

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 June 6, 2011**

**5:30 P.M.
WORKSHOP**

[Presentation on Neenah Menasha Sewerage Plant facilities upgrade by Randy Much-NM Sewerage Plant Manager & Tom Kispert \(McMahon\)](#)

**6:00 PM
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

Moment of silence for Dave Erdmann

C. ROLL CALL/EXCUSED ABSENCES

D. PUBLIC HEARING

1. [Proposed amendment to Title 13, Article E of the Code of Ordinances relating to the paving of driveways and parking lots](#)

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. [FC Auxier – Update on Winnebago County radio system](#)
2. Joe Weidert – Discover Historic Menasha Contest – award of donated prizes to Melissa Brumbelow- 1059 Sterling Heights Dr. Menasha
3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 5/16/11](#)
 - b. [Board of Public Works, 5/16/11](#)
 - c. [Joint Review Board, 4/18/11, 5/18/11](#)
 - d. [Landmarks Commission, 5/25/11](#)
 - e. [Library Board, 5/19/11](#)
 - f. [Parks & Recreation Board, 5/9/11](#)
 - g. [Plan Commission, 5/17/11](#)
 - h. [Police Commission; 4/28/11, 5/23/11](#)
 - i. [Sustainability Board, 5/17/11](#)
 - j. [Water & Light Commission, 4/27/11](#)
 - k. [Water & Light Commission, 5/08 – 6/09; Closed Session](#)

Communications:

- l. [Redevelopment Authority \(R-23-05\)Resolution & bylaws creating the of the City of Menasha, Wisconsin](#)
- m. [United Way 2010 Government Leaderboards](#)
- n. [US Coast Guard, 5/24/11; Replacement of Railroad Swing Bridge, Town of Oshkosh](#)

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, 5/16/11](#)

2. [Special Common Council, 5/19/11](#)

Administration Committee, 5/16/11; recommends approval of:

3. [Accept quote of The Post Crescent as the official City newspaper, May 2011-May 2012.](#)

Board of Public Works, 5/16/11; recommends approval of:

4. [Street Use Permit – 24th Annual Marina Steak Fry; Saturday, June 18, 2011; 4:00 PM – 10:00 PM](#)

5. [Street Use Permit – 14th Annual Labor Day Corn Roast; Saturday, September 3, 2011; 4:00 PM – 10:00 PM](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 5/19/11 to 6/2/11 in the amount of \\$1,146,396.67](#)

2. [Renewal of Liquor License for 2011-2012 licensing year](#)

3. [Outdoor Alcoholic Beverage Permit, July 1, 2011-June 30, 2012](#)

J. ORDINANCES AND RESOLUTIONS

1. [O-5-11 – Ordinance relating to Overnight Parking \(Introduced by Ald. Zelinski\) \(Recommended by Parking Committee\)\(2nd introduction\)](#)

2. [O-6-11 – Ordinance relating to the paving of driveways and parking lots \(Introduced by Ald. Taylor & Zelinski\) \(Recommended by Plan Commission\)\(1st Introduction\)](#)

3. [R-22-11 – Resolution in support of restoring the State mandate for recycling programs and related grants to the 2011-2013 State Biennial Budget \(Introduced by Mayor Merkes\) \(Recommended by Sustainability Board\)](#)

4. [R-23-11 – Resolution supporting the establishment of the Fox Wisconsin Heritage Parkway \(Introduced by Ald. Sevenich\)\(Recommended by the Landmarks Commission\)](#)

5. [R-24-11 – Resolution to maintain local control of Public Works Projects \(Introduced by Mayor Merkes\)](#)

K. APPOINTMENTS

1. Mayor's Appointments to the AD-HOC Redistricting Committee

a. John Davel, Bernie Sandlin, Tom Konetzke, Ray Zielinski, Jack Fry, Tony Gutierrez

2. Mayor's Alderman Appointment to the Heckrodt Wetland Reserve Board

a. Alderman Mike Taylor

3. Mayor's Reappointments to the Library Board

a. Patrick Murray, 2942 Silver Birch Ct., Menasha, for the term of July 1, 2011 – July 1, 2014

b. Mary Crawmer, 1345 Lucerne Dr., Menasha, for the term of July 1, 2011 – July 1, 2014

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

Regular Common Council Meeting - Monday June 20, 2011 - Council Chambers

Common Council – 6:00 p.m.

Administration Committee – 6:30 p.m.

Board of Public Works – 7:00 p.m.

**CITY OF MENASHA
Public Hearing Notice**

NOTICE IS HEREBY GIVEN that the City of Menasha is proposing an amendment to Title 13, Article E of the Code of Ordinances relating to the paving of driveways and parking lots. Persons interested in the proposed change to the zoning code are encouraged to provide oral or written comments for consideration at the public hearings. For more information and/or copies of the proposed ordinance, please contact the Department of Community Development at (920) 967-3650.

Plan Commission - Informal Public Hearing
Tuesday, May 17, 2011 at 3:30 pm or shortly thereafter

Common Council - Formal Public Hearing
Monday, June 6, 2011 at 6:00 pm or shortly thereafter

Both hearings will be held at: Menasha City Hall
Council Chambers, 3rd Floor
140 Main Street
Menasha, WI 54952

Publish: May 13 and May 22, 2011



Memorandum

TO: Al Auxier, Chief
FROM: Victor Voss, Captain
DATE: March 17, 2011
RE: Radio Communications Update

The current radio/data system that the fire departments in Winnebago County have for the most part always been funded through county funds in the Sheriff's operating budget. They have included everything from towers, repeaters, licenses, servers, consoles, etc. NMFR has only funded the radios we need to use the "county" system. We have also purchased the mobile data computers (MDC's) needed to use the "county" system.

Narrow-banding:

The FCC has mandated that all VHF frequencies be narrow-banded before January 1, 2013. These frequencies are the channels that we use for day-to-day operations. There are two different modulations that can be used; currently we use analog modulation radios, which are anticipated to be discontinued around the year 2017 by the FCC (phase two narrow-band). The other option is digital modulation, which is available now. When an analog radio is narrow-banded the range and quality of signal are diminished. Meaning that if we simply narrow-band our radios we would have less coverage and poorer signal and reliability. Our radios that NMFR own are analog radios and are capable of being narrow-banded at a cost of about \$40 each. A digital radio can be operated in a narrow-band and the quality of signal and reliability can be improved so that the losses associated with the narrow-band of an analog radio are made up for with digital modulation. We do not own any digital radios and would have to purchase them new at an estimated price of \$1500 - \$2000 each. *The actual cost of the radios will be \$3,000 to \$4,000. However, in the case of narrow banding or going to digital radios, the proposal by the Sheriff is for the County to purchase the radios at this time. This is a change, as of May 23, 2011, from the original proposal for the Cities to pay for their own radios.*

We need to also keep in mind that we are not alone on this; we cannot go "digital" if the county stays "analog" and visa versa. If the county simply narrow-bands and then goes "digital" we will have to do the same to use the "county" system.

Fox Comm Radio Project:

In anticipation of the changes in radio for the three counties associated with Fox Comm, we began researching options for Winnebago, Outagamie and Calumet counties as a Fox Comm Radio Project. Fox Comm has paid two separate consulting firms to research the options for an improved radio system. Both studies have reported back to Fox Comm that a 700 Megahertz, Digital, Trunked system was appropriate to meet the needs of the area for the next 20 plus years. I will explain the three parts of this system.

700 Megahertz - this is the frequency band that would be used. The FCC has earmarked this bandwidth for public safety radio. The current frequencies we use are so close to other signals that we have interference from them. This

interference is often heard on our radios during emergency operations. The 700 Mhz is fairly clean and mostly unused.

Digital - modulation is how a radio receives sound from a human voice and converts it to a signal that can be transmitted and received. A digital system is designed to fit a geographic area. Digital signals do not degrade with distance until they reach the end of their range. At that point the signal is dropped (cellphones are all digital systems now). An analog signal will begin to degrade at the point of transmission and continues to get worse as the signal drops off. This causes partial communication or increased interference when being "stretched" to the limit of the radio.

Trunked - simply stated this is a computer that is dealing out frequencies as needed at the point the push to talk button is depressed on a radio. The system uses fewer frequencies because it is more efficient in the use of the frequencies.

Fox Comm has failed to secure the funding needed to maintain the system described above. Each county has been left to secure the funding for both the system and the subscriber units (radio's). Calumet County had indicated that they would not be participating in the system. Outagamie County is planning on providing the infrastructure for the system in their county, but each agency will need to purchase their own subscriber units. Winnebago County had originally intended to purchase the entire system and provide the infrastructure and subscriber units for all users in the county. The capitol purchase of the system has not been an issue in the three counties, however the projected annual maintenance of the system has caused Calumet to bow out at this time. The projected maintenance costs have caused many to question whether or not the system needed and identified could be funded. As I stated earlier we do not know what the actual costs will be and we also do not know how Winnebago County will be participating in this system. There is a real concern that the county will choose to simply go "digital" and not fund anything beyond the infrastructure. The RFQ has been on the street for the 700 Mhz system for about a week now. The due date for proposals is May 16, 2011 and I don't believe any decisions will be made until then.

There are a couple of things that will be affecting NMFR's budget in the near future:

1. The current MDC system will be discontinued by the county at the end of 2011, as it will no longer carry the data being provided by the CAD system. This will cause all MDC's to have to be connected to the CAD system via cell card and a private vendor like Sprint or Verizon. This will be a monthly charge to NMFR for each of the MDCs we have on the system (7). We will also be billed by the county (yet to be determined) for each license needed to connect each MDC to the system. This is estimated at around \$100 per MDC per year.
2. If Winnebago County simply narrow-bands the infrastructure we will need to narrow-band our existing equipment. This includes all portable, mobile and station radios. *As of May 23, 2011, the proposal by Winnebago County is for them to pick up the costs of this upgrade.*
3. If Winnebago County goes to digital modulation we would need to purchase new radios that are digital. This would include all portable, mobile and station radios. *As of May 23, 2011, the proposal by Winnebago County is for them to pick up the costs of the radios.*
4. If Winnebago County goes with the 700 Mhz, digital, trunked system and does not fund the subscriber units, we would have to replace all of our radios with new subscriber units estimated at \$2,000 - \$3,500 each. *As of May 23, 2011, the actual costs of the radios will be between \$3,000 to \$4,000.* If the county maintains the funding for the agency subscriber units and the infrastructure we may still be assessed a "per radio" maintenance fee yet to be determined. Other systems have charged their uses upwards of \$150 per unit per year for similar systems.

I hope this helps, sorry it got so long, but there are many layers to this problem. The FCC mandate is the only thing that WILL NOT change. If you need anything further or if you would like me to attend, don't hesitate to ask.

Italicized information in red is an update of the original memo presented by Captain Victor Voss as of June 1, 2011.

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
May 16, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 9:22 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Lt. Brunn, DPW Radtke, CDD Keil, Dpty Treasurer Sassman, Clerk Galeazzi and the Press

C. MINUTES TO APPROVE

1. Administration Committee, 5/2/11

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Accept quote of The Post Crescent as the official City newspaper, May 2011-May 2012.

State Statute requires the City to obtain bids for the publication of legal notices. The quote from the Appleton Post Crescent was the only one received.

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

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Langdon to adjourn at 9:24 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
May 16, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 9:25 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Lt. Brunn, DPW Radtke, CDD Keil, Dpty Treasurer Sassman, Clerk Galeazzi and the Press

C. MINUTES TO APPROVE

1. May 2, 2011

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. Update on Ribblesdale/Woodland Hills Street Construction Project

DPW Radtke updated the members on the status of the street work in the Ribblesdale and Woodland Hills Subdivisions. The preliminary work has been started by Public Works crews. He explained the type of work and the timeline. Residents will be notified in advance of work to be done.

Lengthy discussion ensued on the installation of sidewalks.

E. ACTION ITEMS

1. Street Use Permit – 24th Annual Marina Steak Fry; Saturday, June 18, 2011; 4:00 PM – 10:00 PM

Chairman Taylor commented that all appropriate departments have approved the street use application.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend approval to Common Council.

Motion carried on voice vote.

2. Street Use Permit – 14th Annual Labor Day Corn Roast; Saturday, September 3, 2011; 4:00 PM – 10:00 PM

Chairman Taylor commented that all appropriate departments have approved the street use application.

Moved by Ald. Sevenich, seconded by Ald. Zelinski to recommend approval to Common Council.

Motion carried on voice vote.

3. Request to Conduct Engineering Study to Revise Channelized Lane Designations at the Washington Street/Nicolet Boulevard Intersection (Menasha Police Department)

DPW Radtke explained the Police Department has requested changing the directional lane markings for traffic southbound on Washington Street approaching Nicolet Blvd. The Police Dept. has noticed backups in the straight only lane and confusion on the part of the motorist in the left turn only lane. The request is to remove the requirement to turn left and allow traffic to continue straight onto Commercial Street from both lanes on Washington Street. The engineering study would be conducted by City staff.

Moved by Ald. Langdon, seconded by Ald. Krueger to approve an engineering study.
Motion carried on voice vote.

4. Recommendation to Award – Contract Unit No. 2011-02; New Street Construction- Concrete Curb and Gutter/Concrete Walk; Sam Sommers Concrete; \$138,030.24

DPW Radtke explained competitive bids were received and came in under estimate. If the Board of Public Works would approve this item, staff is requesting a Special Common Council meeting be held to expedite the project because the price of the asphalt is locked in through the month of July. There is a three week space before the next regular Common Council meeting and this could delay the project.

When asked about separating the concrete sidewalks from the rest of the contract, DPW Radtke answered the contract should be approved as is with a subsequent change order if desired. CA/HRD Captain explained the available options for dealing with the contract including the possibility of re-bidding the project.

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

Motion carried on roll call 5-3.

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

Ald. Klein, Krueger, Zelinski - no

F. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Klein to adjourn at 10:31p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Joint Review Board – Calumet County – Appleton School District
Council Chambers, City Hall – 140 Main Street
April 18, 2011
MINUTES

A. CALL TO ORDER

The meeting was called to order at 2:38 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

JOINT REVIEW BOARD MEMBERS PRESENT: Mayor Merkes, Dan DeBonis, Calumet County, Chris Peterson, Appleton Area School District and Faith Schiedermayer, Fox Valley Technical College (Jim Lueneburg participated as a member following his nomination.)

JOINT REVIEW BOARD MEMBERS EXCUSED: None

OTHERS PRESENT: Jim Lueneburg, Greg Keil, CDD and Mike Schanke

C. MINTUES TO APPROVE

1. None

D. DISCUSSION

1. None

E. ACTION ITEMS

1. **Selection of Joint Review Board Public Member**

Dan DeBonis made a motion to nominate Jim Lueneburg as Joint Review Board Public Member. There were no other nominations. Mayor Merkes seconded the motion and a unanimous ballot was cast nominating Jim Lueneburg as the Public Member of the JRB.

2. **Selection of Chairperson**

Dan DeBonis nominated Mayor Merkes as Chairperson of the Joint Review Board. There were no other nominations. Faith Schiedermayer seconded the motion and a unanimous ballot was cast nominating Mayor Merkes as Chairman of the JRB.

3. **Review of Proposed TID #12 Project Plan, Boundaries and Development Agreements**

CDD Greg Keil summarized the history of the Lake Park Villas development. Despite initial successes, the development has now stalled. The debt incurred by the city for land acquisition, infrastructure and amenities was to have been paid out of the proceeds from lot sales. There have been no lot sales in three years, and the debt burden has fallen on the general tax levy. This is placing financial stress on the city. The Project Plan for TID #12 includes expenditures for land acquisition, infrastructure, amenities and development assistance with the objective being to stimulate new development.

He also described the substantive elements of the development agreements with Cypress Homes and Realty, and the Ponds of Menasha.

Board members discussed:

- Base year value of the proposed district
- The expected amount and timing of increases in tax increment
- Proposed improvements to be made in the district
- Relationship to adjoining development

Staff is to provide the JRB members the expected base year value of the district and drawings showing the proposed layout of the new development.

4. **Set Next Meeting Date**

The next Joint Review Board meeting will be held on Wednesday, May 18, 2011 at 2:30 p.m.

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

Five (5) minute time limit for each person.

No one spoke.

G. **ADJOURNMENT**

Motion by Jim Lueneburg, seconded by Dan DeBoins to adjourn at 3:15 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director.

CITY OF MENASHA
Joint Review Board – Calumet County – Appleton School District
Council Chambers, City Hall – 140 Main Street
May 18, 2011
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 2:35 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

JOINT REVIEW BOARD MEMBERS PRESENT: Mayor Merkes, Dan DeBonis, Calumet County, Chris Peterson, Appleton Area School District and Faith Schiedermayer, Fox Valley Technical College and Jim Lueneburg

JOINT REVIEW BOARD MEMBERS EXCUSED: None

OTHERS PRESENT: Greg Keil, CDD

C. MINTUES TO APPROVE

1. **Minutes of the April 18, 2011 Joint Review Board, Calumet County, Appleton School District Meeting**
Motion by Dan DeBonis, seconded by Faith Scheidermayer to approve the minutes of the April 18, 2011 Joint Review Board meeting. The motion carried.

D. COMMUNICATIONS

1. **TID #12 Base Value**

E. DISCUSSION

1. None

E. ACTION ITEMS

1. **Review of Public Record, Planning Documents and Resolutions relating to the Proposed Creation of Tax Increment District #12**
CDD Keil gave an overview of the TID #12 Project Plan and the resolutions adopted by the Plan Commission and Common Council in support thereof.
2. **Consideration of Joint Review Board Resolution 1-11 Approving the Creation of Tax Increment District #12**
Commissioners inquired as to whether there had been any feedback from the homeowners in Lake Park Villas regarding the proposed creation of TID # 12. CDD Keil stated that no comments were made at the public hearing on the creation of the district, but a person residing in Lake Park Villas commented on the potential negative effects on property values in LPV if the development was not well executed and if the homes to be built were of substantially less value than those in the existing LPV residential area.

Motion by Jim Lueneburg, seconded by Faith Schiedermayer to adopt JRB Resolution 1-11 Approving the Creation of Tax Increment District #12. The motion carried.

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

Five (5) minute time limit for each person.

No one spoke.

G. ADJOURNMENT

Motion by Faith Schiedermayer, seconded by Dan DeBoins to adjourn at 3:05 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director.

CITY OF MENASHA
Landmarks Commission
Council Chambers, City Hall – 140 Main Street
May 25, 2011
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Joe Weidert at 4:35 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Commissioners Joe Weidert, Kristi Lynch, Mary Nebel, Tom Grade, Bernie Zimmerman and Alderman Stan Sevenich

LANDMARKS MEMBERS ABSENT: Commissioner Andrew Jennings

OTHERS PRESENT: CDD Keil

C. MINUTES TO APPROVE

1. **Minutes of the April 13, 2011 Landmarks Commission Meeting**

Correction to minutes to add Bernie Zimmerman to Landmarks Members Present. Moved by Comm. Zimmerman, seconded by Comm. Nebel to approve the minutes of the April 13, 2011 Landmarks Commission meeting as corrected.

The motion carried.

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

1. No one spoke.

E. COMMUNICATIONS

1. None

F. ACTION ITEMS

1. **Selection of Historic Menasha Contest Winner**

Joe Weidert reported there were 56 contest entries with 49 having properly identified each of the building architectural features. The winner of the donated prize package was randomly selected with Mellissa Brumbeloe being the winner.

2. **Recommendation to Common Council Regarding Proclamation in Support of the Fox Wisconsin Heritage Parkway**

Greg Keil gave a summary of the ongoing efforts to establish the Fox-Wisconsin Heritage Parkway. Commissioners discussed the benefits of a regional approach to tourism promotion and questioned whether the Heritage Parkway would impose any obligation on the city. CDD Keil stated that the Heritage Parkway Board has no authority to impose charges or otherwise cause obligations on governmental entities within the parkway corridor.

Motion by Ald. Sevenich, seconded by Commissioner Grade to recommend approval of the proclamation in support of establishing the Fox-Wisconsin Heritage Parkway and that a "Whereas" be added to the proclamation stating that the City of Menasha Landmarks Commission supports its establishment. The motion carried.

G. DISCUSSION ITEMS

1. **Landmarks Commission Recognition/Awards**

Joe Weidert reported the awards were presented to Mike McClone (received by his representative Erik Brenn) and to Mike Prokash for restoration/renovation work on 184, 186 and 230 Main Street and on 186-190 Main Street, respectively. Other building owners selected to receive awards will be contacted and the awards will be presented at a future Common Council Meeting.

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

The grant/loan balance remains at approximately \$18,400.

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

Commissioners discussed the following as potential future projects:

- Conducting a workshop(s) for building owners/tenants on functional and aesthetic aspects of building remodeling/renovating, etc. - Comm. Zimmerman is to obtain information about vendors and other aspects of similar workshops conducted in the City of Appleton.
- Bridge Tower Museum Updates – CDD Keil is to contact the Menasha Historical Society and coordinate a meeting with interested Landmarks Commissioners to discuss what needs to be done and the responsibilities for accomplishing the update to the Museum.
- Reestablishment of unique architectural elements on historic buildings – Commissioners Grade and Zimmerman are to research the feasibility of recreating and restoring gargoyles to their former sites atop buildings in the Upper Main Street Historic District.
- Establishing a program to assist building owners with the clean-up and minor maintenance of buildings in the historic districts.
- Commissioners expressed a desire to have input on the reestablishment of the entryway signage at STH 441/Racine Street.

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

1. No one spoke.

I. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Comm. Zimmerman to adjourn at 5:35 PM.

The motion carried.

Respectfully submitted by Greg Keil, CDD.

D R A F T
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
May 19, 2011

Call to order at 4:01 p.m. by President Enos

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

Absent: Brunette

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 May list of bills from the 2011 budget by Eisen, seconded by Wicihowski, and carried unanimously.

Consent Business

2. Accept minutes of the Executive Director Search Committee meeting of April 20, 2011
3. Approve minutes of the Library Board meeting of April 21, 2011
4. Accept minutes of the Executive Director Search Committee meeting of May 4, 2011

Eisen noted that the agenda for the Executive Director Search Committee meeting held on May 4 was not posted on the City's website. Seefeldt will check into this.

Motion

Motion to approve minutes from the Library Board meeting of April 21 and accept the minutes from the Executive Director Search Committee meetings of April 20 and May 4 by Wicihowski, seconded by Wisneski, and carried unanimously.

Werley arrived at 4:15 p.m.

Director's Report/Information Items

5. Statistics. Interim Director Nelson reviewed this month's statistical comparisons for adult and children's print and audiovisual materials. Reasons for lending decreases, including the impact of this year's budget reduction, were discussed.
6. 2007-2011 Library Budget Appropriations and Expenditures: An Overview. 2007-2011 budget appropriations and expenditures were reviewed. Interim Director Nelson addressed questions from the Board. Werley stressed the importance of increasing revenue. She recommended that the Board take this into consideration when planning the library's 2012 budget. Nelson stated that funding for staff training expenses had been zeroed out in the 2011 budget. He stressed the importance of encouraging staff to participate in continuing education opportunities and reimbursing them for the expenses they incur.
7. National Library Week Food for Fines Donations. Menasha patrons paid off a total of \$616.28 in fines during April's Food for Fines event.
8. 2012 Library Revenue: Winnebago County Levy Operational Request. The formula for calculating the amount of Menasha's request for next year, based on 100% of full funding, was reviewed. Our request for 2012 will be \$337,168, a decrease of \$2,293 from 2011.

Werley left the meeting at 4:50 p.m.

9. 2012 Library Revenue: Winnebago County Levy Major Facility Request. The formula for calculating the amount of Menasha's request for 2012 was reviewed. Our request will be \$56,773, a decrease of \$673 from 2011. Winnebago County library directors and WLS Assistant Director Mark Arend will be meeting with the Winnebago County Agriculture & Extension Education Committee on May 26 to discuss 2012 county library budget requests.
10. 2012 Library Revenue: Calumet County Reimbursement (Act 420). Adjacent counties are required to reimburse public libraries 70% of the cost of serving county residents who live in areas of the county without public library service. In 2012, our library is scheduled to receive a payment of \$71,805 from Calumet County. This increase of \$2,083 from 2011 should compensate for the loss of Winnebago County funding in 2012.

Werley returned to the meeting at 4:53 p.m.

11. Review of Library Circulation by Format and Turnover Rate. Interim Director Nelson reviewed a summary of the number of items owned by our library, their circulation in 2010, and their turnover rate by format. This information provides a sense of how materials within our collection are being used. Menasha's overall turnover rate is 3.29. Comparison turnover rates for other libraries in our area were discussed.
12. 2011 Fox Cities Reads and Fox Cities Book Festival. Both of these successful events were well received by the community. The Fox Cities Book Festival included appearances by dozens of authors throughout the Fox Cities, five of which were held here at our library. Menasha Library's staff were significantly involved in planning many of these programs.
13. Helen Farhbach Memorial and Estate. Former library employee Helen Farhbach recently passed away. Her family designated our library as one of Helen's memorials. We also received word that Helen's last will and testament designates 5% of her estate to be divided in equal portions between our library, St. Timothy Lutheran Church and the Wisconsin Council for Writers.
14. Other Donations. We recently received several contributions, including \$100 from Paul Eisen toward the cost of the library staff in-service, \$442 toward Madeline Hafenbreadl's memorial, \$90 toward meeting room use from the Neenah-Menasha Firefighters, and \$45 for an exam that was proctored.
15. 2011 Wisconsin Association of Public Libraries Conference. Staff members Kathy Hannah and Joe Bongers recently served as program presenters at the WAPL Conference in Madison.

Discussion/Action Items

16. Fond du Lac Public Library, WALs Shared Catalog System, and Winnefox Library System. Last month, the Board was advised of Fond du Lac Public Library's plans to withdraw from the Winnefox Automated Library System if their current \$102,886 shared automation system cost wasn't reduced to \$50,000 for 2012. The Board had discussed the impact this would have on the remaining members of WALs. Interim Director Nelson clarified the amount of the estimated decrease in 2012 revenue if FDLPL would leave WALs. The Winnefox Library System Board will be voting on May 25 on whether to support FDLPL's request for a 50% WALs fee reduction in 2012. Discussion ensued.

Motion

Motion to direct Interim Director Paul Nelson to draft a letter to the WLS Board stating that Menasha Library's Board of Trustees does not support Fond du Lac Public Library's request for a WALs fee reduction in 2012 by Werley, seconded by Murray, and carried unanimously.

Motion

Motion to adjourn into closed session pursuant to WI State Statutes 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility by Werley, seconded by Wicihowski.

Werley left the room at 5:23 p.m.

On a roll call vote Crawmer, Eisen, Enos, Murray, Wicihowski and Wisneski voted in favor, Werley was absent.

Brandt and Bongers left the meeting at 5:24 p.m.

Werley returned to the meeting at 5:25 p.m.

17. Report from the Executive Director Search Committee. Jill Enos, Library Board President and Chair of the Executive Director Search Committee, summarized the results of the search process and presented the Committee's recommendation to the Board. Recommendations for compensation and benefits to be offered to the candidate were discussed.

Closed session was adjourned and the Board reconvened in open session on a roll call vote with Crawmer, Eisen, Enos, Murray, Werley, Wicihowski and Wisneski voting aye. None opposed.

Brandt and Bongers returned to the meeting at 5:43 p.m.

Motion

Motion to accept the recommendation of the Executive Director Search Committee for the position of Library Director by Murray, seconded by Wisneski, and carried unanimously.

Announcements

President Enos announced that Vicki Lenz would be offered the position of Library Director. She stated she would notify her of the Board's decision that evening.

Adjournment

Motion to adjourn the meeting at 5:45 p.m. by Werley seconded by Wisneski and carried unanimously.

Future meeting dates

The next regular Board meeting will be held in the Gegan Room on Thursday, June 16, 2011 at 4:00 p.m.

Respectfully submitted,

Paul Eisen, Secretary

Kris Seefeldt, Recording Secretary

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, City Hall – 140 Main Street
May 9, 2011
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by R. Suttner at 6:03 p.m.

B. ROLL CALL/EXCUSED ABSENCES

1. Members welcomed Luke Schiller to the Board.
2. MEMBERS PRESENT: Luke Schiller, Lisa Hopwood, Nancy Barker, Sue Pawlowski and Ron Suttner

MEMBERS EXCUSED: Ald. Mark Langdon and Chr. Dick Sturm

OTHERS PRESENT: PRD Tungate, PS Maas and Ald. Chris Klein

C. MINUTES TO APPROVE

1. **Minutes of the April 11, 2011 Park Board Meeting**
Moved by S. Pawlowski, seconded by L. Hopwood to approve the April 11, 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. **Recreation Program and Department Project Report – PRD Tungate**
PRD Tungate reported that seasonal hiring for the pool and recreation programs is nearly complete. A gymnastics instructor is still being sought. Adult softball leagues have begun. Park Corps meeting was postponed last week. Sledding hill discussion will take place when the Board meeting is at Smith Park this summer. A marketing meeting was held with S. Pawlowski from the YMCA to finalize plans to market both the Grunski Runski and the pool to YMCA members. Summer Board meeting locations were mentioned. June will be at Barker Park, July at Jefferson Park and August at Smith Park. September will be a park tour, open to the public, as well as the Board. Pick up site to be determined.
2. **Park Project, Forestry and Vandalism Report – PS Maas**
PS Maas reported Arbor Day was April 29th, twenty-five trees were planted with the help of some students of Clovis Grove School and employees of SCA; SCA also donated \$1,200 for the trees. Heckrodt's roofs are completed, kayak/canoe launches are installed, stump grinding clean-up from the storm damage will begin soon, Hydro tight was installed at the pool to stop water leaks in the pool liner, and we will start surveying the park and recreation facilities for ADA issues. Sledding hill discussion will be added to the agenda when we meet at Smith Park.

F. DISCUSSION

1. **Regional Park Update – PRD Tungate**
A different site of approximately 40 acres, near the corner of Lake Park Road and Manitowoc Road is being investigated as a possible community park site. The cities of Appleton and Menasha and the Town of Harrison continue to pursue the idea of a joint park. An area soccer

club may also be interested in partnering with the communities on acquisition and development of a community park.

2. **Gilbert Site Update – PRD Tungate**

An engineering contract will be finalized soon so that design work can begin on Phase I of this project. RA Smith will be doing the engineering of shoreline and trail improvements at the Gilbert site. The final design and cost estimate will be submitted as part of a WDNR Stewardship grant by the city.

3. **Kayak/Canoe Launch Grand Opening**

Kayak launch dedication will be held on May 24 at 6:00 p.m. at the new Jefferson Park launch. Representatives from Friends of the Fox, Fox Cities Greenways and local kayakers will be in attendance.

4. **Calder Welcome Sign**

PRD Tungate reported that the Mayor will likely appoint an ad-hoc committee to review options for a new sign at the Calder location. For the time being, there will not be a sign at this location.

5. **Jefferson Park Pavilion Downspouts**

PS Maas explained that the downspouts have been damaged several times over the past couple of years; they have been repaired again at the top only to keep water away from the building. Park staff will look at repairing some of the siding.

G. ACTION ITEMS

1. None

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

I. ADJOURNMENT

Moved by L. Hopwood, seconded by L. Schiller to adjourn at 7:00 p.m. Motion carried 5-0.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
May 17, 2011
DRAFT MINUTES

Informal Public Hearing – Ordinance Relating to the Paving of Driveway and Parking Lots

No one spoke.

A. CALL TO ORDER

The meeting was called to order at 3:37 p.m. by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioners Strum and Cruickshank

OTHERS PRESENT: CDD Keil, Ald. Chris Klein, Ald. Steve Krueger and John Davel

C. MINUTES TO APPROVE

1. **Minutes of the May 3, 2011 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by DPW Radtke to approve the May 3, 2011 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. None

F. ACTION ITEMS

1. **Site Plan Amendment – Minimax Storage – 1840 Bud Drive**

CDD Keil reported that this item had been held from the May 3, 2011 meeting to address setback, lighting, building material and landscaping issues, and to give the Engineering Department an opportunity to review the storm water management plan. A revised site plan was presented by John Davel of Davel Engineering, representing the site owner.

Plan Commissioners discussed landscaping, building elevations and lighting criteria.

Motion by DPW Radtke, seconded by Comm. Homan to approve the site plan amendment subject to the following conditions:

- The wall pack lights visible from Bud Drive shall be full cut-off fixtures.
- The east sidewall of the building facing the storm water pond shall have the same wainscot panel treatment as the north and south endwalls.
- Two street trees shall be planted in the street ROW adjacent to the pond in lieu of building perimeter landscaping.

The motion carried.

2. **Ordinance Relating to the Paving of Driveways and Parking Lots**

CDD Keil stated that the proposed ordinance is being reintroduced with some modifications from earlier versions. The main changes are the removal of paving requirements for existing one and two family dwellings, the addition of a time of sale paving requirement for multi-family and commercial properties, and the addition of a timetable for paving driveway aprons.

Commissioners discussed the timing of paving relative to occupancy, notification of non-conforming commercial and multi-family properties.

Motion by Ald. Benner, seconded by Comm. Homan to recommend approval of the ordinance Relating to the Paving of Driveways and Parking Lots with a change to the timeline for surfacing in the R-3, R-4, C-1, C-2, C-3, C-4, I-1, I-2 and GU Districts from nine months from the date of site plan or parking lot plan approval to "prior to an occupancy permit being granted for the principal use, or, if conditions are not conducive to paving, in accordance with a timetable approved by the Community Development Department".

The motion carried.

G. ADJOURNMENT

Motion by DPW Radtke, seconded by Ald. Benner to adjourn at 4:20 p.m. The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.



Commissioner Liebhauser called the meeting to order at 5:00pm, April 28 2011 at the Menasha Safety Building, 430 First Street, Menasha, WI.

Present: Chief Stanke Jim Liebhauser, Ron Duuck, Tony Gutierrez, Marshall Spencer

Absent: Terri Reuss

1. Meeting Minutes.
 - Ron Duuck moved to accept the March 17 2011, minutes, Marshall Spencer seconded the motion. The motion was unanimously supported.
2. Police Report – Chief Stanke
 - Dept member training certificates
 - Paul Scheppf, FEMA IS-00907 Active Shooter.
 - Aaron Zemlock Wisconsin Crime Prevention Practitioner’s Assoc. Retail Fraud, Scams & Trends
 - Ann Golner, Amy Cook, Investigating Overdose Deaths and Prescription Fraud, Dept of Justice.
 - Roger Picard Crisis Intervention training NAMI Fox Valley
 - Amy Cook Anne Golner Investigation & Prosecution of Child Abuse, National District Attorney Association
 - Tim Styka, Ethics Instructor Seminar, National Institute of Ethics
 - Aaron Zemlock, scrap metal theft, Wisconsin Crime Prevention Practitioners Assoc.
 - Peg Meltz sent a letter of appreciation for the department’s assistance provided during the Team Hailey 5k Run/ Walk for cure.
 - Officer Chris Groeschel named NAMI Law Enforcement Officer of the year.
3. Old business-None
4. New Business
 - Chief Stanke requested that Christopher M. Spielbauer be offered employment as a patrol officer to fill the open position.
 - Ron Duuck moved to approve the hiring of Mr. Spielbauer. Marshall Spencer seconded the motion. The motion was unanimously supported.
 - Chief Stanke reported that Ron Bouchard may be brought back as a contract employee.
 - Tony Gutierrez motioned to indorse making Mr. Bouchard such an offer. Ron Duuck seconded the motion. The motion was unanimously supported.
5. Next Meeting: May 18, 2011, 12 noon.
6. Adjourn, motion by Ron Duuck, seconded by Tony Gutierrez at 5:40 pm. The motion was unanimously supported.

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

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

Respectfully submitted,
Marshall Spencer,
Commissioner, Secretary



MENASHA POLICE COMMISSION MEETING MINUTES
DRAFT

President Ron Duuck called the meeting to order Monday, May 23, 2011 at 5:00PM, 140 Main Street 3rd floor of City Hall, City Council chambers.

Present: Ron Duuck, Tony Gutierrez, Jason Dionne, Terri Reuss, Mayor Merkes, City Attorney Captain, Marshall Spencer

Absent: None

1. Meeting Minutes

- Jason Dionne moved to accept the May 18 minutes. Terri Reuss seconded the motion. The motion was unanimously supported.

2. New business

- We learned that the secretary had the wrong email address for Terri Reuss; consequently she wasn't aware of and didn't attend the last 2 meetings, which weren't scheduled at regular meeting times.
- Going forward the Secretary will assemble and maintain a contact list of the commission members

3. Jason Dionne made a motion to go into closed session. Terri Reuss seconded the motion. The Secretary conducted a role call vote and the motion was unanimously passed.

4. CLOSED SESSION Wisconsin statutes sec 19.85 (1)(c)

- Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
- **RETURN TO OPEN SESSION;** Jason Dionne made a motion to return to open session. Terri Reuss seconded the motion and the motion was unanimously passed.

5. Process for replacing Chief Stanke upon his June 6 2011 retirement

- We developed a plan for temporary replacement during the process of hiring a permanent replacement, pending the individual's acceptance.
- We will collect and evaluate information regarding how other communities have gone about replacement.
- We will review and possibly up date the Chief of Police's job description
- We will consider using outside consulting resources
- We will develop a list of key attributes for the next Chief of Police

6. Old business-None

7. Next Meeting: Monday, May 23, 2011 at 5:00 PM 3rd floor of City Hall, 140 Main Street City Attorney Captain's office

8. Adjourn: Motion by Terri Reuss, seconded by Tony Gutierrez at 6:30pm. The motion was unanimously supported.

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

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

Respectfully submitted,
Marshall Spencer,
Commissioner, Secretary

CITY OF MENASHA
SUSTAINABILITY BOARD
Third Floor Council Chambers
140 Main Street, Menasha

Tuesday, May 17, 2011
6:30 PM

MINUTES

A. **CALL TO ORDER**

The meeting was called to order at 6:37 by Roger Kanitz.

B. **ROLL CALL**

1. **Present:** Becky Bauer (7:00), Chris Bohne, Roger Kanitz, Ed Kassel, Sadie Schroeder, Paul Van de Sand
2. **Excused:** Mike Dillon, Chairperson Linda Stoll, Kathy Thunes
3. **Also Present:** Principal Planner Amy Kester and Superintendent Tim Jacobson.

C. **PUBLIC COMMENTS**

No comments.

D. **MINUTES TO APPROVE**

Paul Van de Sand made and Sadie Schroeder seconded a motion to approve the minutes from the March 15, 2011 Sustainability Board meeting. The motion passed.

E. **COMMUNICATIONS**

1. **Earth Week Flyer**
This communication was carried over from the last agenda.
2. **ECOS Fox Valley – Planning for Groundwater Resources**
Roger Kanitz included this communication regarding the June 2 ECOS meeting.

F. **REPORTS**

1. **One-2-Five Report**
Paul Van de Sand presented an overview and distributed handouts relating to the city's One-2-Five Report. The report was completed in December of 2010 and provided an analysis of the city's sustainability efforts. It was recommended that the analysis be conducted again in one year and that Paul present the report findings to the Common Council. The full report is available for review at the Community Development Department.

G. DISCUSSION

1. **Propane Fuel Vehicles**

Tim Jacobson presented a proposal to retrofit the city's vehicles to utilize twin tanks for both gasoline and propane fuels. Costs for retrofitting is estimated to be just under \$200,000, including 34 vehicles, fuel distribution tanks, and other upgrades and requirements. Propane fuel is cleaner, creates less pollution, has lower maintenance costs, and provides significant annual cost savings. It was recommended that Tim come back to the board with a written proposal which could be reviewed and recommended to the Common Council.

2. **Urban Forestry Program**

PP Kester distributed Menasha Utilities' tree planting program information. Board members discussed the city's tree planting program and the idea of incorporating fruit tree and native planting standards. It was agreed that staff will gather additional information and invite the City Forester to attend the next meeting.

3. **Public Transportation**

Roger Kanitz reported that he and Greg had met with downtown business owners and that there was interest in running a trolley for a special event. Roger also reported that he will be transitioning off of the Valley Transit Board through July 2.

4. **Complete Streets**

This item will be included on the next meeting agenda.

5. **Hydropower and Charging Stations**

Ed Kassel explained that he has been researching the feasibility of implementing a demonstration hydro-powered charging station for electric vehicles. Small generators are available that can be placed directly into the river stream and that are capable of powering a free-standing power station. Ed will continue research and bring back more information at the next meeting.

6. **Urban Agriculture**

This item will be included on the next meeting agenda.

H. ACTION ITEMS

1. **Resolution in Support of Restoring Recycling Grants to the 2011-2013 Biennial Budget**

Board members discussed the proposed recycling resolution sponsored by Mayor Merkes. There was discussion regarding privatization of recycling, market viability of recycled materials, and the city's need for state financial aid to operate its recycling program. Becky Bauer made and Sadie Schroeder seconded a motion to recommend approval of the resolution. The motion passed.

2. **2011-2012 Sustainability Plan**

PP Kester explained that the plan document had been revised to reflect changes recommended by board members. Paul Van de Sand made and Chris Bohne seconded a motion to approve the 2011-2012 Sustainability Plan. The motion passed.

3. Farm Fresh Market Standards for Local Produce

Sadie Schroeder explained that some local farmers are being undersold by vendors buying produce at auction to sell at farm markets. She is investigating methods to ensure that vendors in the city's Farm Fresh Market actually operate their own local farms. Options include requiring self-certification on the application, providing proof of at least \$2 million in farm insurance, or requiring a site visit to the local farm. There was also discussion about hiring an intern to help manage the market. It was agreed that Sadie should talk further with Kristin Sewall who administers the city's market to determine how to best address the issues.

I. ADJOURNMENT

Paul Van de Sand made and Sadie Schroeder seconded a motion to adjourn at 8:20 pm. The motion passed.

Respectfully submitted by Amy Kester, Principal Planner.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

April 27, 2011

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 5:05 P.M., with Commissioners Bob Fahrback and Don Merkes present on roll call. Also present were Dick Sturm, Co-General Manager/Engineering and Operations; Steve Grenell, Project Engineer; Lonnie Pichler, Electric and Water Distribution Supervisor; Jerry Sturm, Water Plant Supervisor; John Teale, Technical Services Engineer; and Mark Albert, Energy Services Representative.

Those absent were: Commissioners Joe Guidote and Joanne Roush; Melanie Krause, Co-General Manager/Business Operations; Kristin Hubertus, Business Operations Accountant; and Dave Rodriguez, Customer and Utility Services Manager.

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

Item II. People from the Gallery to be heard on any topic of public concern to the Utility:

Dan Zelinski, 647 Paris Street, spoke regarding the method of billing for public fire protection.

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

- A. Minutes of the Regular Meeting of March 23, and the Special Meeting of April 5, 2011.
- B. Approve and warrant payments summarized by checks dated March 31 and April 7 - 27, 2011, which includes Net Payroll Voucher Checks, Void O & M Check #041407, and Operation and Maintenance Voucher Checks for a total of \$688,426.22, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- C. Correspondence, as listed.
 - Copy of State of Wisconsin 2011 – 2012 Legislature, Preliminary Draft, An act to create 196.191 of the statutes relating to authorizing the Public Service Commission to approve temporary electric rates to promote economic development.
 - Copy of letter dated April 1, from Davis & Kuelthau, re: 2011 Public Officials Program
 - Copy of letter to Melanie Krause, Menasha Utilities, dated April 5, from James Petersen, PSC, re: Application of the City of Menasha and WPPI Energy for Approval of the Sale and Leaseback of Certain Electric Utility Facilities
 - Copy of memorandum to Menasha Utilities, dated April 5, from Lisa Haen, MEUW, re: MEUW 2010 Safety Achievement Award
 - Copy of letter to Menasha Utilities, dated April 8, from Lisa Weiner, UW-Fox Valley, re: Thank You for Scholarship
 - Copy of notice for May 11 Orientation to WPPI Energy

Item IV. March Financial and Operations Statement – Comm. Fahrback asked about the affect of the April rate increase once the WPPI Energy transaction agreement becomes effective and if it will help offset any deficiencies from the previous three months. In the absence of Co-General Manager/Business Operations Krause and Business Operations Accountant Hubertus, Co-General Manager/Engineering and Operations Dick Sturm responded provisions were included to make the lease payment which was one part of the rate increase. The other part was due to expenses and costs of electrical service for our customers, which will fill in some of the gap in electric and have the appropriate rate of return. All customers will see the power cost adjustment fall back.

Comm. Allwardt questioned the additional maintenance supplies purchased for the UV system being over budget. Mr. Dick Sturm stated this amount reflects the difference between what the contract supplied and what the manual recommends to have for critical spares.

Mike King from the Post Crescent arrived at 5:15 pm.

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

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

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

Mr. Dick Sturm requested guidance on the purchase of two pick-up trucks that were included in the 2011 budget. The purchase order was not able to make the packet for this meeting. Two quotes were requested, and only one vendor responded. The opportunity to order a vehicle from the factory under the specifications for fleet vehicles ends April 30. The quote received was for \$18,294 each which is under the budgeted amount of \$22,000.

After discussion, it was the consensus of the Commission to proceed with the purchase of these vehicles.

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

Item VIII. New Business, Sedimentation Basin Scraper Modification Bids – Water Plant Supervisor Jerry Sturm reviewed the bids received. Mr. DonVoogt, McMahon Engineers/ Architects recommended award of base bid #1 to Siemens Industry, Inc., and to delay award of base bid #2 until an opinion from the City Attorney is received on rebidding this part of the project.

Comm. Merkes expressed concern about cash flow issues at the Water Plant, and prioritizing these projects. Mr. Jerry Sturm responded money for this project would be coming from Safe Drinking Water Funding.

The motion by Comm. Merkes, seconded by Comm. Fahrbach, was unanimously approved on roll call to award Base Bid #1 plus Alternate Bid #1 of the Sedimentation Basin Scraper Modifications to Siemens Industry, Inc., in the total amount of \$162,100.00, and to recommend the Board of Public Works approve the project.

Island Water Tower Painting Bids – Mr. Jerry Sturm reviewed the bids to paint the inside of the water tower which should be good for 15 – 20 years.

Mr. Dick Sturm added the cost of this project will come from a designated reserve fund and should not have any effect on current rates.

The motion by Comm. Fahrbach, seconded by Comm. Merkes, was unanimously approved on roll call to award the contract for the Island Tower Repainting to L.C. United Painting Co., in the amount of \$131,500, and to recommend the Board of Public Works approve the project.

Sludge Blow-Off Automation, Secondary Fluoride, Polymer and Silicate Control – Project Engineer Grenell reviewed the recommendation from McMahon to automate the blow-off system and to better coordinate the flow of chemicals into the water system. \$10,000 for the blow-off automation was included in the 2011 budget but the other items were not. The entire project would come out of the Safe Drinking Water Contingency Fund, and labor would be done internally.

The motion by Comm. Allwardt, seconded by Comm. Fahrbach, was unanimously approved on roll call to proceed with the Sludge Blow-Off Automation, Secondary Fluoride, Polymer and Silicate Control project in addition to the soda ash control valves at an approximate cost of \$35,000, excluding labor.

Mike King, Post Crescent, departed at 5:55 pm.

McMahon Agreement for Professional Services, Tayco Street Crossing – Amy Vaclavik, McMahon Engineers/Architects reviewed the information included in the packet regarding upgrading the water system river crossing. Proposals are being submitted for evaluation of alternative routes for connecting the 20-inch Broad Street Main to the 16-inch Washington Street Bridge Main in the vicinity of Tayco Street, and to design a new 16-inch water main as recommended in the alternative route evaluation.

To remain eligible for potential Safe Drinking Water Funding an engineering report needs to be submitted and approved by the DNR by June 30. Plans and specifications also need to be submitted to the DNR by June 30.

The engineering report would include abandonment of the Manitowoc Street tower, modifications at the High Lift Pump Station, and upgrading the river crossing capacity of the distribution system.

Mr. Jerry Sturm added money for these projects will come from the \$100,000 budgeted in 2011 for the tower project. For the next meeting, Comm. Allwardt requested a re-cap of items that have been authorized or spent against this account.

The motion by Comm. Merkes, seconded by Comm. Fahrbach, was unanimous on roll call to approve the McMahon Agreements for Professional Services in the amount of \$5,300 for alternative routes and \$15,000 for design of a new 16-inch water main.

Comm. Fahrbach asked about discussions with the City of Neenah regarding current interconnections. Mr. Dick Sturm reported the discussions went very well and a draft agreement will possibly be presented at the next Commission meeting.

Mr. Voogt departed at 6:40 pm, and Ms. Vaclavik departed at 6:45 pm.

Storm Damage – Electric and Water Distribution Supervisor Pichler reviewed response activities as a result of the April 10 storm that left over 3400 customers without power. A call was placed to MEUW for mutual aid and crews with equipment from Cedarburg, New London and Two Rivers responded the first day. By late Monday evening there were still 300 customers without power. On Tuesday three crews from Kaukauna offered assistance to help out with service work and the last of the out of town crews were released at 7 pm. At that time there were still 100 customers without power, and all but 1 needed an electrician.

The Commission expressed their gratitude for the efforts provided by everyone to restore electric service to the community.

Item IX. Project Reports, Bondholder Settlement and WPPI Energy Transaction – Mr. Dick Sturm stated the majority of work in completing this transaction were the result of the efforts of Co-General Manager Krause, Mayor Merkes and City Attorney Pamela Captain. The transaction still has a ways to go through the legal channels before it has approval of the federal courts.

Item X. Staff Reports, Co-General Manager/Engineering and Operations – Mr. Sturm introduced Mark Albert, Energy Services Representative.

Electric and Water Distribution/Safety Report – Mr. Pichler added the induction lighting project is behind schedule due to storm repair activities, and the water distribution crew has located another water leak caused by a shear.

He also noted the new hybrid bucket truck arrived and will be available for the Commission to see after the meeting.

Water Plant – Mr. Jerry Sturm thanked the Commission for understanding the need and importance of a reliable water system.

Project Engineer – there were no additional questions to the report presented.

Telecommunications & Substations – Technical Services Engineer stated the new fire station is using dark fiber, and the email process has been upgraded to Outlook.

Co-General Manager/Business Operations – there were no additional questions to the report presented.

Customer and Utility Services – Comm. Allwardt asked about the failure of a camera. Mr. Grenell stated it was a surveillance camera on the office building

Energy Services Representative/Key Accounts – there were no additional questions to the report presented.

Item XI. People from the Gallery to be heard on any items discussed at this Meeting.

Mary Nebel, 713 First Street – commented on the efforts being made by staff and suggested giving the community an update on cost saving measures.

Item XII. The motion by Comm. Fahrbach, seconded by Comm. Merkes, was unanimously approved to adjourn at 7:20 p.m.

By: MARK L. ALLWARDT
President

DONALD MERKES
Acting Secretary

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

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

May 16, 2008

Commission Vice President Bob Fahrbach called the Closed Session to order at 7:35 a.m., upon the unanimously approved motion by Comm. Guidote, and seconded by Comm. Watson, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Whiting Steam Contract Negotiations

Commissioners Guidote, Merkes, and Watson were present on roll call by Commission Vice President Fahrbach. Also present were Doug Young, General Manager; and Steve Grenell, Project Engineer.

Attendees from George A. Whiting Paper Company joining the closed session discussion at 8:00 a.m. were Thomas Danz, President and COO and Frank Whiting, Chairman.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Watson, was unanimously approved to adjourn at 9:15 a.m.

BY: ROBERT H. FAHRBACH
Vice President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

June 9, 2008

Commission Vice President Bob Fahrbach called the Closed Session to order at 7:40 a.m., upon the unanimously approved motion by Comm. Watson, and seconded by Comm. Fahrbach, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Sonoco Steam Contract Negotiations

Commissioners Merkes and Watson were present on roll call by Commission Vice President Fahrbach. Also present were Doug Young, General Manager; and Melanie Krause, Manager of Business Operations.

Attendees from Sonoco-US Paper Mills joining the closed session discussion at 8:05 a.m. were Tim Davis, President; Troy Huebner, Plant Manager; Marty Piquone, VP Global Manufacturing; and Tolaver Rapp, Global Energy Sourcing Manager Supply Management.

After discussion, the representatives from Sonoco departed at 9:35 a.m.

There being no further business, the motion by Comm. Merkes, seconded by Comm. Watson, was unanimously approved to adjourn at 10:04 a.m.

BY: ROBERT H. FAHRBACH
Vice President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

June 18, 2008

Commission Vice President Bob Fahrbach called the Closed Session to order at 4:00 p.m., upon the unanimously approved motion by Comm. Watson, and seconded by Comm. Guidote, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Whiting and Sonoco Steam Contract Negotiations

Commissioners Guidote, Merkes, and Watson were present on roll call by Commission Vice President Fahrbach. Also present were Doug Young, General Manager; and Melanie Krause, Manager of Business Operations.

Commission President Allwardt joined the meeting at 4:10 p.m. via conference call. The purpose of the Closed Session was to discuss the Whiting and Sonoco contract disputes. Menasha Utilities will look for a mediator and accounting firm to address the steam pricing differences with Whiting, and will send Sonoco a letter regarding the issues.

There being no further business, the motion by Comm. Watson, seconded by Comm. Guidote, was unanimously approved to adjourn at 5:05 p.m.

BY: ROBERT H. FAHRBACH
Vice President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

July 31, 2008

Commission President Mark Allwardt called the Closed Session to order at 9:35 a.m., upon the unanimously approved motion by Comm. Guidote, and seconded by Comm. Watson, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Steam Contracts

Commissioners Guidote and Watson were present on roll call by Commission President Allwardt. Also present was General Manager Young.

The purpose of the Closed Session was to give the Commission an update on the status of the steam contract disputes concerning Whiting and Sonoco.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Watson, was unanimously approved to adjourn at 9:40 a.m.

BY: MARK L. ALLWARDT
President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

September 24, 2008

Commission Vice President Bob Fahrbach called the Closed Session to order at 9:25 a.m., upon the unanimously approved motion by Comm. Merkes, and seconded by Comm. Watson, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Steam Contracts

Commissioners Merkes and Watson were present on roll call by Commission Vice President Fahrbach. Also present were General Manager Young and Manager of Business Operations Krause.

The purpose of the Closed Session was to update the Commission on the status of the arbitration with Whiting Paper Company.

There being no further business, the motion by Comm. Merkes, seconded by Comm. Watson, was unanimously approved to adjourn at 9:45 a.m.

BY: ROBERT H. FAHRBACH
Vice President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

October 22, 2008

Commission President Mark Allwardt called the Closed Session to order at 9:34 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Merkes, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Steam Contracts

Commissioners Fahrbach, Guidote, and Merkes were present on roll call by Commission President Allwardt. Also present were General Manager Young, Manager of Business Operations Krause, and Interim General Manager Verhagen.

The purpose of the Closed Session was to discuss the Whiting steam contract dispute.

There being no further business, the motion by Comm. Fahrbach, seconded by Comm. Merkes, was unanimously approved to adjourn at 9:57 a.m.

BY: ROBERT H. FAHRBACH
Acting Secretary

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

October 28, 2008

Commission President Mark Allwardt called the Closed Session to order at 7:34 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Guidote, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Steam Contracts

Commissioners Fahrbach, Guidote, and Merkes were present on roll call by Commission President Allwardt. Also present were General Manager Young, Manager of Business Operations Krause, and Project Engineer Grenell.

The purpose of the Closed Session was to discuss the postponement of the Whiting arbitration until December. Project Engineer Grenell reviewed the steam contract and fuel cost pricing structure with the Commission.

Davis and Kuelthau Attorneys Jim Braza and Sue Schellinger joined the meeting at 9:40 am.

There being no further business, the motion by Comm. Fahrbach, seconded by Comm. Guidote, was unanimously approved to adjourn at 10:36 a.m.

BY: JOSEPH P. GUIDOTE
Acting Secretary

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

October 29, 2008

Commission President Mark Allwardt called the Closed Session to order at 3:00 p.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Guidote, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Whiting Steam Contract Negotiations

Commissioners Fahrbach, Guidote, and Merkes were present on roll call by Commission President Allwardt. Also present was Manager of Business Operations Krause. Attendees from Whiting Paper were Frank Whiting, Owner; and Tom Danz, President and COO.

The purpose of the Closed Session was to discuss steam pricing for Whiting Paper.

There being no further business, the motion by Comm. Fahrbach, seconded by Comm. Merkes, was unanimously approved to adjourn from Closed Session at 4:19 p.m., and to reconvene into Open Session of the Special Meeting of the Water and Light Commission.

BY: JOSEPH P. GUIDOTE
Acting Secretary

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

November 7, 2008

Commission President Mark Allwardt called the Closed Session to order at 11:31 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Watson pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Whiting Steam Contract Negotiations

Commissioners Fahrbach and Watson were present on roll call by Commission President Allwardt. Also present were Doug Young, General Manager; Carl Verhagen, Interim General Manager; Melanie Krause, Manager of Business Operations; Dick Sturm, Manager of Steam Production; and Tom Stoffel, City of Menasha Comptroller/Treasurer.

The purpose of the Closed Session was to discuss the Whiting steam contract.

Comm. Merkes arrived at 11:34 a.m., and Comm. Guidote arrived at 11:45 a.m. Comm. Allwardt departed at 12:37 p.m., and turned the gavel over to Comm. Vice President Fahrbach.

There being no further business, the motion by Comm. Watson, seconded by Comm. Guidote, was unanimously approved to adjourn from Closed Session at 12:58 p.m. and to reconvene into Open Session of the Special Meeting of the Water and Light Commission.

By: MARK L. ALLWARDT
President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

November 13, 2008

Commission Vice President Bob Fahrback called the Closed Session to order at 3:16 p.m., upon the unanimously approved motion by Comm. Watson, and seconded by Comm. Guidote pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Whiting and other Steam Customer Contract Negotiations

Commissioners Guidote, Merkes, and Watson were present on roll call by Commission Vice President Fahrback. Also present were Carl Verhagen, Interim General Manager; Melanie Krause, Manager of Business Operations; Dick Sturm, Manager of Steam Production. Anita Gallucci and Jim Bartzen from the Boardman Law Firm joined the meeting via conference call at 3:20 p.m.

The purpose of the Closed Session was to discuss steam customer negotiations.

The conference call with Attorneys Gallucci and Bartzen ended at 4:45 p.m.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Watson, was unanimously approved to adjourn from Closed Session at 4:54 p.m. and to reconvene into Open Session of the Special Meeting of the Water and Light Commission.

By: ROBERT H. FAHRBACH
Vice President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

November 19, 2008

Commission Vice President Bob Fahrbach called the Closed Session to order at 10:20 a.m., upon the unanimously approved motion by Comm. Guidote, and seconded by Comm. Merkes, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Whiting and other Steam Customer Contracts

In the absence of Commission Secretary Watson, Commission Vice President Fahrbach appointed Commissioner Guidote as Acting Secretary for this meeting.

Commissioners Guidote and Merkes were present on roll call by Commission Vice President Fahrbach. Also present were Carl Verhagen, Interim General Manager; and Melanie Krause, Manager of Business Operations.

Those attending from Whiting Paper were Tom Danz and George (Tripp) Whiting III.

The purpose of the Closed Session was to discuss the Whiting Steam Contract and other steam customer contracts.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to adjourn at 11:20 a.m.

BY: JOSEPH P. GUIDOTE
Acting Secretary

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

December 1, 2008

Commission President Mark Allwardt called the Closed Session to order at 12:25 p.m., upon the unanimously approved motion by Comm. Guidote, and seconded by Comm. Fahrbach, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Steam Contracts

Commissioners Fahrbach, Guidote, Merkes, and Watson were present on roll call by Commission President Allwardt. Also present were Carl Verhagen, Interim General Manager; Melanie Krause, Manager of Business Operations; and Dick Sturm, Manager of Steam Production.

Anita Gallucci and Richard Heinemann, Boardman Law Firm, joined the meeting via conference call.

The purpose of the Closed Session was to discuss steam contracts as part of the strategic plan implementation.

Staff from Boardman departed the conference call at 1:40 pm.

There being no further business, the motion by Comm. Watson, seconded by Comm. Fahrbach, was unanimously approved to adjourn at 1:45 p.m.

BY: MARK L. ALLWARDT
President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

December 17, 2008

Commission President Mark Allwardt called the Closed Session to order at 9:05 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Merkes, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Steam Customer Contracts and Potential Litigation

Commissioners Fahrbach and Merkes were present on roll call by Commission President Allwardt. Also present were Interim General Manager Verhagen, Manager of Business Operations Krause, and Manager of Steam Production Sturm.

Anita Gallucci, Boardman Law Firm, and Gary Price, Rate Analyst, joined the meeting via conference call at 9:05 a.m. Richard Heinemann, Boardman Law Firm, joined the meeting via conference call at 11:45 a.m.

The purpose of the Closed Session was to discuss the Electric Utility becoming a steam customer, and steam contract negotiations.

The motion by Comm. Fahrbach, seconded by Comm. Merkes, was unanimously approved to adjourn from Closed Session at 11:55 a.m. and to reconvene into Open Session of the Water and Light Commission.

BY: DONALD MERKES
Acting Secretary

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

December 29, 2008

Commission President Mark Allwardt called the Closed Session to order at 8:06 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Merkes, pursuant to Section 19.85 (1) (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Steam Customer Contracts and Potential Litigation

Commissioners Fahrbach, Guidote, and Merkes were present on roll call by Commission President Allwardt. Also present were Interim General Manager Verhagen, Manager of Business Operations Krause, and Manager of Steam Production Sturm.

The purpose of the Closed Session was to discuss steam customer contracts.

There being no further business, the motion by Comm. Fahrbach, seconded by Comm. Merkes, was unanimously approved to adjourn at 8:15 a.m.

BY: JOSEPH P. GUIDOTE
Acting Secretary

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

February 25, 2009

Commission President Mark Allwardt called the Closed Session to order at 9:55 a.m., upon the unanimously approved motion by Comm. Guidote, and seconded by Comm. Merkes, pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Potential Litigation and Steam Customer Contracts

Commissioners Guidote, Merkes, and Watson were present on roll call by Commission President Allwardt. Also present were Interim General Manager Verhagen, Manager of Business Operations Krause, and Manager of Steam Production Sturm. Anita Gallucci, Boardman Law Firm, and Brian Tournier, Stern Brothers, joined the meeting via conference call.

The purpose of the Closed Session was to discuss steam customer contracts and potential litigation.

The motion by Comm. Merkes, seconded by Comm. Guidote, was unanimously approved to adjourn from Closed Session at 10:45 a.m., and to reconvene into Open Session of the Water and Light Commission.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to adjourn at 10:45 a.m.

BY: MARK L. ALLWARDT
President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

March 25, 2009

Commission President Mark Allwardt called the Closed Session to order at 9:30 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Guidote, pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Potential Litigation and Steam Customer Contracts

Commissioners Fahrbach, Guidote, Merkes, and Watson were present on roll call by Commission President Allwardt. Also present were Interim General Manager Verhagen, Manager of Business Operations Krause, and Manager of Steam Production Sturm. Anita Gallucci, Boardman Law Firm, joined the meeting via conference call at 9:40 a.m.

The purpose of the Closed Session was to discuss the Whiting arbitration and steam contract negotiations.

Ms. Gallucci departed the conference call at 10:15 a.m.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Watson, was unanimously approved to adjourn at 10:25 a.m.

BY: MARK L. ALLWARDT
President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

April 23, 2009

Commission President Mark Allwardt called the Closed Session to order at 7:30 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Merkes, pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. RE: Potential Litigation and Steam customer Contracts

Commissioners Fahrbach, Guidote, and Merkes were present on roll call by Commission President Allwardt. Also present were Interim General Manager Verhagen, Manager of Business Operations Krause, and Manager of Steam Production Sturm. Anita Gallucci, Boardman Law Firm, and Sue Schellinger, Davis and Kuelthau, joined the meeting via conference call.

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

The purpose of the Closed Session was to discuss the Whiting arbitration.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Fahrbach, was unanimously approved to adjourn at 8:35 a.m. and to reconvene into Open Session of the Regular Meeting of the Water and Light Commission

BY: JOSEPH P GUIDOTE
Acting Secretary

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

May 27, 2009

Commission President Mark Allwardt called the Closed Session to order at 9:05 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Merkes, pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Steam Customer Contracts and Potential Litigation

Commissioners Fahrbach, Guidote, Merkes, and Watson were present on roll call by Commission President Allwardt. Also present were Interim General Manager Verhagen, Manager of Business Operations Krause, Manager of Steam Production Sturm, and Project Engineer Grenell.

Anita Gallucci, Boardman Law Firm, joined the meeting at 9:05, and Richard Heinemann, Boardman Law Firm, joined the meeting at 9:30 am via conference call.

The purpose of the Closed Session was to discuss the Sonoco and Whiting contract disputes, arbitration, and settlement agreements.

Ms. Gallucci and Mr. Heinemann departed the conference call at 10:00 am.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to adjourn at 10:15 a.m.

BY: MARK L. ALLWARDT
President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

June 9, 2009

Commission President Mark Allwardt called the Closed Session to order at 12:30 p.m., upon the unanimously approved motion by Comm. Watson, and seconded by Comm. Fahrbach pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Steam Customer Contracts and Potential Litigation

Commissioners Fahrbach, Merkes, and Watson were present on roll call by Commission President Allwardt. Also present were Interim General Manager Verhagen, Manager of Business Operations Krause, Manager of Steam Production Sturm, and Project Engineer Grenell.

The purpose of the Closed Session was to discuss the Whiting and Sonoco steam contracts and potential litigation.

There being no further business, the motion by Comm. Fahrbach, seconded by Comm. Watson, was unanimously approved to adjourn at 1:03 p.m.

BY: MARK L. ALLWARDT
President

CLOSED SESSION OF THE WATER AND LIGHT COMMISSION

June 24, 2009

Commission President Mark Allwardt called the Closed Session to order at 9:30 a.m., upon the unanimously approved motion by Comm. Fahrbach, and seconded by Comm. Guidote, pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, and (e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Whiting and Steam Customer Contracts and Potential Litigation

Commissioners Fahrbach, Guidote, and Merkes were present on roll call by Commission President Allwardt. Also present were Manager of Business Operations Krause, and Manager of Steam Production Sturm.

The purpose of the Closed Session was to discuss Whiting and other customer steam contracts and agreements.

There being no further discussion, the motion by Comm. Merkes, seconded by Comm. Guidote, was unanimously approved to adjourn at 9:55 a.m. and to reconvene into Open Session of the Regular Meeting of the Water and Light Commission.

The motion by Comm. Guidote, seconded by Comm. Merkes, was unanimous to recommend the City of Menasha Common Council approve the Release and Settlement Agreement for Whiting Paper.

There being no further business, the motion by Comm. Guidote, seconded by Comm. Merkes, was unanimously approved to adjourn at 10:00 a.m.

BY: Joseph P. Guidote
Acting Secretary



Memorandum

To: Common Council
From: Greg Keil, CDD *GK*
Date: June 1, 2011
RE: Menasha Redevelopment Authority

Per Alderman Taylor's request, Resolution R-23-05 Creating the Redevelopment Authority of the City of Menasha is attached along with the authority's bylaws. I've also attached for your information a Powerpoint presentation prepared by the law firm Quarles and Brady that summarizes the structure and function of redevelopment authorities.

COMMON COUNCIL
OF THE
CITY OF MENASHA, WISCONSIN

Resolution No. R-23-05

RESOLUTION CREATING THE REDEVELOPMENT AUTHORITY OF THE CITY OF
MENASHA, WISCONSIN

WHEREAS, the City of Menasha, Wisconsin (the "City") is a municipal corporation organized and existing under and pursuant to the laws of the State of Wisconsin and is authorized by Section 66.1333 of the Wisconsin Statutes, (the "Redevelopment Authority Law"), by proper resolution of the Common Council, to declare that there is a need in the City for a redevelopment authority which, upon the making of certain findings and declarations by this Common Council, shall be a public body corporate and politic authorized to transact business and exercise any and all powers, duties and functions set out in Section 66.1333 of the Wisconsin Statutes for redevelopment authorities; and

WHEREAS, it is the finding, determination and declaration of this Common Council that there exists within the City a need for blight elimination, clearance of undesirable conditions, urban renewal programs and projects; and

WHEREAS, it is the finding, determination and declaration of this Common Council that the City would derive public benefits from the creation of a redevelopment authority and the exercise by the redevelopment authority of its powers under the Redevelopment Authority Law, including by way of illustration but not limitation, the following public benefits: the elimination or prevention of substandard, deteriorated, unsanitary, and blighted areas; the provision and retention of gainful employment opportunities for the citizens of the City; an increase in the City's tax base; and the stimulation of the flow of investment capital into the City with resultant beneficial effects upon the economy in the City; and

WHEREAS, it is the finding, determination and declaration of this Common Council that the public interest will be served if the City were to create a redevelopment authority in the City.

NOW, THEREFORE, BE IT RESOLVED:

1. On the basis of the findings and determinations herein recited, this Common Council declares that there is a need for and does hereby create a redevelopment authority in the City, to be known as the "Redevelopment Authority of the City of Menasha, Wisconsin" (the "Authority"), authorized to transact business and exercise any and all powers granted to a redevelopment authority under the Redevelopment Authority Law as amended from time to time.

2. This Resolution shall be effective immediately upon its passage and approval. Upon such approval, the Clerk shall promptly notify the Mayor of the adoption of this Resolution by delivering a certified copy hereof to him, and the Mayor shall, with the confirmation of a four-fifths vote of this Common Council, appoint seven (7) qualified resident persons to serve as commissioners of the Authority for the staggered initial terms provided in Section 66.1333(3)(b) of the Wisconsin Statutes. One commissioner shall be a member of this Common Council and no more than 2 of the commissioners shall be officers of the City.

Adopted and approved this 20th day of June, 2005

(SEAL)

Mayor

Joseph F. Laux

Deborah A. Galeazzi
City Clerk Deborah A. Galeazzi

**BY-LAWS AND RULES OF PROCEDURE OF THE
REDEVELOPMENT AUTHORITY
Of the City of Menasha, Wisconsin**

As adopted by the Redevelopment Authority on December 6, 2005, and
As approved by the Menasha Common Council on December 19, 2005

ARTICLE 1 – THE AUTHORITY

Section 1 – Constitution of Authority. The name of the Authority shall be The Redevelopment Authority of the City of Menasha.

Section 2 – Office of Authority. The office of the Authority shall be the City of Menasha Community Development Department, City Hall, 140 Main Street, Menasha, Wisconsin, 54952.

Section 3 – General Rules. The Authority shall be governed by Wisconsin Statutes and as the same may hereafter be amended; by all ordinances of the City of Menasha as they relate to the Authority, and as such ordinances may hereafter be amended; and by the By-Laws set forth herein. All provisions of Wisconsin Statutes, or ordinances of the City of Menasha as may be enacted from time to time, shall take precedence over these By-Laws. The Authority shall exercise all powers conferred, and perform all duties imposed by Wisconsin Statutes and ordinances of the City of Menasha and shall perform such further and other duties as may be properly required by the Common Council. Specific action taken related to the following powers shall be subject to review and approval by the Common Council:

- a. Acquisition and transfer of real estate.
- b. Exercise of powers of eminent domain.
- c. Issuance of debt.
- d. Establishment of an annual budget.

ARTICLE 2 – OFFICERS

Section 1 – Officers. The officers of the Authority shall be a Chairperson, Vice-Chairperson, Executive Director, and Treasurer. The Authority may appoint at its discretion such other officers as may be deemed necessary.

Section 2 – Chairperson. The Chairperson shall act as presiding officer of all meetings of the Authority, and shall be elected from among the commissioners at the meeting of the Authority in May of each and every year. The Chairperson shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings by proper motion; and shall conduct the meetings in accordance with these By-Laws.

Section 3 – Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. The Vice-Chairperson shall be elected from among the commissioners at the meeting of the Authority in May of each and every year.

Section 4 – Executive Director. The City of Menasha Community Development Director shall act as the Executive Director and Secretary of the Authority. The Executive Director is an ex-officio member of the Authority with the right to participate in all deliberations and actions thereof, but shall not have the power to vote on any matters that may come before the Authority. The Executive Director shall manage and supervise the administrative operation of the Authority in accordance with the direction of the Board. The Executive Director shall also (a) execute

documents, in conjunction with the Chairperson, on behalf of the Authority; (b) keep the minutes of the meetings of the Authority; (c) ensure that all notices are duly given in accordance with the provisions of these By-Laws or as otherwise required by law; (d) serve as custodian of the records of the Authority; and, (e) in general, perform all duties incidental to the operation of the Authority. The Executive Director may delegate to an appropriate person the responsibility for recording the minutes of the meetings of the Authority.

Section 5 – Treasurer. The City of Menasha Comptroller/Treasurer shall perform the duties of Treasurer of the Authority. The Treasurer is an ex-officio member of the Authority with the right to participate in all deliberations and actions thereof, but shall not have the power to vote on any matters that may come before the Authority. The Comptroller/Treasurer shall have the care and custody of all funds of the Authority. Such funds shall be deposited in the manner provided by law in the name of the Authority in such banks as designated as official depositories for City of Menasha, as authorized by the Common Council. The Comptroller/Treasurer may properly commingle and invest Authority funds with City funds, provided that a concise and accurate accounting record of the Authority's funds is maintained. The Comptroller/Treasurer, City Clerk, and Mayor or Common Council President by original signature or authorized facsimile shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority, as submitted by the Executive Director. The Comptroller/Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Treasurer of the Authority, monthly, an account of his or her transactions and also the financial condition of the Authority.

Section 6 – Terms of Office, Vacancies. Officers shall be elected annually. Should the offices of Chairperson or Vice-Chairperson become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the remainder of the unexpired term of said office.

ARTICLE 3 – MEETINGS

Section 1 – Annual Meeting. The annual meeting of the Authority shall be held the first Tuesday of May of each and every year.

Section 2 – Regular Meetings. Regular meetings shall be held at a place, time and date established by the Authority.

Section 3 – Special Meetings. The Chairperson may, when deemed expedient, and shall, upon the request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting only that business designated in the call. No other business shall be considered at such a special meeting. All meetings of the Authority shall be called and held in accordance with the Open Meetings Law, Chapters 19.81 through 19.98 of the Wisconsin Statutes.

Section 4 – Quorum. The powers of the Authority shall be vested in the commissioners thereof. Four commissioners shall constitute a quorum for the purpose of conducting business.

Section 5 – Conduct of Business. All meetings of the Authority shall be conducted in accordance with parliamentary procedure as determined by the most recent edition of Robert's Rules of Order.

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Subcommittees. The Authority, by a majority vote of its members, may establish working subcommittees to review and act on matters relevant to community development, revitalization, and housing. The roles and responsibilities of such subcommittees shall be as prescribed by the Authority. Furthermore, the Chairperson, or the membership of the Authority by a majority vote of its members, may establish ad hoc groups for the purpose of study and review of issues as determined by the Authority. Such ad hoc groups shall have no power to act except to report findings and recommendations to the Authority.

ARTICLE 6 – AMENDMENTS

Amendments. Proposed amendments to the By-Laws of the Authority shall be in writing, and shall be delivered to all commissioners at least five days in advance of the date of the meeting when action on the proposed change(s) is scheduled. All action on the By-Laws shall be by a 2/3 vote of the total membership of the Authority and shall subsequently be approved by the Common Council on a simple majority vote.



Community Development and Redevelopment Authority Lease Revenue Bond Financing

Q&B Public Finance

Julianna Ebert
Brian G. Lanser
Michael L. Roshar

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Jeffrey D. Peelen



Community Development and Redevelopment Authorities



- What are they?
- How do you create one?
- What powers do they have?
- What are the preconditions to their exercise of power?
- How do you use them to undertake financings in combination with Tax Incremental Districts?
- What are the pros and cons of Community Development or Redevelopment Authority Lease Revenue Bond financing?



What are Community Development Authorities (CDA's) and Redevelopment Authorities (RDA's)?



- Separate body politic
- Created by city, village or town
- Governed by 7 member commission
- For purpose of carrying out blight elimination and urban renewal (and, for CDA's, housing projects)



Governing Statutes



- Section 66.1333 for RDA's
- Section 66.1335 for CDA's (combines powers of Redevelopment Authorities under 66.1333 and Housing Authorities under 66.1201)



Creation



- Adoption of Resolution by Common Council or Village Board by two-thirds vote, stating that need exists
- Appointment of Governing Body (Commission)
- Election of Officers (Chairperson)
- Adoption of Bylaws
- Appointment of Executive Director/Secretary



Commission



- 7 Members
- Appointed by Mayor or Village President, confirmed by Council or Board (for RDA's by 4/5th vote)
- Residents
- Ability and Experience in the Field
- For CDA's, 2 must be Council or Village Board members and serve during their term of office, balance must be non-Council or -Board members and serve for staggered 4 year terms
- For RDA's, 1 commissioner must be a Council or Board member and no more than 2 commissioners may be officers of the City or Village. All commissioners serve staggered 5 year terms



Powers



- Within Blighted Areas:
 - Acquire and Hold Real and Personal Property
 - Exercise Eminent Domain
 - Mortgage Property
 - Transfer, Sale or Lease of Property
 - Employ Personnel
 - Enter into Contracts
 - Prepare Plans and Carry Out Projects; Assist Private Redevelopment



Powers (cont'd)



- Within Blighted Areas (cont'd):
 - Invest Funds
 - Obtain Insurance
 - Undertake Tests/Demonstrations
 - Issue Bonds, Accept Financial Aid
 - Maintain Records
 - Sue and be Sued
- No Taxing Powers



Preconditions to Exercise of Powers



- Blight Determination
 1. "Spot Blight" Procedure, or
 2. Redevelopment Area/Plan Procedure
- "Spot Blight" is a more expedited procedure available for individual parcels
- Both procedures involve public hearing and approval by Authority and Council/Board by 2/3rd vote
- If TID is involved, all property on which improvements are to be financed must be included in TID and project costs must be included in the TID Project Plan



"Spot Blight" Procedure



- Expedited Procedure under Section 66.1333(5)(c)
- Applies to Single Site
- No need for Redevelopment Plan



“Spot Blight” Procedure Steps



- Tentatively identify blighted property and schedule public hearing
- Mail notice of public hearing, by certified mail, return receipt requested, to each affected property owner at least 20 days prior to public hearing (unless notice is waived by property owner)
- Informational public hearing on blight determination held by Authority



“Spot Blight” Procedure Steps *(cont'd)*



- Authority adopts resolution making blight determination and approving redevelopment of property, and forwards to Council/Board
- Council or Board adopts Resolution approving blight finding and redevelopment of property by 2/3 vote of members
 - Must include finding that comprehensive redevelopment plan is not necessary for particular project



“Blighted Property”



- Defined in Section 66.1333(2m)(bm)
- Statutory Definition Broader Than Dictionary Definition
- Three Pronged Definition:
 1. Property which by reason of dilapidation, deterioration, age or obsolescence, inadequate provisions for ventilation, light, air or sanitation, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime, and is detrimental to the public health, safety, morals or welfare, or



“Blighted Property” (cont'd)



2. Property which by reason of faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the fair market value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, substantially impairs or arrests the sound growth of a city, retards the provisions of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals or welfare in its present condition and use, or



“Blighted Property” (cont’d)



3. Property which is predominantly open and which because of obsolete platting, diversity of ownership, deterioration of structures or of site improvements or otherwise, substantially impairs or arrests the sound growth of the community



Redevelopment Plan/Area Procedure



- More Involved Procedure under Section 66.1333(6)(b)
- Applies to larger area containing multiple sites
- Involves preparation and approval of a Redevelopment Plan
- Statute provides list of topics that must be addressed in Redevelopment Plan



Redevelopment Plan/Area Procedure Steps



- Tentatively identify boundaries, prepare draft redevelopment plan, schedule public hearing date
- Mail notice of public hearing, by certified mail, return receipt requested, to property owners within proposed boundaries, at least 20 days before public hearing, including statement that their property may be taken for urban renewal
- Publish class 2 notice in newspaper at least 17 and again 10 days prior to public hearing



Redevelopment Plan/Area Procedure Steps *(cont'd)*



- Authority holds informational public hearing on Redevelopment Plan
- Authority adopts Resolution approving Plan and boundaries and finding blight, and forwards to Council/Board
- Council or Board adopts Resolution approving plan and boundaries and finding blight, by two-thirds vote of all members



“Blighted Area”



- Defined in Section 66.1333(2m)(b)
- Similar to "Blighted Property" Definition
- Also More Expansive Than Dictionary Definition
- Three-Pronged Definition:
 1. An area, including a slum area, in which there is a predominance of buildings or improvements, whether residential or non-residential, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime, and is detrimental to the public health, safety, morals or welfare, or



“Blighted Area” (cont'd)



2. An area which by reason of the presence of a substantial number of substandard, slum, deteriorated or deteriorating structures, predominance of defective or inadequate street layout, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the fair value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, substantially impairs or arrests the sound growth of a city, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals, or welfare in its present condition and use, or



“Blighted Area” (cont’d)



3. An area which is predominantly open and which because of obsolete platting, diversity of ownership, deterioration of structures or of site improvements, or otherwise, substantially impairs or arrests the sound growth of the community.



“Blighted Property” or “Blighted Area” Finding



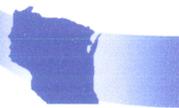
- Typically, report prepared by engineers, staff or others with expertise to support the Council or Board's blight finding.
- Finding is legislative determination made by Council or Board



CDA Lease Revenue Bond Financing Concept



- Commonly used in combination with TID
- Authority issues bonds to finance TID project costs
- Authority leases public improvements in TID to City or Village
- City or Village uses TID increment to make lease rental payments to Authority
- Authority uses lease rental payments to pay debt service on Bonds



Features of Lease Revenue Bonds



- Bonds issued by Authority to finance TID project costs
- Bonds payable solely from lease rental payments to be received from Municipality
- Lease rental payments are subject to annual appropriation
- Typically, Reserve Account funded with Bond proceeds provides additional security
- Bonds are not an obligation of the Municipality



Lease Revenue Bond Steps



- Authority holds public hearing on Lease, preceded by class 2 notice publication
- Authority adopts Bond Resolution approving acquisition of property to be leased, Bonds, Lease, and Contribution Agreement
- Council or Village Board adopts Resolution approving sale of property to Authority, Bonds, Lease and Contribution Agreement
- Bond Closing



Standard Lease Revenue Bond Documents



- Authority Bond Resolution
- Council Approving Resolution
- Lease
- Contribution and Cooperation Agreement
- Fiscal Agency and Trust Agreement



Transfer of Property



- Property simultaneously transferred from City or Village to the Authority, usually by quit claim deed, and leased back to Municipality
- Property typically consists of municipally-owned public rights-of-way or other property to remain in public ownership
- Preparation of recordable legal description so deed of conveyance can be recorded with County Register of Deeds



Lease Procedure



- Authority must hold public hearing on the lease preceded by a Class 2 notice publication
- Authority approval of lease
- Preparation of report on the lease to the Common Council or Village Board
- Common Council or Village Board approval of lease
- Execution and recording of lease



Substance of Lease



- Fair market value of lease payments
- Use in accordance with approved redevelopment plan
- Rental payments subject to “quiet enjoyment” and annual appropriation
- Rental payments provide 100% debt service coverage on Bonds
- Municipality to retain all responsibility for construction and maintenance of projects



Contribution and Cooperation Agreement



- Provides additional security and marketability for Bonds
- Municipality agrees to replenish Bond Reserve Account if it is ever drawn upon
- Municipality's obligation to make payments subject to annual appropriation



Fiscal Agency and Trust Agreement



- Typically, third party bank is appointed to serve as fiscal agent and trustee
- Bank makes debt service payments on Bonds
- Bank holds and administers Bond Debt Service Fund and Reserve Account
- Municipality makes Lease payments and payments under Contribution Agreement directly to Bank for deposit in the Debt Service Fund and Reserve Account



Considerations in Use of CDA Lease Revenue Bonds



- Do not count against debt limit (due to annual appropriation feature of Lease and Contribution Agreement)
- Qualify for double tax-exemption (federal and state)
- No limit on length of financing (vs. 20 years for general obligation debt)
- Do count against municipal \$10 million "bank-qualified" limit
- Increased complexity and transactional costs when compared to traditional municipal financings
- Policy issues relating to novel structure

Quarles & Brady LLP



Community Development and Redevelopment Authority Lease Revenue Bond Financing

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**BY-LAWS AND RULES OF PROCEDURE OF THE
REDEVELOPMENT AUTHORITY
Of the City of Menasha, Wisconsin**

As adopted by the Redevelopment Authority on December 6, 2005, and
As approved by the Menasha Common Council on December 19, 2005

ARTICLE 1 – THE AUTHORITY

Section 1 – Constitution of Authority. The name of the Authority shall be The Redevelopment Authority of the City of Menasha.

Section 2 – Office of Authority. The office of the Authority shall be the City of Menasha Community Development Department, City Hall, 140 Main Street, Menasha, Wisconsin, 54952.

Section 3 – General Rules. The Authority shall be governed by Wisconsin Statutes and as the same may hereafter be amended; by all ordinances of the City of Menasha as they relate to the Authority, and as such ordinances may hereafter be amended; and by the By-Laws set forth herein. All provisions of Wisconsin Statutes, or ordinances of the City of Menasha as may be enacted from time to time, shall take precedence over these By-Laws. The Authority shall exercise all powers conferred, and perform all duties imposed by Wisconsin Statutes and ordinances of the City of Menasha and shall perform such further and other duties as may be properly required by the Common Council. Specific action taken related to the following powers shall be subject to review and approval by the Common Council:

- a. Acquisition and transfer of real estate.
- b. Exercise of powers of eminent domain.
- c. Issuance of debt.
- d. Establishment of an annual budget.

ARTICLE 2 – OFFICERS

Section 1 – Officers. The officers of the Authority shall be a Chairperson, Vice-Chairperson, Executive Director, and Treasurer. The Authority may appoint at its discretion such other officers as may be deemed necessary.

Section 2 – Chairperson. The Chairperson shall act as presiding officer of all meetings of the Authority, and shall be elected from among the commissioners at the meeting of the Authority in May of each and every year. The Chairperson shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings by proper motion; and shall conduct the meetings in accordance with these By-Laws.

Section 3 – Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. The Vice-Chairperson shall be elected from among the commissioners at the meeting of the Authority in May of each and every year.

Section 4 – Executive Director. The City of Menasha Community Development Director shall act as the Executive Director and Secretary of the Authority. The Executive Director is an ex-officio member of the Authority with the right to participate in all deliberations and actions thereof, but shall not have the power to vote on any matters that may come before the Authority. The Executive Director shall manage and supervise the administrative operation of the Authority in accordance with the direction of the Board. The Executive Director shall also (a) execute

documents, in conjunction with the Chairperson, on behalf of the Authority; (b) keep the minutes of the meetings of the Authority; (c) ensure that all notices are duly given in accordance with the provisions of these By-Laws or as otherwise required by law; (d) serve as custodian of the records of the Authority; and, (e) in general, perform all duties incidental to the operation of the Authority. The Executive Director may delegate to an appropriate person the responsibility for recording the minutes of the meetings of the Authority.

Section 5 – Treasurer. The City of Menasha Comptroller/Treasurer shall perform the duties of Treasurer of the Authority. The Treasurer is an ex-officio member of the Authority with the right to participate in all deliberations and actions thereof, but shall not have the power to vote on any matters that may come before the Authority. The Comptroller/Treasurer shall have the care and custody of all funds of the Authority. Such funds shall be deposited in the manner provided by law in the name of the Authority in such banks as designated as official depositories for City of Menasha, as authorized by the Common Council. The Comptroller/Treasurer may properly commingle and invest Authority funds with City funds, provided that a concise and accurate accounting record of the Authority's funds is maintained. The Comptroller/Treasurer, City Clerk, and Mayor or Common Council President by original signature or authorized facsimile shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority, as submitted by the Executive Director. The Comptroller/Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Treasurer of the Authority, monthly, an account of his or her transactions and also the financial condition of the Authority.

Section 6 – Terms of Office, Vacancies. Officers shall be elected annually. Should the offices of Chairperson or Vice-Chairperson become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the remainder of the unexpired term of said office.

ARTICLE 3 – MEETINGS

Section 1 – Annual Meeting. The annual meeting of the Authority shall be held the first Tuesday of May of each and every year.

Section 2 – Regular Meetings. Regular meetings shall be held at a place, time and date established by the Authority.

Section 3 – Special Meetings. The Chairperson may, when deemed expedient, and shall, upon the request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting only that business designated in the call. No other business shall be considered at such a special meeting. All meetings of the Authority shall be called and held in accordance with the Open Meetings Law, Chapters 19.81 through 19.98 of the Wisconsin Statutes.

Section 4 – Quorum. The powers of the Authority shall be vested in the commissioners thereof. Four commissioners shall constitute a quorum for the purpose of conducting business.

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2010 Government Leaderboards

LIVE UNITED™



Reported as of 2/11/11.

Overall Giving

1	Outagamie County	\$12,162
2	City of Appleton	\$8,275
3	City of Neenah	\$4,436
4	City of Menasha	\$3,418
5	East Central WI Reg Planning	\$963
6	City of Kaukauna	\$921
7	Village of Little Chute	\$442
8	Kimberly Little Chute Library	\$330
9	Village of Kimberly	\$225
10	Menasha Utilities	\$100

Employee Gift

1	Outagamie County	\$12,162
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Average Pledge Per Donor

1	City of Appleton	\$207
2	Outagamie County	\$179
3	Kimberly Little Chute Library	\$165
4	City of Menasha	\$127
5	East Central WI Reg Planning	\$120
6	Village of Little Chute	\$111
7	City of Neenah	\$103
8	Village of Kimberly	\$75
9	City of Kaukauna	\$58
10	Menasha Utilities	\$25

Employee Per Capita Giving

1	East Central WI Reg Planning	\$48
2	City of Menasha	\$21
3	Village of Kimberly	\$20
4	Kimberly Little Chute Library	\$18
5	City of Neenah	\$16
6	City of Appleton	\$11
7	Outagamie County	\$11
8	Village of Little Chute	\$6
9	City of Kaukauna	\$5
10	Menasha Utilities	\$2

Participation

1	East Central WI Reg Planning	40%
2	Village of Kimberly	27%
3	City of Menasha	17%
4	City of Neenah	15%
5	Kimberly Little Chute Public	11%
6	Menasha Utilities	10%
7	City of Kaukauna	9%
8	Outagamie County	6%
9	Village of Little Chute	5%
10	City of Appleton	5%

2010 LEADERBOARD – Overall Giving - United Way Fox Cities

Ranking is based on overall dollars pledged (Corporate, Employee & Special Events).
The top 10 in each category are highlighted. Listed are companies with > \$1,000 in total giving and >50 employees.

Rank	Organization	Total Pledges	Employee Pledges	Employee Per Capita *	Average Pledge	% Participation	Corporate Gift	Corporate Per Capita **	# Ldrs	Leadership \$	# Emerging Leaders
9	Affinity Health System	\$104,472	\$64,372	\$23	\$201	11.3%	\$40,100	\$14	21	\$32,205	0
7	Alta Resources	\$126,797	\$77,521	\$93	\$139	66.8%	\$40,466	\$49	14	\$22,420	22
80	Appleton Coated Locks Mill	\$8,332	\$8,332	\$14	\$490	2.9%	\$0	\$0	5	\$6,122	0
4	Appleton Papers	\$225,971	\$118,036	\$121	\$338	35.7%	\$74,473	\$76	25	\$43,466	9
71	Azco Inc.	\$9,732	\$4,866	\$59	\$374	15.9%	\$4,866	\$59	1	\$1,300	0
119	Baker Tilly	\$4,161	\$4,078	\$39	\$583	6.7%	\$0	\$0	2	\$3,600	1
8	Bemis Company Inc.	\$125,747	\$59,600	\$76	\$420	18.6%	\$63,926	\$82	14	\$38,281	1
10	Bergstrom Corporation	\$100,787	\$77,625	\$125	\$157	79.5%	\$17,851	\$29	20	\$28,032	14
45	Children's Hospital of Wis.	\$20,012	\$20,011	\$150	\$244	61.7%	\$0	\$0	4	\$6,300	3
38	Festival Foods	\$24,213	\$19,874	\$41	\$42	95.7%	\$3,000	\$6	0	\$0	0
55	First National Bank Fox Valley	\$12,456	\$8,897	\$133	\$162	82.1%	\$2,500	\$37	3	\$3,744	0
33	Galloway Company	\$27,987	\$24,237	\$323	\$606	53.3%	\$3,750	\$50	6	\$14,090	2
32	Georgia Pacific	\$29,316	\$9,316	\$62	\$203	30.7%	\$20,000	\$133	3	\$3,340	1
109	Goodwill Industries of NCW	\$4,482	\$4,482	\$36	\$498	7.2%	\$0	\$0	3	\$3,220	0
11	Guardian Life	\$99,288	\$62,930	\$103	\$249	41.3%	\$35,900	\$59	0	\$0	0
18	Integrity Insurance	\$63,707	\$40,544	\$365	\$446	82.0%	\$20,000	\$180	9	\$17,459	3
1	Kimberly-Clark Corp	\$1,945,609	\$829,257	\$244	\$318	62.47%	\$817,356	\$241	149	\$219,697	69
34	Laminations	\$25,786	\$16,247	\$258	\$363	73.0%	\$8,800	\$140	6	\$7,006	1
16	M & I Bank	\$72,970	\$38,812	\$143	\$231	62.0%	\$31,000	\$114	11	\$11,127	5
15	Menasha Corporation	\$78,892	\$27,635	\$40	\$425	9%	\$50,000	\$73	5	\$14,120	0
2	Miller Electric Mfg.	\$732,142	\$316,339	\$254	\$274	92.6%	\$411,872	\$340	75	\$90,482	48
12	Pierce Manufacturing	\$92,067	\$42,067	\$23	\$149	15.2%	\$50,000	\$27	3	\$2,430	0
46	Principal Financial Group	\$19,960	\$9,696	\$108	\$139	77.8%	\$9,696	\$108	5	\$4,117	0
91	Prospera Credit Union	\$6,337	\$4,393	\$84	\$107	78.9%	\$1,200	\$23	0	\$0	0
24	Scheels Sports	\$50,146	\$24,822	\$118	\$160	73.8%	\$25,000	\$119	2	\$3,700	7
53	School Specialty	\$14,164	\$11,534	\$29	\$501	5.8%	\$2,000	\$5	5	\$7,656	0
6	SECURA Insurance	\$136,712	\$110,562	\$230	\$323	71.1%	\$9,000	\$19	16	\$24,311	7
61	Sonoco Products Greenville	\$11,367	\$5,720	\$110	\$133	82.7%	\$5,462	\$105	0	\$0	0
14	The Boldt Company	\$83,403	\$51,403	\$271	\$514	52.6%	\$32,000	\$168	12	\$31,640	6
3	TheDaCare	\$367,350	\$294,073	\$58	\$144	40.3%	\$58,765	\$12	61	\$87,890	14
5	Thrivent *	\$216,645	\$86,414	\$50	\$201	24.7%	\$108,738	\$63	17	\$21,060	3
22	We Energies	\$54,281	\$15,584	\$77	\$1,732	4.4%	\$38,500	\$190	0	\$0	0
51	Woodward Communications	\$16,300	\$12,765	\$206	\$228	90.3%	\$2,100	\$34	2	\$2,580	4

* Based on total Employee pledges divided by # of employees in the organization.

** Based on the Corporate Gift divided by # of employee.



MAY 24, 2011

AVAILABILITY OF PUBLIC NOTICE

All interested parties are notified that an application has been received by Commander, Ninth Coast Guard District, from the Canadian National Railway, for approval of location and plans for the replacement of a Railroad Swing Bridge over a navigable waterway of the United States.

WATERWAY AND LOCATION: Canadian National Railroad Bridge, Mile 55.72, Fox River, Town of Oshkosh, in Winnebago County, Wisconsin.

CHARACTER OF WORK: Replacement of a railroad swing bridge with a single-leaf bascule railroad bridge on the same alignment as the existing bridge.

MINIMUM NAVIGATIONAL CLEARANCES:

Existing

Horizontal: 70-feet between fenders,
normal to the axis of the channel.

Vertical (closed position): 6-feet at center
(Referred to Mean Sea Level at New York).

Vertical (open position): Unlimited.

Proposed

Horizontal: 125-feet between piers,
normal to the axis of the channel.

Vertical (closed position): 6.43-feet
(Referred to Standard Low Water Datum,
Elevation 745.8-feet (IGLD85)).

Vertical (open position): Unlimited for at least
62-feet at the southern limit of the navigation
channel; at least 45-feet at the northern limit of the
channel. Referred to Standard Low Water Datum,
Elevation 745.8-feet (IGLD85)).

ENVIRONMENTAL CONSIDERATIONS: The U.S. Coast Guard, the lead federal agency, has reviewed the Draft Environmental Assessment prepared by HNTB Corporation on behalf of the applicant and has made an initial determination that the proposed action will not have a significant impact for purposes of the National Environmental Policy Act. The documents are available for review at the above address, Monday through Friday, 7:00 a.m. to 3:00 p.m. or at <http://foxriverbridge.wordpress.com>

FOR MORE INFORMATION INCLUDING INSTRUCTIONS ON PROVIDING COMMENTS: The complete public notice including a brief summary of project impacts, a map of the location, and plans for the proposed bridge can be viewed and printed from the U.S. Coast Guard Navigation Center's web site <http://www.navcen.uscg.gov/?pageName=pnBridges&Active=1®ion=9>, or by calling, emailing or mailing a request to the Coast Guard project manager, Mr. Scot Striffler. He can be contacted by telephone at (216) 902-6087, by mail at Commander (dpb), Ninth Coast Guard District, 1240 E. 9th St., Cleveland, OH 44199, or by email at scot.m.striffler@uscg.mil. Comments received will be made part of the case record.

All federal, state and local agencies and public representatives are requested to submit an email address(s) to the project manager to obtain this public notice and announcements of future public notices from this office.

Interested parties are requested to express their views, in writing, on the proposed bridge project giving sufficient detail to establish a clear understanding of their reasons for support or opposition to the proposed work. Comments will be received for the record at the office of: Commander (dpb), Ninth Coast Guard District, 1240 E. 9th St, Cleveland, OH 44199, for a 30 day period from the date of the public notice.

Mariners are requested to comment on the proposed vertical and horizontal navigational clearances, the need for a bridge protective fendering system and other navigational safety issues including the extent of nighttime navigation past the bridge.

U. S. Department of Homeland Security
U.S. Coast Guard
9th Coast Guard District (obr)
Cleveland, Ohio 44199-2060

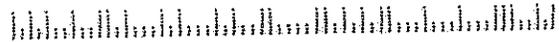
OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

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MAYOR
CITY HALL
171 MAIN STREET
MENASHA, WI 54952

5495283150 0001



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday May 16, 2011
MINUTES

DRAFT

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Lt. Brunn, DPW Radtke, CDD Keil, PRD Tungate,
Dpty Treasurer Sassman, Clerk Galeazzi and the Press

DEPT. HEADS EXCUSED: PHD Nett

D. PUBLIC HEARING

None

Mayor Merkes ask for unanimous consent to take up items F1, F2 and F3 at this time.

Moved by Ald. Sevenich, seconded by Ald. Taylor to take up items F1, F2, and F3

Motion carried on voice vote.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Public Works Week Proclamation presentation

Mayor Merkes read the proclamation declaring the week of May 15-May21, 2011 as National Public Works Week. He presented the proclamation to Street Superintendent Tim Jacobson and Union Vice-President Mike Weins. The Mayor thanked the Public Works crews for their dedication to the City.

2. Police Week Proclamation presentation

Mayor Merkes read the proclamation declaring the week of May 15-May 21, 2011 as National Police Week. He presented the proclamation to Officer Jeff Jorgenson, Officer Stephanie Gruss and Lt. Angie Hanchek. He thanked the Police Dept. staff for their dedication to the City.

3. Mayor Merkes & Joe Weidert - Presentation of Historic Preservation Awards

Joe Weidert, Chairman of Landmarks Commission, explained May is Historical Preservation Month and the Landmarks Commission has recognized building owners and/or businesses for their improvements to the downtown area. Erik Brenn from McClone Agency accepted the award for Mike McClone for the improvements to the buildings at 184-186 and 230 Main Street. Mike Prokash was presented the award for the improvements to the building at 196-200 Main Street.

Proceeded to Item E.

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

1. Craig Kubiak, 969 Kernan Ave. Supports appointment to Fire Commission; Opposes sidewalks in Woodland Hills Subdivision; Waiting to hear back from staff on Open Records Request
2. Paul Eisen, 1807 Brighton Beach, Winnebago County Supervisor. Explained timetable for HWY 441 Tri-County project; Winnebago County redistricting meeting scheduled for May 17, 2011.
4. Tim Moy, 2488 Whistling Swan Court. Opposed to sidewalks in Woodland Hills Subdivision.
5. Anna Varma, 1000 Kernan Ave. Concerns of sidewalks in Woodland Hills Subdivision.
6. Rick Schultz, 2412 Woodland Hills Drive. Opposed to sidewalks in Woodland Hills Subdivision.
7. John Van Abel, 2483 Whistling Swan Court. Opposed to sidewalks in Woodland Hills Subdivision.
8. William Kwasny, 2381 Woodland Hills Dr. Opposed to sidewalks in Woodland Hills Subdivision.
9. Sandy Burmeister, 1016 Kernan Ave. Concerns of sidewalks in Woodland Hills Subdivision.
10. Karen Zeimer, 2449 Whistling Swan Court. Opposed to sidewalks in Woodland Hills Subdivision.
11. Cheryl Quimby, 956 Woodcrest. Opposed to sidewalks in Woodland Hills Subdivision.

12. Dan Harrmann, 960 Kernan Ave. Opposed to sidewalks in Woodland Hills Subdivision.
13. Amy Miller, 937 Kernan Ave. Opposed to sidewalks in Woodland Hills Subdivision.
14. Tim Dutter, 2389 Woodland Hills. Opposed to sidewalks in Woodland Hills Subdivision.
15. Mary Nebel, 713 First Street. TIF #12 and Development Agreements
16. John Albright, 2384 Trumpeter Swan Lane, Opposed to sidewalks in Woodland Hills Subdivision.
17. Bruce Companik, 889 Kernan Ave. Opposed to sidewalks in Woodland Hills Subdivision.
18. Suzanne Kubiak, 969 Kernan Ave. Opposed to sidewalks in Woodland Hills Subdivision.
19. Jim Longo, 1064 Kernan Ave. Opposed to sidewalks in Woodland Hills Subdivision.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS, cont'd.

4. CDD Keil – Sale of city owned property to Redevelopment Authority

CDD Keil explain the role the RDA would play in the development in the Lake Park Subdivision, Province Terrace and two City owned lots on Racine Street. Lengthly discussion ensued on RDA guidelines and duties, TIF performances, transferring debt from City to TIF through RDA.

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

Minutes to receive:

- a. Administration Committee, 5/2/11
- b. Board of Public Works, 5/2/11
- c. Landmarks Commission Minutes, 4/13/11
- d. Library Director Search Committee, 5/4/11
- e. Parking Committee, 4/27/11
- f. Personnel Committee, 5/2/11
- g. Police Commission Minutes, 4/28/11
- h. Plan Commission Minutes; 4/19/11, 5/3/11
- i. Redevelopment Authority Minutes, 5/3/11
- j. Joint Review Board Minutes, 4/18/11

Communications:

- k. Declaration of Official Intent, No. 2011-01 (Menasha Utilities Water Utility Reserve Fund)
- l. Menasha Fire Station #36 Open House invitation – 1108 Province Terrace
- m. Menasha Historical Society Newsletter April-May 2011
- n. Mayor Merkes, 5/12/11; Menasha Attributes
- o. Ald. Zelinski, 4/26/11; Fox Cities Magazine City/Guide article
- p. Police Chief Stanke, 5/4/11; Letter of retirement
- q. PRD Tungate, 5/11/11; Kayak/Canoe Launch Dedication
- r. PWD Radtke, 5/1/11; Consent Agenda Items G2, G3 & G4 (Recommendation to award City of Menasha Wastewater Collection System contracts)

Moved by Ald. Sevenich, seconded by Ald. Taylor to receive minutes and communications.
Motion carried on voice vote.

Ald. Klein: Comm. P (PC Stanke's retirement letter), form a committee to look at merging options.

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 5/2/11

Board of Public Works, 5/2/11; recommends approval of:

2. Recommendation to Award – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project: Sanitary Sewer Rehabilitation; Contract E145-11-01A, Terra Engineering & Construction Corp. of Madison, WI; \$528,640.50

DRAFT

3. Recommendation to Award – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project: Sanitary Sewer Replacement: Contract E145-11-01B; Van Straten Construction Co., Inc. of Green Bay, WI; \$219,206.00
 4. Recommendation to Award – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project: Sanitary Manhole Lining Contract E145-11-01C; Infrastructure Technologies, Inc. of Rhinelander, WI; \$40,825.00
 5. Recommendation to Award – Menasha Utilities Sedimentation Basin Scraper Modifications; Contract M0002-910184; Siemens Industry, Inc.; \$162,100.00
 6. Recommendation to Award – Menasha Utilities Island Water Tower Painting; Contract M0002-910274; L.C. United Painting Co.; \$131,500.00
- Plan Commission, 4/19/11; recommends approval of:
7. Project plan and boundary for the proposed Tax Increment District #12

Ald. Taylor requested to remove items 2, 3, & 4 from Consent Agenda
Ald. Krueger requested to remove item 7 from Consent Agenda

Moved by Ald. Sevenich, seconded by Ald. Langdon to approve items 1, 5, & 6 of Consent Agenda
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

1. Moved by Ald. Taylor, seconded by Ald. Sevenich to approve item 2 of Consent Agenda, Recommendation to Award Wastewater Collection System Rehabilitation Improvements-Phase 4 Project Sanitary Sewer Rehabilitation, Contract E145-11-01A to Terra Engineering & Construction Corp. of Madison, WI for the amount of \$528,640.50 on the condition the City receives a Clean Water Fund application approval letter.
Motion carried on roll call 8-0.
2. Moved by Ald. Taylor, seconded by Ald. Sevenich to approve item 3 of Consent Agenda, Recommendation to Award Wastewater Collection System Rehabilitation Improvements-Phase 4 Project Sanitary Sewer Replacement, Contract E145-11-01B to Van Straten Construction Co., Inc. of Green Bay, WI for the amount of \$219,206.00 on the condition the City receives a Clean Water Fund application approval letter.
Motion carried on roll call 8-0.
3. Moved by Ald. Taylor, seconded by Ald. Sevenich to approve item 4 of Consent Agenda, Recommendation to Award Wastewater Collection System Rehabilitation Improvements-Phase 4 Project Sanitary Manhole Lining, Contract E145-11-01C to Infrastructure Technologies, Inc of Rhinelander, WI for the amount of \$40,825.00 on the condition the City receives a Clean Water Fund application approval letter.
Motion carried on roll call 8-0.
4. Item 7 on Consent Agenda (Project Plan and Boundary for the Proposed TID #12) requires no action.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 5/5/11 to 5/12/11 in the amount of \$ 571,914.31
Moved by Ald. Klein, seconded by Ald. Langdon to approve accounts payable and payroll.
Motion carried on roll call 8-0.
2. Class "B" Liquor License Application of Menasha Athletic Association (MAC) to sell fermented malt beverages, Koslo Park Concession, May 16, 2011-October 31, 2011, Paul S. Johnson, agent
Moved by Ald. Klein, seconded by Ald. Langdon to approve Class "B" liquor license application of Menasha Athletic Association.
Motion carried on roll call 8-0.
3. Class "B" Liquor License Application of Menasha Twins Baseball (Legion Team) to sell fermented malt beverages, Koslo Park Concession, May 16, 2011-October 31, 2011, Debbie Chew, agent
Moved by Ald. Klein, seconded by Ald. Langdon to approve Class "B" liquor license application of Menasha Twins Baseball.
Motion carried on roll call 8-0.

J. ORDINANCES AND RESOLUTIONS

1. O-5-11 – Ordinance relating to Overnight Parking (Introduced by Ald. Zelinski)
(Recommended by Parking Committee)

No Action.

2. R-21-11 – Resolution Creating Tax Incremental District No. 12 in the City of Menasha, Wisconsin
(Introduced by Mayor Merkes)

Moved by Ald. Englebert, seconded by Ald. Benner to adopt R-21-11.

Discussion ensued on TIF plan; having signed development agreement before moving forward; working out final details with the Ponds of Menasha LLC; development agreement states City to create TIF; timing of apartment complex construction.

Ald. Sevenich stated Point of Order.

Moved by Ald. Benner, seconded by Ald. Sevenich to approve R-21-11 contingent on signed development agreement with the Ponds of Menasha LLC

Motion on amendment carried on roll call 5-3.

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

Ald. Langdon, Krueger, Zelinski – no

Motion to adopt R-21-11 as amended carried on roll call 5-3.

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

Ald. Langdon, Krueger, Zelinski – no

K. APPOINTMENTS

1. Mayor's Appointment to the Fire Commission

- a. Ken Kubiak, 1214 Fieldview Dr., for the term of May 16, 2011 to May 1, 2014

Moved by Ald. Benner, seconded by Ald. Zelinski to approve appointment of Ken Kubiak to Fire Commission.

Motion carried on voice vote.

L. HELD OVER BUSINESS

1. 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) (Introduced by Mayor Merkes)(Held 5/2/11)

Moved by Ald. Sevenich, seconded by Ald. Langdon to adopt R-19-11

Motion carried on roll call 8-0.

M. CLAIMS AGAINST THE CITY

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

No One Spoke.

O. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Englebert to adjourn at 9:14 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA
Special Common Council
Third Floor Council Chambers
140 Main Street, Menasha
Thursday May 19, 2011
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 5:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Langdon, Krueger, Zelinski, Englebert, Benner, Klein, Taylor, Sevenich
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Lt. Bouchard, DPW Radtke, CDD Keil,
C/T Stoffel

D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

1. Mike Hagen, Developer of Woodland Hills and Silver Birch Subdivisions.
Gave brief history of development of subdivisions.
2. Jim Longo, 1064 Kernan Ave. Opposed to sidewalks in Woodland Hills Subdivision.
3. John Van Abel, 2483 Whistling Swan Court. Opposed to sidewalks in Woodland Hills Subd.
4. Cindy Zelinski, 1112 Kernan Ave. Opposed to sidewalks in Woodland Hills Subd.
5. Karen Ziemer, 2449 Whistling Swan Court. Opposed to sidewalks in Woodland Hills Subd.
6. Mary Jane Longo, 1064 Kernan Ave. Opposed to sidewalks in Woodland Hills Subd.
7. William Kwasny, 2381 Woodland Hills Dr. Separate sidewalks from street project.
8. Anna Vargo, 1000 Kernan Ave. Comments of sidewalks in Woodland Hills Subdivision
9. Chris Bohne, 2413 Woodland Hills Dr. Comments on sidewalks in Woodland Hills.
10. Randy Heule, 1118 Kernan Ave. Opposed to sidewalks in Woodland Hills Subd.
11. Craig Kubiak, 969 Kernan Ave. Opposed to sidewalks in Woodland Hills Subd.
12. Linda White, 2463 Whistling Swan Ct. Comments on sidewalks in Woodland Hills Subd.

E. ACTION ITEMS

1. Recommendation to Award - Contract Unit No. 2011-02; New Street Construction, Concrete Curb and Gutter/Concrete Walk, Sam Sommers Concrete, \$138,030.24 (Recommendation of Board of Public Works, 5/16/11)

Moved by Ald. Taylor, seconded by Ald. Sevenich to approve Recommendation to Award Contract Unit No. 2011-01, New Street Construction, Concrete Curb and Gutter/Concrete Walk , Sam Sommers Concrete, \$138,030.24.

Lengthly discussion ensued on safety issues, current sidewalk policy, removing concrete walk from contract, installing sidewalks at a later date.

Moved by Ald. Zelinski, seconded by Ald. Krueger to amend, award Contract Unit No. 2011-02 to Sam Sommers Concrete and direct staff to seek a change order to remove concrete sidewalks from the project.

Motion on amendment carried on roll call 5-3

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

Ald. Taylor, Englebert, Benner – no

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

2. Change Order to Contract Unit No. 2011-02 removing Concrete Walk along Woodland Hills Drive (Ald. Benner)
No Action.

F. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Klein to adjourn at 6:54 p.m.
Motion carried on voice vote.

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

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 5/19/11-6/1/11 Checks # 29572-29795	\$ 828,528.72
Payroll Checks for 5/19/11-6/2/11	<u>317,867.95</u>
Total	\$ 1,146,396.67

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: 5/19/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCENT FLORAL & GIFTS LLC	29572	5/19/2011	28983	100-0408-552.30-16	40.00	TOM DEROUIN
			Total for check: 29572		<u>40.00</u>	
ALLIED GLOVE & SAFETY PRODUCTS	29573	5/19/2011	1/885610	100-1016-543.30-18	155.56	PIGSKIN GLOVES
			Total for check: 29573		<u>155.56</u>	
APEX SOFTWARE	29574	5/19/2011	264193	100-0402-513.21-04	215.00	SKETCHING SOFTWARE
			Total for check: 29574		<u>215.00</u>	
AT&T	29575	5/19/2011	920R09453005	100-1001-514.22-01	113.90	MONTHLY SERVICE MAY 4 THRU JUN 3
			601-1020-543.22-01		292.50	MONTHLY SERVICE MAY 4 THRU JUN 3
			Total for check: 29575		<u>406.40</u>	
BECK ELECTRIC INC	29576	5/19/2011	H39	100-1008-541.24-04	1,976.35	LIGHTING STORM DAMAGE
				100-1012-541.24-04	348.77	LIGHTING STORM DAMAGE
			Total for check: 29576		<u>2,325.12</u>	
BRUCE MUNICIPAL EQUIPMENT INC	29577	5/19/2011	5111482	731-1022-541.38-03	334.17	POSITION SENDER/ BRAKE CABLE
		5/19/2011	5111556	731-1022-541.38-03	105.52	CABLE-PUSH PULL
		5/19/2011	5111566	731-1022-541.38-03	243.53	SHIFTER CABLE
		5/19/2011	5111567	731-1022-541.38-03	180.63	SPRING
			Total for check: 29577		<u>863.85</u>	
CDW GOVERNMENT INC	29578	5/19/2011	XFG7005	100-0403-513.30-12	17.78	COMFORT MOUSE
			Total for check: 29578		<u>17.78</u>	
CLEAN WATER TESTING LLC	29579	5/19/2011	0063941-IN	100-0501-522.24-03	71.00	WATER TESTING NEW FIRE STATION
			Total for check: 29579		<u>71.00</u>	

AP Check Register
Check Date: 5/19/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CULLIGAN WATERCARE SERVICES	29580	5/19/2011	043011	100-1001-514.20-01	17.85	COOLER RENTAL
				731-1022-541.30-13	5.95	COOLER RENTAL
				Total for check: 29580	23.80	
DEWITT ROSS & STEVENS SC	29581	5/19/2011	912750	267-0102-581.21-01	2,738.45	PROFESSIONAL SERVICES STEAM UTILITY
				Total for check: 29581	2,738.45	
FABCO EQUIPMENT INC	29582	5/19/2011	C105611	731-1022-541.38-03	(188.69)	END EDGE CREDIT
		5/19/2011	C115101	731-1022-541.38-03	930.75	CYLINDER/SWITCH
		5/19/2011	C115110	731-1022-541.38-03	857.42	CYLINDER G
			Total for check: 29582		1,599.48	
GRAINGER INC	29583	5/19/2011	9522057083	100-0501-522.24-03	96.44	Key Control Cabinet New Station 36
			Total for check: 29583		96.44	
GREEN BOYZ	29584	5/19/2011	042711	100-0801-521.20-06	95.00	CRABGRASS PREVENTER
			Total for check: 29584		95.00	
GUNDERSON UNIFORM & LINEN RENTAL	29585	5/19/2011	1406649	100-0801-521.30-13	28.19	TOWEL/MAT SERVICE
			Total for check: 29585		28.19	
HOTSY CLEANING SYSTEMS INC	29586	5/19/2011	0075162-IN	731-1022-541.30-18	345.00	PANEL WASH
			Total for check: 29586		345.00	
INDEPENDENT INSPECTIONS LTD	29587	5/19/2011	304863	100-0301-523.21-06	5,207.94	APRIL PERMITS
			Total for check: 29587		5,207.94	

AP Check Register
Check Date: 5/19/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
JX ENTERPRISES INC	29588	5/19/2011	G-211160030	731-1022-541.38-03	95.97	STOCK	
				Total for check: 29588	95.97		
KONE INC	29589	5/19/2011	220629108	100-1001-514.20-01	255.33	CONTRACT MAINTENANCE	
				Total for check: 29589	255.33		
KONICEK ENVIRONMENTAL CONSULTANTS	29590	5/19/2011	2411	100-0000-122.03-00	4,327.80	87 RACINE ST	
				Total for check: 29590	4,327.80		
KUNDINGER FLUID POWER INC	29591	5/19/2011	50135396	731-1022-541.38-03	41.67	HOSE ASSY	
				Total for check: 29591	41.67		
MATTHEWS TIRE & SERVICE CENTER	29592	5/19/2011	211586	731-1022-541.38-02	64.96	VALVE STEM/LABOR	
				211625	731-1022-541.38-02	522.80	TIRES
				38028	731-1022-541.38-02	27.01	Repair Flat Tire
				38030	731-1022-541.38-02	439.66	Michelin Tires/Labor
				38086	731-1022-541.38-02	27.01	FLAT REPAIR
Total for check: 29592	1,081.44						
MELISSA BUELOW	29593	5/19/2011	BUELOW	100-0000-441.23-00	140.00	PARK RENTAL REFUND	
				Total for check: 29593	140.00		
MENASHA EMPLOYEES CREDIT UNION	29594	5/19/2011	20110519	100-0000-202.05-00	16,112.00	PAYROLL SUMMARY	
				Total for check: 29594	16,112.00		
MENASHA JOINT SCHOOL DISTRICT	29595	5/19/2011	MAYMOBHOME	100-0000-412.00-00	6,288.64	MOBILE HOME MAY 2011	
				Total for check: 29595	6,288.64		
MENASHA POLICE DEPARTMENT	29596	5/19/2011	PETTYCASH	100-0801-521.30-11	44.00	PETTY CASH REIMBURSE	

AP Check Register
Check Date: 5/19/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA POLICE DEPARTMENT...	29596...	5/19/2011...	PETTYCASH...	100-0801-521.30-18	25.85	PETTY CASH REIMBURSE
				100-0801-521.34-04	7.25	PETTY CASH REIMBURSE
				Total for check: 29596	77.10	
MENASHA UTILITIES	29597	5/19/2011	040511	100-1012-541.22-03	2,435.55	PUBLIC STREET LIGHTING
		5/19/2011	043011	100-1012-541.22-03	13,894.82	PUBLIC STREET LIGHTING
		5/19/2011	BILLING#3	100-1008-541.22-03	763.47	ELEC OR WATER OR STORM
				100-1008-541.22-05	57.43	ELEC OR WATER OR STORM
				601-1020-543.22-03	47.86	ELEC OR WATER OR STORM
				100-0704-552.22-03	183.18	ELEC OR WATER OR STORM
				100-0704-552.22-05	754.00	ELEC OR WATER OR STORM
				731-1022-541.22-03	1,511.79	ELEC OR WATER OR STORM
				731-1022-541.22-05	407.21	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	1,434.19	ELEC OR WATER OR STORM
				100-0801-521.22-05	276.59	ELEC OR WATER OR STORM
				100-0801-521.22-06	62.71	ELEC OR WATER OR STORM
				100-0000-123.00-00	1,038.55	ELEC OR WATER OR STORM
				100-0000-123.00-00	200.29	ELEC OR WATER OR STORM
				100-0601-551.22-03	3,985.76	ELEC OR WATER OR STORM
				100-0601-551.22-05	435.06	ELEC OR WATER OR STORM
				100-0601-551.22-06	103.75	ELEC OR WATER OR STORM
				100-1019-552.22-03	301.75	ELEC OR WATER OR STORM
				100-1019-552.22-05	12.11	ELEC OR WATER OR STORM
				100-0000-123.00-00	7.28	ELEC OR WATER OR STORM
				100-0703-553.22-03	1,514.33	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
				100-0000-123.00-00	45.41	ELEC OR WATER OR STORM
				Total for check: 29597	32,063.70	
MENASHA UTILITIES	29598	5/19/2011	051711	267-0102-581.22-03	1,544.33	INTERDEPARTMENTAL SALES

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	29598...	5/19/2011...	051711...	267-0102-581.22-05	151.30	INTERDEPARTMENTAL SALES
			Total for check: 29598		1,695.63	
MORTON SAFETY	29599	5/19/2011	573473	731-1022-541.30-18	9.29	FOAM LINED GLOVES
			574775	731-1022-541.30-18	19.50	RAINSUIT
			Total for check: 29599		28.79	
N&M AUTO SUPPLY	29600	5/19/2011	359017	731-1022-541.38-03	8.52	LUG NUT
			359654	731-1022-541.38-03	30.90	DRIVEBELT TENSIONER ASSY
			Total for check: 29600		39.42	
NEENAH-MENASHA MUNICIPAL COURT	29601	5/19/2011	BOND	100-0000-201.03-00	328.00	BOND
				100-0000-201.03-00	328.00	BOND
				100-0000-201.03-00	139.00	BOND
			Total for check: 29601		795.00	
NEW TITLE SERVICES &	29602	5/19/2011	REHAB	263-0306-562.70-01	6,500.00	WCHA/HOME REHAB
			Total for check: 29602		6,500.00	
NORTHERN MANAGEMENT	29603	5/19/2011	2-870	100-0000-441.13-00	289.41	REFUND ADDL REFUSE CHG
			Total for check: 29603		289.41	
PACKER CITY INTERNATIONAL	29604	5/19/2011	3-211120048	731-1022-541.38-03	127.28	FILTERS/MIRROR/HYDRAULI
			3-211170091	731-1022-541.38-03	23.70	LUBE FILTER
			Total for check: 29604		150.98	
DENISE QUICK	29605	5/19/2011	MILEAGE	100-1001-514.33-01	9.00	MILEAGE REIMBURSE
			Total for check: 29605		9.00	

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RIESTERER & SCHNELL INC	29606	5/19/2011	218388	731-1022-541.38-03	7.50	7.50 OIL FILTER
	Total for check: 29606					7.50
SANOFI PASTEUR INC	29607	5/19/2011	98465068	100-0903-531.30-18	165.20	Tubersol
	Total for check: 29607					165.20
JENNIFER SASSMAN	29608	5/19/2011	MILEAGE	100-0401-513.34-01	130.50	130.50 MILEAGE REIMBURSE CVMIC SUPERVISOR TRAINING
	Total for check: 29608					130.50
SCHICHEL'S NURSERY INC	29609	5/19/2011	001204801	826-0706-561.30-18	1,200.00	TREES
				100-0706-561.30-18	865.00	TREES
				625-0706-561.30-18	2,000.00	TREES
Total for check: 29609					4,065.00	
TRADER PLUMBING	29610	5/19/2011	34835	100-0703-553.24-03	369.11	PLUMBING REPAIR SMITH PARK
	Total for check: 29610					369.11
UNIFIRST CORPORATION	29611	5/19/2011	097 0086401	731-1022-541.20-01	107.58	MAT/MOP/CLOTHING SERVICE
	Total for check: 29611					107.58
UNIFORM SHOPPE	29612	5/19/2011	198381	100-0804-521.30-18	162.95	UNIFORM GEAR
		5/19/2011	198388	100-0804-521.30-18	213.90	UNIFORM GEAR
		5/19/2011	198392	100-0804-521.30-18	221.95	UNIFORM GEAR
		5/19/2011	198393	100-0804-521.30-18	33.00	UNIFORM GEAR
		5/19/2011	198394	100-0804-521.30-18	131.95	UNIFORM GEAR
	5/19/2011	198395	100-0804-521.30-18	83.95	UNIFORM GEAR	
Total for check: 29612					847.70	

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UNITED WAY FOX CITIES	29613	5/19/2011	20110519	100-0000-202.09-00	118.16	118.16 PAYROLL SUMMARY
			Total for check: 29613		<u>118.16</u>	
UW-FOX VALLEY	29614	5/19/2011	11-22087	100-0405-513.21-08	1,130.00	1,130.00 VIDEOTAPE COUNCIL
		5/19/2011	11-22090	100-0405-513.21-08	155.00	155.00 VIDEOTAPE COUNCIL
			Total for check: 29614		<u>1,285.00</u>	
WC INDUSTRIAL SUPPLY COMPANY	29615	5/19/2011	0013265-IN	731-1022-541.38-03	110.80	110.80 STOCK
			Total for check: 29615		<u>110.80</u>	
WE ENERGIES	29616	5/19/2011	050211	100-0903-531.22-04	28.68	28.68 316 RACINE ST
		5/19/2011	NORTH	100-0701-533.22-03	9.21	9.21 NORTH ST
				100-0701-533.22-03	8.81	8.81 NORTH ST
			Total for check: 29616		<u>46.70</u>	
WE ENERGIES	29617	5/19/2011	UTIL	267-0102-581.22-04	772.67	772.67 STEAM UTILITY
			Total for check: 29617		<u>772.67</u>	
WI SCTF	29618	5/19/2011	20110519	100-0000-202.03-00	130.00	130.00 PAYROLL SUMMARY
			Total for check: 29618		<u>130.00</u>	
WINNEBAGO COUNTY CLERK OF COURTS	29619	5/19/2011	BOND	100-0000-201.03-00	350.00	350.00 BOND
			Total for check: 29619		<u>350.00</u>	
WINS CPS-TRAINING	29620	5/19/2011	SRN.23	100-0915-531.32-02	43.00	43.00 2011 Renewal
			Total for check: 29620		<u>43.00</u>	Safe Ride Newsletter

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WIRE TECHNOLOGIES INC	29621	5/19/2011	22532	100-0501-522.24-03	805.00	Amplifier/New Station
				Total for check: 29621	805.00	
WISCOLIFT INC	29622	5/19/2011	123434	731-1022-541.30-18	54.00	REPAIR WALL
				Total for check: 29622	54.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	29623	5/19/2011	20110519	100-0000-202.06-00	300.00	PAYROLL SUMMARY
				Total for check: 29623	300.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	29624	5/19/2011	20110519	100-0000-202.07-00	263.25	PAYROLL SUMMARY
				Total for check: 29624	263.25	
WISCONSIN SUPPORT COLLECTIONS	29625	5/19/2011	20110519	100-0000-202.03-00	1,297.32	PAYROLL SUMMARY
				Total for check: 29625	1,297.32	
					95,489.38	

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ADT SECURITY SERVICES INC	29626	5/23/2011	46760590	100-0601-551.24-03	206.00	BLDG REPAIR/MAINTENANCE
			Total for check: 29626		<u>206.00</u>	
AMAZON	29627	5/23/2011	012335560907	100-0601-551.30-14	14.99	LIBRARY MATERIALS
		5/23/2011	077014944174	100-0601-551.30-14	31.98	LIBRARY MATERIALS
		5/23/2011	130472084997	100-0601-551.30-14	(1.00)	CREDIT
		5/23/2011	130472360919	100-0601-551.30-14	45.97	LIBRARY MATERIALS
		5/23/2011	130473412685	100-0601-551.30-14	40.97	LIBRARY MATERIALS
		5/23/2011	130477865580	100-0601-551.30-14	39.96	LIBRARY MATERIALS
		5/23/2011	130479160351	100-0601-551.30-14	257.19	LIBRARY MATERIALS
		5/23/2011	130479414444	100-0601-551.30-14	106.31	LIBRARY MATERIALS
		5/23/2011	210608009810	100-0601-551.30-14	16.99	LIBRARY MATERIALS
		5/23/2011	210609042191	100-0601-551.30-14	59.96	LIBRARY MATERIALS
			Total for check: 29627		<u>613.32</u>	
AUDIOGO	29628	5/23/2011	417927	100-0601-551.30-14	367.31	LIBRARY MATERIALS
			Total for check: 29628		<u>367.31</u>	
BAKER & TAYLOR INC	29630	5/23/2011	2025728111	100-0601-551.30-14	490.94	LIBRARY MATERIALS
		5/23/2011	2025734149	100-0601-551.30-14	31.99	LIBRARY MATERIALS
		5/23/2011	2025736002	100-0601-551.30-14	72.70	LIBRARY MATERIALS
		5/23/2011	2025739701	100-0601-551.30-14	386.81	LIBRARY MATERIALS
		5/23/2011	2025744093	100-0601-551.30-14	458.78	LIBRARY MATERIALS
		5/23/2011	2025750077	100-0601-551.30-14	139.35	LIBRARY MATERIALS
		5/23/2011	2025759359	100-0601-551.30-14	212.13	LIBRARY MATERIALS
		5/23/2011	2025759364	100-0601-551.30-14	41.94	LIBRARY MATERIALS
		5/23/2011	2025759902	100-0601-551.30-14	289.01	LIBRARY MATERIALS
		5/23/2011	2025761005	100-0601-551.30-14	55.94	LIBRARY MATERIALS
		5/23/2011	2025763506	100-0601-551.30-14	270.61	LIBRARY MATERIALS
		5/23/2011	2025767607	100-0601-551.30-14	615.56	LIBRARY MATERIALS
		5/23/2011	2025780475	100-0601-551.30-14	145.40	LIBRARY MATERIALS
		5/23/2011	2025780621	100-0601-551.30-14	329.67	LIBRARY MATERIALS
		5/23/2011	2025788404	100-0601-551.30-14	32.17	LIBRARY MATERIALS

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BAKER & TAYLOR INC...	29630...	5/23/2011	2025790836	100-0601-551.30-14	287.66	LIBRARY MATERIALS
		5/23/2011	2025800654	100-0601-551.30-14	104.55	LIBRARY MATERIALS
		5/23/2011	2025805194	100-0601-551.30-14	200.61	LIBRARY MATERIALS
		5/23/2011	2025805229	100-0601-551.30-14	38.00	LIBRARY MATERIALS
		5/23/2011	2025808488	100-0601-551.30-14	315.99	LIBRARY MATERIALS
		5/23/2011	2025812717	100-0601-551.30-14	236.87	LIBRARY MATERIALS
		5/23/2011	2025818632	100-0601-551.30-14	58.78	LIBRARY MATERIALS
		5/23/2011	2025820823	100-0601-551.30-14	380.64	LIBRARY MATERIALS
		5/23/2011	150605440	100-0601-551.30-14	17.99	LIBRARY MATERIALS
		5/23/2011	150605441	100-0601-551.30-14	34.75	LIBRARY MATERIALS
	5/23/2011	152181670	100-0601-551.30-14	17.99	LIBRARY MATERIALS	
	5/23/2011	152181671	100-0601-551.30-14	7.19	LIBRARY MATERIALS	
			Total for check: 29630		5,274.02	
BARNES & NOBLE BOOKSELLERS	29631	5/23/2011	2058506	100-0601-551.30-14	646.11	LIBRARY MATERIALS
			Total for check: 29631		646.11	
BATTERIES PLUS-502	29632	5/23/2011	132437	100-0601-551.24-03	39.98	BLDG REPAIR/MAINTENANCE
			Total for check: 29632		39.98	
BOOK FARM INC	29633	5/23/2011	0023757	100-0601-551.30-14	50.35	LIBRARY MATERIALS
			Total for check: 29633		50.35	
THOMAS BOUREGY & CO INC	29634	5/23/2011	64395A	100-0601-551.30-14	139.50	LIBRARY MATERIALS
			Total for check: 29634		139.50	
BRAZEE ACE HARDWARE	29635	5/23/2011	013242	100-0601-551.24-03	7.75	BLDG REPAIR/MAINTENANCE
			Total for check: 29635		7.75	
BRILLIANCE AUDIO INC	29636	5/23/2011	IN0601990	100-0601-551.30-14	181.42	LIBRARY MATERIALS
	5/23/2011	IN0602320	100-0601-551.30-14	38.48	LIBRARY MATERIALS	

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BRILLIANCE AUDIO INC...	29636...	5/23/2011	IN0602739	100-0601-551.30-14	49.48	LIBRARY MATERIALS
		5/23/2011	IN0602924	100-0601-551.30-14	49.48	LIBRARY MATERIALS
			Total for check: 29636		318.86	
BRODART CO	29637	5/23/2011	182036	100-0601-551.30-18	267.52	DEPT SUPPLIES
			Total for check: 29637		267.52	
ANNE CORAY	29638	5/23/2011	05192011	100-0601-551.30-14	52.45	LIBRARY MATERIALS
			Total for check: 29638		52.45	
ELISHA D SMITH PUBLIC LIBRARY	29639	5/23/2011	05192011	100-0601-551.33-03	58.38	MEALS REIMBURSEMENT
			Total for check: 29639		58.38	
FINDAWAY WORLD LLC	29640	5/23/2011	50345	100-0601-551.30-14	377.15	LIBRARY MATERIALS
			Total for check: 29640		377.15	
GALE	29641	5/23/2011	17156463	100-0601-551.30-14	25.59	LIBRARY MATERIALS
		5/23/2011	17159604	100-0601-551.30-14	72.78	LIBRARY MATERIALS
		5/23/2011	17162472	100-0601-551.30-14	38.93	LIBRARY MATERIALS
		Total for check: 29641		137.30		
GANNETT WISCONSIN MEDIA	29642	5/23/2011	05192011	100-0601-551.30-14	208.71	LIBRARY MATERIALS
			Total for check: 29642		208.71	
GENERAL BOOK COVERS	29643	5/23/2011	11169	100-0601-551.30-18	121.97	DEPT SUPPLIES
			Total for check: 29643		121.97	
KATHY HANNAH	29644	5/23/2011	05192011	100-0601-551.33-01	85.50	MILEAGE REIMBURSEMENT
				100-0601-551.33-02	115.00	REGISTRATION REIMBURSED

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KATHY HANNAH...	29644...	5/23/2011...	05192011...	100-0601-551.33-03	124.81	LODGING REIMBURSEMENT
			Total for check: 29644		325.31	
ETHAN KIMBALL	29645	5/23/2011	05192011	100-0601-551.30-14	14.00	LIBRARY MATERIALS
			Total for check: 29645		14.00	
KITZ & PFEIL INC	29646	5/23/2011	0411140060	100-0601-551.30-13	18.23	HOUSEKEEPING SUPPLIES
			Total for check: 29646		18.23	
KONE INC	29647	5/23/2011	150489900	100-0601-551.24-03	220.64	BLDG REPAIR/MAINTENANCE
			Total for check: 29647		220.64	
LAKELAND CHEMICAL SPECIALTIES	29648	5/23/2011	31484	100-0601-551.24-03	263.00	BLDG REPAIR & MAINTENANCE
			Total for check: 29648		263.00	
LIBRARY STORE INC	29649	5/23/2011	835245	100-0601-551.30-18	74.61	DEPT SUPPLIES
			Total for check: 29649		74.61	
MENARDS-APPLETON EAST	29650	5/23/2011	2997	100-0601-551.30-13	39.98	HOUSEKEEPING SUPPLIES
			Total for check: 29650		39.98	
MIDWEST TAPE	29651	5/23/2011	2487077	100-0601-551.30-14	25.99	LIBRARY MATERIALS
		5/23/2011	2492953	100-0601-551.30-14	23.98	LIBRARY MATERIALS
		5/23/2011	2498940	100-0601-551.30-14	72.42	LIBRARY MATERIALS
		5/23/2011	2505096	100-0601-551.30-14	94.45	LIBRARY MATERIALS
		Total for check: 29651		216.84		

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MILWAUKEE MAP SERVICE INC	29652	5/23/2011	325825	100-0601-551.30-14	54.70	LIBRARY MATERIALS
			Total for check: 29652		54.70	
NETWORK HEALTH SYSTEM INC	29653	5/23/2011	268577DUP	100-0601-551.21-05	104.00	PROF SERVICES - MEDICAL
			Total for check: 29653		104.00	
PIGGLY WIGGLY MIDWEST LLC	29654	5/23/2011	6710378	100-0601-551.30-16	83.60	PROGRAM SUPPLIES
			6746098	100-0601-551.30-16	50.07	PROGRAM SUPPLIES
			Total for check: 29654		133.67	
PROQUEST LLC	29655	5/23/2011	US10010840	100-0601-551.30-14	1,025.00	LIBRARY MATERIALS
			Total for check: 29655		1,025.00	
QUILL CORPORATION	29656	5/23/2011	3716977	100-0601-551.30-10	20.32	OFFICE SUPPLIES
			3716977DUP	100-0601-551.30-13	41.13	HOUSEKEEPING SUPPLIES
			Total for check: 29656		61.45	
RANDOM HOUSE INC	29657	5/23/2011	1081264096	100-0601-551.30-14	110.25	LIBRARY MATERIALS
			1081322722	100-0601-551.30-14	209.88	LIBRARY MATERIALS
			1081343074	100-0601-551.30-14	26.25	LIBRARY MATERIALS
			1081375964	100-0601-551.30-14	37.50	LIBRARY MATERIALS
			1181375964	100-0601-551.30-14	67.50	LIBRARY MATERIALS
		Total for check: 29657		451.38		
RECORDED BOOKS LLC	29658	5/23/2011	74165832	100-0601-551.30-14	239.40	LIBRARY MATERIALS
			74207169	100-0601-551.30-14	206.60	LIBRARY MATERIALS
			Total for check: 29658		446.00	

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KRISTIN SEEFELDT	29659	5/23/2011	05192011	100-0601-551.33-03	5.85	MEAL REIMBURSEMENT
				Total for check: 29659	5.85	
UNIQUE BOOKS INC	29660	5/23/2011	354925.2	100-0601-551.30-14	15.70	LIBRARY MATERIALS
		5/23/2011	354926.2	100-0601-551.30-14	15.70	LIBRARY MATERIALS
			Total for check: 29660		31.40	
UNIQUE MANAGEMENT SERVICES INC	29661	5/23/2011	209615	100-0000-441.19-00	196.90	COLLECTION AGENCY FEE
			Total for check: 29661		196.90	
UNITED PAPER CORPORATION	29662	5/23/2011	38024	100-0601-551.30-13	249.25	HOUSEKEEPING SUPPLIES
			Total for check: 29662		249.25	
WINNEFOX LIBRARY SYSTEM	29663	5/23/2011	4053	100-0601-551.30-14	49.00	LIBRARY MATERIALS
		5/23/2011	4070	100-0601-551.30-11	1,399.18	POSTAGE SUPPLIES
			Total for check: 29663		1,448.18	
					14,267.07	

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ACCURATE	29664	5/26/2011	1106563	731-1022-541.30-18	45.91	SHOP SUPPLIES
		5/26/2011	1106555	731-1022-541.38-03	65.36	V BELT/TENSIONER
		5/26/2011	1106751	731-1022-541.38-03	48.93	GAS SHOCK ABSORBER
				Total for check: 29664	160.20	
AIRGAS NORTH CENTRAL	29665	5/26/2011	105157105	731-1022-541.21-06	68.22	ACETYLENE/ARGON/OXYGEN CYLINDER RENTAL
				Total for check: 29665	68.22	
ALLIED GLOVE & SAFETY PRODUCTS	29666	5/26/2011	1885511	731-1022-541.30-18	78.57	LEATHER GLOVES
				Total for check: 29666	78.57	
AMERICAN RED CROSS	29667	5/26/2011	6895	100-0703-553.34-02	40.00	CPR TRAINING
				731-1022-541.34-02	85.00	CPR TRAINING
				Total for check: 29667	125.00	
APARSI SOLUTIONS LLC	29668	5/26/2011	1854APA	100-0801-521.21-06	87.50	INTERPRETATION
				Total for check: 29668	87.50	
CITY OF APPLETON	29669	5/26/2011	198476	100-0302-542.25-01	15,683.00	Valley Transit May 2011
				Total for check: 29669	15,683.00	
ASSOCIATED APPRAISAL CONSULTANTS	29670	5/26/2011	11049	100-0402-513.21-09	4,841.67	PROFESSIONAL SERVICES
				100-0402-513.30-11	35.64	POSTAGE
		5/26/2011	11050	100-0402-513.21-04	59.76	INTERNET POSTING 6640 PARCELS
				Total for check: 29670	4,937.07	
BADGER LAB & ENGINEERING INC	29671	5/26/2011	INV000044783	601-1020-543.21-02	301.00	WASTEWATER SAMPLING MENASHA UTILITIES
				Total for check: 29671	301.00	

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BAYCOM INC	29672	5/26/2011	131924	100-0501-522.24-03	525.00	525.00 REMOVE/RELOCATE EQPT
				Total for check: 29672	525.00	
BERGSTROM	29673	5/26/2011	6045	731-1022-541.29-04	60.00	60.00 REPAIR SQUEAK
				Total for check: 29673	60.00	
BERGSTROM	29674	5/26/2011	110690	100-0801-521.80-03	23,735.00	23,735.00 2012 FORD CROWN VICTORIA
				Total for check: 29674	23,735.00	
BLUE PRINT SERVICE CO INC	29675	5/26/2011	41888	100-1002-541.21-02	107.10	107.10 Paper/Roll/Ink
				625-1010-541.21-02	35.70	35.70 Paper/Roll/Ink
				100-1002-541.30-18	363.54	363.54 Paper/Roll/Ink
				625-1010-541.30-18	121.18	121.18 Paper/Roll/Ink
			Total for check: 29675	627.52		
BRAZEE ACE HARDWARE	29676	5/26/2011	013259	100-0703-553.24-03	2.98	2.98 COPPER
			013262	100-0703-553.30-18	8.59	8.59 DUCT TAPE/FASTENERS
			Total for check: 29676		11.57	
BRUCE MUNICIPAL EQUIPMENT INC	29677	5/26/2011	5111660	731-1022-541.38-03	218.07	218.07 HYD OIL FILTER
			5111666	731-1022-541.38-03	42.65	42.65 LATCH-SLAM PADDLE
			Total for check: 29677		260.72	
CASCADE ENGINEERING	29678	5/26/2011	38591	100-1016-543.30-15	1,000.00	1,000.00 2 YD BLUE DK REAR LOAD
			Total for check: 29678		1,000.00	
CDW GOVERNMENT INC	29679	5/26/2011	XGH2102	100-0801-521.30-12	13.92	13.92 DIGITAL STOR SLEEVES
			Total for check: 29679		13.92	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CHULA VISTA RESORT	29680	5/26/2011	A53582	743-0403-513.34-03	184.00	ROOM
				Total for check: 29680	184.00	
				29681	5/26/2011	220303
			Total for check: 29681		30.26	
DEROUIN, LINDA	29682	5/26/2011	MR Refund	100-0000-123.00-00	0.42	DEROUIN, LINDA MR Refund Voucher
				100-0000-123.00-00	13.06	DEROUIN, LINDA MR Refund Voucher
				Total for check: 29682	13.48	
DIGICORPORATION	29683	5/26/2011	111402	100-0405-513.29-01	1,947.00	HORIZON NEWSLETTER
				266-1027-543.29-01	2,597.00	IN THE WORKS NEWSLETTER
				100-0702-552.29-01	59.00	FISHING CLINIC POSTERS
			Total for check: 29683		4,603.00	
DUMKE & ASSOCIATES &	29684	5/26/2011	JUNE2011	100-0903-531.29-06	2,077.50	316 RACINE ST RENT JUNE 2011
				Total for check: 29684	2,077.50	
				29687	5/26/2011	1115
CARDMEMBER SERVICE	29687	5/26/2011		100-0801-521.34-03	240.00	BLUE HARBOR
				100-0000-132.00-00	63.04	CRESCENT ELECTRIC BATTERIES
				100-0914-531.30-18	42.50	PUBLIC HEALTH FOUNDATION
				100-0704-552.22-01	22.60	VONAGE WIRELESS PHONE
				100-0401-513.34-03	15.17	JOSE'S BLUE SOMRE
				743-0403-513.34-04	12.95	EXPERTS EXCHANGE LLC ONLINE TECH DATABASE
				100-0000-132.00-00	100.00	CRESCENT ELECTRIC BATTERIES
				100-0501-522.24-03	79.58	PARTSMART STATION 35 STAT
				100-0801-521.24-03	18.00	APPLETON ELECTRONICS IND LIGHTS
				100-0920-531.24-03	23.50	LOWES MULCH
				100-0601-551.30-13	179.51	ATLANTA LIGHT BULBS LIB EMERGENCY LIGHT
				824-0801-521.30-18	90.78	TAILWAGGERS

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	29687...	5/26/2011	341	100-0702-552.34-02	50.00	WIS PARK AND REC WORKSHOP
		5/26/2011	3821	100-0903-531.24-04	7.34	RADIO SHACK HEALTH 9V BATTERIES
		5/26/2011	3897	100-0702-552.29-03	25.59	FACEBOOK ADS
		5/26/2011	394	100-0702-552.29-03	9.28	FACEBOOK ADS
		5/26/2011	4258	100-0601-551.30-10	169.64	CUSTOM USB PRODUCTS
		5/26/2011	5227	743-0403-513.30-15	279.98	BEST BUY EMER HARDDRIVE
		5/26/2011	5443	100-0000-201.03-00	(19.89)	NRA SERVS SAFE RETURN
		5/26/2011	5446	100-0401-513.34-03	80.00	BROOKFIELD SUITES
		5/26/2011	567	743-0403-513.30-15	165.00	WWW.ALLHADD.COM EMER HARDDRIVE
		5/26/2011	5978	100-0706-561.30-18	1,436.00	MILLS FLEET FARM STAKES FOR TREES
		5/26/2011	6052	743-0403-513.30-15	129.02	ITWORLDZ.COM EMER HARDDRIVE
		5/26/2011	646	100-1001-514.30-18	189.40	ONLINE STORES.COM FLAGS FLAGS
		5/26/2011	6757	100-0702-552.29-03	26.22	FACEBOOK ADS
		5/26/2011	68	731-1022-541.24-03	33.05	FAMCO PWF CHIMNEY CAP
		5/26/2011	7043	100-0903-531.34-02	125.00	WPHA
		5/26/2011	7056	100-0906-531.34-02	50.00	WPHA
		5/26/2011	7366	100-0702-552.30-18	39.90	ARBOR DAY FOUNDATION PLAQUE
		5/26/2011	7548	100-1001-514.30-10	268.68	AMAZON COLOR TONER
		5/26/2011	763	100-0401-513.34-03	13.03	CHAMPPS AMERICANA REST
		5/26/2011	8814	100-0601-551.33-03	58.64	NAUTS LANDING
	5/26/2011		100-0000-132.00-00	112.47	ULINE SUPPLIES CLEAR BAGS	
			Total for check: 29687		4,120.98	
FOX VALLEY HUMANE ASSOCIATION	29688	5/26/2011	APRIL2011	100-0806-532.25-01	1,372.55	7 ANIMALS HANDLED APRIL 2011
			Total for check: 29688		1,372.55	
IMPERIAL SUPPLIES LLC	29689	5/26/2011	GY0312	731-1022-541.30-18	53.38	LEATHER GLOVES
			Total for check: 29689		53.38	
INTERSTATE BATTERY OF GREEN BAY	29690	5/26/2011	180345	731-1022-541.38-03	76.95	BATTERY
		5/26/2011	90068360	731-1022-541.38-03	78.95	STOCK

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INTERSTATE BATTERY OF GREEN BAY...	29690...	5/26/2011	90068614	731-1022-541.38-03	80.95	BATTERY
			Total for check: 29690		<u>236.85</u>	
JOHN DEERE CREDIT	29691	5/26/2011	57660986	100-0706-561.30-18	49.85	AQUAGEL PAIL
			Total for check: 29691		<u>49.85</u>	
JP MORGAN CHASE BANK NA	29692	5/26/2011	516800	267-0102-581.21-03	3,000.00	ADMINISTRATION FEE
			Total for check: 29692		<u>3,000.00</u>	
KAEMPFER & ASSOCIATES INC	29693	5/26/2011	10644	601-1020-543.21-02	685.30	IND DISC REG PROG NEENAH SS DISCHARGE
		5/26/2011	16043	601-1020-543.21-02	556.91	IND DISC REG PROG SEWER MONITORING
		5/26/2011	16045	601-1020-543.21-02	728.13	WET WEATHER FLOW BYP
		5/26/2011	16046	601-1020-543.21-02	129.54	WW COLLECTION SYS IMPROV
		5/26/2011	16047	601-1020-543.21-02	1,574.33	PHASE 4 SSES PROJ MGMT
		5/26/2011	16048	601-1020-543.21-02	3,840.02	PHASE 4 SSES DESIGN SERVICES
		5/26/2011	16049	601-1020-543.21-02	4,508.54	PHASE 4 SSES BIDDING SERVICES
			Total for check: 29693		<u>12,022.77</u>	
KEYPER SYSTEMS	29694	5/26/2011	48611	100-0801-521.29-05	83.32	Squad Keyboard Pegs
			Total for check: 29694		<u>83.32</u>	
LAKE PARK VILLAS HOMEOWNERS ASSN	29695	5/26/2011	043011	100-0305-562.51-03	437.32	LAKE PARK VILLAS PROJ
				100-0703-553.21-06	756.30	LAKE PARK VILLAS PROJ
				100-0703-553.22-03	14.37	LAKE PARK VILLAS PROJ
				100-1012-541.22-03	32.28	LAKE PARK VILLAS PROJ
				625-1010-541.22-03	26.93	LAKE PARK VILLAS PROJ
		Total for check: 29695		<u>1,267.20</u>		

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MARTENSON & EISELE INC	29696	5/26/2011	47679A	100-1009-541.21-02	14,905.80	RIGHT OF WAY PLAT
			Total for check: 29696		14,905.80	
MATTHEWS TIRE & SERVICE CENTER	29697	5/26/2011	38104	731-1022-541.38-02	27.01	FLAT REPAIR
		5/26/2011	38168	731-1022-541.38-02	35.51	FLAT REPAIR
			Total for check: 29697		62.52	
MEACHAM NURSERY LLC	29698	5/26/2011	IV11-127	100-0706-561.30-18	490.00	10 MAPLE TREES
			Total for check: 29698		490.00	
MENARDS-APPLETON EAST	29699	5/26/2011	8136	100-0501-522.24-03	77.80	TEXTURED LAY-IN 2X4
			Total for check: 29699		77.80	
MENASHA EMPLOYEES CREDIT UNION	29700	5/26/2011	20110526	100-0000-202.05-00	2,078.00	PAYROLL SUMMARY
			Total for check: 29700		2,078.00	
TOWN OF MENASHA POLICE DEPARTMENT	29701	5/26/2011	BOND	100-0000-201.03-00	873.40	BOND
			Total for check: 29701		873.40	
MENASHA UTILITIES	29702	5/26/2011	BILLING#1	100-1008-541.22-03	296.53	ELEC OR WATER OR STORM
				100-1012-541.22-03	77.35	ELEC OR WATER OR STORM
				100-0305-562.22-03	19.85	ELEC OR WATER OR STORM
				100-0305-562.22-06	15.00	ELEC OR WATER OR STORM
				100-0304-562.22-03	22.19	ELEC OR WATER OR STORM
				100-1013-541.22-03	51.82	ELEC OR WATER OR STORM
				100-1013-541.22-06	187.49	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	361.33	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

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MENASHA UTILITIES...	29702...	5/26/2011...	BILLING#1...	100-1001-514.22-03	1,219.38	ELEC OR WATER OR STORM
				100-1001-514.22-05	412.20	ELEC OR WATER OR STORM
				743-0403-513.21-04	3,061.36	ELEC OR WATER OR STORM
				100-1014-543.22-06	12.50	ELEC OR WATER OR STORM
				100-1019-552.22-03	155.58	ELEC OR WATER OR STORM
				601-1020-543.22-03	38.00	ELEC OR WATER OR STORM
				100-0000-123.00-00	15.30	ELEC OR WATER OR STORM
			297-0707-552.22-03	291.02	ELEC OR WATER OR STORM	
			Total for check: 29702		6,574.13	
MILWAUKEE SPORTING GOODS	29703	5/26/2011	09789-00	100-0702-552.30-18	295.94	SOFTBALLS/SCOREBOOKS
				Total for check: 29703	295.94	
MONOPRICE INC	29704	5/26/2011	4544855	100-1001-514.30-10	48.25	COLOR TONER
				Total for check: 29704	48.25	
MORTON SAFETY	29705	5/26/2011	575722	100-0702-552.30-18	17.73	FIRST AID SUPPLIES
				Total for check: 29705	17.73	
NACCHO	29706	5/26/2011	66126	100-0903-531.32-01	55.00	LHD MEMBERSHIP DUES
				Total for check: 29706	55.00	
NEENAH-MENASHA MUNICIPAL COURT	29707	5/26/2011	BOND	100-0000-201.03-00	139.00	BOND
				100-0000-201.03-00	202.00	BOND
				100-0000-201.03-00	202.00	BOND
				100-0000-201.03-00	328.00	BOND
				100-0000-201.03-00	328.00	BOND
				100-0000-201.03-00	328.00	BOND
			Total for check: 29707		1,527.00	
CITY OF NEENAH	29708	5/26/2011	FIRERESCUE	100-0501-522.25-01	257,692.00	NM FIRE RESCUE

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CITY OF NEENAH...	29708...	5/26/2011	GPS	100-0801-521.30-18	397.00	LIVEVIEWGPS
			Total for check: 29708		258,089.00	
NETWORK HEALTH SYSTEM INC	29709	5/26/2011	270395	100-0202-512.21-05	84.00	QUICK SCREEN WITH MRO
		5/26/2011	270403	100-0202-512.21-05	133.00	PREPLACEMENT EXAM DRUG SCREENING
			Total for check: 29709		217.00	
NORTHEAST WISCONSIN TECHNICAL	29710	5/26/2011	CS18559	100-0801-521.34-02	120.00	PUBLIC SAFETY MEDIA RELATIONS
			Total for check: 29710		120.00	
OFFICE DEPOT	29711	5/26/2011	1676141	100-0203-512.30-10	15.32	OFFICE SUPPLIES
				100-0101-511.30-10	5.20	OFFICE SUPPLIES
				100-0202-512.30-10	1.70	OFFICE SUPPLIES
				100-0201-512.30-10	30.58	OFFICE SUPPLIES
				100-0405-513.30-10	4.88	OFFICE SUPPLIES
				100-0903-531.30-10	9.54	COPY PAPER
			100-0909-531.30-10	9.54	COPY PAPER	
			Total for check: 29711		76.76	
PACKER CITY INTERNATIONAL	29712	5/26/2011	3-211190028	731-1022-541.38-03	54.98	LUBE FILTER
		5/26/2011	3-211230017	731-1022-541.38-03	43.58	AIR FILTER STOCK
			Total for check: 29712		98.56	
PSYCHOLOGICAL CONSULTANTS	29713	5/26/2011	04282011	100-0801-521.21-05	450.00	Pre-Employment Assessment
		5/26/2011	051911	100-0801-521.21-05	450.00	PSYCH ASSESSMENT POLICE CANDIDATE
			Total for check: 29713		900.00	
DR TERESA RUDOLPH	29714	5/26/2011	PHYSICIAN	100-0903-531.21-05	150.00	CITY PHYSICIAN JUNE 2011
			Total for check: 29714		150.00	

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SCHAEFFER MFG CO	29715	5/26/2011	UL4318-INV1	731-1022-541.30-18	410.40	410.40 SUPREME GEAR LUBE
			Total for check: 29715		<u>410.40</u>	
SHOPKO STORES INC	29716	5/26/2011	51144	100-0801-521.30-18	5.49	5.49 Hand Sanitizer
			Total for check: 29716		<u>5.49</u>	
SPEEDY CLEAN DRAIN & SEWER INC	29717	5/26/2011	52456	601-1020-543.21-02	370.00	370.00 TELEWISE SEWER
			Total for check: 29717		<u>370.00</u>	
STAPLES ADVANTAGE	29718	5/26/2011	3153822420	100-0403-513.30-10	25.06	25.06 OFFICE SUPPLIES
				100-1001-514.30-10	530.00	530.00 COPY PAPER
				100-1016-543.30-18	8.52	8.52 OFFICE SUPPLIES
				731-1022-541.30-10	31.26	31.26 OFFICE SUPPLIES
			100-0703-553.30-10	23.69	23.69 OFFICE SUPPLIES	
			Total for check: 29718		<u>618.53</u>	
STATE BAR OF WISCONSIN	29719	5/26/2011	1023192	100-0201-512.32-01	461.75	461.75 MEMBERSHIP DUES P CAPTAIN
			Total for check: 29719		<u>461.75</u>	
SUNGARD PUBLIC SECTOR INC	29720	5/26/2011	35692	743-0403-513.24-04	2,555.00	2,555.00 MAINTENANCE JUNE 2011
			Total for check: 29720		<u>2,555.00</u>	
THEDACARE LABORATORIES	29721	5/26/2011	201104-0	100-0000-201.17-00	443.65	443.65
			Total for check: 29721		<u>443.65</u>	
TRI-COUNTY OVERHEAD DOOR INC	29722	5/26/2011	26880	731-1022-541.24-03	425.00	425.00 DOOR SERVICE
			Total for check: 29722		<u>425.00</u>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TWIN CITY VETERANS	29723	5/26/2011	MEMPARADE	100-0408-552.30-16	600.00	MEMORIAL DAY PARADE
			Total for check: 29723		600.00	
UNIFIRST CORPORATION	29724	5/26/2011	097 0086832	731-1022-541.20-01	107.58	MAT/MOP/CLOTHING SERVICE
			Total for check: 29724		107.58	
UNIFORM SHOPPE	29725	5/26/2011	198846	100-0804-521.30-18	35.50	UNIFORM GEAR
			Total for check: 29725		35.50	
VEOLIA ES SOLID WASTE MIDWEST	29726	5/26/2011	B40000294612	100-0000-123.00-00	89.03	BROAD ST RECYCLING
			Total for check: 29726		89.03	
VERIZON WIRELESS	29727	5/26/2011	2566952195	100-0703-553.22-01	6.94	TELEPHONE
			Total for check: 29727		6.94	
VISION INSURANCE PLAN OF AMERICA	29728	5/26/2011	98830	100-0000-204.10-00	1,038.70	PREMIUM BILLING-EMPLOYEES.JUNE 2011
				100-0000-204.10-00	4.70	PREMIUM BILLING-COBRA JUNE 2011
			Total for check: 29728		1,043.40	
WE ENERGIES	29729	5/26/2011	PLANK	100-0703-553.22-04	9.28	2170 PLANK
				100-0703-553.22-04	9.28	2170 PLANK
				100-0703-553.22-04	(9.28)	REVERSE DUPLICATE ENTRY
			Total for check: 29729		9.28	
WERNER ELECTRIC SUPPLY CO	29730	5/26/2011	S3269640.001	100-0000-132.00-00	351.43	ELECTRONIC BALLAST/BULBS
			Total for check: 29730		351.43	

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WINNEBAGO COUNTY TREASURER	29731	5/26/2011	RF101034	266-1029-543.25-01	1,833.00	141 APPLIANCES
			Total for check: 29731		<u>1,833.00</u>	
WISCONSIN COUNCIL 40 PER CAPITA TAX	29732	5/26/2011	20110526	100-0000-202.06-00	300.00	PAYROLL SUMMARY
			Total for check: 29732		<u>300.00</u>	
WISCONSIN DEPT OF JUSTICE	29733	5/26/2011	L7101T	100-0801-521.21-06	28.00	NAME SEARCHES
			Total for check: 29733		<u>28.00</u>	
WISCONSIN SUPPORT COLLECTIONS	29734	5/26/2011	20110526	100-0000-202.03-00	440.23	PAYROLL SUMMARY
			Total for check: 29734		<u>440.23</u>	
					<u>373,580.53</u>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACC PLANNED SERVICE INC	29735	6/1/2011	5186	100-1001-514.24-03	125.87	CONTRACT MAINTENANCE
			Total for check: 29735		<u>125.87</u>	
ACCURATE	29736	6/1/2011	1106915	731-1022-541.30-18	167.03	SHOP SUPPLIES
				731-1022-541.38-03	58.93	SHOP SUPPLIES
			Total for check: 29736		<u>225.96</u>	
BADGER HIGHWAYS CO INC	29737	6/1/2011	153239	100-1003-541.30-18	274.50	COLD MIX
			153281	625-1010-541.30-18	310.28	FOB 3/4" CLEAR/KERNAN
			Total for check: 29737		<u>584.78</u>	
BAHCALL RUBBER CO INC	29738	6/1/2011	538603-001	731-1022-541.38-03	225.38	AIR COMPRESSOR
			Total for check: 29738		<u>225.38</u>	
BATTERIES PLUS-502	29739	6/1/2011	132375	743-0403-513.30-15	30.50	BATTERIES
			Total for check: 29739		<u>30.50</u>	
BOB BROOKS	29740	6/1/2011	BROOKS	100-0000-441.23-00	15.00	PARK RENTAL
			Total for check: 29740		<u>15.00</u>	
BRAZEE ACE HARDWARE	29741	6/1/2011	013363	100-0703-553.24-03	3.98	BELT SNAP
			Total for check: 29741		<u>3.98</u>	
CALUMET COUNTY CLERK OF COURTS	29742	6/1/2011	DOG LICENSES	100-0000-201.03-00	165.00	DOG LICENSES
			Total for check: 29742		<u>165.00</u>	
CAREW CONCRETE & SUPPLY CO INC	29743	6/1/2011	867646	625-1010-541.30-18	35.50	CONCRETE

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CAREW CONCRETE & SUPPLY CO INC...	29743...	6/1/2011	868518	625-1010-541.30-18	75.00	CONCRETE
			Total for check: 29743		110.50	
CDW GOVERNMENT INC	29744	6/1/2011	XHM8874	100-0401-513.30-12	17.78	MOUSE
			Total for check: 29744		17.78	
CLEAN WATER TESTING LLC	29745	6/1/2011	0064089-IN	100-0501-522.24-03	99.00	WATER TEST/NEW STATION
			Total for check: 29745		99.00	
DAVIES WATER #1476	29746	6/1/2011	0088364	479-1003-541.30-18	197.00	WOODLAND DRAIN TILE
				601-1020-543.30-18	2,068.00	SEALS
				479-1003-541.30-18	66.00	PIPE
			Total for check: 29746		2,331.00	
DIGICORPORATION	29747	6/1/2011	112899	100-1016-543.29-01	812.68	COLLECTION TAGS
			Total for check: 29747		812.68	
DRAINAGE INDUSTRIES	29748	6/1/2011	208563-00	625-1010-541.30-18	253.80	PERFORATED TUBING
			Total for check: 29748		253.80	
FASTENAL COMPANY	29749	6/1/2011	WINEE64319	100-1008-541.30-18	25.78	CABLE TIE
			Total for check: 29749		25.78	
FERGUSON ENTERPRISES INC #448	29750	6/1/2011	0650130	100-0703-553.24-03	532.68	PLUMBING PARTS
				100-0703-553.24-03	36.96	PLUMBING PARTS
			Total for check: 29750		569.64	

AP Check Register
Check Date: 6/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GREEN BAY MUNICIPAL COURT	29751	6/1/2011	BOND	100-0000-201.03-00	361.00	BOND
			Total for check: 29751		<u>361.00</u>	
GUNDERSON UNIFORM & LINEN RENTAL	29752	6/1/2011	1408644	100-0801-521.30-13	29.31	TOWEL/MAT SERVICE
		6/1/2011	1410478	100-0801-521.30-13	29.28	MAT/TOWEL SERVICE
			Total for check: 29752		<u>58.59</u>	
HOTSY CLEANING SYSTEMS INC	29753	6/1/2011	0075286-IN	731-1022-541.24-02	418.00	PARTS
		6/1/2011	0075287-IN	731-1022-541.24-02	48.67	PARTS
			Total for check: 29753		<u>466.67</u>	
HUNTON & WILLIAMS LLP	29754	6/1/2011	102013229	267-0102-581.21-01	12,438.91	STEAM UTILITY PLANT
		6/1/2011	102013230	267-0102-581.21-01	2,533.46	DEFENSE OF LITIGATION
			Total for check: 29754		<u>14,972.37</u>	
JEFFERSON COUNTY JAIL	29755	6/1/2011	BOND	100-0000-201.03-00	251.00	BOND
			Total for check: 29755		<u>251.00</u>	
JOHNSON'S HARDWARE	29756	6/1/2011	3179-12	100-1019-552.21-06	10.00	WINDOW REPAIR
			Total for check: 29756		<u>10.00</u>	
JX ENTERPRISES INC	29757	6/1/2011	G-211260013	731-1022-541.38-03	50.32	STOCK
			Total for check: 29757		<u>50.32</u>	
AMY KESTER	29758	6/1/2011		625-0304-562.33-01	71.55	MILEAGE
				100-0304-562.33-01	88.38	MILEAGE
				625-0304-562.34-02	120.00	REGISTRATION
			Total for check: 29758		<u>279.93</u>	

AP Check Register

Check Date: 6/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LAURIE AHRENS	29759	6/1/2011	AHRENS	100-0000-441.13-00	17.00	17.00 CART DOWNGRADE REFUND
			Total for check: 29759		<u>17.00</u>	
LINCOLN CONTRACTORS SUPPLY INC	29760	6/1/2011	10605740	601-1020-543.30-15	438.34	CORE BIT BODY
		6/1/2011	10605980	100-0703-553.30-18	16.40	WHITE STAKE FLAGS
				100-0703-553.30-15	132.97	GAS CANS/NOZZLES
			Total for check: 29760		<u>587.71</u>	
MATTHEWS TIRE & SERVICE CENTER	29761	6/1/2011	38169	731-1022-541.38-02	561.50	TIRES
		6/1/2011	38172	731-1022-541.38-02	867.00	TIRES
			Total for check: 29761		<u>1,428.50</u>	
MENARDS-APPLETON EAST	29762	6/1/2011	13543	625-1010-541.30-15	74.17	LEVELS/MID MIXER
			Total for check: 29762		<u>74.17</u>	
MENASHA EMPLOYEES CREDIT UNION	29763	6/1/2011	20110602	100-0000-202.05-00	16,402.00	PAYROLL SUMMARY
			Total for check: 29763		<u>16,402.00</u>	
MENASHA EMPLOYEES CREDIT UNION	29764	6/1/2011	20110602	100-0000-202.10-00	179.17	PAYROLL SUMMARY
			Total for check: 29764		<u>179.17</u>	
MENASHA PARK & RECREATION	29765	6/1/2011	PETTY CASH	100-0000-103.08-00	350.00	PETTY CASH
			Total for check: 29765		<u>350.00</u>	
MENASHA POOL	29766	6/1/2011	PETTY CASH	100-0000-103.08-00	700.00	PETTY CASH
			Total for check: 29766		<u>700.00</u>	

AP Check Register

Check Date: 6/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MONOPRICE INC	29767	6/1/2011	4549981	743-0403-513.21-04	10.98	10.98 CONVERTER CABLE/ ADAPTER
			Total for check: 29767		<u>10.98</u>	
N&M AUTO SUPPLY	29768	6/1/2011	360394	731-1022-541.38-03	176.95	176.95 BRAKE PADS/ROTOR
		6/1/2011	360522	731-1022-541.38-03	333.20	333.20 ALTERNATOR
			Total for check: 29768		<u>510.15</u>	
NEENAH POLICE DEPARTMENT	29769	6/1/2011	BOND	100-0000-201.03-00	1,000.00	1,000.00 BOND
			Total for check: 29769		<u>1,000.00</u>	
NEENAH-MENASHA MUNICIPAL COURT	29770	6/1/2011	BOND	100-0000-201.03-00	139.00	139.00 BOND
			Total for check: 29770		<u>139.00</u>	
NEENAH-MENASHA SEWERAGE COMMISSION	29771	6/1/2011	2011-072	601-1021-543.25-01	149,182.47	149,182.47 JUNE WASTEWATER TREATMENT
		6/1/2011		601-0000-122.05-00	(17,698.14)	(17,698.14) Y/E ADJUSTMENT
			Total for check: 29771		<u>148,618.33</u>	17,134.00 JUNE DEBT/INT CHARGES
NETWORK HEALTH PLAN	29772	6/1/2011	00467628	100-0000-204.08-00	127,591.90	127,591.90 EMPLOYEES
			Total for check: 29772		<u>136,058.31</u>	8,466.41 RETIREES/COBRA
OUTAGAMIE COUNTY	29773	6/1/2011	88766	100-0805-521.25-01	660.00	660.00 LODGING APRIL 2011
			Total for check: 29773		<u>660.00</u>	
PACKER CITY INTERNATIONAL	29774	6/1/2011	3-211300013	731-1022-541.38-03	208.45	208.45 FILTERS/BLADES/HYDRAULI
			Total for check: 29774		<u>208.45</u>	

AP Check Register
Check Date: 6/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ROAD EQUIPMENT	29775	6/1/2011	WAS30017	731-1022-541.38-03	8.51	8.51 STOPLITE SWITCH
	Total for check: 29775					<u>8.51</u>
J A SEXAUER	29776	6/1/2011	244408506	100-0703-553.24-03	136.59	136.59 LOCK HARDWARE
	Total for check: 29776					<u>136.59</u>
SNAP-ON TOOLS	29777	6/1/2011	207405	731-1022-541.30-18	114.15	114.15 FILTER/HOLE SAW
	Total for check: 29777					<u>114.15</u>
STAPLES ADVANTAGE	29778	6/1/2011	315298062	100-0702-552.30-10	9.02	9.02 OFFICE SUPPLIES
				100-1001-514.30-10	23.50	23.50 OFFICE SUPPLIES
	Total for check: 29778					<u>32.52</u>
TIM STYKA	29779	6/1/2011		100-0801-521.34-03	85.35	85.35 MEALS
	Total for check: 29779					<u>85.35</u>
TIMOTHY LASZEWSKI	29780	6/1/2011	LASZEWSKI	100-0000-441.13-00	15.50	15.50 REFUSE CART DOWNGRADE
	Total for check: 29780					<u>15.50</u>
TJ CONEVERA'S INC	29781	6/1/2011	11-1551	100-0801-521.30-18	920.00	920.00 HORNADY-0124
	Total for check: 29781					<u>920.00</u>
UNIFIRST CORPORATION	29782	6/1/2011	097 0087261	731-1022-541.20-01	107.58	107.58 MAT/MOP/CLOTHING SERVICE
	Total for check: 29782					<u>107.58</u>
UNITED WAY FOX CITIES	29783	6/1/2011	20110602	100-0000-202.09-00	118.16	118.16 PAYROLL SUMMARY
	Total for check: 29783					<u>118.16</u>

AP Check Register
Check Date: 6/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNITRENDS SOFTWARE CORPORATION	29784	6/1/2011	37633	100-0201-512.30-12	195.93	195-93 ARCHIVE DRIVES
	Total for check: 29784					<u>195.93</u>
US CELLULAR	29785	6/1/2011	200267787-087	100-0201-512.22-01	35.48	CELL PHONE
				100-0401-513.22-01	13.66	CELL PHONE
				100-1019-552.22-01	20.93	CELL PHONE
				743-0403-513.22-01	90.95	CELL PHONE
				601-1020-543.22-01	5.09	CELL PHONE
				100-1001-514.22-01	78.06	CELL PHONE
				100-0601-551.22-01	7.45	CELL PHONE
				100-0801-521.22-01	411.55	CELL PHONE
				100-0919-531.22-01	51.10	CELL PHONE
				100-0904-531.22-01	58.80	CELL PHONE
				100-1002-541.22-01	135.23	CELL PHONE
				100-0702-552.22-01	46.02	CELL PHONE
				100-0703-553.22-01	193.69	CELL PHONE
				100-0304-562.22-01	14.78	CELL PHONE
			731-1022-541.22-01	106.35	CELL PHONE	
			100-1008-541.22-01	7.34	CELL PHONE	
			601-1020-543.22-01	17.88	CELL PHONE	
Total for check: 29785					<u>1,294.36</u>	
US OIL CO	29786	6/1/2011	L41716	731-1022-541.21-06	36.00	SAMPLES
	Total for check: 29786					<u>36.00</u>
WC INDUSTRIAL SUPPLY COMPANY	29787	6/1/2011	0013443-IN	731-1022-541.38-03	7.53	METRIC SEAL
	Total for check: 29787					<u>7.53</u>
WE ENERGIES	29788	6/1/2011	051911	100-0000-123.00-00	816.57	GAS
				100-1001-514.22-04	636.66	GAS
				100-0801-521.22-04	1,127.65	GAS
				100-0920-531.22-04	79.60	GAS

AP Check Register
Check Date: 6/1/2011

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES...	29788...	6/1/2011...	051911...	100-0601-551.22-04	1,875.03	GAS
				100-0703-553.22-04	499.25	GAS
				100-0704-552.22-04	93.10	GAS
				207-0707-552.22-04	48.00	GAS
				731-1022-541.22-04	1,957.33	GAS
		6/1/2011	STLGTS	100-1012-541.22-03	2,218.12	STREET LIGHTS
			Total for check: 29788		9,351.31	
WERNER ELECTRIC SUPPLY CO	29789	6/1/2011	S3278274.001	100-0000-132.00-00	110.34	BULBS
				731-1022-541.24-03	67.53	BALLAST
		6/1/2011	S3278284.001	731-1022-541.24-03	(54.03)	BALLAST
		6/1/2011	S327874.002	100-0801-521.24-03	71.00	FUSE/AC UNIT
			100-0501-522.24-03	47.34	FUSE/AC UNIT	
			Total for check: 29789		242.18	
WINNEBAGO COUNTY CLERK OF COURTS	29790	6/1/2011	BOND	100-0000-201.03-00	150.00	BOND
				100-0000-201.03-00	850.00	BOND
			Total for check: 29790		1,000.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	29791	6/1/2011	20110602	100-0000-202.06-00	300.00	PAYROLL SUMMARY
			Total for check: 29791		300.00	
WISCONSIN COUNCIL 40 PER CAPITA TAX	29792	6/1/2011	20110602	100-0000-202.07-00	281.10	PAYROLL SUMMARY
			Total for check: 29792		281.10	
DEPARTMENT OF NATURAL RESOURCES	29793	6/1/2011	SN 9159 TH	100-0703-553.32-01	30.00	SKI DOO REGISTRATION
			Total for check: 29793		30.00	

AP Check Register
Check Date: 6/1/2011

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISCONSIN SUPPORT COLLECTIONS	29794	6/1/2011	20110602	100-0000-202.03-00	1,297.32	PAYROLL SUMMARY
			Total for check: 29794		<u>1,297.32</u>	
ZEP MANUFACTURING CO	29795	6/1/2011	30453903	731-1022-541.30-18	627.35	GEL DEGREASER
			Total for check: 29795		<u>627.35</u>	
					<u>345,191.74</u>	



June 2, 2011

To: Common Council
From: Debbie Galeazzi, Clerk
Subject: Liquor License Applications, July 1, 2011-June 30, 2012

Renewal applications to deal in intoxicating liquor and/or fermented malt beverages for the July 1, 2011-June 30, 2012 licensing period have been filed by:

CLASS "A" MALT

Valley Petroleum, LLC, 1320 Oak Creek Dr., Green Bay, d/b/a Southsider C-Store, 1490 S. Oneida, Appleton, Steve Rosek/Agent
Van Zeeland Oil Co., Inc., P.O. Box 7777, Appleton, WI, d/b/a Midway Marathon, 1492 Appleton Rd. Menasha Todd Van Zeeland/Agent

CLASS "B" MALT

St. Patrick's Parish, 324 Nicolet Blvd, Menasha, Denise Meyer/Agent
Luis A. Morales, 2450 Honey Lou Court #102, Appleton, d/b/a Mr. Taco, 403 Racine St, Menasha

"CLASS A" LIQUOR AND MALT

Doris A. Szymanski, 701 Keyes St. Menasha, d/b/a Club Liquor, 234 Main St. Menasha
Piggly Wiggly Midwest LLC., 2215 Union Ave., Sheboygan, WI, d/b/a Piggly Wiggly Supermarket #24, 1151 Midway Rd., Glen L. Femal/Agent
Kwik Trip, Inc, 1626 Oak St., LaCrosse, WI, d/b/a Kwik Trip #743, 1870 USH 10/114, Sonja A. Nolay/Agent
U.S. Venture, Inc., 425 Better Way, Appleton, d/b/a Express Convenience Centers, 700 3rd St Menasha, Jim Anholzer/Agent
Wisconsin CVS Pharmacy, LLC, 1 CVS Dr., #23062A Woonsocket, RI, d/b/a CVS Pharmacy #5186, 1485 S. Oneida Street, Appleton, Amy Lynn Vandenhogen-Braun/Agent
Walgreen Co., 300 Wilmond Rd., Deerfield, IL, d/b/a Walgreens #03851, 305 Racine St Menasha, Toni Strobel/Agent
Quik Mart Menasha Inc, 1427 Stadler Ct, Menasha, d/b/a Quik Mart Menasha, 1515 Appleton Rd, Menasha, Satnam Gill/Agent

"CLASS B" LIQUOR AND MALT

Paul C. Beck, 422 Sixth St. Menasha, d/b/a Beck's Home Plate, 422 Sixth St. Menasha
Andrew J. Brodzinski, 1027 Brighton Dr. Menasha, d/b/a Fish Fry Tavern, 528 Milwaukee St. Menasha
Patricia J. Kersten, 10 Tayco St. Menasha, d/b/a Pat's Legend Inn, 10 Tayco St. Menasha
Jean Redlin, 2340 Strobe Island Dr., Appleton, d/b/a The Redliner, 977 Plank Rd. Menasha
David Seidl, 8879 Pioneer Rd., Larsen, d/b/a City Limits, 544 Fourth St. Menasha
Thomas J. Siegel, 1221 Beechwood Ln. Menasha, d/b/a Tony's Bar, 212 Manitowoc St. Menasha
Steven C. Szymanski, 361 Elm St. Menasha, d/b/a Club Tavern, 56 Racine St. Menasha
Castillo, LLC, 6 Tayco St. Menasha, d/b/a Salsa Bar, 6 Tayco St. Menasha, Saul Castillo/Agent
D Broad Street, Inc., 600 Broad St., d/b/a Hank's Tavern, 600 Broad St. Menasha, Dawn Marie Van Vonderen/Agent,
Franky's of Menasha, LLC, 200 Main St. Menasha, d/b/a The Blind Pig Saloon, 200 Main St. Menasha, Frank Prokash/Agent
Germania Hall, LLC, 320 Chute St. Menasha, d/b/a Germania Hall, 320 Chute St., Menasha, Robert Y. Dove, Jr./Agent,
Jitter's Bar, LLC, 104 River St., Kaukauna, d/b/a Jitters Lounge, 23 Main St. Menasha, Peter Kemps/Agent
Juanita's Hacienda Inc, 190 Main St. Menasha, d/b/a Korona Klub, 190 Main St. Menasha, Juana M. Bevers/Agent

"CLASS B" LIQUOR AND MALT (Cont'd)

M N S Corp., 332 Ahnaip St. Menasha, d/b/a Luigi's Pizza & Pasta, 332 Ahnaip St. Menasha,
Matteo Sollena/Agent
Menasha Grill, Inc., 204 Main St. Menasha, d/b/a Menasha Grill, 204 Main St. Menasha, Martha Cross/Agent
Mr. Steak of Menasha, Inc., 3341 S. Oneida St, Appleton, d/b/a B.J. Clancy's, 3341 S. Oneida St, Appleton,
Robert A. John/Agent
Nauts Landing, Inc., 124 Main St. Menasha, d/b/a Nauts Landing, 124 Main St. Menasha
Richard E. Brey/Agent
Neenah-Menasha K of C Building Assn., 746, 3rd St. Menasha, d/b/a Knights of Columbus, 746 3rd St. Menasha,
Dale Berken/Agent
Old Grog, Inc., 546 Broad St. Menasha, d/b/a The Old Grog, 546 Broad St. Menasha, Paul M. Ehricke/Agent
Ramsey & Ramsey, Inc., 2 Tayco St. Menasha, d/b/a R & R Bar, 2 Tayco St. Menasha,
Kathleen Bayer/Agent
Brian K. Ritchie, 514 N. Mead St., Appleton and Thomas P. Theisen, 199 Dutch Hollow, Menasha,
Partnership, d/b/a Tonic, 1010 Manitowoc Rd. Menasha.
Solea Mexican Grill, LLC, 705 Appleton Rd. Menasha, d/b/a Solea Mexican Grill, 705 Appleton Rd. Menasha,
Eduardo Sanchez/Agent
Stone Toad Inc, 1109 S. Oneida St. Menasha, d/b/a Stone Toad Bar-Grill, 1109 S. Oneida St. Menasha,
Jennifer Weinandt/Agent

RESERVE "CLASS B" LIQUOR AND MALT

Neenah-Menasha Elks Lodge #676 of B.P.O.E., 328 Nicolet Blvd, Menasha, d/b/a Neenah-Menasha Elks Lodge
#676, 328 Nicolet Blvd, Menasha, Robert Green/Agent
Wiseguys Pizzeria & Pub LLC, 1440 S. Oneida St, Appleton, d/b/a Wiseguys Pizzeria & Pub, 1440 S. Oneida St.,
Appleton, Brenda Jorgensen/Agent
The Bar at Lake Park LLC, 890 Lake Park Rd, Menasha, d/b/a Sliders Bar & Grill, 890 Lake Park Rd. Menasha,
Jeffrey M. Neely/Agent
Historic Hotel Pub LLC, 177 Main St. Menasha, d/b/a Hotel Pub, 177 Main St. Menasha, Laura A. Biechler/Agent
Vertigo 1894 LLC, 167 Main St. Menasha, d/b/a Vertigo 1894, 167 Main St. Menasha, Dan Pamerter/Agent

Section 7-2-9 of the City Code states when approving an application for a liquor license the following must be taken into consideration:

- Suitability of an applicant-must pass background check by Police Dept.
- Appropriateness of the location and premises to be licensed.
- All financial claims of the City must be satisfied (taxes, assessments, utilities)
- Must conform to all sanitary, safety and health requirement of the State Building Codes,
State Board of Health and Local Board of Health Codes.

The Police Dept. has done a background check on all of the above mentioned applicants and has no reason to withhold any license based on their findings.

All necessary inspections by the Fire Dept., Health Dept., and Building Inspectors have been completed and all the above listed properties are compliant.

Finance Dept. and Menasha Utilities report that all financial claims of the city have been satisfied for the above mentioned applicants.



June 2, 2011

To: Common Council

From: Debbie Galeazzi, Clerk

Subject: Outdoor Alcoholic Beverage Permit, July 1, 2011-June 30, 2012

In accordance with Section 7-2-17 of City of Menasha Municipal Code, the following have submitted an application for extension of "Class B", license for the July 1, 2011-June 30, 2012 licensing period requesting outdoor serving of alcoholic beverage on a deck/patio. The Community Development Department has reviewed the applications and has determined they are in compliance with the dimensional requirements based on City Code except Jitters Bar, LLC. (see CDD Keil's memo)

- 1) Nauts Landing, Inc., 124 Main St., Richard E. Brey/Agent,
d/b/a Nauts Landing
- 2) Stone Toad Inc, 1109 S. Oneida Rd., Jennifer Weinandt/Agent,
d/b/a Stone Toad Bar & Grill
- 3) Wiseguys Pizzeria LLC, 1440 S. Oneida St., Brenda Jorgensen/Agent,
d/b/a Wiseguys Pizzeria & Pub
- 4) Franky's of Menasha LLC, 200 Main Street, Frank Prokash/Agent,
d/b/a The Blind Pig Saloon
- 5) Jean Redlin, 977 Plank Road, d/b/a Redliner
- 6) The Bar on Lake Park, LLC, 890 Lake Park Road, Jeffrey M. Neely/Agent,
d/b/a Sliders
- 7) Jitters Bar LLC, 23 Main Street, Peter Kemps/Agent.



Memorandum

To: Common Council
From: Greg Keil, CDD *CK*
Date: June 1, 2011
RE: Application for Outdoor Alcohol Service – 23 Main Street, Jitters Lounge

Based on the reasons outlined in the attached letter, I am recommending that the application for outdoor alcohol service be denied until such time that the premises is brought into compliance with applicable zoning and building code requirements.



June 1, 2011

Peter Kemps
104 River Street
Kaukauna, WI 54103

Dear Mr. Kemps:

This letter relates to your application for outdoor alcohol service and related building/zoning code violations at Jitters Lounge, 23 Main Street. Through voice and email correspondence you have been informed of the nature of violations on the premises and have been given direction as to how to bring the site into compliance. In response to this direction you have prepared and presented to the Plan Commission a preliminary site plan. The information contained in the preliminary site plan was incomplete, and the Plan Commission requested that you work with Community Development Department staff to produce a final site plan that complies with the requirements of the zoning ordinance. You have not submitted a revised plan and you have since created an illegal smoking room without obtaining a building permit. You have also failed to remove the non-compliant roof covering from the roof over the seating area, which was likewise constructed without a permit. Accordingly, I am recommending to the Common Council that your application for outdoor alcohol service be denied until such time that the premises is brought into compliance with zoning and building code requirements. The following steps will be necessary to achieve compliance:

1. Remove the illegal smoking room from the premises
2. Remove the non-compliant roof covering from the outdoor seating area
3. Remove the non-compliant portable sign attached to the fence
4. Prepare a building plan that complies with Wisconsin's Commercial Building Code that includes applicable roof snow loading and path of exit considerations
5. Prepare a final site plan for submission to the Plan Commission that includes at a minimum:
 - a.) A dimensioned drawing showing the size and location of all existing structures and any proposed improvements.
 - b.) A plan showing the location and construction details of a dumpster enclosure
 - c.) A landscaping plan
 - d.) A plan showing the proposed lighting of any outdoor areas

Thank you for your attention to this matter.

Sincerely,

Gregory M. Keil
Community Development Director

C: Mark Hinske
Amy Kester, PP
Building Inspector

ORDINANCE O-5-11

AN ORDINANCE RELATING TO OVERNIGHT PARKING
(Marina Place Lower Level Parking Lot)

INTRODUCED BY ALDERMAN ZELINSKI

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 10, Article C, SEC.10-1-30(d) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 10 – Motor Vehicles and Traffic

ARTICLE C
Parking Regulations

SEC. 10-1-30 PUBLIC PARKING AREAS; PERMITTED PARKING AREAS.

(d) Permit Parking

- ...
- (1) Overnight parking shall be by permit issued by the Police Department or Harbor Master in the Broad Street Lot, the Chute Street Lot, and the Center Street Lot. Overnight parking at the east end of the Marina Place Lower Level Surface Parking Lot (up to seven (7) stalls) shall be by permit issued by the Police Department.
- ...

- (1) The permit fee shall be set and may be adjusted from time to time by the Common Council upon the recommendation of the ad-hoc parking committee.
 - (2) ~~Vehicles shall be moved every 24 hours.~~ All vehicles parked in City lots must be moved at least once every 72 hours.
 - (3) There shall be no parking of trailers, recreational vehicles, converted buses and commercial vehicles in any of these lots.
- ...

(h) Parking in the Center Street Lot (Marina) is restricted to vehicles with a Menasha Marina sticker from April 1 through October 31.

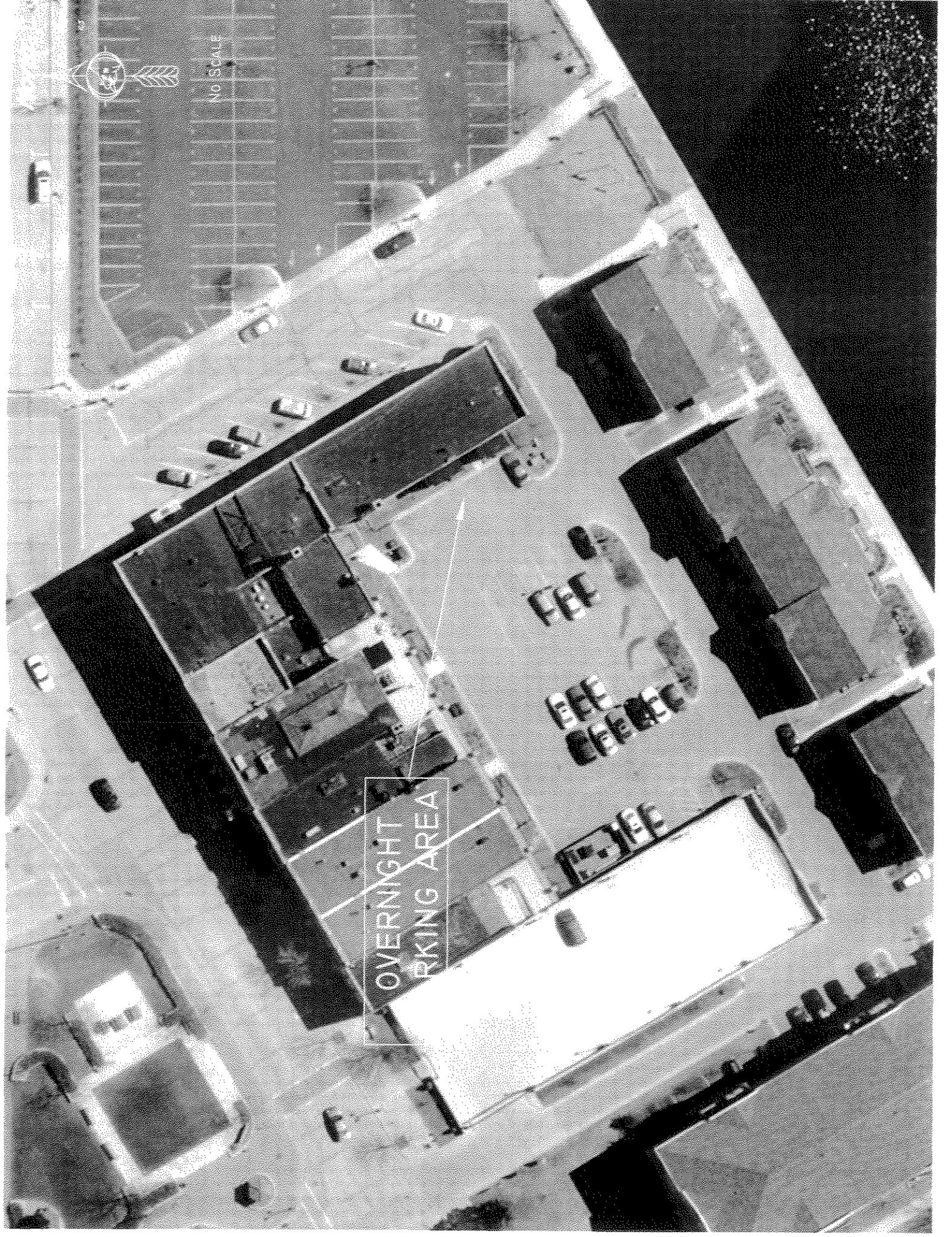
SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this day of , 2011.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



OVERNIGHT
PARKING AREA



NO SCALE



Memorandum

To: Common Council
From: Greg Keil, CDD *ak*
Date: June 2, 2011
RE: Ordinance relating to the Paving of Driveways and Parking Lots

The above-referenced ordinance, originally introduced in late 2010, has undergone substantive changes due to public comment and other considerations addressed by the Plan Commission and/or Common Council. The major changes are:

- Elimination of the requirement for paving driveways at existing one and two family dwellings at the time of sale
- Addition of paving requirements at the time of sale for properties in multi-family, commercial and industrial zoning districts
- Addition of requirements for paving of driveway aprons
- The establishment of a driveway permit procedure and construction standards for one and two family residential driveways.

The revised ordinance retains the requirement that driveways be paved for all new one and two family dwellings.

ORDINANCE O-6-11

AN ORDINANCE RELATING TO THE PAVING OF DRIVEWAYS AND PARKING LOTS

Introduced by Aldermen Zelinski and Taylor

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 13, ARTICLE E, SEC.13-1-51(b)(1) and (2) and (e)(3) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning

ARTICLE E

Traffic Visibility, Loading, Parking and Access

SEC. 13-1-51 OFF-STREET PARKING.

...

(b) **DISTRICT REGULATIONS.** The following regulations shall be applied to each of the described zoning districts:

(1) R-1, R-1A, R-2 and R-2 A Districts.

...

- e. All driveways, parking areas, and driveway aprons constructed after July 1, 2011 shall be surfaced with asphalt, concrete, brick, or other durable dust-free material acceptable to the Department of Public Works. Driveways and parking areas shall be installed in compliance with the minimum standards set forth in the City of Menasha Driveway Installation Policy as approved by the Common Council. This requirement shall not apply to parking areas utilized solely for storage of recreational vehicles in compliance with Sec. 13-1-52.
- f. On parcels with newly constructed one and two family residential structures, such surfacing shall be completed within nine (9) months of receiving an occupancy permit for the dwelling unit(s). Driveway aprons shall be paved within nine (9) months of installation of the permanent street.
- g. A Driveway Permit from the Department of Community Development and a Grade Request from the Department of Public Works shall be obtained prior to installation of any driveway, driveway extension, or parking area. Permit applications shall include a site plan drawn to scale showing the location and dimensions of the driveway in relation to all property lines, structures, service walks, sidewalks, and street rights of way along with specifications showing proposed materials and cross sectional dimensions.
- h. An Excavation Permit from the Department of Public Works shall be required prior to installation of any driveway apron per Sec. 6-2-3.

...

(2) R-3, R-4, C-1, C-2, C-3, C-4, I-1, I-2, and GU Districts.

- a. General Parking Standards
 - 1. All driveways, parking areas, and driveway aprons shall be surfaced with asphalt, concrete, brick, or other durable dust-free material acceptable to

the Department of Public Works in compliance with the minimum standards set forth in this Section.

(a) For new driveways, parking areas, and driveway aprons, such surfacing shall be completed prior to an occupancy permit being granted for the principal use, or, if conditions are not conducive to paving, in accordance with a timeline established in the Site Improvement Agreement on file with the Community Development Department. Driveway aprons shall be paved within nine (9) months of installation of the permanent street. If a site plan review is not required, a parking lot plan shall be submitted and approved in accordance with Sec. 13-1-51(b)(2)b prior to surfacing.

(b) For properties with existing driveways, parking areas, and driveway aprons that are not surfaced with a durable dust-free material, such surfacing shall be completed prior to the sale of the property or within nine (9) months of sale of the property or, when applicable, in accordance with the timeline established in the Site Improvement Agreement on file with the Community Development Department. For properties without an approved site plan and/or Site Improvement Agreement, a parking lot plan shall be submitted in accordance with Sec. 13-1-51(b)(2)b prior to surfacing. Areas to be surfaced shall comply with all applicable zoning requirements.

...

b. *Parking Approval for changes to existing developed sites.* For existing parking lots and driveways, any change in parking configuration, flow of traffic, parking lot size, or reestablishment of parking on a non-conforming lot, shall require prior approval and a Parking Lot Permit. Parking lot plans shall be designed in conformance with the design standards in 13-1-51. Parking lots and driveways to be resurfaced shall be brought into compliance with all applicable zoning requirements. The procedure to obtain parking lot approval for existing developed sites shall be:

...

4. If the Zoning Administrator and/or designee determines that an existing non-conforming parking lot and/or driveway cannot be brought into compliance with applicable requirements due to physical constraints of the site, the parking lot plan may be reviewed through application for a Special Use Permit pursuant to Sec. 13-1-11; however, such resurfacing may not increase the degree of nonconformity of the property.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this day of 2011.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

RESOLUTION R- 22 -11

Introduced by Mayor Donald Merkes.

A RESOLUTION IN SUPPORT OF RESTORING THE STATE MANDATE FOR RECYCLING PROGRAMS AND RELATED GRANTS TO THE 2011-2013 STATE BIENNIAL BUDGET

WHEREAS, the State of Wisconsin has a history of strong leadership regarding recycling and sustainable practices;

WHEREAS, recycling extends the life of landfills in Wisconsin, conserves Wisconsin's natural resources, and helps sustain the environment for future generations; and

WHEREAS, research completed by the U.S. Department of Environmental Protection Agency shows recycling protects and expands U.S. manufacturing jobs and increases U.S. competitiveness; and

WHEREAS, the University of Wisconsin Survey Center, commissioned by the Wisconsin Department of Natural Resources (2006), demonstrated that 93% of Wisconsin residents favor or strongly favor the Recycling Law and 96% of Wisconsin households are "committed" to recycling; and

WHEREAS, the State of Wisconsin mandated recycling in 1990 under 1989 Wisconsin Act 335 and Administrative Code NR 544; and

WHEREAS, Towns, Villages, Cities and Counties responded by becoming Responsible Units for Recycling and as such, invested millions of dollars in education, collection and processing infrastructure for Effective Recycling Programs; and

WHEREAS, the State of Wisconsin originally proposed to cost share 66% of the Municipalities' costs for establishing and maintaining Effective Recycling Programs; and

WHEREAS, since 1990, the State has taken over one hundred forty million dollars (\$140,000,000) away from the Recycling and Renewable Energy Segregated Fund to pay for other State programs; and

WHEREAS, the City of Menasha and other local units of government pay tipping fees to the State of Wisconsin to fund the recycling grant program; and

WHEREAS, the State of Wisconsin has imposed levy limits on municipalities putting many under severe financial constraints; and

WHEREAS, many of the successful recycling programs will be eliminated if funding is not continued.

NOW THEREFORE BE IT RESOLVED, the City of Menasha Sustainability Board in partnership with the City of Menasha Common Council strongly urges the Wisconsin State Legislature to restore the recycling program mandate and recycling grants to the 2011-2013 State Biennial Budget.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to State Senator Michael Ellis, State Representative Dean Kaufert and State Representative Al Ott, the State of Wisconsin Joint Committee on Finance, and Governor Scott Walker.

Passed and approved this ____ day of _____, 2011.

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

RESOLUTION SUPPORTING THE ESTABLISHMENT OF THE FOX WISCONSIN HERITAGE PARKWAY

Introduced by Ald. Sevenich

WHEREAS, two significant waterways, the Fox and Wisconsin Rivers, have a history that dates back more than 12,000 years, beginning with American Indian use. After being re-discovered by famed European explorers Father Marquette and Louis Joliet, both rivers played an integral role in opening the Midwestern United States; and

WHEREAS, the Fox-Wisconsin Heritage Parkway (Parkway) was formed by environmental groups, state and federal agencies, county, municipal and private sectors to exemplify and to promote the natural, recreational, and historic resources within the Fox and Wisconsin Rivers corridor and to create additional opportunities for historic interpretation, education, recreation, and tourism; and

WHEREAS, as part of the project's ten year undertaking, seventeen (17) lock sites, the historic structure of the Parkway stretching 280 miles from Prairie du Chien to the Port of Green Bay, have been transferred to the State of Wisconsin, with the majority undergoing restoration; and

WHEREAS, plans are progressing for the Parkway to receive the National Park Service's National Heritage Area (NHA) designation in order to increase the awareness of the cultural, historical, and recreational resources that the waterway has to offer; and

WHEREAS, the Fox Wisconsin Heritage Parkway will result in increased tourism, transportation and economic development as the area becomes a year-round heritage tourism destination that will result in an overall boost to Wisconsin's economy by:

- Enhancing and promoting historic sites;
- Highlighting the versatility and abundance of natural areas;
- Promoting local events;
- Opening a water trail;
- Developing scenic routes;
- Providing outdoor enthusiasts with more recreational activities;
- Bringing new businesses, jobs, higher property values, and tourism; and

WHEREAS, the Heritage Parkway Executive Committee and its affiliate organizations, sponsors, and volunteers are asking for help in keeping the Fox Wisconsin Heritage Parkway's opportunities alive for the community of today and tomorrow with a continuing effort to revitalize the waterway as an economic, environmental, and recreational resource; and

WHEREAS, the City of Menasha Landmarks Commission recognizes the importance of increasing awareness of the cultural and historic resources within the proposed corridor and supports the establishment of the Fox Wisconsin Heritage Parkway.

NOW THEREFORE BE IT RESOLVED that the City of Menasha hereby recognizes the importance of the mission and vision of the Fox Wisconsin Heritage Parkway and supports its establishment; and

BE IT FURTHER RESOLVED that the City of Menasha also recognizes that when environmental, heritage, and tourism-related entities partner with the communities, the historic, cultural, and natural resources are more effectively preserved, interpreted, and promoted.

Passed and approved this _____ day of June, 2011.

Don Merkes, Mayor

Attest:

Deborah Galeazzi, City Clerk

RESOLUTION R-24-11

A RESOLUTION TO MAINTAIN LOCAL CONTROL OF PUBLIC WORKS PROJECTS

Introduced by Mayor Donald Merkes

WHEREAS, it is of utmost importance that local governments maintain the flexibility to construct infrastructure and provide services in the most cost effective manner to their residents; and

WHEREAS, a provision inserted in the proposed 2012 state budget prohibits cities, villages, towns, and counties from using their own employees on public works projects over \$100,000; even if using public employees would be the least costly method of constructing the project; and

WHEREAS, cities, such as Menasha, have worked cooperatively with private contractors, city employees, and neighboring municipalities on public works projects. The careful use of both public employees and private contractors has allowed communities to provide value to their citizens as well as minimize the cost of public works projects; and

WHEREAS, the ability to use public employees is a proven tool that many cities, villages, towns, and counties, including Menasha, have used to control the costs of repair and upkeep of their local roads.

NOW THEREFOR BE IT RESOLVED, that the City of Menasha requests the removal of provisions within the proposed 2012 state budget that restrict local control and increase costs to taxpayers of the state, including the for mentioned provision prohibiting use of city employees on city public works projects.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to State Senator Michael Ellis, State Representative Dean Kaufert and State Representative Al Ott, the State of Wisconsin Joint Committee on Finance, and Governor Scott Walker.

Passed and approved this ____ day of _____, 2011.

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

FOR IMMEDIATE RELEASE

June 1, 2011

Ellis Blasts Finance Vote on Transportation

A provision inserted in the state budget that prohibits counties and municipalities from using their own employees on highway improvement projects is a senseless assault on local control and state taxpayers, state Senator Michael Ellis charged today.

“This is stupid,” Ellis said. “I will definitely have an amendment to remove this senseless provision when the budget comes to the state senate.

“In times of economic uncertainty and diminished government budgets, we should be encouraging local government to find savings wherever they can. In fact, that’s the entire premise behind Governor Walker’s plan to scale back collective bargaining for many public employees – to provide the tools local governments can use to find savings in employee fringe benefits, retirement and other employment-related areas in order to better deal with drastic reductions in state aids.”

Ellis said it doesn’t make any sense that the Joint Committee on Finance has voted to take away a very effective tool that many towns and municipalities have used to control the costs of repair and upkeep of their local roads.

Last week, the committee voted to prohibit local governments from using their own workforce to perform highway improvement projects under their jurisdiction if the project costs more than \$100,000. In addition, local governments are prohibited from doing any public construction, public works project or construction-related service for or with another unit of government under any agreement or arrangement, including, without limitation, an intergovernmental cooperative agreement or under local government purchasing provisions.

“Prohibiting counties and municipalities from using their own employees and from cooperating with other local governments will force those governments to use private contractors who pay a higher prevailing wage, thus increasing costs to local taxpayers, Ellis said. “At a time when we should be encouraging local governments to save money and to get the best deal on their taxpayer money as they possibly can, here we are discouraging an effective means of keeping highway project costs under control. Why on earth would we discourage cooperation between communities for the benefit of taxpayers?”

“Whatever happened to honoring local control? The state simply should not be in the business of micromanaging local government, especially when the state’s interference is almost guaranteed to increase local costs.”

Ellis said the provision “doesn’t pass the smell test.” It hurts local government, he said, and is costly to the taxpayer.

“The only ones who seem to benefit are the road builders. Last session I criticized Governor Doyle’s unnecessary and costly auto insurance changes as a payoff to the trial lawyers. It doesn’t look any better when Republicans insert just as unnecessary and costly provisions that appear to benefit their friends.”

Don Merkes

From: League of Wisconsin Municipalities [witynski@lwm-info.ccsend.com] on behalf of League of Wisconsin Municipalities [witynski@lwm-info.org]
Sent: Thursday, June 02, 2011 3:38 PM
To: Don Merkes
Subject: Capitol Buzz

Having trouble viewing or printing this email? [Click here](#)

League of Wisconsin Municipalities

Capitol Buzz

June 2, 2011

Witynski@lwm-info.org

www.lwm-info.org

JFC Votes to Restrict Ability of Municipalities to use own Employees or Contract with another Local Government to Perform Public Works Project

The omnibus transportation motion that the Joint Finance Committee passed last Friday amending the state budget bill places numerous restrictions on the ability of municipalities to use their own workforce or to contract with another local government on certain public works projects. The motion adds the following restrictions to the state budget bill:

1. Prohibit any county or municipality from using its own workforce to perform a highway improvement project on highways under its jurisdiction, or highways under the jurisdiction of another local government, if the project costs \$100,000 or more, and either of the following applies: a) the project is funded with federal funds and construction begins after July 1, 2013; or b) the project is funded by state funds other than General Transportation Aids, and construction begins after July 1, 2015.
2. Prohibit any unit of government from doing public construction, public works projects, including road, sewer, water, stormwater, wastewater, recycling or bridge projects for or with another unit of government.
3. Prohibit any county from using its own workforce to perform a highway improvement project, not including maintenance, for or with any village or city, regardless of

the source of funds, if the project costs more than \$100,000. (Note: The restrictions described under items 1-3 above do not apply in emergencies formally declared by the chief elected official of the municipality or county or projects where all materials are donated and labor is provided by unpaid volunteers. They also do not apply to projects conducted by a county under an individual project agreement approved prior to the effective date of the bill.)

4. Prohibit counties and municipalities from dividing projects to evade the \$100,000 thresholds in the above provisions.
5. Prohibit any local government using its own workforce from performing the construction of roads, sewers, water, stormwater, wastewater, grading, parking lots, or other infrastructure or construction-related services on behalf of a private entity.
6. Prohibit local governments from utilizing methods for letting public works projects for bid, other than accepting sealed bids, awarded to the lowest responsible bidder. The prohibition applies to bidding methods that give preference based on the geographic location of the bidder or that use other criteria that affect the selection of the lowest responsible bidder.
7. Change local roads improvement program bidding requirements effective July 1, 2015 to: a) eliminate a provision allowing a city or village to contract with a county for an improvement under the program if it does not receive a responsible bid for the project; b) eliminate a provision allowing counties to perform work under the program under certain conditions, including if the county finds that it would be cost-effective to do so; and c) specifies that counties may perform the work under the program for a city or village within the county or work on its own system only if the project is less than \$100,000.
8. Eliminates a current law provision that authorizes DOT to designate a local governing body as its agent on behalf of the state to perform bidding, contracting, and oversight for a state highway improvement project.

To view a copy of JFC's omnibus transportation motion, [click here](#).

DRAFT

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
May 16, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 9:22 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Lt. Brunn, DPW Radtke, CDD Keil, Dpty Treasurer Sassman, Clerk Galeazzi and the Press

C. MINUTES TO APPROVE

1. Administration Committee, 5/2/11

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Accept quote of The Post Crescent as the official City newspaper, May 2011-May 2012.

State Statute requires the City to obtain bids for the publication of legal notices. The quote from the Appleton Post Crescent was the only one received.

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

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Langdon to adjourn at 9:24 p.m.

Motion carried on voice vote.

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

ORDINANCE O-7-11

AN ORDINANCE AMENDING CHAPTER 2, MAYOR AND COMMON COUNCIL

INTRODUCED BY ALDERMAN SEVENICH

SEC. 2-2-1 COMMON COUNCIL

The Aldermen of the City shall constitute the Common Council. The Common Council shall be vested with all the powers of the City not specifically given some other officer, as those powers set forth elsewhere throughout this Code.

State Law Reference: Section 62.11, Wis. Stats.

SEC. 2-2-2 ALDERMEN

- (a) **ELECTION, TERM, NUMBER.** The City shall have ~~ten (10)~~ eight (8) Aldermen in addition to the Mayor, who is a member of the Common Council by virtue of his office as Mayor. The ~~ten (10)~~ eight (8) Aldermen shall constitute the Common Council. ~~Two (2)~~ One (1) Alderman shall be elected from each Aldermanic District. ~~One (1) Alderman from each of the five (5) Aldermanic Districts~~ Aldermen from the even-numbered Aldermanic Districts shall be elected at the annual City election in the even-numbered years, and ~~one (1) each of said~~ Aldermen from the odd-numbered Aldermanic Districts shall be elected at the City election in the odd-numbered years, all to hold office for a period of two (2) years.
- (b) **APPOINTMENT AS MAYOR.** An alderman shall be eligible for appointment as Mayor to fill an unexpired term.

State Law Reference: Section 62.09, Wis. Stats.

SEC. 2-2-3 MAYOR

- (a) **ELECTION.** The Mayor shall be elected in even-numbered years for a term of four (4) years.
- (b) **DUTIES.**
- (1) The Mayor shall be the Chief Executive officer of the City. ~~He~~ The Mayor shall be responsible for directing the overall operations of the City. ~~He~~ The Mayor shall take care that the City ordinances and the State Statutes are observed and enforced.
 - (2) The Mayor shall, from time to time, provide the Council such information and recommend such measures as ~~he~~ the Mayor may deem advantageous to the City. When present, ~~he~~ the Mayor shall preside at the meetings of the Council.
 - (3) The Mayor shall be responsible for coordination and operation of all City departments.
 - (4) The Mayor shall review the development of the City budget.
 - (5) The Mayor shall provide direction for the City's economic development and other long-range plans.
 - (6) The Mayor shall work on plans for service and personnel levels.
 - (7) The Mayor may participate in the sale and purchase of property on behalf of the City.
 - (8) The Mayor shall analyze and interpret federal, state and county legislation to determine its impact on the City.
 - (9) The Mayor shall have such other duties and responsibilities as are prescribed in the Wisconsin Statutes and this Code of Ordinances.
- (c) **VETO POWER.** ~~He~~ The Mayor shall have the veto power as to all acts of the Council except such as to which it is expressly or by necessary implications otherwise provided. All such acts shall be submitted to ~~him~~ the Mayor's by the City Clerk and shall be enforced upon ~~his~~ approval evidenced by ~~his~~ the Mayor signature, or upon ~~his~~ failing to approve and disapprove within five (5) days, which fact shall be certified thereon by the Clerk. If the Mayor disapproves, ~~he~~ the Mayor shall file ~~his~~ objections with the Clerk, who shall present ~~it~~ them to the Council ~~at~~ by its next meeting. A two thirds (2/3) vote of all the members of the Council shall be necessary to make the act effective, notwithstanding the objection of the Mayor.

State Law Reference: Section 62.09(8), Wis. State.

SEC. 2-2-4 PRESIDENT OF THE COUNCIL

The Common Council at its first meeting subsequent to the regular election and qualification of new members shall, after organization, annually choose from its members a President who, in the absence of the Mayor, shall preside at meetings of the Council and, during the absence or inability of the Mayor, shall have the powers and duties of the Mayor, except that ~~he~~ the President shall not have power to approve an act of the Council which the Mayor has disapproved, by filing objections with the City Clerk. ~~He shall,~~ When so officiating, the President shall be styled "Acting Mayor." The President of the Council shall be elected for a one (1) year term of office.

State Law Reference: Section 62.09(9)(e), Wis. Stats.

SEC. 2-2-5 STANDING COMMITTEES; ACTION ON COMMITTEE REPORTS.

(a) **STANDING COMMITTEES.** At the organizational meeting of the Common Council in each year following the annual election, each of the following committees, shall be established; the general duties of which shall be as follows.

(1) **ADMINISTRATION COMMITTEE.** The Administration Committee shall consist of eight (8) aldermen. The Administration Committee shall have jurisdiction over the departments of City Clerk, City Treasurer, City Assessor and City Attorney. It shall be the duty of this Committee to audit and act on all demands, claims and actions against the City. ~~This Committee together with the Mayor and Clerk and two citizen members constitute the Insurance Board which has complete charge of insurance affairs. Recommendations of the Insurance Board are subject to Council ratification.~~ The Administration Committee shall study all resolutions referred to it, shall meet with department heads under its jurisdiction. The Administration Committee shall also have jurisdiction over the departments of Director of Public Health, City Physician, Board of Health, Sealer of Weights and Measures, Community Development Department, Finance Department, Parks & Recreation Department, Personnel Department, and the Police and Fire Departments in all matters not under the jurisdiction of the Police and Fire Commission. This Committee ~~shall have jurisdiction over operator licenses,~~ and shall confer with the Police Chief, Fire Chief, and other department heads under its jurisdiction. This Committee shall investigate all applications for licenses that are brought before the Common Council, except licenses and permits issued by the City Clerk as a ministerial duty. When action is required ~~Regular~~ Administration Committee meetings ~~and audit of all bills by all Committees~~ shall take place on the first and third Monday of the month preceding following the regular Common Council meetings provided that all such demands, claims, and accounts shall not be acted upon except at regular meetings of the Council. In addition, the Committee shall have the following general responsibilities:

a. ~~Monitor expenditures.~~

b.a. Review any proposed changes in the City's insurance coverage and risk management program

e.b. Have primary, but not exclusive, responsibility for reviewing the City's Code of Ordinances for adequacy.

d.c. Review Common Council action regarding proposed federal, state and county legislation impacting upon the City and its residents.

e.d. Review for Common Council adoption policies and procedures regarding City operations and the delivery of services to the public.

f.g Review for Common Council adoption resolutions expressing the policy of the City regarding matters for which a formal declaration of official policy is required.

g. ~~Review with the Mayor, and with the City Attorney, regarding potential and pending litigation involving the City.~~

h.f Consider any other matters which may be referred by the Common Council.

i. ~~Review and keep a record of all the insurance policies, the amount of each policy, the name of the company insuring each policy, the date of the expiration thereof, and the amount of premium. It shall have complete charge of investigating and looking into all the insurance affairs of the City, including health insurance coverage. It shall from time to time make recommendations to the Common Council on its own motion and in turn shall handle investigatory matters referred to it by the Common Council. It shall attempt to meet with~~

~~representatives of the Water and Electric Utilities Commission to the end that all health insurance and insurance coverage on municipal properties, both real and personal and liability, as well as group insurance shall be unified so that the greatest economical savings will be achieved. As the Water and Electric Utilities Commission desires to take part in such a program, the Committee shall consider and forward to the Common Council the recommendations of the Water and Electric Utilities Commission relating to insurance matters.~~

~~j.g~~ The Administration Committee is empowered to seek bids or quotes, or neither, and has the obligation and the right to call on representatives of various insurance companies to discuss their program.

~~k.h~~ Selection of insurance companies to service the City's requirements shall be based upon residence of the full time agent handling the insurance, but not limited thereto; net premium, and service rendered in the past and ability to perform in the future. The recommendations of the Administration Committee shall be subject to Common Council ratification, as to selection of the individual carrier and the amounts thereof.

(2) **BOARD OF PUBLIC WORKS.** The Board of Public Works shall consist of eight (8) Aldermen. Pursuant to Charter Ordinance O-24-79, the City of Menasha hereby elects pursuant to Chapter 66 of the Wisconsin Statutes to provide that the actions of the Board of Public Works shall be subject to Common Council approval and mayoral veto. The Board of Public Works shall have jurisdiction over the Department of Public Works which is supervised by the Director of Public Works and consists of the following divisions: Engineering, Streets, Bridges, Sanitation, and Municipal Buildings. This Committee also has jurisdiction over parking meter and parking lot operations. It shall be the duty of this Committee to study all resolutions referred to it, confer with the Director of Public Works, order street improvements and order work to be performed by personnel under its jurisdiction. ~~All actions of this Committee must be approved by the Common Council before going into effect.~~ The Board of Public Works shall have jurisdiction over all public buildings and grounds, voting places for elections and all public improvements. When action is required ~~Regular~~ Board of Public Works meetings shall take place on the first and third Monday of the month preceding the regular Council meeting. In addition, the Board shall perform such duties as outlined by State Law. The Board of Public Works shall also have the following general responsibilities:

- a. Review policy guidelines regarding public improvements.
- b. ~~Mediate any dispute between a property owner and the City regarding public improvements.~~
- c. Review and approve any unusual requests for use of the City buildings.
- d. Review any proposed changes, remodeling, additions, etc., to the City Hall or other city buildings and/or property.
- e. Review traffic or pedestrian safety matters, prior to needed action for Common Council approval.
- f. Except for traffic enforcement, all other matters pertaining to traffic, traffic flow, streets, and related matters shall be referred to the Board of Public Works for recommendation.
- g. Consider any other matter which may be referred by the Common Council.

(3) **PERSONNEL COMMITTEE.** The Personnel Committee shall consist of all members of the Common Council and the Mayor. The Personnel Committee shall have jurisdiction over but not be limited to personnel matters, administration of labor contracts and contract negotiations as well as any other matters which may be forwarded to it by the Mayor or the Common Council. It may be considered an Executive Committee. The Personnel Committee shall also have the following general responsibilities:

- a. Establish policies for the supervision and control of City officers and employees unless state law otherwise provides.
- b. The Committee Chairman shall take an active part in labor negotiations with all collective bargaining units.
- c. Review for the Council all salary adjustments for non-union personnel. In addition to

other duties which may be delegated to the Personnel Committee from time to time by the Common Council, it shall review for the Council the hiring of full-time new personnel that are not considered replacements but added employees.

- d. Review for the Common Council any issue involving grievances as required by any labor contract.

(4) NEENAH-MENASHA JOINT FIRE FINANCE & PERSONNEL COMMITTEE.

~~a.~~ ORGANIZATION AND APPOINTMENT. The Neenah Menasha Fire Rescue Joint Finance & Personnel Committee shall consist of six Council members, three from Neenah and three from Menasha and shall include the Council Presidents of both cities, a member of the Neenah Finance & Personnel Committee, the chair(s) of the Menasha Administration Committee or Personnel Committee, and two alderpersons at-large, one appointed by the Mayor of Neenah from the Neenah Common Council and one appointed by the Mayor of Menasha from the Menasha Common Council. The at-large alderperson shall be appointed for one-year terms that may be renewed. In the event of the chair of either the Neenah Finance & Personnel Committee or the Menasha Administration Committee or Personnel Committee is also the President of the respective Council, then the Mayor of that city shall appoint one additional at-large alderperson so that at all times each city shall have three representatives to this Committee. Such appointment(s) shall be subject to confirmation by the Common Council.

~~b.~~ POWERS & DUTIES. The oversight of the day-to-day operations & budgetary matters of the Neenah Menasha Fire Rescue shall be conducted by the Joint Fire Finance & Personnel Committee. The Joint Fire Finance & Personnel Committee shall review budgetary issues, labor contracts, position vacancies, proposed new positions, capital outlay items and expenses of \$5000 or more and make recommendations to the Common Councils of the Cities of Neenah and Menasha. The recommendations of the Joint Finance & Personnel Committee shall be acted upon separately by the common councils of both Neenah and Menasha and shall be effective only upon the concurrence of both councils.

~~e.~~ SEVERABILITY. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

- (b) SPECIAL COMMITTEES. The Mayor may, from time to time, appoint such special committee or committees as he/she may deem advisable or as provided for by motion or resolution stating the number of members to perform such duties as may be assigned to them.

- (c) TIME FOR MAYORAL APPOINTMENTS. All mayoral appointments to boards, commissions or committees of whatever nature which require Council confirmation shall be submitted to the Common Council no later than thirty (30) days after the expiration of a particular term of office, unless the Mayor submits reasons why said position cannot be filled.

- (d) COUNCIL ORGANIZATION. All Council Committees, including the Board of Public Works, at their first organizational meeting shall name their own chairman and vice-chairman for purposes of organization only. The City Clerk shall call the organizational meeting of the Administration Committee as soon after Council approval as is convenient. The Director of Public Works shall call the organizational meeting of the Board of Public Works as soon after Council approval as is convenient. The ~~Personnel~~ Human Resources Director shall call the organizational meeting of the Personnel Committee as soon after Council approval as is convenient.

- (e) MAYOR'S MEMBERSHIP. The Mayor shall be an ex-officio member of the Administration Committee and the Board of Public Works, but, however, he shall be a voting member of the Personnel Committee.

(f) REFERENCE AND REPORTS.

- (1) The Mayor shall refer new business coming before the Common Council to the appropriate committee, unless otherwise referred or disposed of by motion of the Council.
- (2) Committee reports shall be in writing and shall be filed with the City Clerk.

~~(g) COOPERATION OF CITY OFFICERS.~~

- ~~(1) All City officers shall, upon request of the chairman of the committee, confer with the committee and supply to it such information as may be requested in connection with any~~

~~_____matter pending before the committee.~~

~~(2) It shall be the duty of the City Clerk, or his deputy, and all department heads Chief of the Fire Department and Chief of the Police Department, Director of Public Works, or in their absence, their assignee, to attend all meetings of their committee of jurisdiction unless for due cause their attendance has been excused by the Mayor. In the event the Chiefs of the respective Fire and Police Departments cannot attend and have been excused by the Mayor, they may delegate a command officer to represent them. The Fire Chief and the Chief of Police need not attend regular Council meetings unless requested by the Mayor, the President of the Council or a chairman of a standing committee. It shall further be the duty of all salaried officers of the City to attend the Common Council's regular meeting whenever requested by the Mayor, the President of Council, or the head of any standing committee. When the Chief of Police is not in attendance at the regular Council meeting, he shall designate an officer to act as sergeant at arms.~~

~~(3) Unless required by any State Statute, no standing committees will have the power to make recommendations to the Common Council nor to bind the City in any fashion. All issues reviewed by standing committees must be considered by the Common Council.~~

(hg) **SECRETARY.** The City Clerk, or his designee shall be secretary of the Administration Committee, the Director of Public Works, or his designee shall be the secretary of the Board of Public Works, and the Personnel Director, or his designee shall be the secretary of the Personnel Committee. Should a secretary of a standing committee or Board of Public Works not be able to attend a meeting for any reason whatsoever, he shall notify the City Clerk who will appoint an acting secretary on a meeting by meeting basis.

SEC. 2-2-6 GENERAL POWERS OF THE COMMON COUNCIL

(a) **GENERAL.** The Common Council shall be vested with all the powers of the City not specifically given some other officer. Except as otherwise provided by law, the Common Council shall have the management and control of the City property, finances, highways, streets, navigable waters and the public service, and shall have the power to act for the government and good order of the City, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.

(b) **ACQUISITION AND DISPOSAL OF PROPERTY.** The Common Council may acquire property, real or personal, within or without the City, for parks, libraries, historic places, recreation, beautification, streets, waterworks, sewage or waste disposal, harbors, improvement of watercourses, public grounds, vehicle parking areas and for any other public purpose; may acquire real property within or contiguous to the city, by means other than condemnation, for industrial sites; may improve and beautify the same; may construct, own, lease and maintain buildings on such property for instruction, recreation, amusement and other public purposes; and may sell and convey such City owned property.

(c) **ACQUISITION OF EASEMENTS AND PROPERTY RIGHTS.** Confirming all powers granted to the Common Council and in furtherance thereof, the Council is expressly authorized to acquire by gift, purchase or condemnation under Ch. 32, Wis. Stats., any and all property rights in lands or waters, including rights of access and use, negative or positive easements, restrictive covenants, covenants running with land, scenic easements and any rights for use of property of any nature of the public or for any public purpose, including the exercise of powers granted under Sections 61.35 and 62.23, Wis. Stats.; and may sell and convey such easements or property rights when no longer needed for public use or protection.

(d) **CITY FINANCES.** The Common Council may levy and provide for the collection of taxes and special assessments; may refund any tax or special assessment paid, or any part thereof, when satisfied that the same was unjust or illegal; and generally may manage the City finances.

(e) **CONSTRUCTION OF POWERS.** Consistent with the purpose of giving to cities the largest measure of self-government in accordance with the spirit of the home rule amendment to the Constitution, the grants of power to the Common Council in this Section and throughout this Code of Ordinances shall be liberally construed in favor of the rights, powers and privileges of cities to promote the general welfare, peace, good order and prosperity of the City and its inhabitants.

SEC. 2-2-7 COOPERATION WITH OTHER MUNICIPALITIES

The Common Council, on behalf of the City, may join with other villages, towns, or cities or other governmental entities in a cooperative arrangement for executing any power or duty in order to attain greater economy of efficiency, including joint employment of appointive officers and employees and joint purchasing programs.

State Law Reference: Section 66.30, Wis. Stats.

SEC. 2-2-8 INTERNAL POWERS OF THE COUNCIL

The Common Council has the power to preserve order at its meetings, compel attendance of Aldermen and fine or expel for neglect of duty and punish by fine members or other persons present for disorderly behavior. The Common Council shall be judge of the election and qualification of its members. Any Alderman who cannot attend a Council meeting or Committee meeting shall be recorded absent-excused if he/she has notified the Mayor, City Clerk, President of the Council, or Committee Chair if he/she is unable to attend such meeting. Failure to so notify shall result in that Alderman being recorded absent-unexcused.

State Law Reference: Section 62.11, Wis. Stats.

SEC. 2-2-9 SALARIES

- (a) The Mayor and Aldermen who make up the Common Council, whether operating under general or special law, may, by majority vote of all the members of the Common Council, determine that a salary or per diem compensation be paid the Mayor and Alderman.

State Law Reference: Section 62.09(6), Wis. Stats.

- (b) The annual salary for aldermen shall be ~~\$4,940.00 commencing on the third Tuesday of April, 2003;~~ ~~\$5,060 commencing on the third Tuesday of April, 2006;~~ and \$5,190 commencing on the third Tuesday of April, 2007
- (c) The salary of the president of the Common Council shall be \$300 per annum over and above the salary given the other aldermen and shall be payable bi-weekly consolidated with his regular aldermanic salary.
- (d) The aldermen's salary shall be paid bi-weekly.
- (e) It is the intent of this ordinance that not all members of the Common Council will necessarily be paid the same in a particular year.
- (f) The annual salary for the mayor shall be ~~\$60,900.00 effective the third Tuesday of April, 2003;~~ ~~\$62,400 commencing on the third Tuesday of April, 2006;~~ and \$64,000 commencing on the third Tuesday of April 2007.
- (g) The mayor's salary shall be paid bi-weekly.

SEC. 2-2-10 MEETINGS OF THE COMMON COUNCIL

- (a) **ANNUAL ORGANIZATION MEETING.** Following a regular City election, the Common Council shall meet on the third Tuesday of April for the purpose of organization.
- (b) **REGULAR MEETINGS.** Regular meetings of the Common Council, except the Annual Organization Meeting, shall be held on the first and third Mondays of each calendar month, at the hour of ~~7:00~~ 6:00 p.m. Any regular meetings falling upon a legal holiday shall be held on the next following secular day, at the same hour and place, or as otherwise designated by majority vote of the Common Council. For purposes of this Section, "legal holiday" shall mean: New Year's Day,

Memorial Day, July 4th, Christmas, Labor Day, and any day in which elections are held in the City of Menasha as authorized by State Law. For the purpose of this Section, legal holidays shall also include Days of National Commemoration, Celebration or Mourning as proclaimed by the President of the United States and the Governor of the State of Wisconsin. All meetings of the Council shall be held in the Menasha City Hall, including special and adjourned meetings, unless another location is designated by the Common Council at a previous meeting.

- (c) The annual organizational meeting shall be the third Tuesday in April at ~~7:30~~ 6:30 p.m.
- (d) Department Attendance at Common Council Meetings.
 - (1) All Department Heads shall attend all meetings of the Common Council, unless specifically excused by the Mayor or the Council President. Such excused absences shall be noted on the official minutes.
 - (2) In lieu of the Department Head, a Supervisory employee of that department may be designated to represent any Department Head at any meeting.
 - (3) For any Department that has been consolidated with a department from another municipality, that Department Head need only attend the Council meeting if there is a specific item on the agenda related to that department, or if the Mayor or any Committee Chair has specifically requested that Department Head to attend.
 - (4) The attendance requirement shall not extend to any Special Council meetings. Department Heads shall attend Common Council meetings whenever the Mayor or any Committee Chair has specifically requested that Department Head to attend.

State Law Reference: Section 62.11(2), Wis. Stats.

SEC. 2-2-11 SPECIAL MEETINGS

- (a) Special meetings may be called by the Mayor upon written notice of the time and purpose thereof to each member of the Council delivered to him personally or left at his usual place of abode at least six (6) hours before the meeting. The City Clerk shall cause an affidavit of service of such notice to be filed in his office prior to the time fixed for such special meetings. A special meeting may be held without such notice when all members of the Common Council are present in person, or consent in writing to the holding of such a meeting, provided the provisions of Wisconsin's Open Meeting Law are complied with. If written consent is obtained, it shall be filed with the City Clerk prior to the beginning of the meeting. Attendance by any Council member shall be deemed a waiver on his part of any defect of notice. Any special meeting attended by all Aldermen shall be a regular meeting for the transaction of any business that may come before such meeting.
- (b) Parties requesting a special meeting of the Council shall pay the cost of such meeting.
- (c) The agenda for special Common Council meetings shall include an item on the agenda "PEOPLE FROM THE GALLERY TO BE HEARD ON MATTERS PERTAINING TO THIS AGENDA".
- (d) Any person speaking pursuant to Sec. 2-2-11(c) shall be limited to 5 minutes.

State Law Reference: Section 62.11(2), Wis. Stats.

SEC. 2-2-12 OPEN MEETINGS.

Except as provided in Sec. 19.85, Wis. Stats., all meetings of the Common Council, committees thereof, and boards and commissions, shall be open to the public.

State Law Reference: Section 62.11(3)(c) and Ch. 19, Subch. IV, Wis. Stats.

SEC. 2-2-13 QUORUM.

- (a) A two-thirds (2/3) majority of the members-elect of the Common Council shall constitute a quorum, but a lesser number may adjourn if a majority is not present or compel the attendance of absent members. The Mayor shall not be counted in computing a quorum. No action shall be taken unless a quorum is present.
- (b) The Council may, by a majority vote of those present, adjourn from time to time to a specific date and hour.

State Law Reference: Section 62.11(3)(b), Wis. Stats.

SEC. 2-2-14 PRESIDING OFFICERS.

- (a) **PRESIDING OFFICER.** The Mayor shall preside over all meetings of the Common Council. In the absence of the Mayor, the President of the Council shall preside. In case of absence of the Mayor and President of the Council, the City Clerk shall call the meeting to order.
- (b) **DUTIES.** The presiding officer shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order, Newly Revised (1990), unless otherwise provided by statute or by these rules.

State Law Reference: Section 62.09(8), Wis. Stats.

SEC. 2-2-15 ORDER OF BUSINESS.

- (a) **ORDER OF BUSINESS.** At all regular meetings, the order of business shall be according to the tentative agenda prepared by the City Clerk and ~~mailed~~ provided to the Mayor and each member of the Common Council no later than the Friday preceding the regular meeting. The order of business of Council meetings, unless temporarily suspended by unanimous vote or by two-thirds (2/3) vote, shall be as follows, if there are no objections:
 - (1) Call to order.
 - (2) Pledge of Allegiance.
 - (3) Roll Call/Excused Absences.
 - (4) ~~Minutes to Approve/Minutes and Communications to Receive.~~ Public Hearing
 - (5) Public Comment on any matters of concern to the City (five (5) minute time limit for each person).
 - (6) ~~Appointments.~~ Report of Department Heads/Staff/Consultants(Minutes to receive and Communications)
 - (7) ~~Claims against the City- Consent Agenda~~
 - (8) ~~Report of Department Heads/Staff/Consultants.~~ Items Removed from Consent Agenda
 - (9) ~~Report of Committees, Boards and Commissions.~~ Action Items
 - (10) Ordinances and resolutions.
 - (11) ~~Held Over Business. Subject matter must be specifically itemized on the agenda or no action may be taken until the succeeding meeting, except in emergencies.~~ Appointments.
 - (12) ~~Council Directives.~~ Held Over Business
 - (13) ~~Citizen Reprise (people from the gallery to be heard, only pertaining to matters on the agenda; five (5) minute time limit for each person).~~ Claims against the City
 - (14) ~~Adjournment.~~ Citizen Reprise (people from the gallery to be heard, only pertaining to matters on the agenda; five (5) minute time limit for each person).
 - (15) Adjournment.
- (b) **ORDER TO BE FOLLOWED; CITIZEN COMMENTS.** No business shall be taken up out of order unless by unanimous consent of all aldermen and in the absence of any debate whatsoever. The Parliamentarian shall enforce the time limit on the length of time citizens may address the Council.
- (c) **REVIEW OF MINUTES.** ~~Immediately after the Council is called to order, the President of the Council shall move that all minutes of all boards, commissions and committees filed with the City Clerk since the last council meeting be received and placed on file. If an Alderman objects he may ask that certain minutes be deleted from the foregoing motion and it shall immediately become the second order of business. Where a paragraph required specific Council action, any Alderman may move that the council specifically subscribe to (or reject or lay over) the recommendation of the paragraph in the minutes. It shall be the duty of the city Clerk to enter in the official minute book of the Common Council the specific items that the Common Council acted upon in language so ascertainable that recourse to the actual minutes will not have to be resorted to.~~

- (d) **ROLL CALL; PROCEDURE WHEN QUORUM LACKING.** As soon as the Council shall be called to order, the City Clerk shall proceed to call the names of the members, noting who are present and who are absent and record the same in the proceedings of the Council. If it shall appear that there is not a quorum present, the fact shall be entered on the journal and the Council shall adjourn.
- (e) **CREATION OF THE AGENDA FOR COMMON COUNCIL MEETINGS AND COMMITTEE MEETINGS.** Members of the Council and City officers desiring a matter to be placed on the agenda shall submit the same in writing to the City Clerk, who shall be responsible for agenda preparation and distribution, not later than ~~noon~~ end of business day on the Tuesday preceding the regular meeting. Items not received by the Clerk prior to the Tuesday deadline shall require the approval of the Mayor for placement on the Council agenda or approval of the Committee Chair for placement on any Committee agenda. In no event shall any item be placed on the agenda after noon on the Thursday preceding the regular meeting unless an emergency exists. The person placing such emergency item on the agenda shall be required to file with the City Clerk a written statement as to the emergency.
- (f) No item may be included in the Common Council packet nor be listed as a communication unless it is authored ~~and contains the mailing address of the author.~~ The Clerk may reject any communication if the Clerk determines that the author ~~or addresses are~~ is not valid.

SEC. 2-2-16 INTRODUCTION OF BUSINESS, RESOLUTIONS AND ORDINANCES; DISPOSITION OF COMMUNICATIONS.

- (a) **ORDINANCES TO BE IN WRITING.** Ordinances can only be introduced by the request of the Mayor, any Alderman, standing or special committees of the Common Council. All ordinances submitted to the Council shall be in writing and shall begin with a brief statement of the subject matter, a title and the name of the Alderman or Mayor introducing the same. Any written material introduced may be referred to the appropriate committee pursuant to Section 2-2-5. Any member of the Council may require the reading in full of any ordinance or resolution at any time it is before the Council.
- (b) **HOW INTRODUCED.** The Mayor or any Alderman may introduce an ordinance at any Council meeting simply by stating, "I desire to introduce the following ordinance." An ordinance may also be introduced by the Mayor or an Alderman directing the City Attorney to draft such ordinance and file it with the Clerk to be placed on the next Council agenda. The Clerk shall cause such proposed ordinance to be printed in the official City newspaper if any Alderman so requests. Such notice shall state the date the proposed ordinance will be considered by the Council or any committee. The public will be permitted to address the Council or any committee when the Council or committee considers any such ordinance. A specific public hearing shall be scheduled to consider any such ordinance upon request of any Council member. No second is required to introduce any ordinance, to request its publication, or to request a public hearing.
- (c) **SUBJECT AND NUMBERING OF ORDINANCES.** Each ordinance shall be related to no more than one (1) subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.
- (d) **NOTICE.**
- (1) The Common Council may take action on an ordinance only if it appears on the written agenda for the meeting at which action is requested.
 - (2) a. No ordinance may be passed by the Common Council until the next Council meeting following its introduction at either a Committee or Council level. When said ordinance on its face does not adequately advise the public of its contents, the City Attorney shall add a brief note of explanation.
 - b. Any Alderman may request that any issue be held for two weeks in addition to the requirements of sec. 2-2-16 (d)(2)a. When so requested, the Mayor shall inquire as to whether another Alderman also wished the hold. If another Alderman does so request, the issue shall be placed on the agenda of the next regularly scheduled meeting. Once invoked, no other Alderman may attempt to use this procedure to delay any action. Any

further delay requires a majority vote of the Common Council or Committee. An issue held in Committee may not be held in the Common Council, an item held in the Common Council may not be held in Committee. Any request to hold must be made before the beginning of debate on the issue.

- c. This Section shall not apply if such holding results in the item being moot because of any other deadline imposed by some other party or organization outside the control of the City.
 - d. Any resolution may be acted upon at the meeting at which it is introduced unless one alderman holds such resolution until the succeeding Council meeting. This delay may only be used one time for any resolution.
- (e) **SUSPENSION OF RULE.** Whenever the Common Council decides to waive the rule pertaining to ordinances or resolutions as provided in this Section, it may do so by suspension of its rules requiring a two-thirds (2/3) vote of all the Aldermen.
- (f) **SPECIAL RULES PERTAINING TO RESOLUTIONS AND MAYOR'S APPOINTMENTS**
- (1) Resolutions and Mayor's appointments may be introduced by the Mayor or any member of the Common Council provided the Mayor and the Common Council receive advance notice. Advance notice shall consist of placing the resolution or Mayor's appointment in the Aldermen's boxes in the City Hall by at least the ~~Friday~~ Thursday before the Common Council meets or by ~~giving it to the Police Department on a Friday for delivery to the Mayor's or Aldermen's homes or place of business, having it available for pick up by the Aldermen at the Police Department.~~ Giving such a resolution or Mayor's appointment to the Police Department is prima facie evidence that the Aldermen received said resolution or Mayor's appointment.
- (2) The advance notice requirement for resolutions under this Subsection shall not apply to matters in which the State Statutes set a time limit within which the Common Council can act on the subject matter of the resolution or matters related to it or when a public hearing is required by State Statutes.

SEC. 2-2-17 CONDUCT OF DELIBERATIONS.

- (a) A roll call shall not be necessary on any questions or motions except as follows:
 - (1) When the ayes and noes are requested by any member.
 - (2) When required by the State Statutes of Wisconsin or this Code of Ordinances.
- (b) All aye and nay votes shall be recorded in the official minutes.
- (c) Except as provided below, the Common Council shall in all other respects determine the rules of its procedure, which shall be governed by Robert's Rules of Order (Newly Revised 1990), which is hereby incorporated by reference, unless otherwise provided by ordinance or Statute, except when otherwise limited or modified by this Code of Ordinances;
 - (1) No Alderman shall address the Council until he has been recognized by the presiding officer. He shall thereupon address himself to the presiding officer and confine his remarks to the question under discussion.
 - (2) When two (2) or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
 - (3) The Mayor shall not vote except in the case of a tie. When the Mayor does vote in case of a tie, his vote shall be counted in determining whether a sufficient number of the Council has voted favorably or unfavorably on any measure. A majority vote of all members of the Council in favor of any proposed ordinance, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by ordinance or State Statute. Except as otherwise provided, a majority vote of those present shall prevail in other cases.
 - (4) Any member of the Council may demand an aye and nay vote on any matter, and all aye and nay votes shall be recorded in the journal. The Clerk shall rotate the order in which the roll is called on a per-meeting basis. On confirmation of appointments and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability or charge against the City or any fund thereof, the vote shall be by ayes and noes. A member of the Council may not change his vote on any question after the result has been announced.
 - (5) When a question is under discussion, the following motions shall have precedence in the order listed:
 - a. To adjourn.
 - b. To recess.

- c. To lay on the table.
- d. To move the previous question.
- e. To postpone to a day certain.
- f. To refer to a committee.
- g. To amend.
- h. To postpone indefinitely.

State Law Reference: Section 62.11, Wis. Stats.

SEC. 2-2-18 RECONSIDERATION OF QUESTIONS.

- (a) **WHEN MOTION MADE.** A motion for reconsideration can be made on any matter before the Common Council by a member who voted with the prevailing side. It must be made on the day the Common Council acted or at the next regular meeting. It does not require a second.
- (b) **EFFECT OF MOTION TO RECONSIDER.** When a member who voted with the prevailing side moves to reconsider, such matter is automatically placed at the head of the calendar at the next Council meeting unless any member, whether he voted with the prevailing side or not, makes a motion to suspend the rules and take up the matter at this time. This is a non-debatable motion and requires a two-thirds (2/3) vote of the members present. The effect of a motion to reconsider shall be to put the matter back in its original condition or status before the main motion was voted upon.
- (c) **WHEN RECONSIDERATION CANNOT BE HELD.** Whenever the Council takes an action and something is done which cannot be undone by a motion to reconsider, such as a property right or where money has exchanged hands or other consideration given, such a motion is invalid.
- (d) **TIMES IN WHICH RECONSIDERATION CAN BE MADE.** With the exception of the limitations set forth in the previous Section, a motion to reconsider can be made on the same issue as many times until such motion fails.
- (e) **CLERK'S DUTIES.** When a motion to reconsider is brought before the body, the Clerk shall state the question, "Will the Council reconsider the votes by which this body said _____." "As many as in favor of reconsideration, say aye, those opposed, say no."
- (f) **LEAVE TO WITHDRAW.** A request for leave to withdraw a motion to reconsider does not require a second. It must be made by the original mover, and the mover may withdraw the same up to the point where the Clerk states the question.

SEC. 2-2- 19 COORDINATION OF COMMON COUNCIL MEETINGS AND COMMITTEE MEETINGS

- (a) All Common Council meetings will start at 6:00 p.m. on the first and third Mondays of the month, except for the annual organizational meeting or any special meetings. If a legal holiday falls on a regularly scheduled meeting day, the meeting will be held on the subsequent Tuesday.
- (b) Committee meetings will be scheduled to start at the conclusion of the Common Council meeting. The order of the Committee meetings will be determined at the agenda meeting by the Clerk and the Mayor.
- (c) The Common Council agenda will be limited:
 1. Items considered at the previous Committee meetings.
 2. Items not required to be reviewed by Committee as determined by the Common Council, such as accounts payable, appointments or liquor licenses. This list may be expanded by majority vote of the Common Council.
 3. A consent agenda will be created on each agenda with items that may be moved and considered in one motion and vote. Any Alderman may remove any item from the consent agenda to be taken up later in that meeting. The vote on consent agenda items shall be done by roll call. The Clerk and the Mayor will create the consent agenda after the agenda meeting.
- (d) Persons addressing the Common council during the two public participation forums or at any public hearing shall be required to state their name and address before addressing the Common Council or Committee. A sign-up sheet will also be provided for those persons who do speak to sign in. The Police Chief or designee shall keep time and shall enforce the five minute limit for public participation.

- (e) The appropriate Department Head will draft an explanation sheet that shall accompany any required notice to residents of any Public Hearing. The explanation sheet shall also be attached to the Public Hearing agenda. A brief explanation of the requested action shall be made by the appropriate Department Head at the Public Hearing. An explanation sheet as to the rules for any Public Hearing will be attached to the Public Hearing notice.
- (f) All persons, including the Mayor, Common Council members, Department Heads, City staff and the general public who choose to participate in any Common Council meeting, Committee meeting or Public Hearing shall do so with civility. It is the responsibility of the Chair of any meeting to insure compliance with this rule.

SECTION 2: This ordinance shall supplement all other ordinances or rules of the Common Council. This ordinance shall apply in the event of any conflict with other ordinances or rules.

SECTION 3: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this day of 2011.

ATTEST:

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk