0703-553.24-03	(8.20)	PLUMBING SUPPLIES
		4/28/2011	8777573-00	100-0703-553.24-03	41.56	LAMPS
			<b>Total for check: 29399</b>	<b>33.36</b>		
GERBER LEISURE PRODUCTS INC	29400	4/28/2011	22019	100-0703-553.30-18	773.00	SLIDE REPLACEMENT PARTS
			<b>Total for check: 29400</b>	<b>773.00</b>		
GIPAW	29401	4/28/2011	GIPAW	743-0403-513.32-01	150.00	CONFERENCE REGISTRATION LACEY/JAMES
			<b>Total for check: 29401</b>	<b>150.00</b>		
HOTSYS CLEANING SYSTEMS INC	29402	4/28/2011	0074945-IN	731-1022-541.21-06	70.00	INJECTOR-OUTLET
			<b>Total for check: 29402</b>	<b>70.00</b>		
JOHN'S SAW SERVICE	29403	4/28/2011	7873	100-0703-553.24-02	76.00	CHAINS
			<b>Total for check: 29403</b>	<b>76.00</b>		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KELLY MCCARTHY BUILDERS	29404	4/28/2011	REFUND PERMIT	100-0000-422.01-00	40.00	40.00 REFUND BUILDING PERMIT
			Total for check: 29404		<u>40.00</u>	
LOWE'S BUSINESS ACCOUNT/GEMB	29405	4/28/2011	1686	100-0703-553.24-03	25.51	25.51 TRIM BOARD
			Total for check: 29405		<u>25.51</u>	
MATTHEWS TIRE & SERVICE CENTER	29406	4/28/2011	210998	731-1022-541.38-02	24.54	24.54 FLAT REPAIR
		4/28/2011	37829	731-1022-541.38-02	422.40	422.40 TIRES
			Total for check: 29406		<u>446.94</u>	
MCGILLIVRAY WESTERBERG & BENDER LLC	29407	4/28/2011	042011	267-0102-581.21-01	28,000.00	28,000.00 PROFESSIONAL SERVICES SIERRA CLUB
			Total for check: 29407		<u>28,000.00</u>	
MENARDS-APPLETON EAST	29408	4/28/2011	95020	100-0501-522.24-03	436.21	436.21 NEW FIRE STATION RACKING BEAMS/FRAMES
		4/28/2011	95059	100-0501-522.24-03	167.92	167.92 NEW FIRE STATION RACKING BEAM
		4/28/2011	95795	100-0501-522.24-03	27.98	27.98 NEW FIRE STATION PAINT
		4/28/2011	96638	100-0501-522.24-03	24.08	24.08 NEW FIRE STATION RACKING BEAMS
		4/28/2011	96638CR	100-0501-522.24-03	(24.08)	(24.08) CREDIT
		4/28/2011	96638R	100-0501-522.24-03	(24.08)	(24.08) REVERSE ENTRY
		4/28/2011	96643	100-0501-522.24-03	57.01	57.01 NEW FIRE STATION RACKING BEAMS/END FRAMES
		4/28/2011	96643CR	100-0501-522.24-03	(57.01)	(57.01) CREDIT
		4/28/2011	96643R	100-0501-522.24-03	(57.01)	(57.01) REVERSE ENTRY
		4/28/2011	97423	100-0701-533.30-18	18.25	18.25 PATIO BLOCK
				100-0703-553.30-18	6.67	6.67 TREATED LUMBER
		4/28/2011	99745	100-0703-553.24-03	9.79	9.79 9' STEEL GARAGE DOOR BOTTOM
			Total for check: 29408		<u>585.73</u>	
MENASHA EMPLOYEES CREDIT UNION	29409	4/28/2011	20110428	100-0000-202.05-00	1,978.00	1,978.00 PAYROLL SUMMARY
			Total for check: 29409		<u>1,978.00</u>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TOWN OF MENASHA FINANCE DEPARTMENT	29410	4/28/2011	5539	100-1003-541.20-10	3,312.13	2010 CHIP & CRACK SEAL
			<b>Total for check: 29410</b>		<b>3,312.13</b>	
MENASHA UTILITIES	29411	4/28/2011	030211	100-0000-123.00-00	153.90	1108 PROVINCE TERRACE FIRE STATION
		4/28/2011	BILLING#1	100-1008-541.22-03	275.73	ELEC OR WATER OR STORM
				100-0000-123.00-00	10.92	ELEC OR WATER OR STORM
				100-1012-541.22-03	74.19	ELEC OR WATER OR STORM
				100-0305-562.22-03	19.57	ELEC OR WATER OR STORM
				100-0305-562.22-06	15.00	ELEC OR WATER OR STORM
				100-0304-562.22-03	21.49	ELEC OR WATER OR STORM
				743-0403-513.21-04	3,061.36	ELEC OR WATER OR STORM
				207-0707-552.22-03	294.71	ELEC OR WATER OR STORM
				207-0707-552.22-05	29.71	ELEC OR WATER OR STORM
				207-0707-552.22-06	31.87	ELEC OR WATER OR STORM
				100-0703-553.22-03	384.27	ELEC OR WATER OR STORM
				100-0703-553.22-05	75.04	ELEC OR WATER OR STORM
				100-0703-553.22-06	200.61	ELEC OR WATER OR STORM
				100-1001-514.22-03	1,160.15	ELEC OR WATER OR STORM
				100-1001-514.22-05	412.20	ELEC OR WATER OR STORM
				100-1019-552.22-03	121.92	ELEC OR WATER OR STORM
				100-1013-541.22-03	48.45	ELEC OR WATER OR STORM
				100-1013-541.22-06	187.49	ELEC OR WATER OR STORM
				100-1014-543.22-06	12.50	ELEC OR WATER OR STORM
				601-1020-543.22-03	36.76	ELEC OR WATER OR STORM
			<b>Total for check: 29411</b>		<b>6,627.84</b>	
MODERN BUSINESS MACHINES	29412	4/28/2011	25246462	100-1001-514.24-04	280.50	CONTRACT MAINTENANCE
			<b>Total for check: 29412</b>		<b>280.50</b>	
MONOPRICE INC	29413	4/28/2011	4418777	100-1001-514.30-10	36.30	TONER

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MONOPRICE INC...	29413...	4/28/2011...	4418777...	731-1022-541.30-10	45.47	TONER
			Total for check: 29413		<u>81.77</u>	
MOWRY SMITH	29414	4/28/2011	SMITH	100-0000-441.23-00	42.00	RESERVATION CANCELLATION REFUND
			Total for check: 29414		<u>42.00</u>	
NEENAH-MENASHA MUNICIPAL COURT	29415	4/28/2011	BOND	100-0000-201.03-00	139.00	BOND
			Total for check: 29415		<u>139.00</u>	
CITY OF NEENAH	29416	4/28/2011	FIRERESCUE	100-0501-522.25-01	257,692.00	N M FIRE RESCUE SERVICES MAY 2011
			Total for check: 29416		<u>257,692.00</u>	
NETWORK HEALTH PLAN	29417	4/28/2011	00465694	100-0000-204.08-00	132,070.41	HEALTH PREMIUMS 5/1/2011-5/31/2011
			Total for check: 29417		<u>143,801.37</u>	
NETWORK HEALTH SYSTEM INC	29418	4/28/2011	268577	100-0202-512.21-05	66.00	PRE PLACEMENT PHYSICAL
		4/28/2011	269247	100-0202-512.21-05	133.00	DRUG SCREENING
			Total for check: 29418		<u>199.00</u>	
NIELSON COMMUNICATIONS	29419	4/28/2011	FV11-26298	731-1022-541.30-15	3,150.00	RADIO EQUIPMENT
			Total for check: 29419		<u>3,150.00</u>	
OFFICEMAX INC	29420	4/28/2011	806054	100-1002-541.30-10	53.27	OFFICE SUPPLIES
			Total for check: 29420		<u>53.27</u>	
PACKER CITY INTERNATIONAL	29421	4/28/2011	3-210950001	731-1022-541.38-03	283.71	FILTERS/LIGHT/MIRROR

## AP Check Register

### Check Date: 4/28/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PACKER CITY INTERNATIONAL...	29421...	4/28/2011	3-210950038	731-1022-541.38-03	15.40	AIR FILTER STOCK
			Total for check: 29421		299.11	
PERSONNEL EVALUATION INC	29422	4/28/2011	96436	100-0801-521.21-06	120.00	JV PEP BILLING
			Total for check: 29422		120.00	
REINDERS INC	29423	4/28/2011	1334140-00	731-1022-541.38-03	204.71	WHEEL CYL ASSEMBLY
			Total for check: 29423		204.71	
ROAD EQUIPMENT	29424	4/28/2011	WA528293 1	731-1022-541.38-03	35.79	VALVE
			Total for check: 29424		35.79	
DR TERESA RUDOLPH	29425	4/28/2011	MAY2011	100-0903-531.21-05	150.00	CITY PHYSICIAN MAY 2011
			Total for check: 29425		150.00	
CHARLES SAHR	29426	4/28/2011	UNIFORM	100-0801-521.19-03	94.45	UNIFORM ALLOWANCE
			Total for check: 29426		94.45	
SHERWIN INDUSTRIES INC	29427	4/28/2011	9313-7	100-1008-541.30-15	4,888.00	PAINT MACHINE PUSHER PAINT HOPPER
			Total for check: 29427		4,888.00	
SPEEDY METALS LLC	29428	4/28/2011	562322-LC	100-0703-553.30-18	33.56	RECYCLE STANDS
			Total for check: 29428		33.56	
STAPLES ADVANTAGE	29429	4/28/2011	315235114	731-1022-541.30-10	54.03	OFFICE SUPPLIES
				100-0703-553.30-10	4.26	OFFICE SUPPLIES
			Total for check: 29429		58.29	

## AP Check Register

### Check Date: 4/28/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
STREICHER'S INC	29430	4/28/2011	1828335	100-0801-521.30-15	159.96	GLOVES
			Total for check: 29430		<u>159.96</u>	
SUNGARD PUBLIC SECTOR INC	29431	4/28/2011	34635	743-0403-513.24-04	2,555.00	MAINTENANCE MAY 1-31, 2011
			Total for check: 29431		<u>2,555.00</u>	
SUPERIOR CHEMICAL CORP	29432	4/28/2011	55267	731-1022-541.30-18	167.35	SOLVENT DEGREASER
			Total for check: 29432		<u>167.35</u>	
UNIFIRST CORPORATION	29433	4/28/2011	097 0085076	731-1022-541.20-01	107.58	MAT/MOP/CLOTHING SERVICE
			Total for check: 29433		<u>107.58</u>	
UNIVERSITY OF WISCONSIN	29434	4/28/2011	1502544	731-1022-541.34-02	60.00	PROGRAM FEE C HARRISON
		4/28/2011	1502545	731-1022-541.34-02	60.00	PROGRAM FEE J CARD
		4/28/2011	1502546	731-1022-541.34-02	60.00	PROGRAM FEE J KOFFARNUS
		4/28/2011	1502547	731-1022-541.34-02	60.00	PROGRAM FEE M RESCH
		4/28/2011	1502549	731-1022-541.34-02	60.00	PROGRAM FEE J STEIL
		Total for check: 29434		<u>300.00</u>		
VEOLIA ES TECHNICAL SOLUTIONS LLC	29435	4/28/2011	CLEANSWEEP	100-1016-543.20-09	1,705.68	CLEAN SWEEP
				100-1001-514.20-09	60.00	CLEAN SWEEP
				100-0903-531.20-09	215.00	CLEAN SWEEP
		Total for check: 29435		<u>1,980.68</u>		
VERIZON WIRELESS	29436	4/28/2011	2549798725	743-0403-513.30-15	399.90	POLICE SQUAD CELLULAR
			Total for check: 29436		<u>399.90</u>	

## AP Check Register

### Check Date: 4/28/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WAYNE ENGINEERING CORP	29437	4/28/2011	76764	731-1022-541.38-03	948.25	HYD OIL COOLER
	Total for check: 29437				<u>948.25</u>	
WC INDUSTRIAL SUPPLY COMPANY	29438	4/28/2011	0013048-IN	731-1022-541.38-03	91.33	BEARINGS
	Total for check: 29438				<u>91.33</u>	
WE ENERGIES	29439	4/28/2011	040711	100-0703-553.22-04	8.41	2170 PLANK RD
	4/28/2011	041911	100-0000-123.00-00	868.51	GAS SERVICE	
	100-1001-514.22-04	686.77	GAS SERVICE			
	100-0801-521.22-04	1,199.37	GAS SERVICE			
	100-0920-531.22-04	147.22	GAS SERVICE			
	100-0601-551.22-04	2,512.50	GAS SERVICE			
	100-0703-553.22-04	626.16	GAS SERVICE			
	100-0704-552.22-04	175.88	GAS SERVICE			
	207-0707-552.22-04	43.46	GAS SERVICE			
	731-1022-541.22-04	5,231.66	GAS SERVICE			
Total for check: 29439				<u>11,499.94</u>		
WISCONSIN COUNCIL 40 PER CAPITA TAX	29440	4/28/2011	20110428	100-0000-202.06-00	260.00	PAYROLL SUMMARY
	Total for check: 29440				<u>260.00</u>	
WISCONSIN DEPT OF ADMINISTRATION	29441	4/28/2011	042711	100-0401-513.32-02	20.00	CODE RENEWAL
	Total for check: 29441				<u>20.00</u>	
WISCONSIN DEPT OF JUSTICE	29442	4/28/2011	L7101T	100-0801-521.21-06	63.00	NAME SEARCHES
	Total for check: 29442				<u>63.00</u>	
WISCONSIN FBI NATIONAL ACADEMY	29443	4/28/2011	042111	100-0801-521.34-02	75.00	ANNUAL TRAINING
	Total for check: 29443				<u>75.00</u>	

**AP Check Register**  
**Check Date: 4/28/2011**

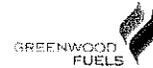
<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISCONSIN SUPPORT COLLECTIONS	29444	4/28/2011	20110428	100-0000-202.03-00	440.23	PAYROLL SUMMARY
			<b>Total for check: 29444</b>		<u>440.23</u>	
					<u>501,510.83</u>	



## Memorandum

TO: Common Council  
FROM: Mayor Merkes *TMM*  
SUBJECT: Greenwood Fuels  
DATE: 28 April 2011

Greenwood Fuels has contacted the City of Menasha regarding the availability of the former steam utility facility. Greenwood has interest in determining if the facility has potential to use their fuel product to produce electricity. The attached LOI confirms their interest, and seeks to verify that the city has interest before they expend additional funds to study the viability of the project.



April 28, 2011

Mayor Don Merkes  
City Hall  
140 Main Street  
Menasha, WI 54952  
920-967-3600

Copy to:  
Menasha Utilities  
Attn: Melanie Krause, Co-General Manager – Business Operations  
Attn: Dick Sturm, Co-General Manager – Engineering & Operations  
321 Milwaukee Street  
P.O. Box 340  
Menasha, WI 54952-0340

Re: Proposed Purchase of Assets of Menasha Facility

Dear Mayor Merkes:

This letter of intent (“LOI”) sets forth the principal terms and conditions upon and subject to which GW Fuels, Inc., a wholly owned subsidiary of the Greenwood Fuels Group (“GW Fuels”), is willing to potentially acquire, own, and operate the coal-fired steam plant, currently owned by Menasha Utilities (“Menasha Utilities” and together with GW Fuels, the “Parties,” each a “Party”), that is located at 198 River Street in Menasha, WI (the “Menasha Facility”).

Subject to the negotiation and execution of a definitive purchase agreement (the “Purchase Agreement”) and any ancillary document, agreement or instrument required to be executed in connection with the Purchase Agreement and any other contractual arrangement contemplated in this LOI to which GW Fuels is a party (the “Definitive Documents”), GW Fuels proposes to acquire from Menasha Utilities (the “Proposal”) all of the assets associated with the operation of the Menasha Facility, including without limitation, the land and all improvements and structures thereon, all equipment, furniture and furnishings, fixtures, systems and controls, operating supplies and all other personalty, all governmental permits, licenses and approvals and any name, marks, trade name and/or trademarks and all other intellectual property associated with the Menasha Facility (the “Assets”). This LOI is not exhaustive and is not intended to be legally binding between GW Fuels and Menasha Utilities.

1. Investment in the Menasha Facility

Based on the information available to date, GW Fuels would consider an investment for the Assets. Any investment proceeds would be applied to fund, among other things, (i) initial

working capital necessary for full scale operations of the Menasha Facility, (ii) capital expenditures necessary to convert the plant to generate electricity through the use of fuel pellets (versus coal), which will be produced at the plant of GW Fuel's affiliate, Greenwood Fuels WI LLC, located in Green Bay, WI, and (iii) a payment to Menasha Utilities.

2. Basis of Proposal and Valuation Assumptions

This LOI is based upon GW Fuels' knowledge of the Menasha Facility, as well as GW Fuels' representatives' site visits at the Menasha Facility. Our valuation of the Menasha Facility is based on certain material assumptions which, if determined to be inaccurate, may impact our willingness to consummate the potential transaction relating to the Proposal (the "Potential Transaction") pursuant to the provisions outlined in this LOI.

3. Conditions to Proposal

As described above, the consummation of the Potential Transaction is conditioned to: (i) the full satisfaction of the results of our business, accounting, tax, technical, environmental, regulatory and legal due diligence review of the Menasha Facility and the Assets, (ii) the Parties' execution of the Purchase Agreement and other Definitive Documents prepared by GW Fuels, in each case containing representations, warranties, covenants and indemnifications as are customary in transactions of these types, (iii) there being no material adverse change in the business, operations, assets, position, profits or prospects of Menasha Facility or the Assets, (iv) no contract, license or financial agreement that affects the business of Menasha Facility or the Assets being terminated, or having its terms adversely changed, and (v) obtaining any other necessary consents from third parties and complying with all applicable regulatory requirements, (vi) the prior negotiation and execution of long-term off-take agreements for electricity and renewable energy credits contracts on terms and pricing satisfactory to GW Fuels; and (vii) the execution of mutually acceptable employment agreements with key management team members.

4. Counterparts; Governing Law; Termination

This LOI may be executed in two or more counterparts (any of which may be by facsimile or "pdf" signature). This LOI shall be governed by the laws of the State of Wisconsin, without regard to choice of law provisions. This LOI will automatically terminate and be of no further force and effect upon the execution of the Purchase Agreement.

5. Expenses and Fees

Each of Menasha Utilities and GW Fuels shall be responsible for paying its own transaction expenses including financial and legal advisors, whether or not it proceeds (including without limitation the preparation and negotiation of this LOI) and any Party may end negotiations in relation to the Proposal at any time, and for any reason without incurring any liability to the other Party.

6. Non-Binding Nature

The terms set forth in this LOI are offered in good faith and shall serve as the basis for any potential negotiation of the Purchase Agreement and other Definitive Documents.

Except for Section 4 (Governing Law) and Section 5 (Expenses and Fees), neither GW Fuels nor Menasha Utilities shall be legally bound by any other provisions of this LOI or to purchase or sell the Assets unless and until the Purchase Agreement and other Definitive Documents, in each case containing terms, conditions, and provisions satisfactory to both GW Fuels and Menasha Utilities, have been executed and delivered by both Parties and any other parties thereto. The terms of such fully-executed Purchase Agreement and other Definitive Documents shall fully supersede the terms of this LOI. Notwithstanding that either or both Parties may expend substantial efforts in anticipation of entering into the Purchase Agreement (including the efforts and sums in anticipation of entering into the Purchase Agreement), the Parties acknowledge that in no event will this LOI be construed as an enforceable contract to sell or purchase the Assets and that each Party accepts the risk that no such contract will be executed.

7. Expiration of Proposal

The Proposal described in this LOI will expire without any further action by GW Fuels at 5:00 p.m. EST on May 15, 2011, unless Menasha Utilities has acknowledged its acceptance of the terms and conditions hereof by executing a counterpart of this LOI and delivering such executed LOI to GW Fuels prior to such time.

We thank you for the opportunity to present our Proposal. If you have any questions or would like to meet to discuss our Proposal, please do not hesitate to contact Camilo Patrignani at (212) 947-4437 or Douglas Johnsen at (212) 265-0808.



Sincerely,

GW Fuels, Inc.

A handwritten signature in black ink, appearing to read 'C. Patrignani'.

BY: \_\_\_\_\_  
Name: Camilo Patrignani  
Title: President

Accepted and agreed as of May \_\_ 2011

Menasha Utilities

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

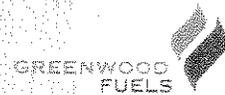
# GREENWOOD FUELS



April 2011

[www.greenwoodfuels.com](http://www.greenwoodfuels.com)

## Greenwood Overview



- Greenwood Fuels LLC ("Greenwood or the "Company") is an innovative manufacturer of cost-effective renewable fuel solutions used by a range of industrial coal customers with little or no modification or upfront capital costs
- First facility: Green Bay, Wisconsin
  - In continuous operation since mid-2009
  - Capital project completed in December 2010 provides for up to 150,000 tons/year installed capacity
  - Strategy is to grow through development of additional facilities throughout US
- Greenwood produces a "green coal" product using truly sustainable materials
  - Raw material stream consists of traditionally non-recyclable paper, label and packaging waste, as well as paper mill sludge- **all destined for the landfill!**
  - Providing an alternative use for these materials with no future economic value helps waste producers meet sustainability targets
  - Flexible manufacturing process allows Greenwood to consider a range of different materials
- Greenwood' pellets closely replicate the energy, storage and handling characteristics of coal without the harmful emissions
  - Considered a 100% renewable fuel in both Wisconsin and Ohio
- Customers include utilities and those with "inside the fence" generation
  - Able to reduce their consumption of fossil fuels and meet increasingly stringent renewable standards
  - Do not serve residential customers- avoiding greater volatility in price and demand

- Greenwood Fuels was founded in 2007 by Plainfield Asset Management (PFAM)
- Greenwood commenced commercial production and shipments in August 2009
- Libra Group acquired Greenwood Fuels in July 2010
  - Libra is a global family-owned conglomerate founded in 2003 to invest in shipping, aviation, real estate and renewable energy ([www.libra.com](http://www.libra.com))
- Libra views Greenwood Fuels as a platform for growth in the renewable energy sector in the US
  - Significant capital committed to build out the Green Bay plant and develop the Greenwood Fuels brand and platform
  - Greenwood will also expand from being a sustainable fuel producer to being a “clean” energy producer; there are several coal-fired power plant acquisitions under analysis at present in order to convert them completely to burn biomass or pellets



### Raw materials are kept out of landfills

- If raw materials go to landfills, they produce methane as they decompose
- Methane is about 22x stronger as a greenhouse gas than carbon dioxide
- Scarce and valuable landfill space is saved

### Opportunity for corporations to improve their environmental footprint

- Re-use waste materials instead of land-filling
- Burn pellets in lieu of coal or as a blend with coal.

### All raw materials are tested as part of the raw material qualification process

- Metals, chlorine, sulphur, ash and BTU

### Pellet raw materials do not compete with other uses

- Unlike woody biomass or corn for ethanol, materials have no competing economic use





- Greenwood has established a long-term supply agreement to provide non-recyclable materials
- Proprietary processing capabilities produce consistent fuel products while minimizing waste and other by-products
- Materials are shredded and mixed in preparation for the pelletizing process

## Benefits of Greenwood's Pellets

### **Pellets burn cleaner than coal**

- Retain favorable emissions characteristics associated with traditional biomass fuels (such as wood pellets)
- Very low in sulphur, low mercury, low Chlorine and reduction in opacity
- Significant reduction in SO<sub>x</sub> and, in most boilers, a reduction in NO<sub>x</sub> emissions

### **Pellets can substitute for coal immediately without significant capital investment**

- Greenwood's products are specifically designed for use with existing infrastructure, thereby eliminating the substantial upfront capital expense associated with other renewable technologies
- Depending on customer's existing air permit, they may or may not require a test burn exemption
- The DNR (or, local EPA) has approved all such applications it has received in a timely manner schedule

### **Pellets utilized and sold commercially to several customers**

- Customers have successfully burned pellets thus far in stoker, cyclone and fluidized bed applications
- Most have made no changes to handling equipment and not required any capital spending on boiler applications

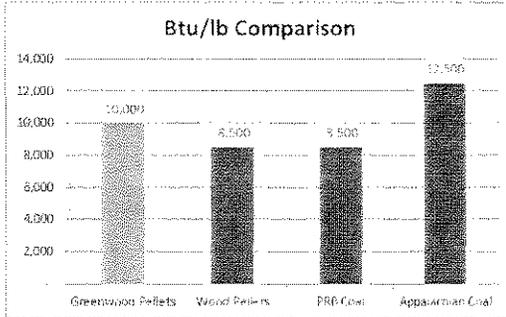
# Pellet Reliability and Quality Control



## Lab Testing

Pellets are tested in-house every hour as well as periodic third-party lab verification:

- Heating Value: 10,000-12,000 Btu/lb target
- Sulfur%: 0.5% average
- Moisture: 5 to 10%
- Ash: 6 to 9%



## Hi-density pellets have proven characteristics

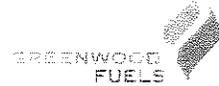
- Hold shape well with weather and handle moisture favourably
- Work symbiotically in combination with other fuels such as coal and woody biomass

# Sustainability Comparison of Fuels

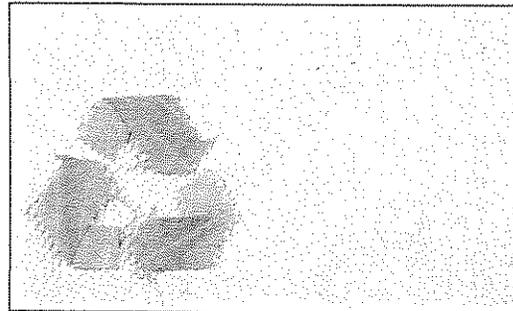
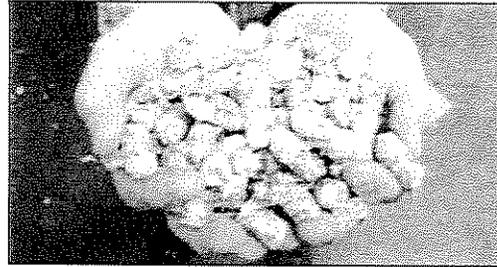


Source	Economical (w/o Taxpayer Subsidies)	Socially Acceptable	Plentiful (Consistent Supply)
Coal	✓	✗	✓
Wind	✗	✓	✓
Solar	✗	✓	✓
Greenwood Fuels pellets	✓	✓	✓

## Conclusions



- Greenwood has the experience and capabilities to make cost-effective renewable projects a reality and intend to replicate our proven success in Wisconsin elsewhere as we move toward an increasingly sustainable culture
- Our pellets are specifically designed for use with existing infrastructure, thereby eliminating the substantial upfront capital expense associated with other renewable technologies
- Pellets produced are "high-grade" (high Btu and low sulphur)
- Raw materials are plentiful and without Greenwood Fuels would end-up in landfills
- Pellets can be used to gain renewable energy credits (REC's)
- Companies performing co-fired stack tests have remained within permitted limits



pg

GREENWOOD  
FUELS



[sales@greenwoodfuels.com](mailto:sales@greenwoodfuels.com)

(920) 432-3200

600 Liberty Street  
Green Bay, WI 54304

RESOLUTION NO. R-18-11

TERMINATING TIF DISTRICT No. 2 AND AUTHORIZING CITY TREASURER TO  
DISTRIBUTE EXCESS INCREMENT TO OVERLYING TAXING DISTRICTS

Introduced by Mayor Merkes

**WHEREAS**, the City of Menasha passed a creation resolution creating Tax Incremental District No. 2 on December 17, 1986, and adopted a project plan that year; and

**WHEREAS**, all TIF District No. 2 projects were completed in the prescribed allowed time; and

**WHEREAS**, sufficient increment has been collected as of the 2010 tax roll, payable 2011, to cover TIF District No. 2 projects costs, and to escrow funds to cover the District's remaining outstanding debt;

**NOW BE IT HEREBY RESOLVED**, that the City of Menasha Common Council does terminate TIF District No. 2; and

**BE IT FURTHER RESOLVED**, that the City Clerk shall notify the Wisconsin Department of Revenue, within 60 days of this resolution, or prior to the deadline of May 15, 2010, whichever comes first, that the District has been terminated; and

**BE IT FURTHER RESOLVED**, that the City Clerk shall sign the required Wisconsin Department of Revenue final accounting form agreeing on a date by which the city shall send final audited information to the Wisconsin Department of Revenue; and

**BE IT FURTHER RESOLVED**, that the City Treasurer shall distribute any excess increment collected after providing for ongoing expenses of the District, to the affected taxing districts with proportionate shares to be determined by the final audit by the City's Auditors, Schenck.

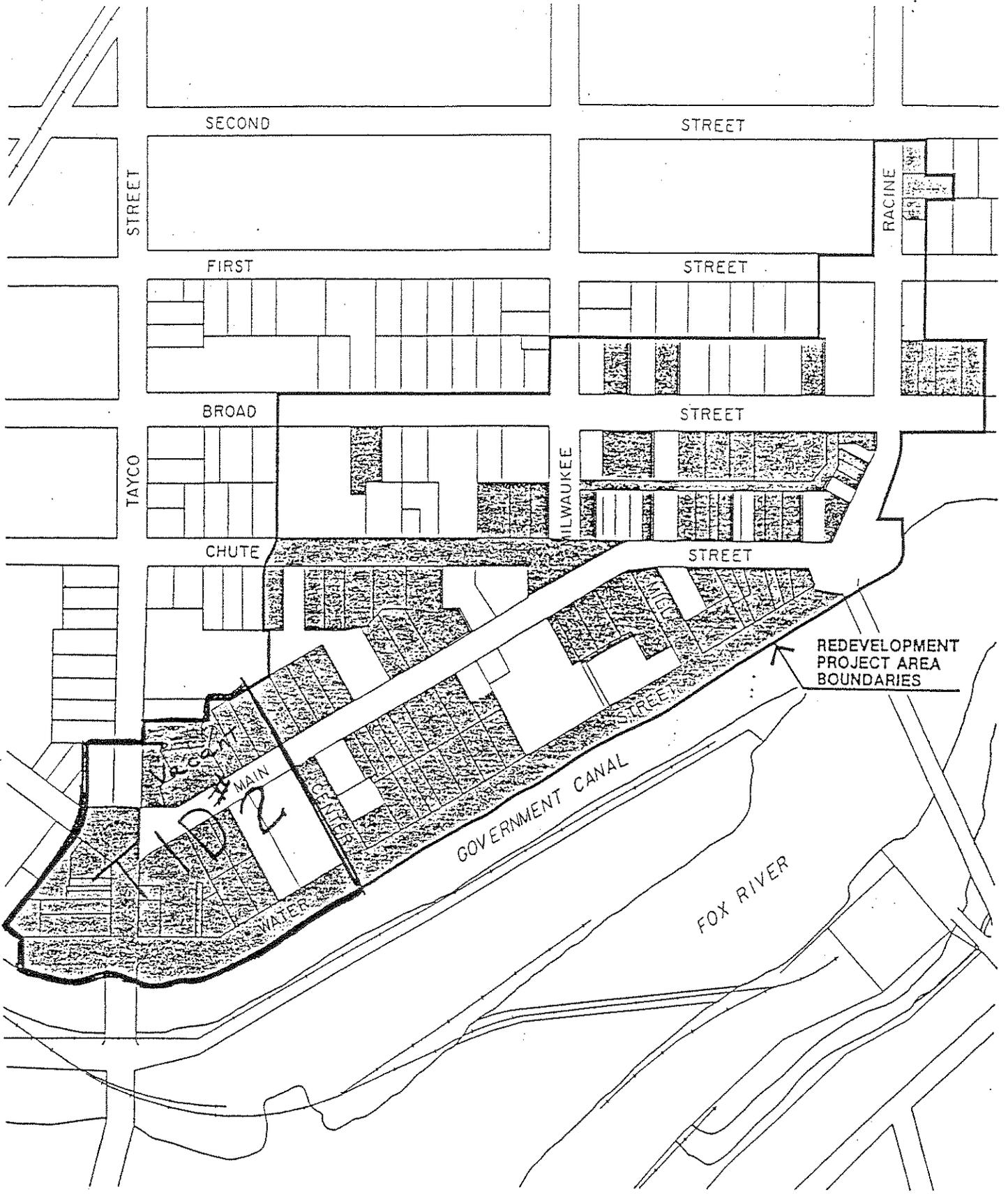
Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2011

---

Donald Merkes, City of Menasha, Mayor

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Deborah Galeazzi, City of Menasha, Clerk



BOUNDARIES AND PROPERTY CONDITIONS

BLIGHTED AREAS



TAX INCREMENTAL DISTRICT NO. 2  
MENASHA, WISCONSIN

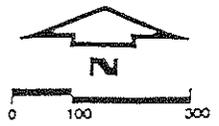


FIGURE 1

Resolution Approving Application to Board of Commissioners of Public Lands to Borrow \$350,000 from the State Trust Funds, Authorizing the Borrowing and the Issuance of Certificates of Indebtedness and Levying a Tax in Connection Therewith. (Ribblesdale and Woodland Hills Street Construction Project)

The following preamble and resolutions were presented by **Mayor Merkes** and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Three Hundred Fifty Thousand And 00/100 Dollars (\$350,000.00)** for the purpose of **financing street construction** and for no other purpose.

The loan is to be payable within **10** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **3.75** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Menasha** by such loan from the state be applied or paid out for any purpose except **financing street construction** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the mayor and clerk of the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The mayor and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Passed and approved this 2<sup>nd</sup> day of April, 2011

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Donald Merkes, Mayor

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Deborah A. Galeazzi, City Clerk

Resolution R-20-11

Resolution Approving Application to Board of Commissioners of Public Lands to Borrow \$1,000,000.00 from the State Trust Funds, Authorizing the Borrowing and the Issuance of Certificates of Indebtedness and Levying a Tax in Connection Therewith. (Refinance Loan – First National Bank-Fox Valley-Sonoco Settlement)

The following preamble and resolutions were presented by **Mayor Merkes** and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **One Million And 00/100 Dollars (\$1,000,000.00)** for the purpose of **refinancing outstanding promissory note** and for no other purpose.

The loan is to be payable within **19** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **5.00** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Menasha** by such loan from the state be applied or paid out for any purpose except **refinancing outstanding promissory note** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the mayor and clerk of the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The mayor and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Passed and approved this 2<sup>nd</sup> day of April, 2011

\_\_\_\_\_  
Donald Merkes, Mayor

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

Steven A. Krueger  
943 Clovis Ave  
Menasha, WI 54952

Donald Merkes  
Menasha Mayor  
140 Main Street  
Menasha, WI 54952

Dear Mayor Merkes,

I am writing to you today to officially tender my resignation from the Menasha Park and Recreation Advisory board as of Friday, April 15, 2011

I never thought I would ever leave such a great station to serve my community from, but when the opportunity arose to run for Aldermanic District 5, I simply had to take full advantage of it.

I cannot say thank you enough for the trust you placed in me to serve the City of Menasha and her residents, and I look forward to continuing a beneficial relationship, as 5th District Alderman, to help our beloved city find the firm footing that will insure a proper and affordable growth for the residents.

Sincerely,



4/13/2011

Steven A. Krueger

## Don Merkes

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**From:** luke.natureman@gmail.com  
**Sent:** Thursday, April 28, 2011 11:59 AM  
**To:** Don Merkes  
**Subject:** Question, Comment, or Request from Website Visitor

Name: Luke Schiller  
Company: HWR  
Phone: 920-720-9349  
EmailConfirm: [luke.natureman@gmail.com](mailto:luke.natureman@gmail.com)  
Method: Email  
Comments: To Whom This May Concern;

My name is Luke Schiller and I am very interested in being a part of the Park and Recreation Board. I have a strong interest in the natural world and providing an opportunity for people to experience our Wisconsin natural resources. I currently work at Heckrodt Wetland Reserve as the Naturalist/Educator/Volunteer Coordinator. My occupation places me in direct contact with the general public and many school youth, plus provides me with a glimpse of ♦behind the scenes♦ in managing a public facility. My degree is from Iowa State University in Environmental Education. I look forward to this great opportunity to help the community in which my family and I live.

Make Every Day Earth Day!  
Luke Schiller