

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, March 5, 2012**

**6:00 PM
AGENDA
AMENDED**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)
- F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
1. Rep. Penny Bernard-Schaber – Regional Transit Authority Legislation
 2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 2/20/12](#)
 - b. [Board of Public Works, 2/20/12](#)
 - c. [Board of Health, 1/11/12](#)
 - d. [Committee on Aging, 1/12/12](#)
 - e. [Library Board, 2/16/12](#)
 - f. [NM Fire Rescue, Joint Finance & Personnel Committee, 2/28/12](#)
 - g. [NM Sewerage Commission 1/24/12](#)
 - h. [Plan Commission, 2/21/12](#)
 - i. [Safety Committee, 1/5/12; City Hall](#)
 - j. [Safety Committee, 1/27/12; Public Works/Parks](#)
Communications:
 - k. [Library Director Lenz, Press release- Voter ID Law Explained-informational meeting details](#)
 - l. [Memo from Mayor Merkes, 2/29/12; Storm Water Utility Reporting](#)
 - m. [Menasha Historical Society News, February-March 2012](#)
 - n. [Strategic Management Planning Seminar](#)
 - o. [WisDOT to DPW Radtke, 2/16/12; US10/WIS441 Tri-County freeway reconstruction and expansion](#)
- 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, 2/20/12](#)
 2. [Special Common Council, 2/24/12](#)Administration Committee, 2/20/12; recommends approve of:
 3. [Renewal of the Underground Storage Tanks insurance coverage with Liberty Surplus Insurance Corp. for the term 3/10/2012 to 12/31/2012 in the amount of \\$3,306.83.](#)Board of Public Works, 2/20/12; recommends approval of:
 4. [Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A; Request a 60-Day Time Extension to Complete Punch List Items and Provide Project Close-Out Documentation \(Change Order No. 4\)](#)

G. CONSENT AGENDA continued:

Plan Commission, 2/21/12; recommends approval of:

5. [The land sale to Tonic with the finding that the property was not needed by the city for transportation or park or recreation purposes](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 2/23/12 to 3/1/12 in the amount of \\$868,788.59](#)

J. ORDINANCES AND RESOLUTIONS

1. [R-4-12 – Resolution Continuing Appropriations \(introduced by Ald. Sevenich, recommended by NM Fire-Rescue Joint Finance & Personnel Committee\)](#)
2. [Motion to Remove from the Table R-1-12 A Resolution Restructuring Pro-Rated Benefit Levels for Regular Part-Time Employees \(Ald. Krueger\)](#)
3. [Motion to Reconsider R-2-12 A Resolution Pertaining to Changes in Fees for Parks and Recreation Programs and Services for 2012 \(Ald. Langdon\)](#)

K. APPOINTMENTS

1. Mayor's reappointments to the Landmarks Commission:
 - a. Peg Docter, 349 Cleveland St., for the term of March 1, 2012-March 1, 2015
 - b. Kristi Lynch, 330 Winnebago Ave., for the term of March 1, 2012-March 1, 2015

L. RECESS TO ADMINISTRATION COMMITTEE, BOARD OF PUBLIC WORKS AND PERSONNEL COMM.

M. ADJOURN INTO CLOSED SESSION

Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (The Intermunicipal Agreement with Town of Harrison, Menasha and Waverly Sanitary District; Case #12-CV-28 in the Matter of Incorporation of Portions of lands comprising the Town of Harrison, Calumet County and the Town of Buchanan, Outagamie County)

N. RECONVENE INTO OPEN SESSION

O. ORDINANCES AND RESOLUTIONS, cont'd

1. [Motion to Reconsider R-3-12 A Resolution Relating to the Annexation of Territory Proposed for Incorporation as the Village of Harrison \(Ald. Langdon\)](#)

P. CLAIMS AGAINST THE CITY

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

R. ADJOURN

MEETING NOTICE

Monday, March 19, 2012 – Regular Common Council Meeting – Council Chambers
Common Council – 6:00 p.m.
Administration Committee – 6:30 p.m.
Board of Public Works – 7:00 p.m.

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 20, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 6:23 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. Administration Committee, 2/6/12

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. Renewal of Underground Storage Tanks Insurance

CA/HRD Captain explained the City will need to continue with Underground Storage Tanks insurance to demonstrate financial ability in the case of a leak. Quotes were received from Liberty Surplus Insurance and ACE American Insurance Co. One quote from Liberty Surplus was for a one year term and a second quote was for 3/10/2012 to 12/31/2012.

DPW Radtke explained a quote for the 3/10/2012 to 12/31/2012 term was requested to be consistent with the dates of DNR permit coverage. Next year's coverage, if needed, would then involve a full calendar year.

Moved by Ald. Sevenich, seconded by Ald. Langdon to recommend to Common Council the renewal of the Underground Storage Tanks insurance coverage with Liberty Surplus Insurance Corp. for the term 3/10/2012 to 12/31/2012 in the amount of \$3,306.83.

Motion carried on roll call 8-0.

2. Guidelines for Licensed Mobile Restaurants (Ald. Klein)

General discussion ensued on guidelines for mobile restaurants in areas around the City and near schools. Comments were made on guidelines being more generic to include all mobile businesses.

Item will remain on agenda and Chairman Klein will bring back some recommendations.

3. Special Event Policy (Ald. Krueger)

General discussion ensued on for-profit and not-for-profit events and fees.

Item will remain on agenda and Ald. Krueger will bring back some recommended changes.

4. O-2-12 An Ordinance Amending Section 12-1-5 of the Municipal Code
(Park Regulations) (Introduced by Ald. Krueger)

General discussion ensued on the purpose of amending the current section of the code pertaining to soliciting of donations.

CA/HRD Captain recommended changing the Personnel Policy and not amending the code as it deals with staff and not procedure.

Moved by Ald. Krueger, seconded by Ald. Zelinski to hold this item.
Item held until next meeting.

E. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Benner to adjourn at 7:26 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
February 20, 2012
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Taylor at 7:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

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

C. MINUTES TO APPROVE

1. February 6, 2012

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Sewer Rehabilitation; Contract E145-11-01A; Request a 60-Day Time Extension to Complete Punch List Items and Provide Project Close-Out Documentation (Change Order No. 4)

DPW Radtke explained the change order is for a 60 day extension to correct some defects found upon review of the sanitary sewer rehabilitation work and to complete reports per the Clean Water Fund. There is no extra charge for the corrections.

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

2. Update on Midway Road Sidewalk Project (Ald. Sevenich)

DPW Radtke reported the City and Town of Menasha have been working together on the preliminary engineering and land surveying services for the Midway Road sidewalk project. The City has proceeded with the preliminary design work of the sidewalk. It is anticipated the City will do the design work for both the Town and City portions of the project. City staff will be meeting with the Town staff in the near future to assess the project and work out an inter-municipal agreement for the design work.

It was requested that staff provide an update of the meeting with the Town of Menasha at the next meeting.

3. Update on Wayfinding Signage (Ald. Taylor)

DPW Radtke reported the City received a grant from the Fox Cities Convention and Visitors Bureau to assist with the purchase and installation of wayfinding signage in the City. Request for Proposals will be sent to approved sign manufacturing companies in early March with selection of a company by March 31, 2012. Public Works staff will be installing the signs. The City has until December 31, 2012 to complete the project.

It was requested that staff give an update on the progress of the project at the first meeting in April.

E. ADJOURNMENT

Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 7:50 p.m.

Motion carried on voice vote.

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

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

**CITY OF MENASHA
BOARD OF HEALTH
Minutes
January 11, 2012**

- A. Meeting called to order at 11 AM by Chairman C. Rusin.
- B. Present: Candyce Rusin, Dorothy Jankowski, Dr. Teresa Rudolph, Susan Nett
Excused: Lori Asmus
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from December 14, 2011 meeting made by D. Jankowski and seconded by T. Rudolph. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. December 2011 Communicable Disease Report distributed and discussed.
 - 2. Update – Pertussis. Staff continue to follow up on reported suspect cases of pertussis. Ages range from infants to adults. There were 3 confirmed and 4 probable cases in December.
 - 3. PH Infrastructure Mini – Grant Update. This was a competitive grant and no decisions have been made yet due to the large number of applications.
 - 4. Community Needs Assessment Update. S. Nett distributed the finalized copy of the needs assessment completed at the end of last year for the cities of Neenah, Appleton, and Menasha. Comparisons from previous years are included in the report. The committee has not met to discuss the data.
- E. ACTION ITEMS
 - 1. Approval of Division of Public Health Contract Agreement 1-1-12 through 12-31-12 and Authorize Signature. S. Nett explained the contract remains the same as last year with the exception that we are now required to bill the state for our expenditures. This contract covers MCH, Lead Prevention, Radon, and Immunization programs. Motion to approve the contract and authorize signature made by T. Rudolph and seconded by D. Jankowski. Motion carried.
 - 2. Review of Parochial School Fees for 2012-13 School Year. S. Nett presented the proposed parochial school fees for the next school year. The hourly rates cover the cost of the wages and benefits. Motion to approve the proposed parochial school fees for 2012-13 school year made by D. Jankowski and seconded by T. Rudolph. No discussion. Motion carried.
- F. HELD OVER BUSINESS
 - 1. None
- G. Motion to adjourn at 11:35 AM made by T. Rudolph and seconded by D. Jankowski. Motion carried. Next meeting February 8, 2012 at 8 AM.

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

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

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

**CITY OF MENASHA
COMMITTEE ON AGING
Minutes
January 12, 2012**

A. Meeting called to order at 7:55 AM by Vice-Chairman S. Steffen.

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

C. MINUTES TO APPROVE

1. Motion to approve minutes from December 8, 2011 meeting made by L. Murphy and seconded by M. Lueke. Motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Public Health Director (for Senior Center Older Adult Coordinator) reported on the following: Numbers of senior participants in the YMCA and numbers of senior participants in the various programs offered at the senior center. The numbers of participants at the senior center for comparison between 2010 and 2011 were not calculated and will be available at the next meeting. The built-in dishwasher is now installed. Advocap Mealsite program is paying for ½ the cost and will also pay for any repairs after the warranty expires. S. Nett and J. Wollerman met with the City of Menasha Park and Rec Director to discuss summer programming at the pool and other activities that could take place in Jefferson Park. A meeting was also held with two members of the group that are working on increasing activities at the Jefferson Park pool and wanted to discuss what kind of collaboration could be done with the senior center.

E. New Business

1. Legacy Acct Donation. The senior center recently received a memorial donation from a family whose mother was a regular attendee of the center. They requested that whatever the money was spent on, the item would list their mother as the donor. A discussion was held as to what that item might be. A suggestion was made to contact the daughter and clarify what item their mother would have liked to see at the center. The question of policy was brought up. Currently, there is no policy in place regarding the use of the legacy account funds. Motion made by P. Malueg and seconded by J. Ruck to have staff develop a policy for the legacy account and disbursement of those funds. Motion carried.

F. Held Over Business

1. Policy – For Profit Advertisement at the Senior Center. S. Nett distributed and explained the policy. One concern discussed was approval of the literature and who would do that. Another concern was regarding option #4 and who would decide who gets adopted. Discussion ensued regarding a special events fund at the senior center that could be used for a senior unable to afford to attend a function. S. Nett to revise policy to include statement on who can authorize the literature and change the option of adopting a senior citizen for a year to donating to the special events fund. This item will be held for the next meeting.

G. Motion to adjourn at 9:52 AM made by L. Murphy and seconded by J. Ruck. Motion carried. Next meeting February 9, 2012.

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DRAFT
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
February 16, 2012

Call to order at 4:02 p.m. by Vice-president Murray

Present: Crawmer, Eisen, Kobylski, Murray, Nichols, Wicihowski, Wisneski, Warren (Teen Rep)

Absent: Enos

Also present: J. Bongers (Head of Adult Services), K. Seefeldt (Office Manager), K. Beson (Head of Children's Services), C. Brandt (Head of Circulation & Support Services), Evan Tungate (community resident)

Vice-president Murray called for a motion to revise the agenda.

Motion

Motion to revise the agenda to include authorization of the list of bills for December from the 2011 budget by Kobylski, seconded by Wisneski, and carried unanimously.

Public Comment

Joe Bongers noted that he would be sitting in for Director Lenz in her absence. She was attending a family funeral. Nichols stated that she had been contacted by a concerned citizen regarding an article on library circulation statistics which had appeared recently in the Post Crescent.

Authorization of Bills

Motion to authorize payment of the December list of bills from the 2011 budget and the February list of bills from the 2012 budget as by Eisen, seconded by Wicihowski, and carried unanimously.

Consent Business

The following Consent Business items were presented for the Board's consideration:

Approve minutes from the Library Board meeting of January 19, 2012

Accept minutes of Policies & Personnel Committee meeting of February 1, 2012

Motion

Motion to approve minutes from the Library Board meeting of January 19, 2012 and accept minutes of the Policies & Personnel Committee meeting of February 1, 2012 by Nichols, seconded by Wisneski, and carried unanimously.

Director's Report/Information Items

1. Endowment Report. Terri Towle, Community Foundation's VP of Finance and Administration, will attend the next board meeting. She has been asked to update our board on our library's Endowment and Memorial fund investments.
2. January Statistics. Circulation was down 2.8% overall from last year. Adult circulation dropped 4.4%, while children's remained almost even.

3. Current Budget Status: 2011 and end of January 2012. Director Lenz recommended waiting until March to approve a final budget. She expects to have a final roll-over amount from 2011 at that time.
4. Staff. During January, the Children's Department offered programs that were very well attended. This included the Soda Pups during the "Turn off the TV week" celebration. The Adult Department hosted the Vietnam Paper Wall. This program, which was also well attended by the public and supported by local veterans' groups, brought adult program attendance up 27% for the month.
The Fox Cities Book Festival, scheduled to be held April 11-18, will bring approximately 60 authors to the Fox Valley. Six or more authors will be presenters here at our library. Several library staff members have been certified to register new voters. We are promoting this new service to the public.
Staff updated the Board on programs that we plan to offer, including a job seekers event and a new Spanish film series for our Hispanic patrons.
The first edition of our new electronic newsletter was distributed recently. Eisen requested that all Library Board members be added to this mailing list.
5. Library Legislative Day Report. Director Lenz, Kathy Wicuhowski and Becky Nichols attended this event. It was reported that Director Lenz sent follow-up thank-you notes to each of our legislators. Board members were encouraged to contact their legislators to request their support of WisNet, a statewide network designed to provide access to worldwide information and computing resources to libraries throughout the state.
6. Menasha's Representative to the Winnefox System Board. Tasha Saecker has agreed to serve as Menasha's representative on the Winnefox Library System Board. Her name has been submitted to the County Executive for approval.
7. Jean Nicolet Sculpture. This sculpture has been in storage here at the library for approximately 20 years. The Investment Committee has recommended that the Director explore options for housing the sculpture elsewhere. Director Lenz is trying to determine a value of the sculpture and following through on their recommendation.

Discussion/Action Items

8. Fox Cities Book Festival Donation. In past years, our Board has agreed to contribute \$500 to the Fox Cities Book Festival. Director Lenz requested Board approval of this same amount for 2012.

Motion

Motion to approve a donation of \$500 from the endowment to the Book Cities Book Festival by Nichols, seconded by Eisen, and carried unanimously.

9. Recommendation of the Policies and Personnel Committee: Chapter V: Library Code of Conduct to address petitioning in the Library. Board members were asked to decide whether or not they were in favor of allowing petitioning in the library. On a roll call vote, six members voted in

favor and one (Crawmer) voted against. It was recommended that this policy be returned to the Policies & Personnel Committee.

K. Beson left the meeting at 4:40 p.m.

10. 2012 Budget Status. This item was tabled for the March meeting. At that time, Director Lenz anticipates she will be able to present an amended budget for approval.

Motion

Motion to table this item for the Board's March 15th meeting by Eisen, seconded by Wisneski, and carried unanimously.

11. Public Photocopier. It was recommended that the Board approve the purchase of a new Canon ImageRUNNER C2030 Color Digital photocopier system for public use. The copier currently used by the public has proven to be inadequate and difficult to use. Director Lenz proposed moving the existing copier to the Technical Services Department. The new, high quality copier will eventually be a vital component of the Reference Department's business center, which is currently in an early planning stage. It was recommended that we purchase the new machine from Modern Business Machines, based on a history of excellent repair and maintenance services that we have consistently received from them in the past.

Brandt left the meeting at 5:00 p.m.

Motion

Motion to approve the purchase of a new Canon photocopier from Modern Business Machines at a price not to exceed \$6500 by Nichols, seconded by Wicihowski, and carried unanimously.

Motion to adjourn the meeting at 5:06 p.m. by Wicihowski, seconded by Nichols and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday, March 15, 2012 at 4:00 p.m.

Respectfully submitted,

Paul Eisen, Secretary

Kris Seefeldt, Recording Secretary

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting
February 28, 2012 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha

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

Excused: Ald. Ramos.

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

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

Public Forum: No members of the public were present.

Meeting Minutes: The Committee reviewed the meeting minutes from January 24, 2012. **MSC Krueger/Stevenson to approve the meeting minutes of January 24, 2012, all voting aye.**

Budget Report: Chief Auxier reviewed the January 2012 budget report. He also handed out a preliminary year-end budget report through December 31, 2011. Chief Auxier noted executive Mayoral adjustment of \$4,450 would be adjusted through out the budget this month and will be reflected on next month's budget report. **MSC Stevenson/Krueger to approve the January 31, 2012 budget report, all voting aye.**

Monthly Activity Report: The January 2012 budget report was reviewed by the Committee. Chief Auxier noted that the yearly medical evaluations are almost complete. The bi-annual first responder training for all staff members is finished. **MSC Stevenson/Krueger to approve the January 2012 activity report and place on file, all voting aye.**

Budget Carry Forward Request: The Committee reviewed the memorandum from Chief Auxier regarding his request for budget carry forward funds from 2011 to 2012. Chief Auxier reviewed the reductions he made when putting together the 2012 budget at the request of Mayor Merkes. He noted that there were additional savings from the original health insurance projections than what was given to us. Chief Auxier asked for carry forward funds for personal protective equipment. He noted in 2011 we didn't purchase any personal protective equipment so we could save money in the budget. However, the required testing was completed in December 2011 and it was found there is gear that needs to be replaced due to issues that arose from testing. He also noted that there are MDC's that need to be replaced. This will help us with the automatic aid with Appleton Fire Department and with the mandated radio upgrade. Ald. Ahles asked what the total in the PPE account would be if dollars were carried forward. The total would be \$40,000. Ald. Ahles noted that some money should remain in the account incase there are fires and gear needs to be replaced outside of the normal replacement schedule. Chief Auxier noted with carrying forward these funds this will allow us to replace what we need with

money left in the account incase there is a need that arises later in the year. **MSC Ahles/Krueger recommend the City of Neenah and the City of Menasha Common Councils approve a resolution to carry forward a total of \$10,669.00 for the City of Menasha and a total of \$15,859.00 for the City of Neenah for a grand total of \$26, 528.00 of 2011 NMFR Budget funds to 2012, all voting aye.**

Dive Team Fundraising Efforts: Chief Auxier discussed the two recent fundraiser that were held for the Dive Team. One was at Waverly Beach with Symphony on the Rocks and the Peterson Family sold chili and beverages in Waverly's parking lot during the opening of sturgeon spearing. These fundraising efforts raised a little under \$5,000.00. He also noted that additional fundraising efforts are being planned. Ald. Krueger suggested Moosefest could be used as a fundraising effort for the Dive Team. This would achieve our goal of funding the dive team, without using tax payer dollars. Chief Auxier is in the process of discussing this with both City Mayors. This year Moosefest will be held in August at Jefferson Park. Chief Auxier will update the Committee once he has completed researching this and to see if it is possible for us to use this as a fundraising for the dive team. Ald. Ahles suggested that we recognize the Peterson Family for their efforts. Chief Auxier said that we do continue to do this and once the Dive Team is officially up and running they will be recognized and will honor them properly.

Chief Auxier noted that there would be an Open House at Station 32, in the City of Neenah, on May 5, 2012 from 10:00 a.m. to 2:00 p.m. Local 275 is planning Backdraft Bike Tour on Sunday, June 20, 2012 at Jefferson Park in Menasha. The proceeds from this event will be donated to Wisconsin Alliance for Fire Safety Burn Camp and Local 275's Benevolent Fund.

MSC Krueger/Stevenson to adjourn at 6:05 p.m., all voting aye.

Respectfully Submitted,

Al Auxier
Chief

AA/tt

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday January 24, 2012

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

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

Also Present: Tom Kispert, Chad Olsen (McMAHON); Gary Mennen (resident-Town of Greenville); Mike King (Post Crescent); Rob Franck, Paul Much (MCO).

Commissioners discussed the minutes from the Regular Meeting and Closed Session of December 20, 2011. After discussion, motion made by Commissioner Youngquist, seconded by Commissioner Gunz to approve the minutes of the Regular Meeting and Closed Session of December 20, 2011. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. December 22, 2011 letter from Katherine Bauer, NMSC to Mr. David Reiter.
RE: Response to concerns with Centrifuge Project.
- B. December 30, 2011 letter from Robin Coburn, Town of Neenah Clerk/Treasurer to Gordon Falck.
RE: Reappointment as Commissioner for the NMSC.

Budget, Finance, Personnel

Accountant Voigt discussed the email received from Teri Stecker (Johnson Insurance) regarding the pricing for additional umbrella coverage. There is no break in the price of the umbrella coverage for higher limits. The Commission further discussed increasing the umbrella limits during construction and discussed insurance limits for contractors during construction.

Accountant Voigt presented the financial statements for the month of December 2011. The financial statements are preliminary and are subject to being adjusted with year-end adjustments. After discussion, motion made by Commissioner Youngquist, seconded by Commissioner Bauer to approve the Financial Statements for the month of December. Motion carried unanimously.

Accountant Voigt presented MCO Invoices #16156 and #16187 in the amounts of \$119,725.03, and \$558.05. Commissioner Gunz questioned the contract and health insurance reimbursement as well as hours worked at the Neenah-Menasha plant and other communities; Manager Much responded. After discussion, motion made by Commissioner Youngquist, seconded by Commissioner Bauer to approve for payment MCO Invoices #16156 and #16187 and to pay the invoices after February 1, 2012. Motion carried unanimously.

Accountant Voigt presented the Accountants Report and Cash Flow Projection for the month of December. The interest rates have not changed; MCO generated \$4,400 in income to the Commission in December. After discussion, motion made by Commissioner Youngquist, seconded by Commissioner Bauer to accept the Accountants Report and cash flow projection for December. Motion carried unanimously.

Accountant Voigt presented for payment McMAHON invoices #48136 - \$2,200.00; #48135 - \$15,200.00; #48016 - \$872.00; #48131 - \$6,000.00; #48133 - \$26,376.00; #48132 - \$2,576.00; and #48104 - \$1,598.75. After discussion, motion made by Commissioner Youngquist seconded by Commissioner Hamblin to approve for payment invoices #48136, #48135, #48016, #48131, #48133, #48132, and #48104. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much reported the part needed to repair the methane engine has been ordered. It is being shipped from Germany and is expected to be delivered the first week of February. Work is proceeding on the installation of the chlorine generation system; the first full week of February is tentatively set for factory startup of the unit. The operation of the plant has been running well. Key points to look at in the printed operations report are the maximum flows from Neenah, Menasha, and Town of Menasha. The maximums are about a 4:1 ratio with the average flows; this is an indication of clear water issues. Commissioner Hamblin questioned the phosphorous limits and if we are meeting the new standards. Manager Much indicated the new limit will be 0.2; we are not meeting this limit. We will have 8 – 9 years to work on meeting this limit. Commissioner Gunz questioned if the rules were promulgated. Manager Much responded yes; Chad Olsen further discussed and explained the phosphorous limit.

Tom Kispert updated the Commission on the facilities upgrade project. Two contracts for the equipment contract procurement remain to be signed. One company, who is providing the boilers are obtaining the required insurance. The second company, who is providing the blowers, was sold. The new company is honoring the contract. Tom indicated it is taking longer than expected to get the contracts executed and the shop drawings. Shop drawings have been submitted, but we are still waiting for another 5-8 companies to get their shop drawings submitted. Tom reminded the Commissioners we need to make decisions on the biosolids storage building for finishing the design.

Tom Kispert discussed the Controls & SCADA. New plant processes being developed. This is being coordinated with current shop drawings. The technology is being reviewed to see if it is applicable for the project.

Tom Kispert discussed the GIS based work order system. The work order portion is up and running with full use of program by staff to verify if the work order system is working as wanted. The GIS and equipment portion is next for install. Tom questioned if the Commissioners would be interested in a demonstration. It was decided to keep this on the agenda and to look at having the demonstration at the March meeting.

Tom Kispert reported on items to be worked on for Clean Water Fund borrowing: inter-municipal agreement, Sonoco agreement, and land ownership legal statement. Tom will have Amy Vaclavik put together a laundry list of items to be worked on.

Old Business

Biosolids. Chad Olsen indicated he has no new information to discuss at this time. Commissioner Youngquist questioned if a response was received from the DNR on the Class A Biosolids; Chad reported no response was received. Commissioner Youngquist questioned when we can expect something; Chad responded he will send out an email to get a response by the next meeting. Chad also reported he is waiting for costs from different manufacturers; he received one last Friday from one equipment manufacturer. He will have a memo for the next meeting.

New Business

Election of Officers. Commissioner Zielinski indicated he is not seeking the position of President. Motion made by Commissioner Bauer, seconded by Commissioner Sambs to nominate Commissioner Youngquist as President. Commissioner Bauer further explained her reasons why she felt Commissioner Youngquist should be the President. Motion made by Commissioner Sambs, seconded by Commissioner Hamblin to close the nominations. All present voting aye. Commissioner Youngquist is the President of the Commission. Vice-President Zielinski yielded the chair to President Youngquist. Motion made by Commissioner Gunz, seconded by Commissioner Falck to nominate the current remaining officers for another term. Motion carried. Commissioner Zielinski will remain as Vice-President; Commissioner Bauer will remain as Secretary/Treasurer.

Motion made by Commissioner Zielinski, seconded by Commissioner Hamblin to convene into closed session pursuant to Wis. Stats. § 19.85(1)(e) to discuss strategy concerning the Contracted Industrial User as it affects the financing of the Sewer Plant Project and to discuss strategy concerning potential contract vendors that affect portions of the sewerage treatment control process and these items involve the investment and spending of public funds and competitive and bargaining reasons require a closed session to discuss such strategy to vendors to best serve the public interest and pursuant. Also, pursuant to Wis. Stats. § 19.85(1)(e) to discuss identified real estate options for placement of a building to be used by the Commission for which bargaining reasons and developing acquisition strategy require a closed session to protect the public investment and spending of public funds. Also, pursuant to Wis. Stats. § 19.85(1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River litigation. By roll call vote taken, motion carried unanimously, by Commissioners Zielinski, Bauer, Hamblin, Sambs, Falck, Gunz.

Meeting convened into closed session at 9:08 am.

After discussions, motion made by Commissioner Zielinski, seconded by Commissioner Gunz to adjourn the closed session and return in regular open session. Motion carried unanimously by

Commissioners Zielinski, Bauer, Hamblin, Sambs, Falck, Gunz. The Commission returned to Regular open session at 10:21 am.

Vouchers

Motion made by Commissioner Zielinski, seconded by Commissioner Gunz to approve operating and payroll fund vouchers #132736 through #132789 in the amount of \$322,670.80 for the month of December 2011; and Construction Fund Vouchers #106 through #110 for the month of December in the amount of \$130,868.20. Motion carried unanimously.

Motion made by Commissioner Hamblin, seconded by Commissioner Gunz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:23 a.m.

Vice-President

Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY February 28th, 2012.

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
February 21, 2012
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:31 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan, Linda Stoll, Steve Jamros, Scott DeWitt and Mary Ann Hittle, Pete Theisen and Brian Ritche

C. MINUTES TO APPROVE

1. **Minutes of the February 7, 2012 Plan Commission Meeting**

Motion by DPW Radtke, seconded by Comm. Cruickshank to approve the February 7, 2012 Plan Commission meeting minutes as presented.

The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. **R-1 Uses in C-2 (Downtown Commercial) Zoning District**

PP Homan reported that the Community Development Department had received inquiry about renovating one of the structures in the 400 block of Broad Street into a single family residence. Single and two-family uses are not permitted as the principal use in the C-2 commercial district. Staff is seeking input from the Plan Commission on whether this provision is promoting the city's planning and development interests.

Commissioners discussed:

- Relationship to the Comprehensive Plan
- "Mixed Use" zoning designation for the downtown area
- The desirability of promoting one and two family uses in the C-2 district
- Possibilities for allowing one and two-family uses as a Special Use in the C-2 district
- Whether the current policy was discouraging reinvestment in residential properties

The consensus was that this was not a priority issue for the Community Development Department to address at this time.

1. **Electronic Billboards**

CDD Keil reported that staff had been approached by Next Media, an outdoor advertising company, to allow the replacement of existing static billboards with electronic displays. This would require an ordinance amendment as all billboards within the city are nonconforming. Next Media had proposed eliminating a billboard at another location if an existing billboard in the 441 corridor could be converted to an electronic display.

F. ACTION ITEMS

1. **Land Sale – Tonic**

This item was held from the February 7 Plan Commission meeting. CDD Keil stated that he had discussed the intended use of the parcel with the buyer. Their plan is to relocate the existing “Tonic” sign (a new base will need to be constructed to conform to sign ordinance requirements). The existing evergreen tree will remain and additional landscaping will be planted around the building.

Commissioners discussed:

- The compliance of the existing landscaping with landscaping requirements.

Motion by DPW Radtke, seconded by Ald. Benner to recommend approval of the land sale to Tonic with the finding that the property was not needed by the city for transportation or park or recreation purposes. The motion carried.

2. **Site Plan Review – Appanasha Pet Clinic – 1205 Wittmann Drive**

Steve Jamros gave an overview of the building and site plan. The staff report on the site plan review indicated there were deficiencies with respect to interior parking lot landscaping and transitional area planting. The revised site plan contained additional parking lot landscaping. The owner requested a reduction in the transitional area planting from what staff had required based on the presence of existing vegetation. Staff noted that much of the existing vegetation was either invasive or had undesirable characteristics for landscape plants.

Commissioners discussed:

- The location of the parking lot interior landscaping as related to truck loading, snow removal and the protection of parked vehicles
- Specifics of the existing vegetation in the transitional area as related to the staff recommendation and the owners request to utilize the existing vegetation to apply to the transitional area requirements.

Motion by Mayor Merkes, seconded by Ald. Benner to approve the site plan subject to the relocation of the parking lot landscape peninsulas to the perimeter of the lot and meeting the 10 percent minimum for interior landscaping, and that the existing transitional area be retained, but supplemented with evergreen plantings.

Comm. Sturm made a motion to amend the original motion to require the removal of buckthorn from the transitional area. The motion to amend was seconded by Comm. Cruickshank. The motion carried.

Motion by Mayor Merkes, seconded by Ald. Benner to approve the motion as amended to approve the motion as amended. The motion carried.

3. **Site Plan Review – Province Terrace Offices – 1427 Province Terrace**

CDD Keil reported that the site plan complied with ordinance requirements with the exception of that the final site lighting plan had not been submitted. Staff is also working with the adjacent property owner at 1429 Province Terrace with respect to the fence in the transitional area and site lighting compliance.

Commissioners discussed: The need to minimize the impact of the development and the residential properties to the east.

Motion by DPW Radtke, seconded by Ald Benner to approve the site plan for 1427 Province Terrace subject to approval of the final transitional area planting plan, fencing and lighting plan by Community Development Department staff. The motion carried.

G. ADJOURNMENT

Motion by Comm. Cruickshank, seconded by DPW Radtke to adjourn at 5:25 p.m.

The motion carried.

Minutes respectfully submitted by CDD Greg Keil.



City Hall Safety Committee Meeting

January 5, 2012

Minutes

Meeting called to order at 1:25 PM

Present: Tom Stoffel, Sue Nett, Vicki Lenz, Adam Alix, Todd Drew

Absent: Kristi Heim, Pamela Captain, Kate Clausing

A. Motion to approve minutes from November 3, 2011 made by K. Clausing second S. Nett. Motion approved.

B. Old Business

1. **Hazard Communication MSDS Sheets** – T. Drew requested that all employees be reminded of the location of the MSDS book for their building. Locations and access will be discussed during the Haz. Comm. refresher training on 2/15.
2. **Emergency Notifications** – updates required for floor coordinators for City Hall. Library has been updated. Further discussion in February.

C. New Business

1. **Monthly Safety Topic**—"Canaries are no Longer Used as Gas Detectors...Carbon Monoxide still kills!" Topic covers risks of carbon monoxide poisoning on the job and at home.
2. **Injury Review**-No injuries reported
3. **Other new items for discussion**— K. Clausing will be providing a list of last year's injuries to be posted in all Departments. Posting is to be placed on the employee information board in each department.

D. Training

1. **Hearing Screening** – dates pending likely late March – early April. Screenings will be done using a mobile unit.
2. **Annual training items** – IT in process of placing refresher trainings on the intranet. A class room session will be held for Haz. Comm. on February 15. One session will be held at 10:00am and another will be held at 1:00pm in the Company E room at the library.
3. **Additional Training items for discussion**- No new items.

E. Motion to adjourn at 1:50 made by S. Nett and seconded by V. Lenz. Motion carried.



PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
January 27, 2012
MINUTES

Meeting called to order at 8:45 AM

Present: Jim Julius, Todd Drew, Vince Maas, Sue Nett, Jeff Nieland, Ken Popelka, Adam Alix, Kevin Schmahl, Mark Radtke

Absent: Corey Gordon, Pamela Captain, Brian Tungate, Tim Jacobson

Approval of Minutes – Motion to approve minutes from the December 20, 2011 meeting made by V. Maas second J. Julius. Motion approved.

A. Old Business

1. **EOEP Maps** – No change - Jefferson Park Bathhouse – Locations marked by V. Maas, maps returned to C. Gordon to generate final maps.
2. **Maintenance Shop Ventilation Issue** – No new updates
3. **Public Works Facility Walk-thru**- Majority of items have been completed. Work to be conducted on organizing electrical supply room. Discussion regarding bird / bird feces issue in cold storage building, recommendation to keep doors closed and install garage door openers for vehicles.
4. **Recycling Truck** – Schedule has changed to daily rotation to reduce repetitive strain. Automated recycle truck will also be altered to allow controls from left side which would allow driver to sit.

B. New Business

1. **Monthly Safety Topic** – “Canaries are no Longer Used as Gas Detectors but...CARBON MONOXIDE Still Kills! Topic covers the importance of monitoring carbon monoxide risks at work and maintaining detectors at home. Sheet was distributed for posting in each department.
2. **Injury Review** – Employee slipped and fell when exiting the bed of a pick up truck, scraping leg on the trailer hitch on the way down. No medical attention or loss time resulted. Recommendation remove hitches when not in use and take caution when exiting the truck bed including the surfaces which are stepped onto. Employees should avoid riding in truck beds whenever possible.
3. **MSDS Books Audit** – T. Drew requested assistance from departments to obtain and send MSDS sheets for new chemicals when available or notify when sheets are not submitted. K. Schmahl will also inventory chemicals in the Maintenance Shop. Drew cited chemicals which are purchased at

retail must have MSDS sheets included in book. Communication is necessary to keep books current.

4. **New items for discussion-** No new items

Training

1. **Fire extinguisher training** – T. Drew will contact M. Sipin NM Fire to schedule.
2. **Hearing Screening** – schedule pending
3. **Hazard Communication Training DPW/ Parks-** T. Drew to conduct training at 7:00AM on February 2, 2012.
4. **New Training Items** – No new training items cited.

D. Adjourn: Motion K. Popelka second J. Nieland - Meeting adjourned at 9:45am.

Elisha D. Smith Public Library
440 First St.
Menasha, WI 54952
(920) 967-3661

PRESS RELEASE

For release after March 1, 2012

For more information contact: Vicki Lenz (929) 967-3661 lenz@menashalibrary.org

Voter ID Law Explained

Election experts from the Government Accountability Board will be in Menasha on Monday, March 12, to speak at a public meeting about Wisconsin's new Voter Photo ID Law.

The meeting is hosted by the League of Women Voters of Winnebago County, the Elisha D. Smith Public Library, the City of Menasha, the Town of Menasha, and the City of Neenah. It will be held at 6:30 p.m. in the Company E Room at the public library in Menasha at 440 First St.

In 2011 the Wisconsin Legislature passed the Voter Photo ID Law, requiring voters to show an acceptable photo ID to receive a ballot. The law also contains other important changes to the voting process, including a longer, 28-consecutive-day residency period and a requirement for voters to sign the poll list.

"These are the most significant changes to Wisconsin's elections since 18-year-olds won the right to vote in 1971," said Kevin Kennedy, Wisconsin's chief elections officer. "There are also important exceptions in the law, which are not widely understood, for some absentee voters who are indefinitely confined for health reasons or who vote by mail on a consistent basis."

The presentation covers what forms of identification are acceptable and how to go about getting a state ID card for free if a voter doesn't currently have an acceptable ID. The G.A.B. staff has produced a wide range of educational materials explaining the Voter Photo ID Law, which will be distributed at the meeting.

Citizens of the Cities of Menasha and Neenah and the Town of Menasha are encouraged to stay after the meeting to register to vote and to sign up for an absentee ballot if they are in need of either service.

Voters are also encouraged to visit the G.A.B.'s website (<http://gab.wi.gov>) for information about the new law. The first election at which a photo ID was required was February 21, 2012, in municipalities running primary elections.



To: Common Council, Tom Stoffel, Greg Keil, Mark Radtke
From: Mayor Merkes, Council President Sevenich
Date: 29 February 2012
RE: Storm water Utility Reporting

Menasha created a storm water utility several years ago to govern new state requirements, workload and capital expenditures. Currently the storm water utility's budget is set as part of the city budgeting process in November and expenditures are listed as part of the accounts payable report on the common council agenda. The responsibilities of the storm water utility were set by ordinance and include:

Common Council

- sets rates
- power to create incentives for residential properties
- approve budget
- revise ordinance

Board of Public Works

- hear appeals of credits and adjustments

Director of Public Works

- determine credits/adjustments
- create budget
- administer and enforce ordinance

I have worked with Alderman Sevenich and we are recommending enhancing the reporting process to the Common Council who is currently responsible for the Utility. Creating a semi-annual report in May and November of each year to the Common Council would inform the public and elected officials of the actions of the utility. The report would include:

- Expenditures
- Debt payments and total debt held
- Reserves
- Funds held in reserve for capital projects or equipment purchases
- Projects undertaken since the previous reporting period

Providing additional information in this manner would maintain accountability and transparency without creating the unnecessary complication of new boards and ordinance changes.

MENASHA HISTORICAL SOCIETY NEWS

February-March 2012

HAPPY "2012" NEW YEAR

After a very enjoyable and exciting Christmas season it is now time to get "back to business". Our annual Christmas dinner was attended by 89 members and guests and from the response it was thoroughly enjoyed. Our guest speakers, and comments from the attendees, brought back many fond memories of the past when the "simpler way-of-life" was the norm even though there were some "questionable aspects".

MARCH 10th - 7:00 p.m.

Menasha Public Library, Company E Room
(use elevator to the lower level)

Open to the Public

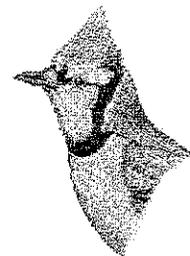
History of Menasha High School Basketball



Presenter will be Bob Smarzinski (who is also a board member of your society). He has previously published a book, with extended details, and will be available at the program or the resource ctr./mini-museum (Memorial Bldg.)



Anyone willing to furnish cookies/bars for the March meeting please contact Dolores Gear at 722-3635
Thank you.



WELCOME NEW MEMBERS

Kathryn Babbitz, Joseph Boehnlein, John Lauber,
Lil Fahrenkrug, Dean & Judy Moede, Shirley Reichelt

BOARD MEMBERS WANTED

As election time is drawing near we continue to seek anyone interested in becoming involved in your "local history" organization. It is vitally important that we preserve the past and present for future generations so our heritage will not be forgotten. This does not happen without volunteers, such as yourself. Please consider speaking to one of the nominating committee members (Katie 722-4364 or Jean 722-7349) indicating your interest.

VALENTINES DAY

Every February 14, across the United States and in other places around the world, candy, flowers and gifts are exchanged, with romance in mind, between loved ones. Who is this mysterious Saint Valentine and how did he become associated with this ancient rite between Christian and ancient Roman tradition?

One legend contends that Valentine was a priest who served during the 3rd century in Rome. When Emperor Claudius decided that single men made better soldiers than those with wives and families, he outlawed marriage to young men. Valentine, realizing the injustice of the decree, defied Claudius and continued to perform marriages for young lovers in secret. When Valentine's actions were discovered Claudius ordered that he be put to death. Other stories suggest that Valentine may have been killed for attempting to help Christians escape harsh Roman prisons where they were often beaten and tortured.

Another legend has it that Valentine actually sent the first "valentine" greeting himself. While in prison, it is believed that Valentine fell in love with a young girl—who may have been his jailor's daughter who visited him during his confinement. Before his death, it is alleged that he wrote her a letter, which he signed "From your Valentine", an expression that is still in use today. Although the truth behind the Valentine legends is murky, the stories certainly emphasize his appeal as a sympathetic, heroic, and, most importantly, romantic figure. It's no surprise that by the Middle Ages, Valentine was one of the most popular saints in England and France.



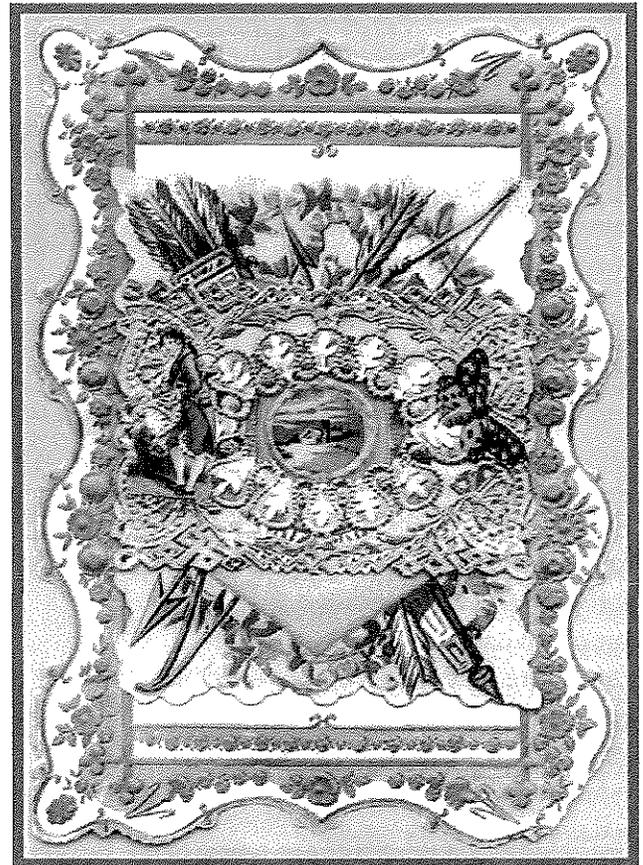
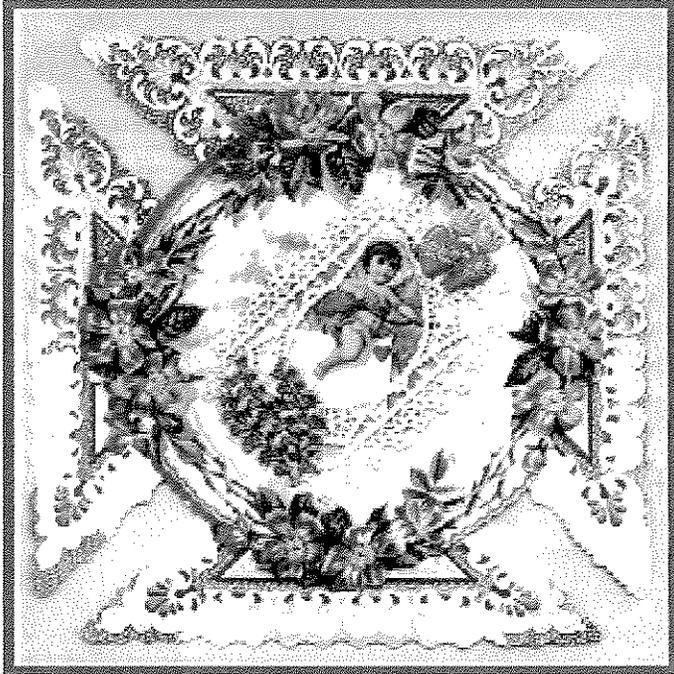
While some believe that Valentine's Day is celebrated in the middle of February to commemorate the anniversary of Valentine's death or burial—which probably occurred around 270 AD—others claim that the Christian church may have decided to celebrate Valentine's feast day in the middle of February in an effort to "Christianize" celebrations of the pagan Lupercalia festival in ancient Rome. February was the official beginning of spring and was considered a time for purification. Houses were ritually cleansed by sweeping them out and then sprinkling salt and a type of wheat called spelt throughout their interiors. Lupercalia, which began at the ides of February, February 15 was a fertility festival dedicated to Faunus, the Roman god of agriculture, as well as to the Roman founders Romulus and Remus. To begin the festival, members of the Luperci, an order of Roman priests would gather at the sacred cave where the infants Romulus and Remus, the founders of Rome, were believed to have been cared for by a she-wolf or lupa. The priests would then sacrifice a goat, for fertility, and a dog for purification. The boys then sliced the goat's hide into strips, dipped them in the sacrificial blood and took to the streets, gently slapping both women and fields of crops with the goat-hide strips. Far from being fearful, Roman women welcomed being touched with the hides because it was believed the strips would make them more fertile in the coming year. Later in the day, according to legend, all the young women in the city would place their names in a big urn. The city's bachelors would then each choose a name out of the urn and become paired for the year with the chosen woman. These matches often ended in marriage. Pope Gelasius declared February 14 St. Valentine's Day around 498 A.D. The Roman "lottery" system for romantic pairing was deemed un-Christian and outlawed. Later, during the middle ages, it was commonly believed in France and England that February 14 was the beginning of birds' mating season, which added to the idea that it should be a day for romance. The oldest known valentine still in existence today was a poem written by Charles, Duke of Orleans, to his wife while he was imprisoned in the Tower of London following his capture at the Battle of Agincourt. The greeting, which was written in 1415, is part of the manuscript collection of the British Library in London, England. Several years later, it is believed that King Henry V hired a writer named John Lydgate to compose a valentine note to Catherine of Valois.

The 1st commercial Valentine's Day greeting cards produced in the US were created in the 1840's by Esther A. Howland. She then began to sell the first mass-produced valentines in America. Known as the 'Mother of the Valentine', Esther made elaborate creations with red lace, ribbons and colorful pictures known as "scrap".

According to the Greeting Card Assoc., an estimated 1 billion valentine cards are sent each year, making Valentine's Day the 2nd largest card-sending holiday of the year (An estimated 2.6 billion cards are sent for Christmas.) Approximately 85 % of all valentines are purchased by women. In addition to the US, Valentine's Day is celebrated in Canada, Mexico, the UK, France and Australia.



Haply this little simple page,
 Which I with love now send to thee,
 Maynow and then a look engage,
 And steal a moment's thought for me.
 But, oh! In pity let not those,
 Whose hearts are not of gentle mould,
 Let not the eye that seldom flows,
 With feeling tear, my song behold.

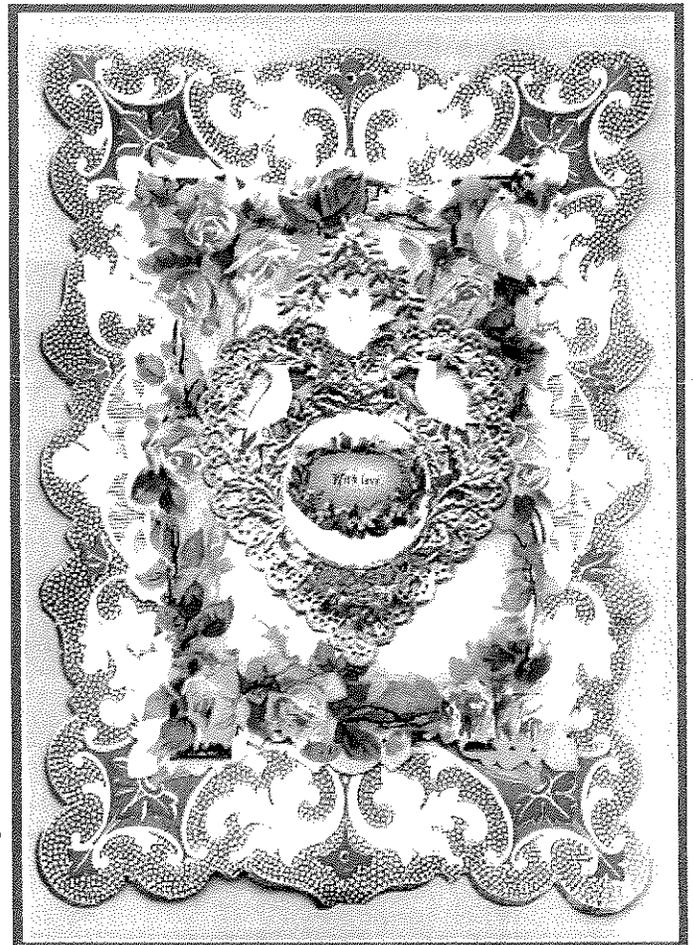


Never, oh! never, while life is mine,
 Will I repent that my heart is thine;
 The chain that binds us in one sweetlie,
 Will growbut the brighter as years go by.

*These valentines,
 from 1894 and 1897, were
 submitted by Sylvia Mattern Biebel.
 inside verse is next to card*

IF YOU LOVE ME, TELL ME SO!

Roses are not always blooming, but the winter comes anon,
 Sunbeams are not ever-shining, yet the clouds oft make day wan:
 And if Love can give us pleasure, its existence we should know:
 So through cloudy days and sunny, if you love me, tell me so!
 Tho' the flowers may be blooming, yet the breast may still be sad,
 Tho' the sun be sweetly shining, yet the heart may not be glad:
 And if love is all we deem it, its existence we should know -
 So through flowery ways or barren, if you love me tell me so!



Mark your calendars for April and May events:

April 12 – 7:00 Nancy Barker will be presenting an interesting evening regarding the history of the Brin & Valley Theatres. This meeting will be held at the Resource ctr./mini-museum located in the Memorial Bldg on Keyes Street across from Smith Park. For those newer members this will be your chance to view our newly renovated displays, pictures, and artifacts and appreciate where your organization's volunteers are actively working every week.

May 10 – "Ring World"- to be presented at the Barlow Planetarium on the campus of the University of Wisconsin-Fox Valley, Midway Rd., Menasha. Our discounted cost will be \$4/person (collected upon arrival). Prior to the 1:00 p.m. program we will meet for lunch at Michaels Bar & Grill, Appleton Rd. at 11:00 a.m. A tour of the new Communications Arts Center will follow the Planetarium program. The Weis Earth Science Museum is also open for viewing.

HOW MANY DO YOU REMEMBER?

Head light dimmer switches on the floor
Ignition switches on the dashboard
Heaters mounted on the inside of the fire wall
Small fans on dashboard in hot weather
Using hand signals when turning
Ice boxes with no electricity
Ice delivered to your home
Metal ice trays with handle for loosening cubes
Live telephone operators you gave the number to
Party lines
4 digit telephone numbers
S & H green stamps
Mimeograph machines and mimeograph paper
Dictaphones
Manual typewriters

Electric typewriters
Shorthand
Roller skate keys
Blue flashbulbs
45 & 78 RPM records
Phonograph

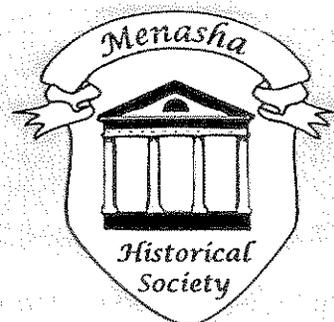
SCORING:

75% correct – "older than dirt"
25-50% "rounding the top of the hill"
If you get only a few correct, you're a
"whippersnapper"!!

(Although I think I am "so much younger" I really do remember all of them from the "good old days")

RESOURCE CENTER & MUSEUM

(Located at 640 Keyes Street)
P.O. Box 255
Menasha, WI 54952
jchew2366@yahoo.com
menashahistorical@yahoo.com
www.menashahistorical.webs.com



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Pamela Captain

From: Diane Schillaci [dms@cvmic.com]
Sent: Friday, February 17, 2012 12:19 PM
Subject: CVMIC Training Notice: Strategic Management Planning
Attachments: Training Registration Process.doc

NEW PROGRAM

STRATEGIC MANAGEMENT PLANNING

(Certificate in Management)

Tuesday, April 24, 2012
CVMIC Training Center
Wauwatosa

This information is being sent to: CVMIC Member Representatives and all Departments

To succeed in the future, managers must have the strategic knowledge and skills needed to lead organizations through turbulent and highly competitive environments. In this course we will be reviewing the resources and tools to lead a dynamic and agile strategy.

At its core, strategic management is about building and sustaining efficient organizations that serve citizen's needs and create sustainability for all. This course will enable participants to build stronger strategic management skills by applying current practices to their specific organizational situations. Participants explore how to apply these best practices through case studies, worksheets and in a hands-on, practical manner to take the key learning back to their organization. Areas of focus include:

- **Strategy Fundamentals:** Creating an agile framework and process
- **Strategic Foundation:** Establishing and reviewing your core service requirements and envisioned future
- **Strategic Analysis:** Assessing your internal and external environments to establish your strategic direction
- **Strategy Formulation:** Developing and translating your strategy for growth and sustainability
- **Strategy Execution:** Driving results by aligning your resources, people and processes to your strategy

Target Audience: Managers and Supervisors or anyone who may be responsible for or interested in developing a strategic management plan for their community.

Instructor ~ Elsa Ozuna-Richards, MSA, CMPE
Senior Account Director
M3 Planning

Elsa is a Senior Account Director at M3 Planning and has over 25 years of experience in operational, financial and strategic management. Elsa has worked across several industries working with companies to develop strategic direction and execute strategy across every facet of the organization. Her clients span across the United States. Her mantra "Research Drives Strategic Direction" is critical to her work in strategic planning. She has worked closely with countless clients to build solid cases for sound strategy through internal and external assessments of the organizations and their markets, strategic planning training and facilitation of both large and small groups.

Registration check-in: 8:15 a.m. – 8:30 a.m. The program will begin at 8:30 a.m. and conclude at 3:30 p.m. A light continental breakfast and lunch will be provided.

(To register visit our web site www.evmic.com and click on the training tab)

Diane

Diane Schillaci
Administrative Assistant
Cities and Villages Mutual Insurance Company
9898 W. Bluemound Road
Wauwatosa, WI 53226-4319
Direct: (414) 831-5997
Office: (262) 784-5666 ext. 197
Fax: (262) 784-5599

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Division of Transportation
System Development
WIS 441 Tri-County Project
Brown County Office
1940 West Mason Street
Green Bay, WI 54303



Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet web site: www.dot.wisconsin.gov

Telephone: (920)492-2222
Facsimile (FAX): (920)492-5807
E-mail: ner_dtsd@dot.wi.gov

RECEIVED

February 16, 2012

FEB 21 2012

Mark Radtke
Director of Public Works
City of Menasha Department of Public Works
140 Main St
Menasha, WI 54952

Dear Mark Radtke:

As you may be aware, the Wisconsin Department of Transportation (WisDOT) has completed its planning study and is now developing plans to reconstruct and expand approximately 6 miles of the heavily-traveled US 10/WIS 441 Tri-County freeway between Coldspring Road and Oneida Street. The purpose of this letter is to inform you that project staff may be contacting you or members of your staff to initiate coordination with your community; early coordination needs include: Complete Streets policy, existing stormwater and lighting facilities, and transportation management plan development. We also want to notify you that we plan to host a meeting with local officials to provide an update on the project's design and schedule and also to answer your specific questions prior to the public information meeting. You'll receive an invitation to both local officials' and public information meetings later this spring.

Should you or your constituents have any questions about the project in general, please feel free to contact me at (920) 492-2240 or via email at Scott.Ebel@dot.wi.gov. Alternatively, Kris Schuller, US 41/WIS 441 Projects Communication Manager, can be reached at (920) 492-4109 or via email at Kris.Schuller@dot.wi.gov.

Sincerely,

Scott Ebel, P.E.
WIS 441 Project Manager

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, February 20, 2012
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, PC Styka, FC Auxier, DPW Radtke, CDD Keil,
C/T Stoffel, PRD Tungate, LD Lenz, Clerk Galeazzi and the Press
DEPT HEAD EXECUSED: PHD Nett

D. PUBLIC HEARING

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

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

No one spoke

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. Administration Committee, 2/6/12
- b. Board of Public Works, 2/6/12
- c. IT Steering Committee, 2/14/12
- d. Parks and Recreation Board, 2/14/12
- e. Plan Commission, 2/7/12
- f. Water & Light Commission, 12/21/11; Closed session
- g. Water & Light Commission, 12/21/11

Communications:

- h. Calumet County Circuit Court, 2/13/12; Petition filed for Incorporation of a portion of the Towns of Harrison & Buchanan as the Village of Harrison
- i. Community Development Dept., 2/16/12; Building Permit Summary
- j. Customers First! Newsletter, The Wire February 2012
- k. Human Resources Director Captain, 2/3/12; Union status
- l. Menasha Utilities Co-General Managers, 2/15/12; Water project update

Moved by Ald. Sevenich, seconded by Ald. Krueger to receive Minutes and Communications A-L.

Discussion: Ald. Zelinski, Minutes C (IT Steering Comm), questions on new program for Police Dept; Minutes E (Parks & Rec), questions on comments by PRD Tungate on donations.

Ald. Sevenich, requested someone from NM Sewerage attend next meeting. Also ask someone from Menasha Utility to explain billing to NM Sewerage.

Motion carried on voice vote.

DRAFT

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, 2/6/12

Board of Public Works, 2/6/12; recommends approval of:

2. Change Order – City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Manhole Lining; Contract E145-11-01C; Infrastructure Technologies, Inc.; ADD: \$3,072.75 (Change Order No. 3 and Final)
3. Payment - City of Menasha Wastewater Collection System Rehabilitation Improvements – Phase 4 Project; Sanitary Manhole Lining; Contract E145-11-01C; Infrastructure Technologies, Inc.; \$32,899.19 (Payment No. 2 and Final)

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

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 2/9/12 to 2/16/12 in the amount of \$3,831,275.19
**Moved by Ald. Klein, seconded by Ald. Langdon to approve accounts payable and payroll.
Questions/Answers/Discussion on expenditures.
Motion carried on roll call 8-0.**

J. ORDINANCES AND RESOLUTIONS

K. APPOINTMENTS

L. HELD OVER BUSINESS

1. R-2-12 – A Resolution Pertaining to Changes in Fees for Parks and Recreation Programs and Services for 2012 (Introduced by Ald. Langdon, recommended by the Parks & Recreation Board)
**Moved by Ald. Langdon, seconded by Ald. Englebert to adopt R-2-12.
Motion carried on roll call 7-1. Ald. Sevenich – no.**

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ADJOURN

**Moved by Ald. Krueger, seconded by Ald. Langdon to adjourn at 6:11 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
February 24, 2012
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 4:00 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, CDD Keil, PP Homan, Clerk Galeazzi

D. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Attorney Andrew Rossmeissl, Representing Town of Harrison, 613 E. Roosevelt St, Appleton. Comments on Petition for Incorporation of the Village of Harrison. He referenced Intermunicipal Agreement between Town of Harrison, City of Menasha, and Waverly Sanitary District. Copies of the agreement were distributed to Council, Mayor, Attorney & Clerk.

John Slotton, Town of Harrison Chairman, W5785 Hwy 114, Menasha. Comments on Intermunicipal Agreement between Town of Harrison, City of Menasha, and Waverly Sanitary District.

E. DISCUSSION/ACTION ITEMS

1. Moved by Ald. Benner, seconded by Ald. Sevenich adjourn into Closed Session at 4:15 p.m. pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Intermunicipal Agreement with Town of Harrison, Menasha and Waverly Sanitary District; Case #12-CV-28 In the Matter of Incorporation of portions of lands comprising the Town of Harrison, Calumet County and the Town of Buchanan, Outagamie County)
Motion carried on roll call 8-0.

2. Reconvene into Open Session

Moved by Ald. Krueger, seconded by Ald. Langdon to reconvene into open session at 5:25 p.m.

Motion carried on voice vote.

3. Discussion of the Petition for the Incorporation of the Village of Harrison and possible action

General discussion ensued on the petition filed with the Courts; public hear set for 2/27/12; City's option as it pertains to the petition.

4. Resolution indicating a willingness to annex the territory designated in the Incorporation Petition (Town of Harrison)
Moved by Ald. Sevenich, seconded by Ald. Klein to adopt R-3-12 A Resolution Relating to the Annexation of Territory Proposed for Incorporation as the Village Of Harrison
General discussion on City staff concerns of incorporation of the Village of Harrison.
Motion carried on roll call 6-2. Ald. Krueger, Zelinski – no

F. ADJOURNMENT

- Moved by Ald. Sevenich, seconded by Ald. Krueger to adjourn at 5:40 p.m.
Motion carried on voice vote.

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YEAR TO DATE ACTUAL	2011 YEAR END PROJECTION	2012 DEPARTMENT REQUEST
	Property and Liab Ins					
733-0206-512.15-01	Health	0	0	0	0	5000
733-0206-512.15-03	Dental	0	0	0	0	1650
733-0206-512.15-07	Vision	0	0	0	0	5000
733-0206-512.21-01	Legal	0	5,000	5,144	5,000	5000
733-0206-512.21-06	Management	400	425	0	0	1650
733-0206-512.51-03	Property	6,493	16,500	0	16500	18500
733-0206-512.51-04	Liability	6,535	48,600	66,297	48600	50001
733-0206-512.51-05	Vehicle	11,919	15,500	13,123	14000	16000
733-0206-512.51-06	Computer Equipment	3,570	3,650	3,400	3400	3500
733-0206-512.51-07	Boiler	5,571	6,000	5,763	6000	6000
733-0206-512.51-08	Crime	571	600	570	600	600
733-0206-512.51-09	Public Liability	2,254	2,400	1,835	1835	2500
733-0206-512.51-10	Employment Practice Liab	1,291	6,000	4,537	4537	6000
733-0206-512.51-11	Underground Storage Tanks	0	0	3,765	3765	3800
733-0206-512.73-01	Award & Claim Settlements	270	25,000	72,954	25000	25000
*	Property and Liab Ins	35,752	129,675	177,388	129787	138551

	Debt Service-Interest					
733-0410-571.61-02	Interest	0	0	0	0	0
*	Debt Service-Interest	0	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ADJUSTED BUDGET	2011 YEAR TO DATE ACTUAL	2011 YEAR END PROJECTION	2012 DEPARTMENT REQUEST
	Self-Funded Dental					
735-0207-512.15-03	Dental	116,350	0	11,088	118350	122000
735-0207-512.21-06	Management	7,108	7,176	6,165	7000	7500
*	Self-Funded Dental	123,458	7,176	17,253	125350	129500

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CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 2/23/12-3/1/12 Checks # 32582-32746	\$ 668,919.26
Payroll Checks for 2/23/12-2/24/12	<u>199,869.33</u>
Total	\$ 868,788.59

Medical Expense Reimbursement Trust-Retirement Pay Out

Menasha Employees Credit Union-Employee Deductions

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: 2/23/2012

<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>
OFFICE DEPOT CREDIT PLAN	32582	2/23/2012	402429	100-0601-551.30-10	4.99	OFFICE SUPPLIES
			Total for check: 32582		4.99	
	32583	2/23/2012	02162012	100-0601-551.30-14	121.66	LIBRARY MATERIALS
		Total for check: 32583		121.66		
UNIQUE BOOKS INC	32584	2/23/2012	356776	100-0601-551.30-14	73.56	LIBRARY MATERIALS
		2/23/2012	356777	100-0601-551.30-14	362.64	LIBRARY MATERIALS
		2/23/2012	356778	100-0601-551.30-14	54.50	LIBRARY MATERIALS
			Total for check: 32584		490.70	
ACC PLANNED SERVICE INC	32585	2/23/2012	7092	100-0601-551.24-03	866.69	BLDG REPAIR/MAINTENANCE
			Total for check: 32585		866.69	
	32586	2/23/2012	24001	100-0601-551.24-04	389.53	EQUIP MAINT. CONTRACT
		Total for check: 32586		389.53		
ADT SECURITY SERVICES INC	32587	2/23/2012	62728904	100-0601-551.24-03	214.51	BLDG REPAIR/MAINTENANCE
			Total for check: 32587		214.51	
	32589	2/23/2012	007913243004	100-0601-551.30-14	44.97	LIBRARY MATERIALS
	2/23/2012	007916512638	100-0601-551.30-14	225.37	LIBRARY MATERIALS	
	2/23/2012	007918679772	100-0601-551.30-14	29.18	LIBRARY MATERIALS	
	2/23/2012	149360561792	100-0601-551.30-14	33.98	LIBRARY MATERIALS	
	2/23/2012	149360843200	100-0601-551.30-14	11.49	LIBRARY MATERIALS	
	2/23/2012	149363140822	100-0601-551.30-14	11.99	LIBRARY MATERIALS	
	2/23/2012	149366516469	100-0601-551.30-14	31.95	LIBRARY MATERIALS	
	2/23/2012	149366809523	100-0601-551.30-14	197.58	LIBRARY MATERIALS	
	2/23/2012	149368852883	100-0601-551.30-14	366.54	LIBRARY MATERIALS	
	2/23/2012	149369734836	100-0601-551.30-14	22.06	LIBRARY MATERIALS	
	2/23/2012	198000103970	100-0601-551.30-14	(12.00)	CREDIT	

AP Check Register

Check Date: 2/23/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
AMAZON...	32589...	2/23/2012	198001202530	100-0601-551.30-14	(1.00)	CREDIT	
		2/23/2012	198001213906	100-0601-551.30-14	(1.00)	CREDIT	
		2/23/2012	198001291707	100-0601-551.30-14	(6.00)	CREDIT	
		2/23/2012	198001526254	100-0601-551.30-14	(1.00)	CREDIT	
		2/23/2012	198001737757	100-0601-551.30-14	272.82	LIBRARY MATERIALS	
		2/23/2012	198003306861	100-0601-551.30-14	9.99	LIBRARY MATERIALS	
		2/23/2012	198005478824	100-0601-551.30-14	(12.00)	CREDIT	
		2/23/2012	198005804101	100-0601-551.30-14	161.91	LIBRARY MATERIALS	
		2/23/2012	198007463633	100-0601-551.30-14	(3.00)	CREDIT	
		2/23/2012	240679145584	100-0601-551.30-14	(2.00)	CREDIT	
AMERICAN LIBRARY ASSOCIATION		2/23/2012	263294556101	100-0601-551.30-14	146.91	LIBRARY MATERIALS	
		2/23/2012	263298088213	100-0601-551.30-14	21.40	LIBRARY MATERIALS	
		2/23/2012	263298563750	100-0601-551.30-14	680.61	LIBRARY MATERIALS	
			Total for check: 32589		2,230.75		
		2/23/2012	24561100	100-0601-551.30-16	33.50	PROGRAM SUPPLIES	
			Total for check: 32590		33.50		
	AUDIOGO	32591	2/23/2012	441067	100-0601-551.30-14	471.44	LIBRARY MATERIALS
				Total for check: 32591		471.44	
	BAKER & TAYLOR INC	32593	2/23/2012	2026605773	100-0601-551.30-14	14.53	LIBRARY MATERIALS
			2/23/2012	2026619003	100-0601-551.30-14	101.21	LIBRARY MATERIALS
		2/23/2012	2026638560	100-0601-551.30-14	49.39	LIBRARY MATERIALS	
		2/23/2012	2026641716	100-0601-551.30-14	15.74	LIBRARY MATERIALS	
		2/23/2012	2026644424	100-0601-551.30-14	47.01	LIBRARY MATERIALS	
		2/23/2012	2026651158	100-0601-551.30-14	37.58	LIBRARY MATERIALS	
		2/23/2012	2026664676	100-0601-551.30-14	55.68	LIBRARY MATERIALS	
		2/23/2012	2026664784	100-0601-551.30-14	42.31	LIBRARY MATERIALS	
		2/23/2012	2026667045	100-0601-551.30-14	366.81	LIBRARY MATERIALS	
		2/23/2012	2026671059	100-0601-551.30-14	415.12	LIBRARY MATERIALS	
	2/23/2012	2026674728	100-0601-551.30-14	337.43	LIBRARY MATERIALS		
	2/23/2012	2026675136	100-0601-551.30-14	59.17	LIBRARY MATERIALS		

AP Check Register
Check Date: 2/23/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAKER & TAYLOR INC...	32593...	2/23/2012	2026676086	100-0601-551.30-14	14.55	LIBRARY MATERIALS
		2/23/2012	2026678827	100-0601-551.30-14	202.51	LIBRARY MATERIALS
		2/23/2012	2026685155	100-0601-551.30-14	116.95	LIBRARY MATERIALS
		2/23/2012	2026685920	100-0601-551.30-14	31.34	LIBRARY MATERIALS
		2/23/2012	2026688068	100-0601-551.30-14	529.58	LIBRARY MATERIALS
		2/23/2012	5011794626	100-0601-551.30-14	184.03	LIBRARY MATERIALS
		2/23/2012	5011813569	100-0601-551.30-14	64.45	LIBRARY MATERIALS
		2/23/2012	174466280	100-0601-551.30-14	89.96	LIBRARY MATERIALS
		2/23/2012	174490880	100-0601-551.30-14	10.79	LIBRARY MATERIALS
		2/23/2012	175322720	100-0601-551.30-14	17.96	LIBRARY MATERIALS
	2/23/2012	175322721	100-0601-551.30-14	10.79	LIBRARY MATERIALS	
	2/23/2012	175786410	100-0601-551.30-14	43.17	LIBRARY MATERIALS	
			Total for check: 32593		2,858.06	
BATTERIES PLUS-502	32594	2/23/2012	508147193	100-0601-551.24-03	87.80	BLDG REPAIR/MAINTENANCE
			Total for check: 32594		87.80	
BRAZEE ACE HARDWARE	32595	2/23/2012	016571	100-0601-551.24-03	10.77	BLDG REPAIR/MAINTENANCE
		2/23/2012	016572	100-0601-551.24-03	8.28	BLDG REPAIR/MAINTENANCE
		2/23/2012	016574	100-0601-551.24-03	9.99	BLDG REPAIR/MAINTENANCE
		2/23/2012	016588	100-0601-551.24-03	8.98	BLDG REPAIR/MAINTENANCE
		2/23/2012	016782	100-0601-551.24-03	20.77	BLDG REPAIR/MAINTENANCE
			Total for check: 32595		56.79	
BUILDERS SERVICE CENTER	32596	2/23/2012	B009499-IN	100-0601-551.24-03	354.00	BLDG REPAIR/MAINTENANCE
			Total for check: 32596		354.00	
CDW GOVERNMENT INC	32597	2/23/2012	D758365	100-0601-551.30-10	127.60	OFFICE SUPPLIES
		2/23/2012	F102852	100-0601-551.30-10	127.60	OFFICE SUPPLIES
			Total for check: 32597		255.20	

AP Check Register
Check Date: 2/23/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DEMCO INC	32598	2/23/2012	4472990	100-0601-551.30-18	614.43	DEPARTMENT SUPPLIES
		2/23/2012	4491555-DUP1	100-0601-551.30-10	65.28	OFFICE SUPPLIES
		2/23/2012	4491555DUP2	100-0601-551.30-16	34.00	PROGRAM SUPPLIES
		2/23/2012	4491555DUP3	100-0601-551.30-18	96.00	DEPARTMENT SUPPLIES
			Total for check: 32598		809.71	
FINAWAY WORLD LLC	32599	2/23/2012	64406	100-0601-551.30-14	228.72	LIBRARY MATERIALS
		2/23/2012	64585	100-0601-551.30-14	101.23	LIBRARY MATERIALS
			Total for check: 32599		329.95	
FOX STAMP SIGN & SPECIALTY	32600	2/23/2012	206354	100-0601-551.30-10	28.20	OFFICE SUPPLIES
		2/23/2012	206730	100-0601-551.30-10	10.90	OFFICE SUPPLIES
			Total for check: 32600		39.10	
GALE	32601	2/23/2012	17448569	100-0601-551.30-14	38.93	LIBRARY MATERIALS
			Total for check: 32601		38.93	
GAYLORD BROS INC	32602	2/23/2012	2010744	100-0601-551.30-18	75.84	DEPARTMENT SUPPLIES
			Total for check: 32602		75.84	
KATHY HANNAH	32603	2/23/2012	02162012	100-0601-551.30-16	59.85	PROGRAM SUPPLIES
			Total for check: 32603		59.85	
TOM HANNAH	32604	2/23/2012	02162012	100-0601-551.20-05	200.00	PROGRAM CONTRACT
			Total for check: 32604		200.00	
HIGHSMITH	32605	2/23/2012	4472988	100-0601-551.30-18	921.65	DEPARTMENT SUPPLIES
			Total for check: 32605		921.65	

AP Check Register
Check Date: 2/23/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFEIL INC	32606	2/23/2012	0103140029	100-0601-551.24-03	10.30	BLDG REPAIR/MAINTENANCE
		2/23/2012	0103140139	100-0601-551.24-03	17.07	BLDG REPAIR/MAINTENANCE
		2/23/2012	0110140125	100-0601-551.24-03	8.30	BLDG REPAIR/MAINTENANCE
		2/23/2012	0120140075	100-0601-551.24-03	18.12	BLDG REPAIR/MAINTENANCE
			Total for check: 32606		53.79	
KONE INC	32607	2/23/2012	220797491	100-0601-551.24-03	424.68	BLDG REPAIR/MAINTENANCE
			Total for check: 32607		424.68	
KRANSKI & SONS INC	32608	2/23/2012	0021321-IN	100-0601-551.24-03	195.00	BLDG REPAIR/MAINTENANCE
			Total for check: 32608		195.00	
KRUEGER TRUE VALUE	32609	2/23/2012	967071	100-0601-551.24-03	29.48	BLDG REPAIR/MAINTENANCE
			Total for check: 32609		29.48	
VICKI LENZ	32610	2/23/2012	02162012	100-0601-551.30-15	118.78	EQUIPMENT SUPPLIES
			Total for check: 32610		118.78	
MADER NEWS AGENCY INC	32611	2/23/2012	68219	100-0601-551.30-14	108.20	LIBRARY MATERIALS
			Total for check: 32611		108.20	
MANDERFIELD BAKERY	32612	2/23/2012	419477	100-0601-551.30-16	55.50	PROGRAM SUPPLIES
			Total for check: 32612		55.50	
MARSHALL CAVENDISH CORP	32613	2/23/2012	R884572	100-0601-551.30-14	177.93	LIBRARY MATERIALS
		2/23/2012	R885674	100-0601-551.30-14	118.53	LIBRARY MATERIALS
			Total for check: 32613		296.46	

AP Check Register
Check Date: 2/23/2012

<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>
MODERN BUSINESS MACHINES	32614	2/23/2012	26271310	100-0601-551.24-04	728.26	EQUIP MAINT. CONTRACT
			Total for check: 32614		<u>728.26</u>	
PENWORTHY COMPANY	32615	2/23/2012	519719	100-0601-551.30-14	402.53	LIBRARY MATERIALS
			Total for check: 32615		<u>402.53</u>	
MARK POLLARD	32616	2/23/2012	02162012	100-0601-551.30-14	28.00	LIBRARY MATERIALS
			Total for check: 32616		<u>28.00</u>	
RANDOM HOUSE INC	32617	2/23/2012	1083110952	100-0601-551.30-14	128.00	LIBRARY MATERIALS
		2/23/2012	1083145688	100-0601-551.30-14	83.20	LIBRARY MATERIALS
		2/23/2012	1083172082	100-0601-551.30-14	12.00	LIBRARY MATERIALS
		2/23/2012	1083177480	100-0601-551.30-14	6.00	LIBRARY MATERIALS
		2/23/2012	1083198774	100-0601-551.30-14	24.00	LIBRARY MATERIALS
		2/23/2012	1083260759	100-0601-551.30-14	30.00	LIBRARY MATERIALS
	2/23/2012	1083266552	100-0601-551.30-14	72.00	LIBRARY MATERIALS	
			Total for check: 32617		<u>355.20</u>	
RECORDED BOOKS LLC	32618	2/23/2012	74470573	100-0601-551.30-14	156.40	LIBRARY MATERIALS
			Total for check: 32618		<u>156.40</u>	
RHYME BUSINESS PRODUCTS	32619	2/23/2012	373651	100-0601-551.30-18	28.99	DEPARTMENT SUPPLIES
			Total for check: 32619		<u>28.99</u>	
SIMPLE DISTRIBUTORS	32620	2/23/2012	8169-1	100-0601-551.30-10	56.19	OFFICE SUPPLIES
			Total for check: 32620		<u>56.19</u>	

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STAPLES ADVANTAGE	32621	2/23/2012	802074260	100-0601-551.30-10	1,016.81	OFFICE SUPPLIES
			Total for check: 32621		1,016.81	
UNIQUE MANAGEMENT SERVICES INC	32622	2/23/2012	219210	100-0000-441.19-00	295.35	COLLECTION AGENCY FEE
			Total for check: 32622		295.35	
VALUE LINE PUBLISHING INC	32623	2/23/2012	02162012	100-0601-551.30-14	898.00	LIBRARY MATERIALS
			Total for check: 32623		898.00	
WERNER ELECTRIC SUPPLY CO	32624	2/23/2012	S3466041.001	100-0601-551.30-13	414.34	HOUSEKEEPING SUPPLIES
			Total for check: 32624		414.34	
WINNEFOX AUTOMATED LIBRARY SYSTEM	32625	2/23/2012	1816	100-0601-551.32-01	232.73	PHAROS LICENCES
		2/23/2012	1816DUP	100-0601-551.25-01	61.22	PMT TO OTHER ENTITIES
			Total for check: 32625		293.95	
WINNEFOX LIBRARY SYSTEM	32626	2/23/2012	4417	100-0601-551.30-16	421.35	PROGRAM SUPPLIES
			Total for check: 32626		421.35	
ACC PLANNED SERVICE INC	32627	2/23/2012		472-0000-201.04-00	2,000.00	HVAC Upgrade
			Total for check: 32627		2,000.00	
ACCURATE	32628	2/23/2012	1201392	731-1022-541.30-18	200.88	Non Chlorinated Brakleen
		2/23/2012	1201508	731-1022-541.30-18	202.65	Swivel/Fitting/Battery
		2/23/2012	1201509	731-1022-541.30-18	125.08	Coupler
		2/23/2012	1201548	731-1022-541.30-18	11.92	Clevis Pin
		Total for check: 32628		540.53		
AIRGAS NORTH CENTRAL	32629	2/23/2012	105253770	731-1022-541.30-18	69.11	Oxygen

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AIRGAS NORTH CENTRAL...	32629...	2/23/2012	105257312	731-1022-541.21-06	64.19	Argon
		2/23/2012	105277970	731-1022-541.21-06	78.00	Acetylene/ Argon/Oxygen
			Total for check: 32629		211.30	
AMERICAN PLANNING ASSOCIATION	32630	2/23/2012	095883-11116	100-0304-562.32-01	343.00	Membership Journal
			Total for check: 32630		343.00	
ASSOCIATED APPRAISAL CONSULTANTS	32631	2/23/2012	12402	100-0402-513.21-09	4,975.00	January Service Agreement
				100-0402-513.30-11	8.36	January Service Agreement
				100-0402-513.21-04	59.76	January Service Agreement/Internet Posting
			Total for check: 32631		5,043.12	
AT&T	32632	2/23/2012	920R09453002	100-1001-514.22-01	113.90	Feb 4 - Mar 3
				601-1020-543.22-01	292.50	Feb 4 - Mar 3
			Total for check: 32632		406.40	
BAHCALL RUBBER CO INC	32633	2/23/2012	563524-001	731-1022-541.38-03	267.81	Hose/Elbow
			563942-001	731-1022-541.38-03	166.40	Fitting
			Total for check: 32633		434.21	
BERGSTROM	32634	2/23/2012	117356	731-1022-541.38-03	50.49	Pipe
			117363	731-1022-541.38-03	22.40	Hose
			117372	731-1022-541.38-03	29.72	Pipe
			CM117356	731-1022-541.38-03	(24.91)	Credit/Pipe
		Total for check: 32634		77.70		
CALUMET COUNTY REGISTER OF DEEDS	32635	2/23/2012	2177	100-0203-512.21-08	30.00	Recording Fees The Pond of Menasha
			Total for check: 32635		30.00	

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CAMERA CORNER INC	32636	2/23/2012	0229903-IN	743-0403-513.21-04	3,125.00	Support Block
			Total for check: 32636		<u>3,125.00</u>	
CARTEGRAPH SYSTEMS INC	32637	2/23/2012	R-07696	743-0403-513.24-04	2,540.00	Maint
			Total for check: 32637		<u>2,540.00</u>	
CDH ENERGY CORP	32638	2/23/2012	686-2	472-0501-522.82-01	7,465.00	Fire Station 36
			Total for check: 32638		<u>7,465.00</u>	
CDW GOVERNMENT INC	32639	2/23/2012	F115252	743-0403-513.80-01	1,871.04	Four Hard Drives New Server Project
		2/23/2012	F180872	743-0403-513.30-15	2,806.56	Hard Drives/New File Mail Servers
		2/23/2012	F201512	743-0403-513.29-01	38.37	Ink/Todd Drew Portable Printer
		2/23/2012	F232892	743-0403-513.30-15	336.50	Docking Stations/City Att& Crime Reduction Officer
		Total for check: 32639		<u>5,052.47</u>		
CULLIGAN WATERCARE SERVICES	32640	2/23/2012		100-1001-514.20-01	17.85	Rental
				731-1022-541.30-13	5.95	Rental
			Total for check: 32640		<u>23.80</u>	
DUMKE & ASSOCIATES &	32641	2/23/2012	316 RACINE ST	100-0903-531.29-06	2,077.50	316 Racine Street
			Total for check: 32641		<u>2,077.50</u>	
FASTENAL COMPANY	32642	2/23/2012	WINEE72290	100-0703-553.30-18	47.55	Drill Bit
			Total for check: 32642		<u>47.55</u>	
FIRST SUPPLY LLC - APPLETON	32643	2/23/2012	9212809-00	100-0704-552.24-03	1.92	Plumb Parts
			Total for check: 32643		<u>1.92</u>	

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FORCE AMERICA DISTRIBUTING LLC	32644	2/23/2012	02110103	731-1022-541.38-03	146.99	Joystick
	Total for check: 32644				146.99	
HUNTON & WILLIAMS LLP	32645	2/23/2012	102020583	267-0102-581.21-01	1,378.75	Defense of Litigation
	Total for check: 32645				1,378.75	
INFINITY TECHNOLOGY INC	32646	2/23/2012	476134	743-0403-513.21-04	262.00	Resolve Exchange Databaselsues
	Total for check: 32646				262.00	
INFRATECH	32647	2/23/2012		601-0000-201.04-00	660.19	
				601-0000-196.00-00	32,239.00	
Total for check: 32647				32,899.19		
INTOXIMETERS	32648	2/23/2012	353280	100-0801-521.30-18	93.50	Repair Handheld
	Total for check: 32648				93.50	
JX ENTERPRISES INC	32649	2/23/2012	G-220270014	731-1022-541.38-03	207.47	Hose/Switch
		2/23/2012	G-220300018	731-1022-541.38-03	2.04	Lens-Amber
	Total for check: 32649				209.51	
KAEMPFER & ASSOCIATES INC	32650	2/23/2012	16367	601-1020-543.21-02	490.83	Project E145-01.07
		2/23/2012	16368	601-1020-543.21-02	256.99	Project E145-01.10
		2/23/2012	16369	601-1020-543.21-02	300.02	Project E145-10.01
		2/23/2012	16370	601-1020-543.21-02	2,197.79	Project E145-10.09
Total for check: 32650				3,245.63		
KONE INC	32651	2/23/2012	220831836	100-1001-514.20-01	270.21	City Hall
	Total for check: 32651				270.21	

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KRUEGER TRUE VALUE	32652	2/23/2012	968086	100-1001-514.30-18	16.77	Outlet Supplies
			Total for check: 32652		<u>16.77</u>	
LAPPEN SECURITY PRODUCTS INC	32653	2/23/2012	LSPO21825	100-0801-521.24-03	129.50	Locksmith service call
		2/23/2012	LSPO21835	100-0801-521.24-03	619.00	PD-Back door
			Total for check: 32653		<u>748.50</u>	
LARK UNIFORM OUTFITTERS INC	32654	2/23/2012	103062	100-0803-521.30-15	246.50	Badge/Rocker
			Total for check: 32654		<u>246.50</u>	
LARSEN COOP COUNTRY STORE	32655	2/23/2012	48404	266-1028-543.30-18	50.60	Barn Lime
			Total for check: 32655		<u>50.60</u>	
LINCOLN CONTRACTORS SUPPLY INC	32656	2/23/2012	60696601	100-0702-552.30-18	198.00	Rental
			Total for check: 32656		<u>198.00</u>	
LOCAL GOVERNMENT PROPERTY INS FUND	32657	2/23/2012	23879	733-0206-512.51-04	18,010.00	Annual Renewal
			Total for check: 32657		<u>18,010.00</u>	
MATTHEWS TIRE & SERVICE CENTER	32658	2/23/2012	41821	731-1022-541.38-02	2,105.49	Replace Tires
		2/23/2012	41842	731-1022-541.38-02	39.51	Flat Repair
			Total for check: 32658		<u>2,145.00</u>	
MENARDS-APPLETON EAST	32659	2/23/2012	10819	100-0704-552.24-03	54.16	Joist Hanger/OSB
			Total for check: 32659		<u>54.16</u>	
MENASHA EMPLOYEES CREDIT UNION	32660	2/23/2012	20120223	100-0000-202.05-00	13,949.00	PAYROLL SUMMARY
			Total for check: 32660		<u>13,949.00</u>	

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MENASHA JOINT SCHOOL DISTRICT	32661	2/23/2012		100-0000-412.00-00	6,153.07	February Mobile Home
				Total for check: 32661	6,153.07	
MENASHA POLICE DEPARTMENT	32662	2/23/2012		100-0801-521.30-18	3.75	Supplies
				100-0801-521.34-04	21.35	Training
				Total for check: 32662	25.10	
MENASHA ROTARY	32663	2/23/2012	264	100-0801-521.32-01	37.00	Dues
				100-0801-521.34-03	96.00	Lunches
				Total for check: 32663	133.00	
MODERN BUSINESS MACHINES	32664	2/23/2012	26273061	743-0403-513.29-01	243.10	Print Services
				Total for check: 32664	243.10	
N&M AUTO SUPPLY	32665	2/23/2012		731-1022-541.38-03	73.95	ABS Sensor
				731-1022-541.38-03	129.55	Brake Pads/Rotor
				731-1022-541.38-03	9.46	Sway Bar Repair Kit
				Total for check: 32665	212.96	
CITY OF NEENAH	32666	2/23/2012		100-0501-522.25-01	262,957.00	Fire/Rescue Services
				Total for check: 32666	262,957.00	
OFFICE DEPOT	32667	2/23/2012	2365577	100-0903-531.30-10	0.80	Supplies
				100-0909-531.30-10	10.12	Supplies
				Total for check: 32667	10.92	
PACKER CITY INTERNATIONAL	32668	2/23/2012		731-1022-541.38-03	109.40	Filter/Crimp
				731-1022-541.30-18	25.58	Fluid
				731-1022-541.38-03	22.82	
				731-1022-541.38-03	86.32	Core/Kit

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PACKER CITY INTERNATIONAL...	32668...	2/23/2012	3-220320010	731-1022-541.38-03	314.82	Adjuster
		2/23/2012	3-220320052	731-1022-541.38-03	8.76	Pin
		2/23/2012	3-220320054	731-1022-541.38-03	39.72	Kit
			Total for check: 32668		607.42	
REGISTRATION FEE TRUST TVRP	32669	2/23/2012		100-0000-454.00-00	500.00	Parking Ticket Process
			Total for check: 32669		500.00	
DR TERESA RUDOLPH	32670	2/23/2012		100-0903-531.21-05	150.00	
			Total for check: 32670		150.00	
HENRY SCHEIN INC	32671	2/23/2012	2737100-01	100-0909-531.30-18	191.01	Gown/Face Shield
			Total for check: 32671		191.01	Gloves
TRACY SCHOMMER	32672	2/23/2012	PROPTAXREFUND	100-0000-201.03-00	140.69	Property Tax Overpayment 3-187
			Total for check: 32672		140.69	
STAPLES ADVANTAGE	32673	2/23/2012	8020871118	100-0702-552.30-10	8.50	Tab Dividers
		2/23/2012	8020871119	100-1016-543.30-18	17.57	
				731-1022-541.30-18	4.63	
				731-1022-541.30-10	41.31	
		Total for check: 32673		117.93		
SUNGARD PUBLIC SECTOR INC	32674	2/23/2012	46753	743-0403-513.24-04	2,678.00	Maintenance
			Total for check: 32674		2,678.00	
TAPCO	32675	2/23/2012	1386704	100-1008-541.30-18	1,029.03	

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TAPCO...	32675...	2/23/2012	1386823	100-1008-541.30-18	939.45	Reimburse Acc #2012-1
			Total for check: 32675		1,968.48	
TRADER PLUMBING INC	32676	2/23/2012	35396	100-0704-552.24-04	312.00	Jefferson Pool
			Total for check: 32676		312.00	
UNIFIRST CORPORATION	32677	2/23/2012	097 0105347	731-1022-541.20-01	124.70	Mats/Mops/Coveralls
			Total for check: 32677		124.70	
UNITED WAY FOX CITIES	32678	2/23/2012	20120223	100-0000-202.09-00	27.48	PAYROLL SUMMARY
			Total for check: 32678		27.48	
US PETROLEUM EQUIPMENT	32679	2/23/2012	190223	207-0707-552.24-02	193.73	Replace drains
			Total for check: 32679		193.73	
VALLEY GASKET INC	32680	2/23/2012	98460	100-0704-552.24-04	13.36	O Rings
			Total for check: 32680		13.36	
VARITECH INDUSTRIES INC	32681	2/23/2012	123329	731-1022-541.38-03	31.14	Valve
			Total for check: 32681		31.14	
VERIZON WIRELESS	32682	2/23/2012	2666157552	100-0703-553.22-01	5.95	
				601-1020-543.22-01	(8.99)	
				625-1010-541.22-01	(8.98)	
				100-0703-553.22-01	(5.95)	Reverse
				601-1020-543.22-01	8.99	Reverse
				625-1010-541.22-01	8.98	Reverse
				743-0403-513.30-15	1,611.35	
				100-0703-553.22-01	7.26	
				601-1020-543.22-01	18.47	

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VERIZON WIRELESS...	32682...	2/23/2012...	2694731174...	625-1010-541.22-01	18.47	
			Total for check: 32682		1,655.55	
WALHDAB	32683	2/23/2012		100-0903-531.32-01	330.00	Renewal
			Total for check: 32683		330.00	
WE ENERGIES	32684	2/23/2012		100-0703-553.22-04	8.41	2170 Plank Road Gas 1/9/12-2/7/12
			Total for check: 32684		8.41	
WEHA	32685	2/23/2012	TODDDREW	100-0904-531.32-01	40.00	Membership Renewal Todd Drew
			Total for check: 32685		40.00	
WINNEBAGO COUNTY TREASURER	32686	2/23/2012	2468	100-1003-541.21-02	2,779.80	December Charges
			Total for check: 32686		2,779.80	
WISCONSIN DEPT OF HEALTH SERVICES	32687	2/23/2012		100-0904-531.32-01	175.00	Renewal
			Total for check: 32687		175.00	
WISCONSIN DEPT OF REVENUE	32688	2/23/2012	2011 MUNIC FEE	100-0402-513.25-01	5,892.50	Municipal Fee-Manuf Prop
			Total for check: 32688		5,892.50	
WISCONSIN SUPPORT COLLECTIONS	32689	2/23/2012	20120223	100-0000-202.03-00	1,740.76	PAYROLL SUMMARY
			Total for check: 32689		1,740.76	

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ZEP SALES & SERVICE	32690	2/23/2012	30477406	731-1022-541.30-18	219.58	
			Total for check: 32690		<u>219.58</u>	
					<u>410,266.41</u>	

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ACC PLANNED SERVICE INC	32691	3/1/2012	7070	100-0703-553.24-03	194.38	Time clock/Mem Bldg Leaky air vent
	Total for check: 32691					194.38
ACCURATE	32692	3/1/2012	1201240	731-1022-541.30-18	124.40	Nylock/Nut/Washer
		3/1/2012	1201442	731-1022-541.30-18	45.46	Disc Holder/Pen
		3/1/2012	1201647	731-1022-541.30-18	60.17	Nitro Drill
		3/1/2012	1201706	731-1022-541.30-18	58.64	Shop supplies
		3/1/2012	1201752	731-1022-541.30-18	30.22	Shop supplies
		3/1/2012	1201774	731-1022-541.38-03	102.80	Blades
		3/1/2012	1201819	731-1022-541.38-03	120.92	Tie Rod End
Total for check: 32692					580.27	37.66 Seal
AIRGAS NORTH CENTRAL	32693	3/1/2012	105296418	731-1022-541.38-03	41.88	Hose
		3/1/2012	105300906	731-1022-541.30-18	154.08	Shield/Nozzle
	Total for check: 32693					195.96
APPLETON STEEL INC	32694	3/1/2012	28854	100-0703-553.30-18	34.22	Cut Sheet Shearing Items
	Total for check: 32694					34.22
CITY OF APPLETON	32695	3/1/2012	204026	100-0302-542.25-01	13,338.00	February 2012 Valley Transit
	Total for check: 32695					13,338.00
ARING EQUIPMENT CO INC	32696	3/1/2012	393756	731-1022-541.38-03	78.14	Bulb
	Total for check: 32696					78.14
BRAZEE ACE HARDWARE	32697	3/1/2012	016799	100-0703-553.24-03	42.63	Memorial Bldg
	Total for check: 32697					42.63

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BUBRICK'S	32698	3/1/2012	558402	100-0801-521.30-10	24.48	Office Supplies
			Total for check: 32698		<u>24.48</u>	
CARDMEMBER SERVICE	32703	3/1/2012	1257	100-0801-521.30-10	114.80	Syx Global Industrial
		3/1/2012	1276	743-0403-513.30-15	38.97	Power supplies
		3/1/2012	1472	100-0801-521.34-03	35.84	Kalahari Restaurant
		3/1/2012	16	100-0601-551.24-03	144.76	Lib-Z4Vac Cam
		3/1/2012	1736	100-1001-514.30-18	235.39	Flags
		3/1/2012	1785	731-1022-541.30-15	383.30	Total Tool
		3/1/2012	19	100-0801-521.30-13	18.00	Water Right
				731-1022-541.30-13	18.00	Water Right
				100-1001-514.20-01	72.00	Water Right
		3/1/2012	190	100-0703-553.30-18	(200.00)	Team Winnebago land Credit
		3/1/2012	2049	100-0801-521.21-06	280.80	Ebays Half
		3/1/2012	2144	100-0801-521.21-06	198.02	Ebays Half
		3/1/2012	233	100-0801-521.32-01	35.00	Natl Crime Prevention
		3/1/2012	2358	100-0801-521.34-03	7.27	KFC
		3/1/2012	2473	824-0801-521.21-05	140.50	Appanasha
		3/1/2012	2603	731-1022-541.30-18	64.83	Duluth Trading Co
		3/1/2012	2938	100-0601-551.32-01	225.00	Wisconsin Library Assoc
		3/1/2012	30	100-0801-521.34-02	194.00	Assoc of Wisconsin
		3/1/2012	3161	100-0601-551.21-06	2.90	Lib-Listing Fee
		3/1/2012	3245	100-0801-521.34-03	8.64	Culver's
		3/1/2012	3652	100-0801-521.34-03	12.11	Chili's
		3/1/2012	3820	100-0601-551.30-16	20.95	Family Video
		3/1/2012	40	100-0703-553.30-18	130.78	Fallline Corp
		3/1/2012	409	824-0801-521.21-05	(49.70)	Appanasha Credit
		3/1/2012	4167	100-0801-521.30-12	1,158.28	Pd Components Server
		3/1/2012	4266	100-0801-521.34-03	88.08	Kalahari Resorts
		3/1/2012	4373	100-0801-521.34-03	88.08	Kalahari Resorts
		3/1/2012	4441	100-0704-552.24-04	107.70	Spa-Daddy
		3/1/2012	4462	743-0403-513.30-15	129.99	Fax Replacement
				743-0403-513.30-10	42.27	Fax Replacement
		3/1/2012	4488	100-0601-551.33-02	30.00	Wisconsin Library Assoc

AP Check Register
Check Date: 3/1/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	32703...	3/1/2012	4491	100-0601-551.24-01	290.00	Racing Electronics
		3/1/2012	452	100-0703-553.30-18	44.95	Mills Fleet Farm
		3/1/2012	4771	100-0801-521.34-03	17.80	Rosati's Pizza
		3/1/2012	4927	100-0601-551.33-02	30.00	Wisconsin Library Assoc
		3/1/2012	515	100-0801-521.34-02	200.00	Wi Assoc for ID
		3/1/2012	5357	100-0801-521.30-18	428.80	Peavey Corp
		3/1/2012	541	100-1001-514.30-18	15.96	Switch
		3/1/2012	5459	100-0801-521.34-03	7.37	Atby's
		3/1/2012	5480	743-0403-513.34-02	12.95	Online Tech Database
		3/1/2012	5656	100-0703-553.24-02	20.73	Dewalt
		3/1/2012	5701	100-0801-521.34-03	6.42	Dunkin
		3/1/2012	60	100-0801-521.30-12	209.84	Pd Components Server
		3/1/2012	6005	100-0801-521.34-03	73.31	Pizza Pub
		3/1/2012	6067	100-0903-531.32-01	86.00	St Wi Safety & Prof
		3/1/2012	6182	100-0801-521.34-03	345.30	Madison Concourse Hotel
		3/1/2012	6283	824-0801-521.21-06	94.75	Tailwaggers
		3/1/2012	6596	100-0903-531.32-01	86.00	St Wi Safety & Prof
		3/1/2012	6605	100-0801-521.32-01	75.00	FBI National Academy
		3/1/2012	6691	100-0601-551.24-03	231.24	Cameras
		3/1/2012	6762	100-0703-553.34-02	70.00	WI Park & Rec
		3/1/2012	677	100-0601-551.33-02	30.00	Wisconsin Library Assoc
		3/1/2012	686	100-0703-553.30-18	45.34	Austin Hardware
		3/1/2012	709	100-0304-562.33-02	57.00	Registration
		3/1/2012	7211	100-0601-551.32-01	165.00	Wisconsin Library
		3/1/2012	7343	100-0801-521.34-03	21.69	McDonald's
		3/1/2012	7510	100-0202-512.34-03	70.00	Madison Concourse Hotel
		3/1/2012	7694	100-0918-531.32-01	43.00	St Wi Safety & Prof
		3/1/2012	7747	100-0914-531.32-01	43.00	St Wi Safety & Prof
		3/1/2012	8031	100-0702-552.30-18	2.29	Walgreens
		3/1/2012	81	100-0903-531.32-01	86.00	St Wi Safety & Prof
		3/1/2012	841	100-0703-553.30-18	62.60	Coated flag clips
		3/1/2012	841	100-0801-521.34-03	121.54	Kalahari Resort
	3/1/2012	908	100-0401-513.32-01	25.00	Govmt Fin Off Assoc	
	3/1/2012	9119	100-0601-551.30-10	83.98	Library-Print/Copy Paper	
	3/1/2012	9174	743-0403-513.29-01	17.48	PWF Toner for Fax	

AP Check Register
Check Date: 3/1/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	32703...	3/1/2012	9814	100-0703-553.30-18	200.00	Team Winnebago/land
		3/1/2012	9930	100-0601-551.32-01	(24.95)	Picnik Return
				Total for check: 32703	7,171.95	
CDW GOVERNMENT INC	32704	3/1/2012	CNOK134	100-0801-521.30-12	937.17	Computer
		3/1/2012	F454318	743-0403-513.80-01	10,711.38	Two Servers/replacement
		3/1/2012	F587419	100-0801-521.30-15	14.52	Thumb Drive for PD
			Total for check: 32704		11,663.07	
COMMUNITY HOUSING COORDINATOR	32705	3/1/2012	158	100-0304-562.21-06	1,800.00	February 2012
			Total for check: 32705		1,800.00	
ESRI	32706	3/1/2012	92451678	743-0403-513.24-04	1,900.00	Maintenance/Eng & Com Dev/Map Software
			Total for check: 32706		1,900.00	
FOX-WISCONSIN HERITAGE PARKWAY INC	32707	3/1/2012		100-0304-562.32-01	150.00	Annual Muni Partner Donation
			Total for check: 32707		150.00	
FOXTAL TRAINING CENTER	32708	3/1/2012		824-0801-521.34-02	5,000.00	Training/Maint Contracts
			Total for check: 32708		5,000.00	
GRAINGER INC	32709	3/1/2012	9745390626	100-0501-522.24-03	271.09	Station 35 Emerg Shower/Breaker
		3/1/2012	9748637320	100-1001-514.24-03	52.74	City Hall Sprinkler
			Total for check: 32709		323.83	
HERCULES INCORPORATED	32710	3/1/2012	95774026	267-0102-581.30-18	657.25	Drum
			Total for check: 32710		657.25	

AP Check Register
Check Date: 3/1/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
IMPERIAL SUPPLIES LLC	32711	3/1/2012	HP1734	731-1022-541.30-18	193.86	Leather Gloves
			Total for check: 32711		<u>193.86</u>	
	32712	3/1/2012	2115139-00	731-1022-541.38-03	4.07	Seal-Fill Tub
INLAND POWER GROUP			Total for check: 32712		<u>4.07</u>	
	32713	3/1/2012	210	100-0201-512.21-01	600.00	February Muni Court
EDMUND J JELINSKI			Total for check: 32713		<u>600.00</u>	
	32714	3/1/2012	8674	100-0703-553.24-02	146.50	Hedge Trimmer/Blade
JOHN'S SAW SERVICE			Total for check: 32714		<u>146.50</u>	
	32715	3/1/2012	G-220390005	731-1022-541.38-03	9.50	Resistor-Fan Speed
JX ENTERPRISES INC			Total for check: 32715		<u>9.50</u>	
	32716	3/1/2012	JAN/FEB	100-0304-562.33-01	61.65	January/February 2012 Mileage
GREG KEIL				100-0304-562.33-04	2.00	January/February 2012 Parking
				100-0304-562.30-11	1.60	January/February 2012 Postage
			Total for check: 32716		<u>65.25</u>	
KJ WASTE SYSTEMS INC			Total for check: 32717		<u>811.00</u>	
	32717	3/1/2012		266-1027-543.21-06	811.00	Container Rental
KUNDINGER FLUID POWER INC	32718	3/1/2012	50171748	731-1022-541.38-03	36.80	Tank
			Total for check: 32718		<u>36.80</u>	
	32719	3/1/2012	LSPO21862	100-0801-521.24-03	239.00	Back door lock
LAPPEN SECURITY PRODUCTS INC						Fit key

AP Check Register
Check Date: 3/1/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LAPPEN SECURITY PRODUCTS INC...	32719...	3/1/2012...	LSPQ21862...	100-0501-522.24-03	75.00	Back door lock
			Total for check: 32719		314.00	Fit key
LEAGUE OF WISCONSIN MUNICIPALITIES	32720	3/1/2012		100-0405-513.32-01	3,914.23	2012 Dues
			Total for check: 32720		3,914.23	
MATTHEWS TIRE & SERVICE CENTER	32721	3/1/2012	41893	731-1022-541.38-02	38.51	Flat repair
			Total for check: 32721		38.51	
MEDICAL PRODUCTS LABORATORIES INC	32722	3/1/2012	539164	100-0909-531.30-18	596.54	Bubble Gum Varnish/Box
			Total for check: 32722		596.54	
MENARDS-APPLETON EAST	32723	3/1/2012	12908	100-0701-533.30-18	8.82	Tea Time Turf
			Total for check: 32723		8.82	
MENARDS-APPLETON WEST	32724	3/1/2012	26582	100-1001-514.24-03	90.28	City Hall Personnel
			26583	100-1001-514.24-03	54.75	City Hall Personnel
			Total for check: 32724		145.03	Records Room
TOWN OF MENASHA FINANCE DEPARTMENT	32725	3/1/2012	6169	625-0000-264.00-00	23,095.12	Tayco Pond
				625-0410-571.61-02	16,872.75	Tayco Pond
				625-1002-541.21-02	437.78	Tayco Pond
			Total for check: 32725		40,405.65	
POSTMASTER	32726	3/1/2012		100-0702-552.30-11	2,543.01	Mail 2012 Summer
			Total for check: 32726		2,543.01	Activity Guide
MENASHA UTILITIES	32728	3/1/2012		100-1008-541.22-03	359.62	Electric
				100-0000-123.00-00	20.66	Electric

AP Check Register
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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	32728...	3/1/2012...	...	100-1012-541.22-03	91.96	Electric
				100-0305-562.22-03	21.49	Electric
				100-0305-562.22-06	17.50	Storm
				100-0304-562.22-03	34.32	Electric
				100-1013-541.22-03	60.19	Electric
				100-1013-541.22-06	187.51	Storm
				207-0707-552.22-03	306.75	Electric
				207-0707-552.22-05	40.70	Water
				207-0707-552.22-06	31.88	Storm
				100-0703-553.22-03	457.53	Electric
				100-0703-553.22-05	69.80	Water
				100-0703-553.22-06	200.66	Storm
				100-1001-514.22-03	1,279.48	Electric
				100-1001-514.22-05	436.95	Water
				743-0403-513.21-04	3,061.36	
				100-1014-543.22-06	12.50	Storm
				100-1019-552.22-03	320.24	Electric
			601-1020-543.22-03	28.22	Electric	
	3839	3/1/2012		625-0401-513.25-01	1,531.17	Storm Water
	3840	3/1/2012		601-1021-543.25-01	17,796.83	Sewer Charge
				Total for check: 32728	26,367.32	
						December 2011
						December 2011
CITY OF NEENAH	32729	3/1/2012	33510	100-0205-512.25-01	2,810.00	Muni Court
				Total for check: 32729	2,810.00	
NETWORK HEALTH PLAN	32730	3/1/2012	00486324	100-0000-204.08-00	106,914.13	Employees
				100-0000-204.11-00	11,112.20	Retirees
				Total for check: 32730	118,026.33	
PACKER CITY INTERNATIONAL	32731	3/1/2012	3-220330045	731-1022-541.30-18	13.00	
				Total for check: 32731	13.00	

AP Check Register
Check Date: 3/1/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
REDI-WELDING CO	32732	3/1/2012	14341	731-1022-541.30-18	838.82	Plow Mount
			Total for check: 32732		<u>838.82</u>	
ROAD EQUIPMENT	32733	3/1/2012	WA541334	731-1022-541.38-03	137.56	Shoe/Brake Kit
			Total for check: 32733		<u>137.56</u>	
SAFEGUARD BUSINESS SYTEMS	32734	3/1/2012	027650749	100-0401-513.29-01	166.89	Purchase Order Forms
			Total for check: 32734		<u>166.89</u>	
WENDY SCHROEDER	32735	3/1/2012	REFUND	100-0000-441.23-00	125.00	Refund Smith Park
			Total for check: 32735		<u>125.00</u>	
STAPLES ADVANTAGE	32736	3/1/2012	8020807317	100-0304-562.30-18	215.64	Office Supplies
			Total for check: 32736		<u>215.64</u>	
THEDACARE	32737	3/1/2012	9200520609	100-0801-521.21-05	56.00	Veripuncture
		3/1/2012	9200520649	100-0801-521.21-05	282.00	Veripuncture
			Total for check: 32737		<u>338.00</u>	
TRI-COUNTY OVERHEAD DOOR INC	32738	3/1/2012	28570	731-1022-541.24-03	981.16	Door Repair
			Total for check: 32738		<u>981.16</u>	
UNIFIRST CORPORATION	32739	3/1/2012	097 0105852	731-1022-541.20-01	114.25	Mops/Towels/Coveralls
			Total for check: 32739		<u>114.25</u>	
UNIFORM SHOPPE	32740	3/1/2012	206769	824-0801-521.30-15	264.85	Uniforms
			Total for check: 32740		<u>264.85</u>	

AP Check Register
Check Date: 3/1/2012

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
US LUBRICANTS	32741	3/1/2012	50009321	731-1022-541.30-18	1,625.40		
			Total for check: 32741			<u>1,625.40</u>	
US VENTURE	32742	3/1/2012	L43587	731-1022-541.21-06	24.00	Fuel	
			Total for check: 32742			<u>24.00</u>	
VISION INSURANCE PLAN OF AMERICA	32743	3/1/2012	109375	100-0000-204.10-00	961.80	March 2012	
			Total for check: 32743			<u>961.80</u>	
WALMART COMMUNITY	32744	3/1/2012	Total for check: 32744			<u>81.42</u>	81.42 Program Supplies
WE ENERGIES	32745	3/1/2012	0000-310-958	100-1001-514.22-04	24.65	901 Airport Road	
				100-0000-123.00-00	787.41	N-M Fire	
				100-1001-514.22-04	1,014.97	City Hall	
				100-0801-521.22-04	1,087.38	PD	
				100-0920-531.22-04	304.05	Sen Ctr	
				100-0601-551.22-04	2,460.59	Library	
				100-0703-553.22-04	732.97	Parks	
				100-0704-552.22-04	281.79	Pool	
				207-0707-552.22-04	53.86	marina	
				731-1022-541.22-04	5,374.79	Garage	
Total for check: 32745				<u>12,122.46</u>			
ZARNOTH BRUSH WORKS INC	32746	3/1/2012	0137346-IN	625-1005-541.30-15	452.00	Broom refill	
			Total for check: 32746			<u>452.00</u>	
					<u>258,652.85</u>		

RESOLUTION R-4-12

RESOLUTION CONTINUING APPROPRIATIONS

Introduced by Alderman Sevenich

WHEREAS, it is desirous and necessary for the City of Menasha to continue some 2011 Appropriations into 2012 to finance ongoing projects,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council concurring that the following appropriations be continued:

<u>A/C #</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
100-0501-522	FIRE DEPARTMENT	10,669
	TOTAL	----- \$ 10,669 =====

Passed and approved this ____ day of _____, 2012

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

EXPLANATION OF CONTINUING APPROPRIATIONS
From 2011 into 2012

<u>A/C #</u>	<u>PURPOSE</u>	<u>AMOUNT</u>	<u>REQUESTED BY</u>
100-0501-522	Correct issues w/ Personal Protective Gear	8,044	FC Auxier
100-0501-522	Purchase MDC's, TI Cameras. Monitors,	2,625	FC Auxier
	TOTAL	----- \$ 10,669 =====	



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members
FROM: Al Auxier, Chief
DATE: February 22, 2012
RE: Budget Carry Forward Requests

In reviewing the 2011-2012 budgets we found a need to carry forward money from the 2011 budget. I only wanted to make a request after I had the projected final budget amounts for NMFR. I say this because in working with Mayor Merkes last October and November, we made several adjustments to remove approximately \$154,000.00 from NMFR's budget for 2012 that affected Menasha. Some of that came from projected money from NMFR's 2011 Operating Budget that would be returned to Menasha. This in turn also affected how much money would be saved and returned to Neenah. The Original Estimated Budget Reductions column below showed what Mayor Merkes and myself agreed to in late October and early November 2011. The Projected Savings & Budget Reductions column shows the amounts that should be close to the final savings that NMFR will have, after talking with City of Neenah Finance Director Mike Easker on Tuesday, 2/7/12.

Breakdown of adjustments to NMFR's 2012 Budget:

Capital Adjustments	Original Estimated Budget Reductions	Projected Savings & Budget Reductions
Concrete Apron at Station 35	\$32,000.00	\$32,000.00
Reduce Landscaping at Station 36	\$10,000.00	\$10,000.00
Reduce Maintenance of Building	\$16,000.00	\$16,000.00
Reduce Radio Upgrades	\$14,213.00	\$14,213.00
Remove Inspector's Vehicle Replacement	\$8,044.00	\$8,044.00
Total of Capital Adjustments	\$80,257.00	\$80,257.00
Operating Adjustments (Figures reflect Menasha's 40.22%)		
Reduce Personal Services (Mayor Scherck's Reduction)	\$2,413.00	\$2,413.00
Adjusted Health Insurance Savings after 2012 budget was put out	\$25,000.00	\$27,000.00
Household Furnishings	\$2,011.00	\$2,011.00

Capital Adjustments	Original Estimated Budget Reductions	Projected Savings & Budget Reductions
Total of Operating Adjustments	\$29,424.00	\$29,424.00
Total of Both	\$109,681.00	\$109,681.00
Return to Menasha for 2011 Savings	\$44,242.00	\$44,242.00(utilized a projected amount of \$110,000.00 to get this figure; per the merger agreement, Menasha 40.22% and Neenah 59.78%)
Sub Total	\$153,923.00	\$175, 923.00
Requested Amount to Carry Forward (Menasha's share)		\$10, 669.00
Total		\$165,254.00

In trying to make to make Mayor Merkes's request work, NMFR needed to save approximately \$110,000.00 out of NMFR's 2011 Operating Budget to reach the \$44,000.00 Mayor Merkes needed to help meet his goal of \$154,00.00. NMFR was utilizing \$20,000.00 from the Personal Protective Equipment line of our Operating Budget, account #180-2301-712-0348. However, testing and inspections performed in December 2011 found leaks in our turnout gear, along with it being to late to alter the budget numbers, I am requesting that NMFR be allowed to carry forward \$20,000.00 of which Menasha's share is \$8,044.00 and Neenah's share of \$11,956.00 so we can correct the issues with the personal protective gear.

Due to the fact that NMFR has needed to replace MDC's in all of our front line vehicles and with the added concerns of the dollars that Menasha was requesting NMFR to return, we also did not spend \$6,528.00 of the Capital Equipment Fund that are utilized to pay for MDC's, thermal imaging cameras, hazmat meter monitors and automatic defibrillators. I am requesting that NMFR be allowed to carry forward the \$6,528.00 of which Menasha's share is \$2,625.00 and Neenah's share of \$3,903.00.

With the additional projected difference of \$22,000.00, from Original Estimated Budget Reductions to Projected Savings & Budget Reductions, for NMFR's 2011 budget. I would like to carry forward a total of \$26,528.00, of which Menasha's share is \$10,669.00 and Neenah's share is \$15,859.00. This would leave an additional savings to Menasha of approximately \$11,331 and if added to the \$44,242.00 that Mayor Merkes and myself estimated amounts would mean a return of approximately \$55,573.00 to Menasha.

In the last budget report I received from Neenah Finance on 1/26/12 NMFR had a remaining balance of approximately \$112,000.00 and with anticipated adjustments still to be made we should end up with approximately \$110,000.00. If this holds true and with a need to address the turnout gear and MDC issues previously mentioned, I would like to carry forward the amount mentioned above.

Thank you for your consideration.

AA/tt



MEMORANDUM

TO: Mayor Merkes, Council President Sevenich and the members of the City of Menasha Common Council

FROM: City Comptroller/Treasurer Stoffel
Public Health Director Nett

DATE: 03/01/2012

SUBJECT: Benefits for Part-Time Employees – Resolution R-1-12

At the Common Council meeting of January 16, 2012, R-01-12 was presented for discussion and adoption. This is the resolution which addresses how regular, part-time employee's fringe benefit packages would be determined, as a percentage of time worked.

The resolution was tabled at that time and is now up for reconsideration at the Common Council meeting of 03/05/2012. Following is information which we feel is appropriate for inclusion in that discussion.

Currently in place, is a matrix, which determines the percentage of benefits a regular part-time employee can receive. The chart below compares the existing to the proposed plans:

Existing Plan		Proposed Plan	
If an employee worked:		If an employee worked:	
Less than 640 hours	Not eligible	Less than 50% FTE	Not eligible
At least 640 but less than 976 hours	33% benefits	50% - 99% FTE	Benefit % equal to the percentage of FTE budgeted to work in calendar year
At least 976 but less than 1300 hours	50% benefits		
At least 1300 but less than 1950 hours	67% benefits		

As you can see, based upon 1950 work hours in a year, a person working 1600 hours is currently eligible for a 67% benefit package, even though they are working 82% of a full year.

Also at that meeting a memorandum was distributed which stated that the current regular part-time employees who would be affected by this change, could see an increase in their total compensation package from \$126,810 to \$148,151. While this is possible it is not probable.

What the memo failed to mention was that under the current matrix, those same regular part-time employees are currently eligible for an additional \$19,348 in benefits. Therefore, under the current matrix these employees are eligible for \$146,158 in benefits and under the new plan they would be eligible for \$148,151 in benefits, a difference of \$1993.

Currently, for 2012, the City has budgeted \$1.45 M for Health Insurance for all employees based upon current classification. If just one employee changes from single to family coverage, this results in an increase of \$12,630 in their total compensation package. If all the employees were to change to a family plan, the City would be looking at a bill of \$1.975 M for Health Insurance. Again possible but not probable.

We would recommend that Resolution R-1-12 be adopted. This policy decision should be driven by what is fair to the employee, not on how much less the City can compensate our regular, part-time workers.

RESOLUTION R-1-12

A RESOLUTION TO RESTRUCTURE PRO-RATED BENEFIT LEVELS FOR REGULAR PART-TIME EMPLOYEES

Introduced by Alderman Krueger

WHEREAS, the City of Menasha offers a competitive array of indirect compensation to regular full-time employees; and

WHEREAS, regular part-time employees may be eligible for limited benefits on a pro-rated basis; and

WHEREAS, it is in the best interest of the City of Menasha to change from the current range system to a system where the limited benefit eligibility corresponds, and is equivalent to, the FTE status of each part-time position that is designated as half-time (.5) or higher.

NOW THEREFOR BE IT RESOLVED, that the City of Menasha changes its Personnel Policy Handbook, Benefits Eligibility, restructuring benefit levels for regular part-time employees to a system where the limited benefit eligibility corresponds, and is equivalent to, the FTE status of each part-time position that is designated as half-time (.5) or higher.

Passed and approved this ____ day of _____, 2012.

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

Resolution R-3-12

A Resolution Relating to the Annexation of Territory
Proposed for Incorporation as the Village of Harrison

WHEREAS: A Petition for Incorporation of a portion of the Town of Harrison, Calumet County, and the Town of Buchanan, Outagamie County as the Village of Harrison has been filed with the Circuit Court of Calumet County, and;

WHEREAS: Such territory is described in Attachment A, and;

WHEREAS: Portions of such territory are coterminous with the City of Menasha, and;

WHEREAS: The City of Menasha finds the incorporation of this territory to be contrary to the interests of the city and the metropolitan area as it will result in the duplication of municipal facilities and services, and;

WHEREAS: The City of Menasha has the capacity to serve the area proposed for incorporation as the Village of Harrison.

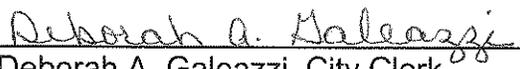
NOW THEREFORE BE IT RESOLVED: That the City of Menasha hereby declares its willingness to annex the territory described in the incorporation petition, and;

BE IT FURTHER RESOLVED: That this resolution be filed at or prior to the hearing on the incorporation petition, or any adjournment for this purpose granted by the court.

Passed and approved this 24th day of February, 2012.



Donald Merkes, Mayor



Deborah A. Galeazzi, City Clerk

ATTACHMENT

A

LEGAL DESCRIPTION

All of Section 2 and Part of Sections 1, 3, 9, 10, 15 & 16, Township 20 North, Range 18 East, Town of Harrison, Calumet County, and Part of Sections 32, 33, 34 & 35, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin and described as follows:

Beginning at the Intersection of the North line of the Northeast 1/4 said Section 1 and the Northerly extension of the East right-of-way line of Prosperity Drive; Thence S00°06'12"E, 1,430.04 feet along the extended East right-of-way line of Prosperity Drive; Thence S14°24'54"W, 159.56 feet; Thence S00°06'12"E, 1198.88 feet along the extended East right-of-way line of Prosperity Drive to the South line of Northeast 1/4 of said Section 1; Thence N89°36'44"W, 40.00 feet along the South line of Northeast 1/4 of said Section 1 to the Center 1/4 corner of said Section 1; Thence N89°47'05"W, 2,610.34 feet along the South line of the Northwest 1/4 of said Section 1 to the West 1/4 corner of said Section 1; Thence S00°21'02"W, 2,619.04 feet along the West line of the Southwest 1/4 of said Section 1 to the Southwest corner of said Section 1; Thence N88°21'50"W, 2,621.64 feet along the South line of the Southeast 1/4 of said Section 2 to the South 1/4 corner of said Section 2; Thence S89°16'59"W, 2,598.23 feet along the South line of the Southwest 1/4 of said Section 2 to the Southwest corner of said Section 2; Thence S00°00'43"E, 2,629.36 feet along the West line of the Northeast 1/4 of said Section 10 to the East 1/4 corner of said Section 10; Thence S00°38'14"W, 2,624.20 feet along the West line of the Southeast 1/4 of said Section 10 to the Southeast corner of said Section 10; Thence S00°48'35"W, 455.07 feet along the East line of the Northeast 1/4 of said Section 15 to the Centerline of U.S. Highway 10; Thence 3,460.26 feet along the centerline of said U.S. Highway 10 to the Center 1/4 corner of Section 15; Thence N89°11'31"W, 2,624.13 feet along the South line of the Northwest 1/4 of said Section 15 to the West 1/4 corner of said Section 15; Thence N89°46'10"W, 2,614.42 feet along the South line of the Northeast 1/4 of said Section 16 to the Center 1/4 corner of said Section 16; Thence N89°49'56"W, 2,636.03 feet along the South line of the Northwest 1/4 of said Section 16 to the West 1/4 corner of said Section 16 and the Southerly Extension of the City of Menasha Corporate Boundary; Thence N00°36'55"E, 2,634.16 feet along the City of Menasha Corporate Boundary, it's Southerly Extension and the West line of the Northwest 1/4 of said Section 16 to the Northwest corner of said Section 16; Thence N00°38'30"E, 2,595.58 feet along the City of Menasha Corporate Boundary and the West line of the Southwest 1/4 of said Section 9 to the Westerly extension of the South right-of-way line of Manitowoc Road (mapped 80 foot right-of-way); Thence Easterly, 2,620.66 feet along the South right-of-way line of Manitowoc Road and it's Westerly extension to the East line of the Southwest 1/4 of said Section 9; Thence Easterly, 2,659.35 feet along the South right-of-way line of Manitowoc Road and it's Easterly extension to the East right-of-way line of Coop Road (66 foot wide road per City of Appleton Corporate Boundary) Thence N00°25'44"E, 40.00 feet along the East right-of-way line of Coop Road to the centerline of said Coop Road; Thence N00°30'00"E, 2,626.90 feet along the East right-of-way line of Coop Road to the North line of the Northwest 1/4 of said Section 10; Thence N00°22'54"E, 5,078.87 feet along the City of Appleton Corporate Boundary, it's Northerly extension and along the East right-of-way line of Coop Road to the Easterly extension of the South line of Lorna Lane; Thence N00°31'53"E, 32.95 feet along the City of Appleton Corporate Boundary and the East right-of-way line of Coop Road; Thence S89°15'59"E, 7.00 feet along the City of Appleton Corporate Boundary and the East right-of-way line of Coop Road; Thence N00°31'53"E, 203.05 feet along the City of Appleton Corporate Boundary and the East right-of-way line of Coop Road to a vision corner in the Southeast corner of Calumet Street and Coop Road; Thence N45°38'06"E, 70.56 feet along the City of Appleton Corporate Boundary and said vision corner to the South right-of-way line of Calumet Street; Thence N08°58'34"W, 133.89 feet along the City of Appleton Corporate Boundary to the North right-of-way line of Calumet Street; Thence Easterly, 13,029 feet more or less along the North right-of-way line of Calumet Street (C.T.H. KK) through the intersecting Streets to the Northerly extension of the East line of the Northwest 1/4 of said Section 1; Thence South, 50.00 feet to the North 1/4 corner of said Section 1 and the Point of Beginning.

Total area of described parcel is 3,003 acres more or less.

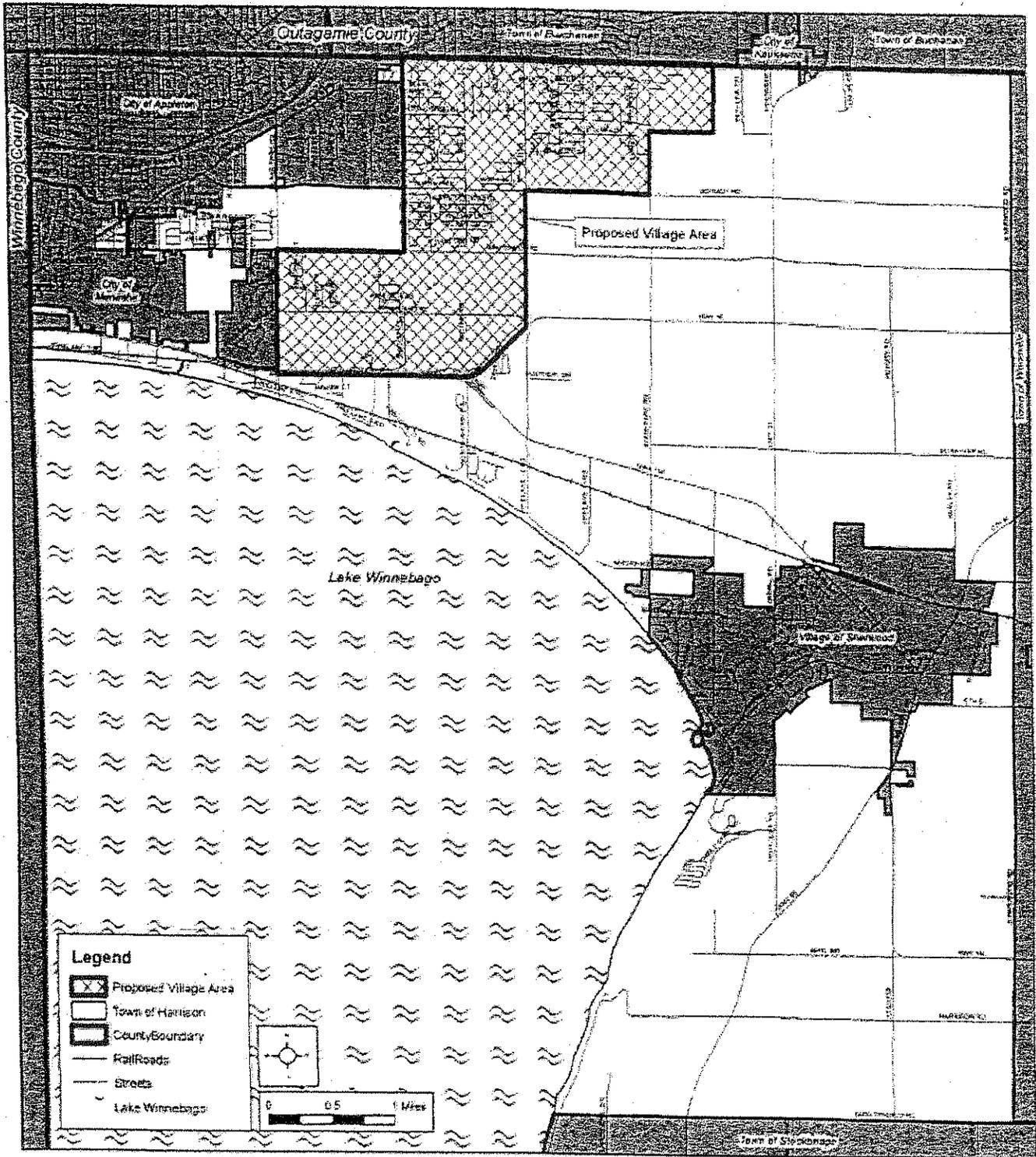


EXHIBIT 1